



**WATFORD
BOROUGH
COUNCIL**



COUNCIL MEETING

15 March 2022

7.30 pm

Town Hall, Watford

Contact

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For information about attending meetings please visit the [council's website](#).

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7 March 2022

Councillor

You are hereby summoned to attend a meeting of the Council of the Borough of Watford to be held on Tuesday, 15 March 2022 starting at 7.30 pm at the Town Hall, Watford to take into consideration and determine upon the following subjects, namely: -

1. Apologies for Absence

2. Disclosure of Interests

3. Minutes

The [minutes](#) of the meeting held on 24 January 2022 to be submitted and signed.

4. Official Announcements

5. Mayor's Report (Pages 7 - 11)

6. Questions by Members of the Council under Council Procedure Rule 10.0

7. Questions by Members of the Public under Council Procedure Rule 11.0

8. Petitions presented under Council Procedure Rule 12.0

9. Business especially brought forward by the Chairman or the Head of Paid Service which in the opinion of the Chairman should be considered as a matter of urgency.

10. Council Pay Policy Statement 2022 (Pages 12 - 32)

11. Member Attendance Rule - Waiver and Extension of Time Limit (Pages 33 - 35)

12. Vice Chairman 2022/23 Nominations (Pages 36 - 39)

13. Motions submitted under Council Procedure Rule 13.0

1. The following motion has been proposed by Councillor Asif Khan and seconded by Councillor Dennis Watling –

This council notes:

- The Russian army was ordered to attack Ukraine by Vladimir Putin. This

was unjust and without any cause.

- The ongoing horrendous loss of civilian life in Ukraine is a human tragedy.
- The people of Ukraine have fought bravely and with courage defending their freedoms and democracy.
- Russia's attack on Ukraine is an attack on democracy itself.

The council resolves:

- To stand in solidarity with the people of Ukraine against Russian aggression and fully support their inalienable right to self-determination and freedom from occupation.
- To encourage Watfordians to donate to appeals for humanitarian support in Ukraine.
- To call on Russian troops to be withdrawn from Ukraine immediately and for the Ukrainian people to be allowed to peacefully return to their lives and homes.
- To fully support serious punitive sanctions against Russia and Putin's supporters in the UK.

We call on the council to write:

- To write to the Prime Minister to take serious action on Russian money laundering and Russian influence inside the UK.
- To the Home Secretary to take in Ukrainian refugees, and to contribute financially towards supporting them through this trauma, wherever they choose to seek sanctuary.

We call on the Mayor to write to the Russian Ambassador to the UK on our behalf:

- Condemning the attack and war on Ukraine
- That the attack is an attack on a democracy
- To withdraw her troops from Ukraine immediately

2. The following motion has been proposed by Councillor Matt Turmaine and seconded by Councillor Nasreen Shah –

This council welcomes the recent decision by the Cabinet to go ahead and introduce a pilot project for mobile CCTV in our town.

This Council further calls on the Mayor to make sure this CCTV becomes a permanent part of the council's policy and that it is properly funded so that ALL parts of our Borough can be accessed by it.

3. The following motion has been proposed by Mayor Peter Taylor and seconded by Councillor Ian Stotesbury –

This council notes:

- Watford Council has made a commitment to reach carbon neutrality by 2030;
- According to the Department for Business, Energy and Industrial Strategy, transport accounted for 33.1% of all territorial carbon dioxide emissions in 2019, with “the large majority of emissions” from transport being from road transport¹;
- According to *the Williams-Shapps review*, “for every mile a person travels, passenger trains produce a third of the emissions of the average petrol car”²
- Public transport offers greener, more sustainable methods of travel than cars;
- The government have committed the country to a policy of ‘living with covid’ by removing all legal restrictions placed on the public over the last 2 years, essentially asking people to return to pre-pandemic ‘normal’;
- At the onset of the pandemic, train services were significantly reduced due to a lack of passenger demand. As Covid restrictions have gradually been lifted, passenger numbers have continued to recover but investment in restoring passenger services has not;
- Local people want to use public transport to travel to and from Watford, but are unable to do so in an efficient way due to lack of appropriate services;
- Outcome five of the Williams-Shapps review stated that new rail measures would grant greater control for local people and places, that “[r]ailways will be more responsive to the needs of local communities and customers”, and “locally-led teams will [...] be accountable to the people and places they serve”, whereas Watford residents have found post-pandemic rail services are not responsive to their needs.
- On 1st March 2022, rail fares rose by the biggest increase in a decade (fares on national rail services increased by 3.8%).

This council believes:

- The government needs to increase investment in train services and work with (and, where necessary, require) operators to return timetabling to pre-pandemic levels;
- The government needs to review existing local service levels and routes, and whether they meet demand, specifically with a view to increasing services between Bushey and London Euston, and introducing a direct service from Bushey to Shepherd’s Bush, West Brompton and Clapham Junction;
- The government needs to fulfil its pledge that railways will be more responsive to the needs of local communities and customers;

- The government should freeze rail fares for 5 years.

This council resolves to:

- Ask the Mayor of Watford to write to the Secretary of State for Transport calling for him to address the concerns raised in this motion.

Endnotes:

¹ Page 11

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972583/2020_Provisional_emissions_statistics_report.pdf

² Page 16

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994603/gbr-williams-shapps-plan-for-rail.pdf

4. The following motion has been proposed by Councillor Jennifer Pattinson and seconded by Councillor Glen Saffery –

Created in the 1800s, when the electoral choice was between the aristocratic Tories and Whigs and women were denied the right to vote, First Past the Post is structurally undemocratic. It means millions of votes do not matter, millions of votes are wasted, both “safe seats” and tactical voting are commonplace, and seats won in Westminster often bear little relationship to votes cast. In short, it is an archaic rigged system. How can Britain of the 2020s move forward when, in some constituencies, the same party has won in every election since those constituencies were created in 1832?

This council notes

- The UK is the only country in Europe to still use First Past the Post for general elections aside from Belarus;
- Watford’s elections for borough and county councillors use a First Past the Post system of election, whereas the election for Watford’s Mayor uses a form of Proportional Representation;
- More than 80 nations around the world currently elect their legislatures through a system of Proportional Representation, including in Scotland, Wales and the Republic of Ireland;
- The Conservative Government is currently undergoing legislative procedures to remove all elections by Proportional Representation in the UK, which are used to elect Mayors and Police and Crime Commissioners, to replace them with First Past the Post systems.

This council believes

- Proportional Representation voting systems are objectively fairer and lead to a more representative legislature in which everyone can be confident that their vote counts;
- The Conservative Government's attempt to overturn local uses of Proportional Representation systems in the UK is a detrimental step backwards for democracy.

This council therefore resolves to:

- Reject First Past the Post, end minority rule, and support the introduction of a form of Proportional Representation for all elections in the UK in which all votes count equally and seats match votes;
- Ask the Mayor to write to the Department for Levelling Up, Housing and Communities calling for a review of the Elections Bill and proposals to scrap all proportional voting systems in the UK.

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Donna Nolan, Managing Director

Elected Mayor's Report – March 2022

As I write my report we are one week into the Russian invasion of Ukraine. On behalf of the whole of Watford I would like to say that our thoughts and prayers are with the brave people of Ukraine who are facing unimaginable suffering as their country and lives are shattered by the impacts of war.

Many of us want to respond to the humanitarian crisis that is unfolding in Ukraine and to support those neighbouring countries who are reaching out to offer support and aid to those in such dire need.

A great way for us to help is to support Goods for Good, a local charity that sends donated goods to vulnerable communities around the world and who have mobilised to send much-needed supplies to Ukraine.

Covid-19 Response

Community protection and support

Vaccination remains one of the most effective ways of protecting yourself and others against Covid-19 and I would like to thank everyone who has gone to get their first, second and booster doses of the vaccine in Watford. As a council we continue to support the roll out of vaccinations in Watford and have now vaccinated almost 200,000 people in the borough. There is also a fantastic amount of work being done behind the scenes by our environmental health team to try and reach the sections of the community who still haven't had their vaccinations. To those people, I would just encourage you to reach out, ask any questions you have and, when you feel comfortable, get vaccinated – it's not too late and it may save your life.

