

Guildhall Gainsborough
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AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee

Thursday, 12th January, 2017 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members: Councillor Jeff Summers (Chairman)
Councillor Mrs Anne Welburn (Vice-Chairman)
Councillor Owen Bierley
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Adam Duguid
Councillor Steve England
Councillor Ian Fleetwood
Councillor John McNeill
Councillor Tom Regis
Councillor Reg Shore

1. Apologies for Absence

2. Public Participation Period

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. Minutes of Previous Meeting/s

To confirm as a correct record the Minutes of the previous meeting held on 20 December 2016.

Previously Circulated.

a) For Approval

Corporate Policy and Resources Committee meeting 15 December 2016

4. Declarations of Interest

Members may make declarations of Interest at this point or may make them at any point in the meeting.

5. **Matters Arising Schedule** (PAGES 1 - 2)
Setting out current position of previously agreed actions as at 4
January 2017
6. **Public Reports for Approval:**
- a) Review of the Flexible Working policy (PAGES 3 - 22)
 - b) Collection Fund Surplus and Council Tax Base (PAGES 23 - 30)
 - c) Committee Work Plan (PAGES 31 - 32)

M Gill
Chief Executive
The Guildhall
Gainsborough

Wednesday, 4 January 2017

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Homelessness	Minute extract 10/11/16 It was questioned whether there were any statistics as to the nationality of rough sleepers, but then queried as to the relevance of this as no individuals should be sleeping rough. It was clarified that the question was raised as it was important to verify that individuals should not be forced into homelessness on arrival in the UK.	Response to be given at meeting on 15/12/16 Response emailed to A Robinson 02.12.16	15/12/16	Michelle Howard
	Debt Write Offs	Minutes extract 15/12/16 CP&R Cttee. Some of the debts had resulted from bankruptcies and this did not preclude individuals from immediately starting a new business. It was suggested that as some of the businesses incurring the above debts were public houses, there could be a question included on the licence application form asking whether any outstanding monies were owed to the Council.	All of the application forms in this area are of a statutory format and therefore should not be amended other than for each Local Authority to add their own logo. Additionally, if we were made aware that an applicant was bankrupt/insolvent, it would be difficult to see how this would affect the licence application as this is not a matter that would be seen to undermine any of the four licensing objectives.		Phil Hinch

Burial fees and charges

Minute extract 15/12/16 relating to Fees and Charges
b) it be recommended to Council for approval the proposed Fees and Charges as recommended by Prosperous Communities Committee and detailed at Appendix F to Q, with the exception of the section of Appendix H relating to burials (as above), the implications of which would be built into the Revenue Base Budget report submitted to the February Corporate Policy and Resources meeting. The remainder of Appendix H be approved with the rest of the Fees and Charges

31/01/17 Ian Knowles



**Corporate Policy and
Resources Committee**

12 January 2017

Subject: Review of the Flexible Working Policy

Report by:

Ian Knowles
Director of Resources

Contact Officer:

Emma Redwood
People and Organisational Development Team
Manager
01427 676591
Emma.redwood@west-lindsey.gov.uk

Purpose / Summary:

To review the current Flexible Working Policy and recommend changes to be adopted.

RECOMMENDATION(S):

That Corporate Policy and Resources Committee approve the Flexible Working Policy and the policy is adopted for all employees of the council.

Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.

IMPLICATIONS

Legal: Legislation requires the council to have a Flexible Working policy

Financial :None

Staffing : The policy will apply to all staff that meet the requirements for flexible working.

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

The council has had a Flexible Working Policy in place for a number of years, however legislation has changed and these details have been contained within the reviewed policy.

2. Purpose and Scope

This policy has been produced to provide managers and staff with sufficient information in relation to staff requesting flexible working hours.

It applies to all council employees.

This policy aims to detail the employee's rights, the procedure for requesting flexible working and the responsibilities of employees, managers and Human Resources.