Community engagement

As restrictions have eased and we 'learn to live with covid' I have begun to meet with residents face to face once again, hosting my surgeries both in person and online to meet the variety of needs of local residents. I also continue to reach thousands of residents through my weekly newsletters where I update on the current news, events and opportunities in the town.

Delivering my manifesto and working for the town

Sustainability in Watford

Our cabinet recently agreed plans to cut congestion in Watford through Watford's Sustainable Transport Strategy. The strategy will make it easier for people to choose cleaner

modes of transport, such as walking and cycling. It also includes commitments to increase cycle parking and the number of cycle lanes; support bus services; and develop a new Croxley to Watford public transport link, after London's Labour Mayor stopped plans to extend the Metropolitan Line to Watford Junction.

Over the last 2 years it has been great to see some improvements to our active and sustainable transport offerings. In particular, our Beryl bike share scheme has been incredibly popular with almost 200,000 journeys since the launch last March. Our new strategy builds on the work we have been doing since declaring a climate emergency in 2019 and the top priority is to reduce the congestion around Watford and make our air cleaner.

Protecting our local environment

We have kicked off work for our 10 year plan to revitalise the River Colne in Watford. A large part of this work is about community engagement and getting local people to learn more about the biodiversity we have right on our doorstep. So far we have seen a successful number of community events including an art exhibition focused around the river and its wildlife, consultation events and a family festival in Knutsford Playing Fields. It has been wonderful to see so many people taking part and engaging on such an important project for our town. For details of upcoming events please visit www.rivercolnewatford.co.uk

We have committed to planting 10,000 trees in Watford in 2022, and the work towards this is well underway. I have participated in a number of tree planting events with local organisations and schools over the last couple of months. In February we also held Watford's first tree giveaway event in Cassiobury Park which was a huge success and saw over 7,000 sapling trees being given away to local residents to plant in their gardens. As we try to increase Watford's tree canopy from 18% to 20% it is great to see so many local residents getting involved and supporting our ambitions. I would also like to say a huge thank you to Veolia who have been very supportive in both the tree planting and giveaway events.

Thriving local economy

We have seen a number of new shops and businesses pop up across Watford, and I have been fortunate enough to visit a number of them including Ngorli Community Interest Company, Fusion, Dream Optic Eyeglasses Boutique. It is great to see businesses choosing to make Watford their home and I know local residents will make sure they feel welcome.

We have continued to provide a variety of support to our local businesses as we come out of the pandemic and get to grips with the post-Covid business world. A number of initiatives have been on offer to local businesses and entrepreneurs including a young entrepreneurs programme, sustainable business programme and various support grants.

As part of our work on 'Designing Watford Town Centre for the Future', I recently launched Watford's first Urban Room designed by West Herts College student Heba Hussain. The room is designed to give people who work, live and visit the town a place to share their views on how the town centre should develop and grow over the next 20 years. The design which competed against 45 other fantastic submissions by WHC students was built by architects New Practice with materials sourced by the Watford and West Herts Chamber of Commerce and the space provided by Atria. Featured in the room are a range of places and spaces to sit and discuss issues, read the comments and views of others and post your own vision of what the town centre should be like in the future. Elements from the designs of the two runners' up Kimberley Falconi and Christina Summa have also been incorporated into the final build. I would encourage everyone to pay a visit to the Urban Room and post your views on the town centre and how it should evolve in the future - be it new green spaces, more town centre homes, more focus on pedestrians, more civic spaces and art, better accessibility, more independent retailers or sustainable modes of transport.

Supporting the most vulnerable

On 14th February 2022, Valentine's Day, Morrisons supermarket together with Dementia Friendly Watford hosted their first cafe dedicated to people living with dementia and their carers. Christine Smith from Morrisons Watford wanted to provide a space in the supermarket where people living with Dementia could come and have some refreshments and entertainment, whilst their carers had some time to themselves to do some shopping or just have a cup of tea and some cake in a relaxed environment. I would like to say a huge thank you to Morrisons for providing the space, the refreshments and the entertainment and to the Dementia Friendly Watford steering group who organised the volunteers and supported the event.

In February, the first Pensioners Forum of 2022 was held in collaboration with Watford and Three Rivers Trust at Watford Colosseum. The pensioners forum, which takes place multiple times a year, provides residents of pension age with support and advice on topics including energy saving, wellbeing and key local services. These are great events that I would encourage all of our pensioners in Watford to try and attend.

I had the pleasure of visiting the National Bobath Cerebral Palsy Centre last month for their 65th anniversary celebrations. They do fantastic work to support people living with cerebral palsy and similar neurological conditions, and we are lucky to have them in Watford. It was wonderful that Her Royal Highness The Duchess of Gloucester was also able to visit the centre to see the important work that they do.

Improvements to parks and leisure facilities

It was fantastic to welcome Alan Shearer to Watford Leisure Centre Woodside in January for the launch of a new state-of-the-art fitness concept, FORTIS. Not only does this provide

another fitness option for local people, but it shows the quality of Watford's facilities and the ability we have to draw people from outside the area.

We have also seen improvements made to King George V Playing Fields with the completion of our learn-to-ride facility which will be valuable for those wanting to become more confident cyclists and understand road safety. We have also installed new outdoor gym equipment at King George V Playing Fields, building on the council's commitment to help people live a more active and healthy lifestyle, while keeping the costs to do this down. The equipment is accessible for users of all abilities with diagrams to explain how to use the equipment properly.

Protecting Watford's culture and heritage

Plans are well underway for our Centenary celebrations this year. We have launched the website and are inviting residents to get involved in a number of ways including competitions, events and our joint centenary and Queen's Jubilee celebration on the bank holiday weekend in June. For more information please visit www.watfordcentenary.com

Watford Football Club has played such a huge part in the lives of so many people in our town, and like us they are celebrating a big birthday this year, having been based at Vicarage Road for 100 years. To celebrate this, the Council, Hertfordshire County Council and the football club commissioned MurWalls to paint a Hornets-themed mural by the stadium. This has been received with high praise by residents and is a great way to recognise the impact that the club has had on our town over the last 100 years and more.

Standing up for Watford

Housing Targets

For the second year running Watford has failed to meet the housing target set by central government, delivering only 48% of the new houses expected of us. I continue to campaign government ministers for a reduction in our targets and more power to be given to local areas to make decisions about planning.

Watford General

After the good news in December that the hospital trust had received confirmation of the funding needed for the new hospital facilities at Watford General, there have unfortunately been rumblings coming from the MP for Hemel Hempstead which once again threaten this project. I continue to have regular meetings with the hospital and are keeping abreast of progress to ensure the council can do everything possible to help get Watford residents the hospital facilities we have been promised for so long.

Transport

A number of residents have been in touch with me over the recent weeks and months to express concern about the future of buses and trains in Watford and Hertfordshire. I have written to the Leader of Hertfordshire County Council to seek assurances that our bus services are not under threat of cuts. I have also been in contact with the Secretary of State for Transport and local train operators to call for a review to the train services available for Watford residents. I will continue to work with partners to ensure that public transport facilities are of the quality and efficiency expected by our residents.

Recognising Watford's community heroes

We have recently held the first Audentior awards since the start of the pandemic. The awards evening provides an opportunity to reward the best of our community for their dedication to making the town a fantastic place to live. Congratulations to all the nominees and winners this year, there was a high calibre of nominations and we are grateful to every single one of you who has made such a significant contribution to our town.

As part of our Centenary celebrations we are honouring some of the people who have made Watford what it is today through a social media campaign and awards titled '100 people who made Watford'. We are encouraging nominations from the public for these heroes via the centenary website.

We have also recently given out our first Centenary Hero award to the League of Friends at Watford General Hospital. The Centenary Heroes enable us to recognise the positive contributions made by people and organisations in Watford and will be part of the centenary legacy for future generations of Watfordians to look back on the town as we are in 2022. It was a real honour to join the League of Friends on their last day at Watford General and I don't think there are any more worthy recipients of the first Watford Centenary Heroes award. Most of us won't remember a time when the League was not on hand when we visited Watford General but we may not be so familiar with the real difference they have made to so many parts of the hospital through the money they have raised.

Agenda Item 10

Part A

Report to: Council

Date of meeting: 15 March 2022

Report author: Executive Head of Human Resources and Organisational Development

Title: Council Pay Policy Statement 2022

1.0 Summary

- 1.1 The Council's success relies on the talent and contribution of its workforce enabling and ensuring it meets its objectives. The Council's Pay Policy Statement seeks to ensure the Council is able to attract, recruit, retain and engage the right people in order to achieve this.
- 1.2 The Pay Policy Statement pulls together all the elements that make up the Council's financial reward practices. It provides assurances of our consistency, fairness and transparency and gives clarity to all our stakeholders about how and what our people are rewarded for. It defines the level and elements of remuneration for Chief Officers in accordance with the requirements of section 38(1) of the Localism Act 2011.
- 1.3 The Localism Act 2011 requires the Council to publish its position on 1 April each year in relation to specific areas of chief officers pay as follows: - remuneration levels, all other payments, incremental progression, performance related pay, bonus payments, redundancy, severance/ compensation, and retirement payments, and the Council's policy on the re-engagement of chief officers. This Pay Policy Statement sets out the Council's position in these areas. The report is the same as in previous years with updated staffing and pay rate information.
- 1.4 The recommendation of the Hutton Report into "Fair Pay in the Public Sector" as recognised by the Government in the Code of Recommended Practice for Local Authorities on Data Transparency, was that a pay ratio of the salary of the Chief Executive compared to the median average salary in the organisation should be published. This is set out in Section 18 of the Pay Policy Statement, which shows the ratio to be 1:3.8. The Council does not have a policy on maintaining or reaching a specific pay multiple but is conscious of the need to ensure that the salary of the highest paid employee is not excessive but is consistent with the needs of the Council as expressed in this policy statement.
- 1.5 The Hutton report raised concerns about multiples in the order of 1:20 or higher between the lowest and highest paid employees in local authorities. The Council's current lowest to highest ratio, including apprenticeships, is 1:6.5, which, is considerably lower. Excluding apprenticeship posts, the lowest pay in use by Watford Borough Council is within Band 4 paying £11.73 per hour excluding LW. This is above the real living wage of £9.90 per hour for 2021/22.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Council does not fulfil requirements of Localism Act 2011 in publishing the pay policy	Localism Act not complied with	The Council Pay Policy Statement is published	treat	2

3.0 Recommendations

- 3.1 That Council approve the Council Pay Policy Statement.

Further information:

For further information on this report please contact: Terry Baldwin, Executive Head of Human Resources and Organisational Development: telephone extension: 8133 email: terry.baldwin@watford.gov.uk

Report approved by: Terry Baldwin

4.0 Implications

4.1 Financial

- 5.1.1 The Shared Director of Finance comments that the financial implications of the Pay Policy Statement 2022 can be met within the agreed Medium Term Financial Strategy.

4.2 Legal Issues (Monitoring Officer)

- 4.2.1 The Group Head of Democracy and Governance comments that it is a legal requirement for council to consider and publish its pay policy annually preceding the financial year to which it relates.

4.3 Equalities, Human Rights and Data Protection

- 4.3.1 There are no implications.

Appendices

Appendix A - Council Pay Policy Statement 2022



**WE ARE
WATFORD**

**COUNCIL PAY POLICY STATEMENT
2022**

1.0 Introduction

- 1.1 The Council's success relies on the talent and contribution of its workforce enabling and ensuring it meets its objectives. Our Pay Policy seeks to ensure the Council is able to attract, recruit, retain and engage the right people in order to achieve this.
- 1.2 The Pay Policy pulls together all the elements that make up the Council's reward practices. It provides assurances of our consistency, fairness and transparency and gives clarity to all our stakeholders about how and what our people are rewarded for. It defines the level and elements of remuneration for Chief Officers, and all senior staff, in accordance with the requirements of section 38(1) of the Localism Act 2011.
- 1.3 The Localism Act 2011 requires the Council to publish its position in relation to specific areas of chief officers pay as follows : - remuneration levels, all other payments, incremental progression, performance related pay, bonus payments, redundancy, severance/ compensation, and retirement payments, and the Council's policy on the re-engagement of chief officers. This Pay Policy statement sets out the Council's position in these areas.
- 1.4 The Council employs 241 officers, which represents a full time equivalent based on a 37 hour week of 220.36.
- 1.5 The gross salary expenditure for the Council for the financial year 2022/23 is estimated to be £12,430,103.
- 1.6 Best practice recommends the Council consults a remuneration committee on all proposals relating to pay and reward for Senior Officers thus ensuring openness and accountability. This responsibility is delegated by Full Council to the Council Functions Committee and Chief Officer Pay Panel.
- 1.7 This policy will be reviewed and approved annually by Full Council, and may be accessed via the Council's external web site.

2.0 SCOPE OF THE POLICY

- 2.1 The policy applies to all Chief Officers.
- 2.2 The definition of Chief Officers (as set out in section (43(2)) of the Localism Act 2011 is not restricted to Heads of Paid Service and Directors. It also includes all other Senior Managers (statutory and non-statutory officers) who report directly to them and to their direct reports termed as Deputy Chief Officers. That is the Head of Paid Service (Managing Director), Group/Executive Heads and Heads of Service.
- 2.3 The Council's post holders who fall within the definition of Chief Officers are as defined within the Councils Constitution and are shown in the following table:

Head of Paid Service	Managing Director
Director of Finance	Director of Finance (Three Rivers District Council)
Group/Executive Heads of Service	Group Head of Democracy and Governance (Monitoring Officer) Group Head of Community and Environmental Services Executive Head of Commercial Finance and Innovation Executive Head of Corporate Strategy and Communications Executive Head of Human Resources and Organisation Development Group Head of Place Shaping
Heads of Service/Deputy Chief Officers	Heads of Service and other managers that report directly to Officers outlined above.

See organisation structure chart in appendix 1.

2.4 The remuneration of the Group/Executive Heads of Service was last determined by the Council Functions Committee in February 2020 and that of the Managing Director in 2019/20 when recruiting to the post.

2.5 The Council's Director of Finance/ Section 151 Officer is directly employed by Three Rivers District Council and remunerated in accordance with Three Rivers District Council Chief Officer pay rates for Directors. The Head of Finance and Head of Revenue & Benefits are also directly employed by Three Rivers District Council and remunerated in accordance with the Shared Services, Head of Service pay band.

2.7 Pay bands are attached as Appendices 2 and 3.

3.0 TERMS AND CONDITIONS OF SERVICE

3.1 The Council's Chief Officers, i.e. the MD, Director of Finance, and Group/Executive Heads of Service are engaged on Joint National Council (JNC) national terms and conditions of service.

3.2 The Council's Heads of Service/Deputy Chief Officers, i.e. those who report directly to Group/ Executive Heads of Service, are engaged on National Joint Council (NJC) national terms and conditions.

3.3 It should be noted that different national negotiating machinery applies across the senior management team.

4.0 PRINCIPLES

4.1 The Pay Policy reflects the aspirations of the Council's strategic road map and defines the Council's approach to managing reward that is guided by the following principles

4.2 All Council officer jobs are job evaluated using an analytical job evaluation scheme to allocate points to posts and establish relativity between all posts in the organisation.

4.3 The Council reviews appropriate external pay market information to ensure remuneration levels are consistent with Local Government, provide value for money for the taxpayer, and support the Council to remain competitive as an employer in areas of skills shortage.

4.4 If appropriate, market factors are applied to hard to fill posts. Where applied these supplements are reviewed annually in accordance with the market factor policy.