West Lindsey District Council is committed to supporting employees to achieve a work / life balance and flexible working is seen as a key driver in enabling employees to achieve this. All requests will be dealt with in a reasonable manner and wherever possible, the employee's needs will be met.

3. Engagement

The policy has been reviewed by the HR & OD Officer in partnership with Team managers. Consultation has also taken place with Unison and Staff Reps

The draft policy has had the full support of the core leadership team and has been discussed and supported by the Joint Staff Consultative Committee on 24 November 2016.

An amendment/deletions and additions sheet has been added below for ease of understanding.

4. Training and Awareness

This policy will be made available to view on the Minerva site and hard copies available at the depot if formally agreed by CP&R.

A clear communication will be sent to managers to make them aware that the policy has been reviewed and adopted and that they are responsible for cascading the information to their staff members, including staff members who do not have regular access to email.

Training and support will be available to managers in the implementation and application of this policy.

5. Recommendation

That Corporate Policy and Resources Committee approve the Flexible Working Policy and the policy is adopted for all employees of the council.

Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of JSCC.

Flexible Working Policy - Additions / Amendments / Deletions

- a) **ADDITION**: A table of contents has been added to assist employees find the information they are looking for.
- b) **AMENDMENT**: **2.0 Employee rights and eligibility** – (previously section ‘2. Definition’) has been amended in line with new legislation. Now all employees with 26 weeks service have the statutory right to request flexible working for any reason (previously it was for staff with children under 6 (or 18 if disabled) or for carers of adults). The whole process, from request to appeal, should be completed within three months.
- c) **DELETION**: **3.0 Types of flexible working** – ‘Flexi Time’ and ‘Late / Early Starting / Leaving’ has been removed, as these are covered by the separate Flexi Time Policy and are generally common practice across the majority of staff within the Council now. They are now included in the list at **3.9 Additional initiatives provided by the Council**.
- d) **AMENDMENT**: **3.5 Voluntary reduced hours / Part time working** has been amended to include this option on a permanent basis. Previously the policy stated it was just a temporary option.
- e) **ADDITION**: **3.6 Job sharing** and **3.7 Working from home** have been added to the list of options for flexible working, based on ACAS guidelines.
- f) **ADDITION**: Section **4.0 Needs of the organisation** – a list of things to consider when dealing with a flexible working request has been added to assist managers make decision.
- g) **ADDITION**: Sections **5.0 Employee – Making an application** and section **6.0 Team Manager – Handling the request** have been added to provide easy reference to the process staff and managers need to go through. Previously, the policy had information in lots of different places.
- h) **DELETION**: **FORM – Flexible Working Request** - Once an employee had submitted a request, the Manager used to have to sign and return an acknowledgement slip to the employee – this is now deemed as unnecessary as it added an extra step into the process and is not required by law.

- i) **DELETION:** The 'Guidelines for employees' has been removed from the back of the policy, as all the information is now included within the policy.
- j) **ADDITION:** Template letters for 'accepting' and 'rejecting' requests will be made available on Minerva as a starting point for managers. It is recognised that each case is individual, so managers are encouraged to add or delete information as necessary – support is available from HR if required.

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Flexible Working Policy

JSCC Approved: XXX

P&R Approved: XXX

Flexible Working Policy

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1.0 Introduction

This policy has been produced to provide managers and staff with sufficient information in relation to staff requesting flexible working hours.

It applies to all council employees.

This policy aims to detail the employee's rights, the procedure for requesting flexible working and the responsibilities of employees, managers and Human Resources.

West Lindsey District Council is committed to supporting employees to achieve a work / life balance and flexible working is seen as a key driver in enabling employees to achieve this. All requests will be dealt with in a reasonable manner and wherever possible, the employee's needs will be met.

Appendix A provides a visual timeline of events, as a brief visual guide to this policy.

2.0 Employee rights and eligibility

Under provisions set out in the Employment Rights Act 1996 and regulations made under it, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made.

Employees should only make only one request in a 12 month period, unless the employee is entitled to additional requests if they relate to a statutory entitlement, eg the Equality Act 2010 right to request reasonable adjustments.