4.5 The MD receives a spot salary the level of which was reviewed in 2020.

4.6 Cost of living inflation increases for Chief Officer pay scales are awarded in accordance with the Joint National Council for Chief Executives and Chief Officers (JNC). Chief Officers are remunerated according to the pay scale applicable to their job, within a four grade pay model. Each grade has four incremental spinal column points, (see Appendix 2). Progression within each grade is time based, subject to satisfactory performance and where appropriate awarded annually to the top of the grade, effective from 1 April.

The independent reviews conducted by LGA of 2013 and 2016 ensured that the pay scales of Chief Officers are comparable to rates of pay for similar jobs in similar sized local authorities in the outer London and Home Counties area.

4.7 Deputy Chief Officers, i.e. Heads of Service, are remunerated within the top three grades of a thirteen grade pay model. Each grade has five incremental spinal column points, (see appendix 3).

4.8 The remuneration of a Chief Officer or Deputy Chief Officer on appointment will be at a point on the relevant pay scale for the job appropriate to their experience and salary level in their previous job.

4.9 It is not the policy of the Council to award bonuses to its Chief Officers. However, due to the extreme difficulty in filling the Deputy Chief Officer role of Head of Property Investment and Regeneration, a bonus payment is paid to this post as an exceptional case.

4.10 The Council is committed to the principle of fairness; is clear about what people are being paid for, and is consistent, systematic and transparent when applying reward practices. Pay models have been developed based upon appropriate pay market information and ensure that the ratio of pay levels between the highest paid officer and the median/ mean average/ low paid earnings in the Council remains consistent and is not distorted as a result of pay awards.

4.11 The Council's lowest paid employees are those post holders whose jobs are graded in the lowest pay band, which is Band 4 in a 13 band pay model. Jobs are evaluated using the Local Government Job Evaluation scheme.

4.12 Resignation. The Chief Officer's last entitlement to pay will be the last day of service, taking into account notice period and any period of pay in lieu of notice.

Redundancy or early termination in the interests of the service and Pension Benefits of Chief Officers will be made in accordance with the Council's Redundancy and Early retirement and early termination compensation policies however please see paragraph 9.6 below.

5.0 EQUALITIES

5.1 The Council is committed to equality of opportunity. All members of staff will be treated fairly based on ability, performance and contribution irrespective of their employment or contractual status and personal circumstances, i.e. part time, fixed term. The Council monitors equalities data and this policy shall be applied fairly, consistently and equitably for all employees irrespective of race, gender, disability, age, offending past, caring or dependency status, religion or belief, sexual orientation, marital or civil partnership status, pregnancy or maternity or gender identity and it is incumbent on those managing this policy to ensure that this is the case.

6.0 GRADING

- 6.1 **Chief Officers – MD and Group/Executive Heads of Service**
- 6.2 **Job Evaluation** – posts were job evaluated by the LGA Senior manager job evaluation scheme.
- 6.3 **Deputy Chief Officers – Heads of Service**
- 6.4 **Job evaluation** – All posts are job evaluated using the Local Government Job Evaluation Scheme (LGJES). The scheme is used to evaluate all non-Chief Officer posts in the Council, ensuring relativity between all Council posts covered by NJC terms and conditions. The job evaluation policy should be consulted for further information.
- 6.5 **Pay model** - The pay model is presented in appendix 3
- 6.6 **Labour market information** – Comparative East of England Local Authority pay information, Croner Reward Job Evaluation system and the Croner Market Pay analysis for Public Services provides the source of comparative pay information when there is a requirement for a role to be reviewed for example when it is hard to fill or are in areas of skills shortages within the council. Market supplements currently apply to the following Chief Officer and Deputy Chief Officer roles and are reviewed annually in accordance with the Market Factor policy –
- Executive Head of Human Resources and Organisational Development
 - Executive Head of Commercial Finance and Innovation
 - Group Head of Place Shaping
 - Head of Housing
 - Head of Parks, Open Spaces and Projects
 - Head of Planning and Development
 - Head of Property Investment and Regeneration
 - Head of Corporate Asset Management
- 6.7 **All other posts in the Council**
- 6.8 All other officer posts are job evaluated using the Local Government Job Evaluation Scheme (LGJES), and graded within one of the pay Bands in the 13 grade pay model in Appendix 3. No Council post is graded below Band 4, and the minimum pay for Band 4 is £20,903 plus £898 London weighting allowance, (see 8.1 below). Where appropriate posts attract a market supplement and the market forces payments policy should be consulted for further information.
- 6.9 Market factor supplements apply to the following non Chief Officer posts in the Council
- Cassiobury Park Manager
 - Electoral Services Manager
 - Senior Infrastructure Engineer
 - Senior Project Manager (Road to Renewal)
 - Programme Manager
 - Economic Development Manager
 - Senior Traffic Engineer
- 7.0 **INCREMENTS**
- 7.1 Posts receive annual time based increments effective on 1 April until remuneration reaches the top of the grade.

7.2 On appointment, all posts will normally be remunerated at the lowest incremental spinal column point within the grade, (unless 4.8 applies above).

7.3 The Council will apply the annual cost of living percentage increment as negotiated by the NJC national agreement to the values of incremental spinal column points as appropriate. At the time of writing this statement the April 2021 pay award has yet to be agreed.

8.0 **ADDITIONAL PAYMENTS**

8.1 London Weighting (LW) – is the inner fringe London Weighting Allowance and is negotiated as part of the national framework. LW is an additional payment that is made to all officers in the Council, and the rate is negotiated nationally by NJC.

8.2 The Head of Paid Service receives additional payment for duties as Clerk to the West Herts. Crematorium, and fees for Returning Officer duties during elections as and when appropriate.

9.0 **LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

9.1 All officers are eligible to join and contribute to the Local Government Pension Scheme. Officer contribution rates are a percentage of their earnings. Levels of contribution are stated by the scheme, and are based on the whole time equivalent value of all contractual pay excluding any travel allowance payments. The employer's contribution to the scheme is 19%.

9.2 The table below provides the proposed Member contribution table for 2021/22.

Pay Bands	Contribution Rates
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
Over £165,001	12.5%

9.3 The normal retirement age for the LGPS is State Pension Age, or age 65 (whichever is the higher).

9.4 With the exception of early retirement for the reason of permanent ill health (to which no age restrictions apply), the earliest age an officer can retire and receive pension benefits is 55.

9.5 Early retirement may be granted in the following circumstances:

Early termination of employment for the reason of redundancy
 On ill health grounds
 On compassionate grounds
 Efficiency of the service
 Request to go

9.6 The Council's Redundancy, early retirement and early termination compensation, pension discretions should be consulted as appropriate for further information. The Restriction of Public Sector Exit Payments Regulations 2020 make it clear that public sector bodies must not make payments in relation to individual exits in excess of £95k and draft guidelines have been issued. The Council's policy, outlined

below, on redundancy, early retirement and early termination compensation will be updated as soon as the final regulations are known and have been published.

10.0 REDUNDANCY

10.1 In the event of redundancy, i.e. where a post to be vacated would not be replaced, the Council pays a discretionary redundancy payment by applying a 2.2 multiplier to each week's redundancy pay, thus providing up to a maximum of 66 weeks' pay based on contractual pay.

10.2 Officers aged 55 and above will retire in this circumstance and have access to their accrued pension benefit.

10.2 The Council does not augment additional pension membership; however the Officer may elect to purchase additional LGPS pension membership with the discretionary payment. Full details are specified in the Council's Redundancy policy and this should be accessed for full details.

11.0 EARLY RETIREMENT FOR THE REASON OF ILL HEALTH

11.1 To qualify an officer must be confirmed by the Council's Medical Adviser as being permanently unable of discharging the duties of their employment because of ill health or infirmity and have a reduced likelihood of obtaining gainful employment before reaching age 65.

12.0 EARLY RETIREMENT ON COMPASSIONATE GROUNDS

12.1 To qualify an officer would have to have a compelling hardship or difficulty that would most usually be due to caring responsibilities.