The law required that all requests, including any appeals, must be considered and decided on within a three month period from when the request is submitted. Unless managers agree to extend this period with the employee.

Agency workers or employees who have been employed for less than 26 weeks do not have a statutory right to request flexible working. Nevertheless, the Council will still consider a request from these groups as flexible working can bring business benefits as well as benefits to the employee.

Before June 2014 the right only applied to the parents of children under 17 or 18 in the case of parents of disabled children or to those caring for an adult. Now any eligible employee can apply to work flexibly for any reason.

3.0 Types of flexible working

Whilst the Council do not want to be unnecessarily prescriptive about the flexible working options available, the following illustrate some of the most common types of flexible working:

3.1 Annualised hours

Employees are contracted to work a set number of hours over a whole year and can

balance their attendance according to peaks and troughs in workloads.

3.2 Compressed hours

Employees can work their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10-day fortnight into nine days, thus gaining themselves extra free time.

3.3 Extended holiday

In addition to normal holiday entitlement, employees can request four weeks additional unpaid holiday once every three years; this would normally be taken in one block and added on to the main annual leave.

3.4 Part year working / Term time only

Part year contracts, for example term time only, give employees the opportunity to reduce their hours or take unpaid time off eg during school holidays. In such cases the employee's salary and annual leave would be reduced accordingly and their salary would be paid in 12 equal payments throughout the year, including holiday pay. Annual leave should be taken during the periods the employee is not working.

3.5 Voluntary reduced hours / Part time working

Employees voluntarily reduce their hours of work on either a temporary or permanent basis with pay and benefits adjusted accordingly. Temporary reduction in hours is for a specified period of up to 12 months with the guarantee that full time employment will become available at a specified date. At the specified date the employee will usually revert to their substantive working hours although this can be reviewed and re-negotiated. If operational circumstances change, the Council reserves the right to review the voluntary reduction; termination of the arrangement will only be after all other options have been explored. If arrangements have to be changed, the employee will be given one months' notice of the change. If the employee wishes to change the arrangement, they must give one months' notice.

3.6 Job sharing

This is where a full time post is divided into two part time posts. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part time post is difficult, or where two individuals wish to work part time.

3.7 Working from home

This is where an employee regularly carries out all or part of their duties from home rather than West Lindsey District Council premises. This can be considered as being an occasional agreed day, a mix of home and office based work each week, or a full time arrangement.

3.8 Temporary or Permanent changes

A temporary change may be requested to meet a short-term need, for example, to care for a sick child. Where it is possible to agree a temporary change this will be subject to review on a monthly basis but it is not expected that such a change will be for longer than three months.

Most requests to change working patterns will be for a permanent change. Once a change has been agreed, the employee cannot request a further change for 12 months.

3.9 Additional initiatives provided by the Council

In addition to the above suggestions for working flexibly, the Council also provides for:

- Maternity leave
- Paternity leave
- Adoption leave
- Parental leave
- Emergency Carers leave
- Flexi-time
- Flexible Retirement

These are covered by separate policies which are available on Minerva.

4.0 Needs of the organisation

West Lindsey District Council is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the manager will need to take into account a number of criteria including (but not limited to) the following:

- The costs associated with the proposed arrangement
- The effect of the proposed arrangement on other staff
- The need for, and effect on, supervision
- The existing structure of the department
- The availability of staff resources
- Details of the tasks specific to the role
- The workload of the role
- Whether it is a request for a reasonable adjustment related to a disability
- Health and safety issues.

4.1 Advantages and benefits

There are a number of advantages and benefits of flexible working to both the employee and the Council and these are listed below:

Employer of Choice

The Council is committed to recruiting and retaining a skilled and diverse workforce. In doing so we believe that well motivated staff who enjoy a good work/life balance can help achieve this. Flexible working helps build a positive image of the Council among its customers and the community.

Staff Retention

Offering flexible working patterns will help the Council retain valuable employees who, because of their personal circumstances, would otherwise be unable to balance work with domestic issues and may have no alternative but to leave their job. By working flexibly, employees can fit in the demands of home life within their working life and are noticeably more committed to employers who facilitate this.

Equal Opportunities

Flexible working allows the Council to attract a wider pool of potential employees who might otherwise not be able to apply.

Employee Health

Flexibility can help reduce the stress that many employees feel when trying to balance the demands of both home and working life.

Job Satisfaction

ACAS report that employees who work flexibly often have a greater sense of responsibility, ownership and control of their working life. If a manager helps an employee to balance their work and home life this can be rewarded by increased loyalty and commitment. Employees should be valued for their contribution to the business, not their working pattern.

Reduced Absence and Employee Turnover

According to the CIPD, flexible working means that staff are off work less frequently and are less likely to leave, with a corresponding reduction in recruitment, induction and training costs.

5.0 EMPLOYEE - Making an application

Employees are required to take the following course of action to make a flexible working request.

In order to allow sufficient time for a request to be considered and any other action to be taken, employees should allow as much time as possible before they wish their revised arrangements to take effect.

5.1 Informal discussion

Employees wanting to make an application should first think about the following points before having an informal discussion with their manager to talk about their ideas:

- The needs of the business
- The impact on other staff
- The impact on customers and other people who may be affected
- How any problems might be resolved
- The impact their request may have on their personal circumstances such as earnings or pension, eg if seeking shorter hours.

5.2 Complete the 'Flexible Working Request' form

Once employees have discussed their ideas and decided that they wish to make a formal request, they should complete the 'Flexible Working Request' form and submit it to their Manager.

If the employee is making the request in relation to the Equality Act, eg as a reasonable adjustment relating to a disability, this should be made clear on the 'Flexible Working Request' form.

6.0 MANAGER - Handling the request

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent to create the right for another employee to be granted a similar change to their working pattern.

Managers would normally receive one request at a time and they should follow the process listed below. However, there may be occasions where a manager receives more than one request to work flexibly. Requests should be considered in the order they are received.

It may be possible to grant both requests, however the manager should take time to consider the impact this would have on the team before coming to a decision. Managers should not make value judgements about the most deserving request, but consider each request on its merits, looking at the business case and the possible impact of refusing a request. The manager may want to have a discussion with the employees to see if there is any room for adjustment or compromise before coming to a decision.

6.1 Check the request

Once a manager receives a request, they should check that the form has been completed in full. If it does not contain all of the required information, the manager should explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

6.2 Meet with the employee

Managers have 28 days from the day after they received the application to meet with the employee to discuss the request and the impact of the change. Employees are entitled to be accompanied by a work colleague or their trade union representative. Managers may also meet with other employees who might be effected by the request.

If the manager feels they can agree to the changes without holding a meeting, they should write to the employee and confirm this within 28 days from the day after receipt of the application.

The purpose of the meeting is to discuss exactly what changes the employee is seeking and consider how the request could be accommodated. Both the manager and the employee should be prepared to be flexible. If the original proposal cannot be accommodated, alternative working arrangements should be explored and the manager

may suggest a compromise between the changes the employee has requested and those which are operationally possible.

The discussion should ideally take place at a time and location which is convenient to both the manager and employee. If the manager or employee cannot make the initial date then another date and time should be arranged within seven days of the original meeting. However if an employee doesn't keep to a meeting and any subsequent rearranged one without a reason, then the law allows the manager to deem the application is withdrawn. The manager should find out and consider the reasons for the employee failing to attend both meetings before reaching any decision to close their application. The manager must notify the employee of the decision.

6.3 Making a decision on the request

When considering a request for flexible working managers need to consider:

- Will the proposed change enable the employee to perform better at work as their work / life balance is improved?
- Will there be any additional costs in agreeing to the request?
- Is there likely to be a detrimental effect on the ability to meet customer or service requirements?
- Can the work be reorganised among other colleagues?
- Is it possible to recruit extra staff to fill any gaps?
- Is there likely to be a detrimental effect on quality or performance?
- Will there be enough work at the time the employee wants to work?
- Are there any planned structural changes which may impact on the request?