13.0 SEVERANCE – EARLY TERMINATION OF EMPLOYMENT IN THE INTEREST OF EFFICIENCY TO THE SERVICE.

13.1 There may be situations that are initiated by management to facilitate organisational change where a post to be vacated would be replaced. The Early Retirement and Early Termination Compensation policy applies and should be consulted.

13.2 Where appropriate, the Council will make a discretionary severance/ compensation payment by applying a 2.2 multiplier to each week's severance pay, thus providing up to a maximum of 66 weeks' pay based on contractual pay.

13.3 Officers aged 55 and above will retire in this circumstance and have access to their accrued pension benefit.

13.4 The Council does not augment additional pension membership; however the Officer may elect to purchase additional LGPS pension membership with the discretionary payment. Full details are specified in the Council's redundancy policy and this should be accessed for full details.

14.0 EARLY PAYMENT OF PENSION BENEFITS ON REQUEST TO LEAVE (ASK TO GO)

14.1 Criteria

Initiated by the employee who must be aged 55 or above. Employee submits a written request to the Group Head of Service stating grounds and case for consideration and first approval.

The Group Head of Service and Executive Head of Human Resources and Organisation Development will then submit a report for approval by the Managing Director.

The rationale for agreement will include Improvement in organisational efficiency e.g. needs of job, new skills required, need to work in different ways, improved productivity.

An assessment of the strain on the pension fund in relation to the benefit obtained by the Council will be conducted. The strain cost would normally need to be recovered within 2 years of the retirement. The post will be replaced

14.2 **Benefits**

Under 55

- Not available

Over 55

- Actuarially reduced accrued pension benefits
- No added years are awarded by the Council

Employees can elect to retire and receive pension benefits from age 60, but there are no added years awarded and accrued pension benefits are actuarially reduced.

The Early Retirement and Early Termination Compensation policy applies and should be consulted.

15.0 **FLEXIBLE RETIREMENT**

- 15.1 This is subject to agreement by the Council, providing an option for an officer to continue in employment post Local Government Pension Scheme retirement age and to take some or all of their Local Government Pension that is due to them whilst continuing to work on reduced hours or reduced pay. The benefit for the Council is the ability to retain skills, knowledge and experience.

- 15.2 An abatement of pension will apply if the pay for the new post plus the LGPS pension they receive exceeds the value of the salary for the post from which they retired. London Pension Fund Association (LPFA) should be consulted for advice.

The Early Retirement and Early Termination Compensation policy and flexible retirement policy applies and should be consulted.

16.0 **RE-EMPLOYMENT POST SEVERANCE OR REDUNDANCY**

- 16.1 The re-employment of officers who were granted early retirement, are receiving their Local Government pension, or have received a severance/ compensation payment, or a redundancy payment is discouraged. The following criteria should be considered. Refer to the Council's policy for early retirement/ early termination compensation for further information.

- What is the nature of the work to be undertaken?
- How similar is the work to that formally undertaken by the individual?
- Is it work that the individual could have been redeployed to?
- The work should be a specific project or task where the skills/ knowledge set required is unique to that individual
- The work should be such that it could not be undertaken by anyone else currently employed in the Council

17.0 **OFFICERS WHO HAVE RETIRED AND ARE IN RECEIPT OF PENSION**

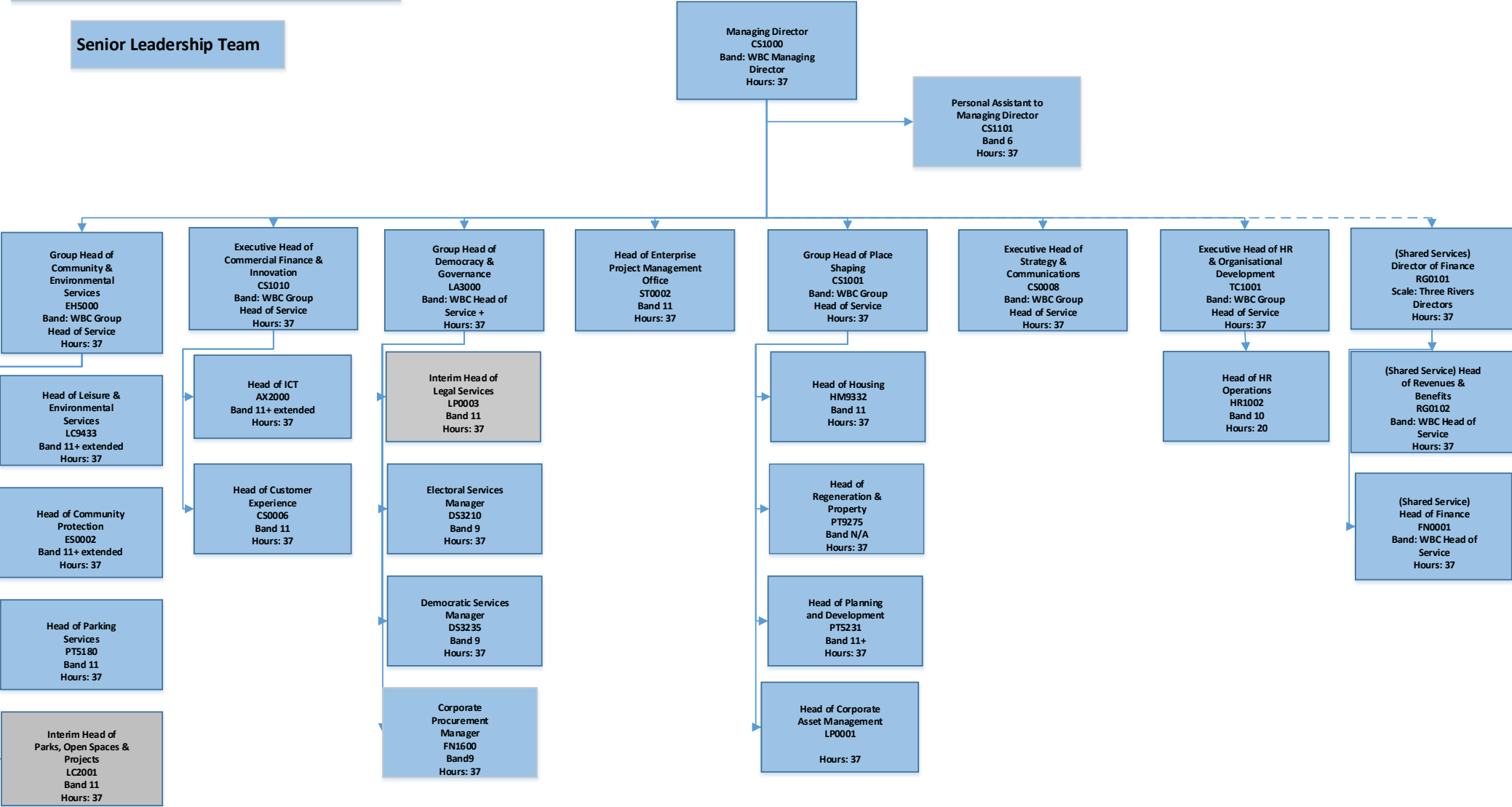
- 17.1 If an officer is in receipt of their Local Government Pension and returns to work for the Council an abatement of their pension will apply if the pay for the new post plus the LGPS pension they receive exceeds the value of the salary for the post from which they retired. LPFA should be consulted for advice.
- 17.2 Flexible retirement subject to agreement by the Council provides an option for an officer to continue in employment post retirement age and to take some or all their pension working on reduced hours or reduced pay. The flexible retirement policy should be accessed for full information.
- 18.0 **PAY RELATIVITY AND LOWER PAID STAFF**
- 18.1 The Council is committed to the principle of fairness when setting pay levels for all officers. All jobs are job evaluated meaning each has an analytical score providing its relative value in the organisation and each job is linked to a defined pay model.
- 18.2 The Council defines its lowest paid staff as those whose posts are graded on the lowest grade in the pay model. Pay rates are based on whole time equivalent salaries.
- 18.3 Including apprenticeship posts, the mean average earnings in the Council are £38,786 giving a ratio with the highest paid officer of 1:3.5. The median earnings in the Council are £36,922 giving a ratio with the highest paid officer of 1:3.8. Including apprenticeships, the lowest earnings in the Council are £21,500, giving a ratio with the highest paid officer of 1:6.5. Excluding apprenticeship posts, the lowest earnings in the Council are £22,627 giving a ratio with the highest paid officer of 1:6.1.
- 18.4 The lowest pay band on the pay model (Band 1) is not in use by Watford Borough Council whose lowest remunerated post is within Band 4 paying £11.73 per hour excluding LW. This is above the real living wage of £9.90 per hour for 2021/22.
- 18.5 Cost of living pay increases in the Council are awarded consistently in line with those negotiated nationally by NJC. An analysis of pay awards for the previous 5 years is provided at Appendix 4.