If a manager is unable to approve a request in an environment where a number of other employees are already working flexibly, and any further flexible working arrangements will impact adversely upon the Council, the manager should consider calling for volunteers from existing flexible working employees to change their contracts back to other arrangements, thereby creating capacity for granting new requests to work flexibly.

6.4 Agreeing the request

Once the Manager has made a decision, they should communicate this to the employee in writing within 14 days of the meeting.

The letter should contain full details of the changes and should include a section at the bottom for the employee to confirm they accept;

- permanent or temporary change
- what date the changes will take effect
- clarify their new working hours, working pattern or place of work
- pay and benefits will be pro-rata'd, if necessary.

A template letter is available on Minerva to assist, but due to the varied nature of requests,

managers will need to add or delete things as necessary. Support and advice is available from Human Resources if necessary. A signed copy of this letter should be emailed to Human Resources so that the changes can be logged on the employee's personnel file and any changes to payroll can be made.

6.5 Trialling new working arrangements

In some cases, it may be worth trialling the new working arrangements to make sure that the needs of the service are met, especially if managers are not sure of the impact of the proposed working pattern.

Trial periods should be between 4 and 13 weeks. This will give managers the opportunity to see if the arrangements suit the needs of the Council and to see how the changes would be likely to work in the long term.

Managers should write to the employee to agree to the changes on a temporary trial basis and give them an end date. Managers should review the changes on a regular basis with the employee and promptly address any problems with the new way of working.

If, at the end of the trial, the requested working arrangements are accepted, then the temporary terms and conditions will become permanent. The manager should write to the employee to confirm this.

If it is decided that the trial period has not been successful, the employee should be told the reasons why and be given one month's notice of the ending of the trial period in order to allow re-adjustment back to the previous terms and conditions of employment. This should be confirmed in writing.

6.6 Rejecting an application

Managers should confirm their decision in writing to the employee, within 14 days of the meeting. A template letter is available on Minerva to assist, but due to the varied nature of requests, managers will need to add or delete things as necessary. Support and advice is available from Human Resources if necessary.

Requests to work flexibly must be considered objectively and a Manager can only refuse them if there are business reasons for doing so. These business reasons are set out in legislation and are listed below. The letter should contain a statement of how the business reason applies to the individual's case:

a) The burden of any additional costs is unacceptable to the organisation.

In considering this, managers should reflect on the proposal's less obvious savings, such as a reduction in overheads from homeworking and better coverage of service or increased outputs.

b) An inability to reorganise work among existing staff.

A manager should consider the cost of recruiting additional staff against the potential cost of losing the existing member of staff making the request. Also consider talking to the team about any reorganisation of work where this would be appropriate before coming to a decision.

c) Inability to recruit additional staff.

For example, if an employee wanted to reduce from five days per week to four, it could be difficult to recruit an additional member of staff for one day a week.

d) The manager considers the change will have a detrimental impact on quality.

Managers should look carefully at the skills and potential of other employees when considering this reason. With training, many staff can acquire new skills.

e) The manager considers the change would have a detrimental effect on the Council's ability to meet customer demand.

When considering the impact on the Council of a flexible working arrangement, a manager can trial an arrangement for a fixed period to see if it is sustainable over the longer term.

f) Detrimental impact on performance

Performance can mean of the individual, the team or the whole Council.

g) There is insufficient work during the periods the employee proposes to work.

For example, an employee whose job it is to answer phone calls from customers. If they requested to work part of their hours early in the morning before normal office hours, it could be suggested that there would be less calls at this time and therefore insufficient work for the individual.

h) Planned structural changes, for example, where the Council intends to reorganise or change the business and considers the flexible working changes may not fit with these plans.

If a manager has plans to make changes to the business, then it is good practice to share these with the workforce as it could help them see opportunities through flexible working to make the business more effective.