Appendix 1

Watford Borough Council - Overview

Senior Leadership Team

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Job Description / Person Specification

Job Title:	Managing Director
Service/ Department:	Corporate Services
Salary band:	Managing Director Band
<p>Purpose of Role:</p> <p>Work with the Elected Mayor to provide effective leadership to the Council, developing and ensuring delivery of the Council's vision and objectives.</p> <p>Take overall responsibility for the effective management of the Council's resources, ensuring efficient, effective and high quality service delivery is provided.</p> <p>Working with the Elected Mayor to lead the Council's strategic partnership working, engaging with stakeholders to support a sustainable, prosperous town.</p> <p>To sustain a bold and progressive culture, embedding a customer focused, digitally enabled, and commercially minded approach across all of the council's function.</p>	
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Supporting the delivery of the Mayor's and the council's strategies and policies • Assuring understanding, acceptance and support for the Mayor's Executive role • Transacting the Mayor's, Cabinet and Council decisions • Advising the Mayor and Members • Ensuring the effective delivery of the Council's various projects through Programme Management, objective setting for senior Leadership Team and reviews with key stakeholders. • Managing the Officer/Member/Political interface • Aligning corporate values with Political direction • Aligning strategic direction, corporate planning and resource allocation • Budget strategy and delivery of agreed budget • Leading Structural and Cultural change • Engaging with Strategic Partnerships • Ensuring effective performance management • Ensuring effective personal communication – up, down and outwards. 	
<p>Management:</p> <ul style="list-style-type: none"> • All duties and responsibilities as defined in Section 4 of the Local Government and Housing Act (1989) • Delivering the Mayoral and Cabinet objectives through the Leadership Team • Articulating the Mayor and Cabinet agenda in corporate and service objectives • Providing managerial leadership to the Leadership Team • Alignment of cross-cutting programmes with substantive plans 	

- Management of Deputy MD and Heads of Service – Appraisals/PDRS, Agreement of objectives, Reviewing performance

Personal attributes:

- Able to work constructively and effectively both internally and externally
- Able to lead by example
- Able to promote Watford
- Able to enhance Watford's influence locally, regionally and nationally
- Able to articulate a vision on how the Council's services can be better configured, embracing modern ways of working

Key Relationships:

- The Elected Mayor and Members
- Deputy Managing Director
- Heads of Service and senior leadership team
- External partners and stakeholders
- Peers in other Local Authorities within Hertfordshire, including Hertfordshire County Council and Herts CEO group and also other Local Authorities regionally and nationally

Important Notes Relating to Duties:

In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that s/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
- Complies with these formal requirements and related procedures; and
- Seeks advice from the Head of Democracy & Governance or an officer with specialism in the subject area if in any doubt about the proper course of action.

Person Specification

Knowledge/Skills:

- Relevant professional and/or post graduate management qualification
- Detailed knowledge of a number of specialist areas within local government.
- Detailed knowledge of legislation governing local authority activities, including contracts and procurement/tendering
- Ability to develop effective strategic partnerships to enable the council to achieve its objectives
- Ability to influence and persuade a wide range of audiences on complex, sensitive and contentious matters
- Commercial nous to advise on long term investments and major financial deals

Experience

- Senior Local Government experience (minimum of 5 years at Chief Officer or equivalent)
- Extensive experience of public sector service delivery, both directly and via commissioning
- Experience of working with a wide range of partner organisations and professionals to deliver outcomes
- Experience of presenting effectively and persuasively to diverse audiences
- Experience of delivering services through Joint Ventures
- Experience of collaborative working with businesses and the third sector to enhance service delivery

ICT/Technical Expertise

- Strategic understanding of the application of ICT to local government operations
- Good working knowledge of Microsoft Office applications

Personal Qualities

- Personal and professional credibility
- Capacity to build effective relationships with partner organisations and stakeholders
- Political sensitivity
- Capacity to work outside office hours and manage a demanding workload

Politically Restricted Posts

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post is a Specified Post and is politically restricted.

Job Share:

Job Share will not be considered for this post.

Equal Opportunities:

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Disability Confident' employer. If you have a disability and demonstrate that you fulfil the essential person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

Job description:	Name	Date
Written by (Manager)	Manny Lewis	Feb 2019
Reviewed by (Human Resources)	Terry Baldwin	Feb 2019

Job Description – Director of Finance (employed by Three Rivers District Council)

Job Title:	Director of Finance		Post Reference No:
Post Number:			RG0101
Service/ Department:	Corporate Resources and Governance	Section:	Finance
Grade:	Chief Officer		
Location:	You will normally be based at Three Rivers House, Rickmansworth and Watford Town Hall, Watford or any such other place of employment within the remit of the service as may be required.		
Hours per week:	37 hours per week. The post holder is expected to work the hours required to meet the demands of the role.		
Driver's licence requirements:	Casual. The post holder will be expected to travel as necessary to achieve the requirements of the role.		
Responsible to:	Joint reporting to Chief Executive Three Rivers District Council and Managing Director, Watford Borough Council		
Responsible for:	Direct management responsibility for Finance and Revenue and Benefits; relationship role for Human Resources and ICT (which are directly managed by Watford)		
Purpose of Role: <ul style="list-style-type: none">To act as Three Rivers District Council and Watford Borough Council statutory, section 151, Officer providing advice to members and senior management on: Financial Planning Financial Control Financial reportingTo lead and manage the Finance and Revenue and Benefits Service			
Important Notes Relating to Duties: <p>In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that she/he:-</p> <p>Is familiar with the relevant requirements of the councils' constitutions, Contracts procedures, Rules and Financial Procedure Rules, Code of Official Conduct and other management guidance that may be given from time to time;</p> <p>Complies with these formal requirements and related procedures; and</p> <p>Seeks advice from a more Senior Officer if in any doubt about the proper course of action.</p>			
KEY ACCOUNTABILITIES <ul style="list-style-type: none">To act as the joint statutory section 151, Officer to both Councils, ensuring an even spread of time is available to each Authority. In this role you will provide key strategic and financial advice to both authorities whilst recognising that they are separate and independent bodies and may well have different aims and priorities.To play a key role in the successful achievement of major regeneration projects at both authorities.To provide accurate medium term financial strategies to both authorities to enable future service delivery to be planned in a controlled environment.To identify opportunities to realise efficiency savings over the short and medium term which could include in house re-structuring or potential outsourced, partnership arrangements.To play an active role in guiding and advising the Senior Management Teams and key elected Members in achieving the vision of best performing authorities.			

- To chair and coordinate the Management Team meetings
- To oversee the operation of Revenues and Benefits and Financial Services to both authorities. This role will necessitate a continuous review of both services to ensure that they remain fit for purpose, provide value for money and strive to be 'best in class' service providers. Every opportunity should be taken to harmonise processes within the overall constraint that the two authorities may wish to apply different policies.
- To be a lead client officer for the Internal Audit Service provided by Herts. County Council and the provision of an ICT outsourced service (Capita);
- To provide impartial advice to elected members at all key decision taking and scrutiny committees.
- To represent both councils at countywide and national forums.
- To undertake any other duties, commensurate with the grade and seniority of the post, as may reasonably be required.