6.7 Avoiding unlawful discrimination

In considering the business reasons to reject an application, a manager must be careful not to inadvertently discriminate against particular employees because of their protected characteristics. Such as where flexible working arrangements would be a reasonable adjustment for a disabled employee, or for employees which childcare responsibilities.

The Equality Act 2010 prohibits discrimination because of protected characteristics. These are;

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

6.8 Withdrawing an application

An employee can withdraw their application at any time. They should confirm this to their manager in writing.

If an employee doesn't keep to a meeting and any subsequent rearranged one without a reason, then the law allows the manager to deem the application is withdrawn. The manager should find out and consider the reasons for the employee failing to attend both meetings before reaching any decision to close their application. The manager must notify the employee of the decision.

6.9 Extension of time limits

The statutory scheme requires the Council to arrange meetings and give decisions within specified timescales, unless the employee agrees to extend these. If a manager is absent on sick leave or holiday at the time of an application for flexible working, a period of grace of up to 28 days will apply before the timescales commence.

If following the meeting to discuss the application, more time is needed to investigate the request, you should ask the employee to agree an extension to 14 days in order to reach a decision.

Any agreement to extend timescales must be agreed and confirmed in writing to the employee.

7.0 Appeals

If an employee is unhappy with the Manager's decision or they think it was not dealt with reasonably in line with this policy, they have the right to appeal. Employees should appeal to Human Resources in writing within seven working days of the decision to reject their request.

Appeals should take place within 3 months of the original request date, unless an extension is agreed with the employee.

The appeal will be heard by a Manager more senior than the Manager who dealt with the request originally. Employees are able to be accompanied by a work colleague or their trade union representative.

Once a request is turned down, an employee may not make another request for 12 months, unless they change jobs within the Council.

8.0 Documentation required

Managers and employees should ensure that all documentation, paperwork and completed forms are scanned and emailed to the Human Resources team via human.resources@west-lindsey.gov.uk. These documents will be added to the employees personnel file and/or processed during the next available pay run.

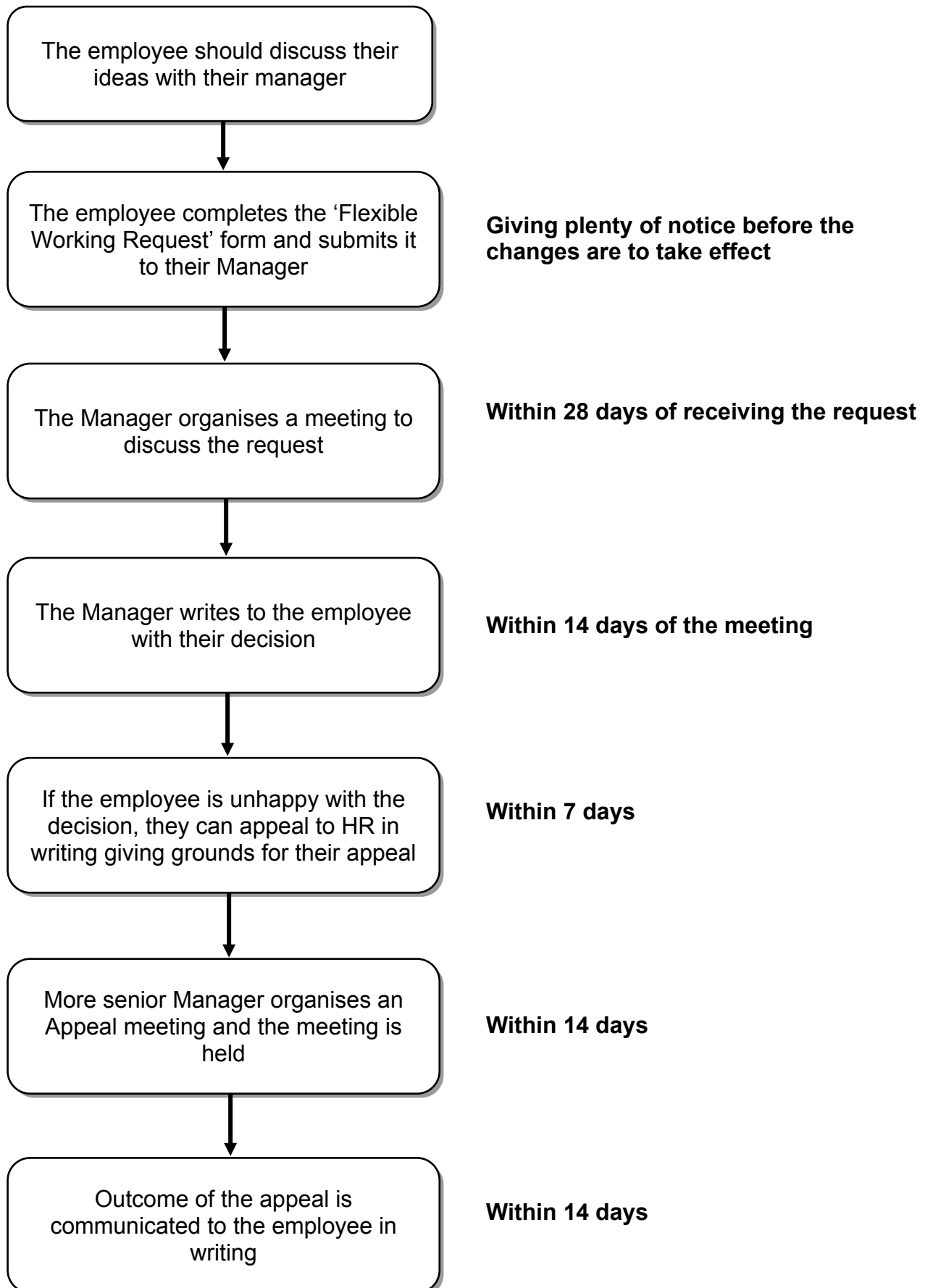
Any paperwork required to be processed through Payroll, must be received by the Human Resources team by the 5th of the month.

Policy Statement

West Lindsey District Council has a commitment to equal opportunities.

It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A. Flexible Working Timeline



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**Corporate Policy and
Resources Committee**

Date 12 January 2017

**Subject: Collection Fund – Council Tax Surplus & Council Tax Base
2017/18**

Report by:	Director of Resources (S151)
Contact Officer:	Tracey Bircumshaw- Financial Services Manager 01427 676560
Purpose / Summary:	<p>The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2017/18. The tax base is a key component in calculating both the budget requirement and the council tax charge</p>

RECOMMENDATION(S):

- 1) That Members recommend to Council that the estimated surplus of £218,896 be declared as accruing in the Council's Collection Fund at 31 March 2017 relating to an estimated Council Tax surplus.**
- 2) That the Council uses its element of the Collection Fund surplus/deficit in calculating the level of Council Tax in 2017/18.**
- 3) That the calculations of the Council's tax base for 2017/18 as set out in Appendix A be recommended to Council, and that in accordance with the Local Authorities' (Calculation of Council Tax Base) Regulations 1993 (as amended), the tax base for each part of the Authority's area shall be as set out in Appendix B.**

IMPLICATIONS

Legal: It is a requirement under the Local Government Finance Act 1992 that the Council calculates the tax base for council tax purposes. This must be done before 15 January prior to the financial year to which the tax base relates. It is also a requirement that the resolution determining the calculation be notified to the County Council between 1 December 2016 and 31 January 2017.

It is a requirement under the Local Government Finance Act 1992 that any estimated surplus on the previous year's Collection Fund shall be shared amongst the major precepting bodies.

Financial : FIN/104/17

The estimated surplus in respect of the surplus in Council tax totals £1,254,000 to be shared as follows:-

Lincolnshire County Council £979,960

Lincolnshire Police Authority £ 175,026

West Lindsey District Council £ 218,896

West Lindsey District Council will include its surplus and deficit shares within its budget 2017/18 and take into account for Council Tax setting. The surplus share of £218,896 represents an increase of £16,813 against the 2016/17 budgeted surplus of £202,083.