KEY PERFORMANCE INDICATORS:

- The budget process, including account closing, budget setting, Council tax levy and external audit is completed on time and within specified procedures;
- Accurate, timely and detailed budget information is provided for members and senior management
- Achievement of sustainable budgets for both Councils
- On going review of cost base for both Councils, achieving increased value for money

Job Description – Group/Executive Head of Service

<i>Corporate Accountabilities</i>	<i>Management Accountabilities</i>	<i>Personal Accountabilities</i>
<ul style="list-style-type: none"> • Ensuring customer focus through high quality service delivery • Maintaining capacity • Specific support for corporate projects • Specific delivery of corporate priorities • Advising Members • Service standards and policies • Communications up, down and outwards • Liaison and integration • External partnerships 	<ul style="list-style-type: none"> • Planning: • Research and intelligence • Service and substantive plans • Budgetary planning • Organising: • Structure and staffing • Systems and operational efficiency • Quality assurance • Controlling: • Performance management • Budget monitoring • Staff control and discipline • Leading: • Managerial leadership • Professional leadership • Motivation of staff • Staff training and development • Resourcing: • Service budgets • Achieving best value 	<ul style="list-style-type: none"> • PR and representation of Watford • Good external relations • Major service projects • Service innovation • Enhancement of professional profile and promotion of Watford • Personal development

Appendix 2

Chief Officer Pay Structure - Watford Borough Council

WBC Chief Officer Pay 1st April 2021

New Band	Spinal Column Point	New Basic	New Salary Including £898 pa Fringe Allowance
Heads of Shared Services (Finance & Revs & Bens)	1	£69,790.00	£70,688.00
	2	£71,309.00	£72,207.00
	3	£72,835.00	£73,733.00
	4	£74,353.00	£75,251.00
Group Head of Service	1	£75,742.00	£76,640.00
	2	£77,306.00	£78,204.00
	3	£78,872.00	£79,770.00
	4	£80,436.00	£81,334.00
	5	£82,081.00	£82,979.00
Group Head of Service + (Monitoring Officer)	1	£80,301.00	£81,199.00
	2	£81,108.00	£82,006.00
	3	£83,383.00	£84,281.00
	4	£84,920.00	£85,818.00
	4	£85,831.00	£86,729.00
Director of Finance (Shared with TRDC)	1	£84,234.00	N/A
	2	£87,212.00	
	3	£90,045.00	
	4	£92,950.00	
	5	£96,127.00	
	6	£99,359.00	
Managing Director	N/A	£140,794.00	N/A

Appendix 3

(2021 pay award remains pending)

WBC Payscale as at 1 April 2020

Band	New SCP	Basic (inc. LWF at £898 per annum)	Per hour (exc. LWF)	Per week (exc. LWF)	Per month (exc. LWF)
Band 1	1	£ 18,740	£ 9.25	£ 342.18	£ 1,486.83
	2	£ 19,096	£ 9.43	£ 349.00	£ 1,516.50
Band 2	3	£ 19,460	£ 9.62	£ 355.98	£ 1,546.83
	4	£ 19,831	£ 9.81	£ 363.10	£ 1,577.75
Band 3	5	£ 20,210	£ 10.01	£ 370.37	£ 1,609.33
	6	£ 20,596	£ 10.21	£ 377.77	£ 1,641.50
	7	£ 20,990	£ 10.41	£ 385.33	£ 1,674.33
	8	£ 21,391	£ 10.62	£ 393.02	£ 1,707.75
Band 4	9	£ 21,801	£ 10.83	£ 400.88	£ 1,741.92
	10	£ 22,220	£ 11.05	£ 408.92	£ 1,776.83
	11	£ 22,646	£ 11.27	£ 417.09	£ 1,812.33
	12	£ 23,081	£ 11.50	£ 425.43	£ 1,848.58
	13	£ 23,525	£ 11.73	£ 433.94	£ 1,885.58
Band 4+	14	£ 23,978	£ 11.96	£ 442.63	£ 1,923.33
	15	£ 24,439	£ 12.20	£ 451.47	£ 1,961.75
	16	£ 24,910	£ 12.45	£ 460.50	£ 2,001.00
	17	£ 25,389	£ 12.69	£ 469.69	£ 2,040.92
	18	£ 25,880	£ 12.95	£ 479.11	£ 2,081.83
Band 5	19	£ 26,379	£ 13.21	£ 488.68	£ 2,123.42
	20	£ 26,889	£ 13.47	£ 498.46	£ 2,165.92
	21	£ 27,409	£ 13.74	£ 508.43	£ 2,209.25
	22	£ 27,939	£ 14.02	£ 518.60	£ 2,253.42
	23	£ 28,639	£ 14.38	£ 532.02	£ 2,311.75
Band 6	24	£ 29,570	£ 14.86	£ 549.87	£ 2,389.33
	25	£ 30,475	£ 15.33	£ 567.23	£ 2,464.75
	26	£ 31,349	£ 15.78	£ 583.99	£ 2,537.58
	27	£ 32,244	£ 16.25	£ 601.16	£ 2,612.17
	28	£ 33,132	£ 16.71	£ 618.19	£ 2,686.17
Band 7	29	£ 33,808	£ 17.06	£ 631.15	£ 2,742.50
	30	£ 34,680	£ 17.51	£ 647.87	£ 2,815.17
	31	£ 35,626	£ 18.00	£ 666.02	£ 2,894.00
	32	£ 36,643	£ 18.53	£ 685.52	£ 2,978.75
	33	£ 37,820	£ 19.14	£ 708.09	£ 3,076.83
Band 8	34	£ 38,788	£ 19.64	£ 726.66	£ 3,157.50
	35	£ 39,788	£ 20.16	£ 745.84	£ 3,240.83
	36	£ 40,778	£ 20.67	£ 764.82	£ 3,323.33
	37	£ 41,774	£ 21.19	£ 783.92	£ 3,406.33
	38	£ 42,779	£ 21.71	£ 803.20	£ 3,490.08
Band 9	39	£ 43,719	£ 22.20	£ 821.23	£ 3,568.42
	40	£ 44,755	£ 22.73	£ 841.09	£ 3,654.75
	41	£ 45,761	£ 23.25	£ 860.39	£ 3,738.58
	42	£ 46,757	£ 23.77	£ 879.49	£ 3,821.58
	43	£ 47,743	£ 24.28	£ 898.40	£ 3,903.75
Band 10	44	£ 48,749	£ 24.80	£ 917.69	£ 3,987.58
	45	£ 49,757	£ 25.32	£ 937.02	£ 4,071.58
	46	£ 50,767	£ 25.85	£ 956.39	£ 4,155.75
	47	£ 51,784	£ 26.38	£ 975.90	£ 4,240.50
	48	£ 52,811	£ 26.91	£ 995.59	£ 4,326.08
Band 11	49	£ 53,833	£ 27.44	£ 1,015.19	£ 4,411.25
	50	£ 54,905	£ 27.99	£ 1,035.75	£ 4,500.58
	51	£ 55,947	£ 28.53	£ 1,055.74	£ 4,587.42
	52	£ 56,973	£ 29.07	£ 1,075.41	£ 4,672.92
	53	£ 58,022	£ 29.61	£ 1,095.53	£ 4,760.33
Band 11+	54	£ 60,228	£ 30.75	£ 1,137.84	£ 4,944.17
	55	£ 61,832	£ 31.58	£ 1,168.60	£ 5,077.83
	56	£ 63,435	£ 32.41	£ 1,199.34	£ 5,211.42
	57	£ 65,039	£ 33.25	£ 1,230.10	£ 5,345.08

Fringe Weighting Allowance: £898 per annum

Essential Car User (where applicable): Lump sum allowance

Up to 999 cc: £846.00 per annum

1000 cc and above: £963.00 per annum

Stand by duty allowance (where applicable): £29.83 per session

Appendix 4

Summary of JNC/ NJC national pay awards previous 5 years

2018	2.0% pay award
2019	2.0% pay award
2020	2.75% pay award
2021	TBC
2022	TBC

* note that there are no posts in the Council that are currently remunerated below spinal column point 13 – (£11.73 excl LW) which is above the Real Living Wage threshold of £9.50 per hour for 2020/21, rising to £9.90 for 2021/22.

Current Real Living wage rate

Real Living wage	£9.90 for 2021/22.
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Part A

Report to: Council

Date of meeting: Tuesday, 15 March 2022

Report author: Democratic Services Manager

Title: Member Attendance Rule – Waiver and Extension of Time Limit

1.0 Summary

- 1.1 This report seeks Council's agreement regarding a waiver of the six-month attendance rule and extension of the time limit for Councillor Crout for the reasons set out in the report.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Member does not attend a meeting for over six months and no extension is requested.	If approval is not granted to the member, their term of office will cease at the expiry of six months from their last attendance. A vacancy would be declared and a by-election required to cover the remaining term of office.	Officers monitor members attendance and seek approval from Council for an extension to the non-attendance period if required.	Treat	3x2 = 6

3.0 Recommendations

- 3.1 that Councillor Crout be granted a waiver of the six-month attendance rule, in accordance with Section 85 (1) of the Local Government Act 1972, and an extension of the time limit to 9 May 2022 be approved.

Further information:

Sandra Hancock
sandra.hancock@watford.gov.uk
Tel: 01923 278377

Report approved by: Donna Nolan, Managing Director

4.0 Detailed proposal

- 4.1 Members are required to attend at least one meeting of the authority in a six-month period. Section 85 of the Local Government Act 1972 provides that where a council member fails throughout a period of six consecutive months to attend any meeting, subject to certain exceptions, they cease to be a member of the authority. However, it is possible for a council to approve the member's non-attendance for a specified period or until their term of office expires, provided that the approval is given prior to the expiry of the six-month rule.
- 4.2 It is considered good practice for the local authority to consider the circumstances of a member's absence from attendance at meetings when the six-month period is approaching.
- 4.3 Democratic Services monitors members' attendance and contacts the relevant councillor and their group leader if they are nearing a period of non-attendance of more than four months to remind them of their obligation under the Act.
- 4.4 The Democratic Services Manager contacted Councillor Keith Crout on Thursday 3 March as his last attendance at a formal council meeting was at Council on 18 October 2021. Councillor Crout has advised that he has been unable to attend any meetings since that date due to ill health. He has recently undergone surgery and is still recovering. The period of six-months since his last attendance is due to expire on 18 April 2022.
- 4.5 Council is asked to consider granting an extension to 9 May 2022, which is the date Councillor Crout's current term of office is due to expire. Councillor Crout has indicated that he does not intend standing at the forthcoming local elections.

5.0 Implications**5.1 Financial**

- 5.1.1 The Shared Director of Finance comments that there are no financial implications.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the legal issues are set out in the body of the report.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 No direct implications as a result of this report.

5.4 **Staffing**

5.4.1 No direct implications as a result of this report.

5.5 **Accommodation**

5.5.1 No direct implications as a result of this report.

5.6 **Community Safety/Crime and Disorder**

5.6.1 No direct implications as a result of this report.

5.7 **Sustainability**

5.7.1 No direct implications as a result of this report.

Appendices

None

Background papers

No papers were used in the preparation of this report.

Agenda Item 12

Part A

Report to: Council

Date of meeting: Tuesday, 15 March 2022

Report author: Democratic Services Manager

Title: Vice Chairman 2022/23 Nominations

1.0 Summary

- 1.1 This report provides details of the two councillors who have been nominated for the role of Vice Chairman for 2022/23. Any statements provided by the councillors have been attached as appendices or will be given at Council.

2.0 Risks

- 2.1 As there have been councillors nominated for the position there are no risks relating to this report.

3.0 Recommendations

- 3.1 that Council notes the result of the votes for the Vice Chairman 2022/23 and appoints the duly elected councillor.

Further information:

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Tel: 01923 278377

Report approved by: Donna Nolan, Managing Director

4.0 Detailed proposal

- 4.1 At Council on 24 January 2022 the Chairman, Councillor Mauthoor, informed members that the Democratic Services Manager would be in contact in February seeking nominations for the position of Vice Chairman for 2022/23.
- 4.2 On 21 February the Democratic Services Manager wrote to all members seeking nominations for the Vice Chairman for 2022/23. The deadline for nominations was close of business on Monday 28 February. The Democratic Services Manager reminded all members that nominations could not be accepted for any councillor whose term of office expired in May 2022 or May 2023, which was in accordance

with the procedure agreed by Council in March 2019. A list of potential candidates was included.

4.3 The Democratic Services Manager received two responses and these are shown below in alphabetical order by surname with details of their proposer and seconder:

- Councillor Simon Feldman
Proposed by Councillor Jennifer Pattinson and seconded by Mayor Peter Taylor
- Councillor Dennis Watling
Proposed by Councillor Matt Turmaine and seconded by Councillor Jagtar Singh Dhindsa

The Democratic Services Manager confirmed that neither nominee's term of office was due to expire in May 2022 or May 2023. Each councillor was invited to provide a statement. Councillor Feldman's statement is attached as an appendix to this report. Councillor Watling will give a verbal statement at Council.

4.4 **Vice Chairman's Allowance**

Following Council's agreement of the Independent Member Remuneration Panel's report and recommendations, the Vice Chairman will receive an allowance of £1,500 to support them in their role.

4.5 **Voting**

The previous two elections of Vice Chairman were agreed following a vote prior to the Council meeting taking place, due to the pandemic's impact on meetings. However, this year as the Council meeting is taking place in person the voting can take place on the day as set out in the original procedures agreed in March 2019 and amended in 2021.

4.6 At Council the Democratic Services Manager will ensure that all members are provided with a ballot paper to enable them to carry out the secret ballot. Following all votes being completed and collected by the Democratic Services Manager the numbers for each nominee will be counted and the result provided to the Chairman. The Chairman will then announce the result.

4.7 At Council in March 2021 members agreed to a single transferable voting system for those occasions where there are more than two candidates. This voting system will not be required on this occasion.

5.0 Implications

5.1 Financial

5.1.1 The Shared Director of Finance comments that there are no financial implications.

5.2 Legal Issues (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that Section 5 Local Government Act 1972 requires the council to appoint a Vice – Chairman and permits the payment of an allowance.

5.3 Equalities, Human Rights and Data Protection

5.3.1 Nominations were open to all councillors except the Elected Mayor, the current Vice Chairman, Councillor Grimston, members of Cabinet and any member whose term of office is due to expire in May 2022 or May 2023. This is to ensure a continuity of the position and to avoid having to repeat the process at Annual Council.

5.4 Staffing

5.4.1 None

5.5 Accommodation

5.5.1 None

5.6 Community Safety/Crime and Disorder

5.6.1 None

5.7 Sustainability

5.7.1 None

Appendix

Appendix 1 – Statement from Councillor Feldman

Background papers

No papers were used in the preparation of this report.

To the Members of Watford Council,

Being Vice-chair is an important role in assisting with the smooth running of full council. The role then progresses to Chair, bringing in further commitment to help and support local charities and organisations around Watford. Supporting our town is key for us as a community to further develop and act as a role model to our constituents. I want to show Watford as a caring, welcoming, and ambitious town that sets its goals high, finds solutions and works hard for its residents and community.

This year I have chaired the task group on EV Vehicles, been the vice chair of Membership Development been a member of Overview & Scrutiny, and Licensing Committee. I have also spoken on behalf of our residents and our ward at Development Management. I have numerous years of experience chairing and managing meetings from my work with TFL and being a trade union member and representative.

As Vice-chair of Watford Council I will work with the Chair, Officers and all Members to ensure everyone's voice is heard, that we have open and honest debate and to encourage strong public engagement with the council.

Councillor Simon Feldman
28/02/2022