Staffing : None directly arising as a result of this report

Equality and Diversity including Human Rights: None directly arising as a result of this report.

Risk Assessment: The Council is bound by legislation undertake the necessary work to determine the Council Tax Base and to distribute the estimated surplus on the Collection Fund. Failure to do so would mean that the Council would be acting illegally and would be prone to appropriate sanctions.

Climate Related Risks and Opportunities: None arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Collection Fund Surplus for 2017/18

1 Introduction

- 1.1 The Council is required to declare an estimate of the surplus or deficit that will occur on the Collection Fund at the end of each year. The Collection Fund records the amount of income collected from Council Tax, together with precept payments to principal authorities. These elements will generate a surplus or a deficit which should be taken into account when determining the Council Tax in the following year.
- 1.2 Any surplus or deficit generated through the Collection fund in relation to Council Tax is shared between the County Council, the Lincolnshire Police Authority and this Council in the same proportion as the amount of their precepts for 2016/17.
- 1.3 A surplus or deficit may occur in the Collection Fund if the Council tax base is larger or smaller than originally anticipated or collection rates are higher or lower than expected.

2 Estimated Council Tax Surplus for 2017/18

- 2.1 The amount calculated as available from the Collection Fund for distribution during 2017/18 has been calculated as £1,373,882
- 2.2 This amount will be shared amongst the precepting authorities as follows:

	£
Lincolnshire County Council	979,960
Lincolnshire Police Authority	175,026
West Lindsey District Council	218,896

	£1,373,882

- 2.3 This Council must take the £218,896 into account when it sets its element of the Council Tax for 2017/18.

3 The Council's Tax base for 2017/18

- 3.1 The tax base is an important factor in determining the level of Council Tax for the next year. It is expressed as the equivalent of the number of dwellings in Band D.
- 3.2 The calculation takes into account the following factors:-
 - 3.2.1 The number of chargeable dwellings in each valuation band in each Parish on 30 November 2016.
 - 3.2.2 The number of discounts available to single and other eligible persons and for vacant dwellings.

- 3.2.3 The number of premiums effective at the relevant date.
- 3.2.4 The number of valuation band reductions for dwellings adapted for the disabled.
- 3.2.5 The number of dwellings exempt from liability.
- 3.2.6 The total amount estimated to be applied for the Council Tax Support Scheme.
- 3.2.7 The estimated amount of Council Tax collection in the financial year.
- 3.2.7 The proportion which dwellings in each band bear to Band D, on a full year basis.
- 3.3 The Council Tax Support scheme was introduced in April 2013 enabling actual information to be used as a basis for the estimation in calculating the impact of the reductions on the tax base. These are detailed within Appendix A.
- 3.4 The number of chargeable dwellings in each valuation band has been taken from the valuation list supplied by the Valuation Office on 31 October 2016 and updated by the Council tax department on 30 November 2016. A summary of the calculation and adjustments taken into account is shown at Appendix A. The overall tax base for 2017/18 is estimated to be 28,959.46 (28,878.71 2016/17) (total of parishes below) Band D properties.
- 3.5 The number of properties exempt from Council Tax, including Ministry of Defence buildings, has been deducted from the initial tax base. Direct payments in lieu are received from the Ministry of Defence and these are included later in the tax base calculation.
- 3.6 A loss of collection from Council Tax equal to 98.3% has been taken into account, reflecting current levels of collection and assumed collection rates for the changes proposed.
- 3.7 The Council levies additional amounts for the precepts of Local Councils, and separate tax bases are required for those areas. These are shown at Appendix B.

Appendix A

COUNCIL TAX BASE

Band	Z	A	B	C	D	E	F	G	H	TOTAL
Number of dwellings	0.00	15,943.00	7,971.00	7,570.00	5,679.00	3,382.00	1,413.00	511.00	66.00	42,535.00
Exempt properties	0.00	(362.00)	(136.00)	(92.00)	(39.00)	(11.00)	(10.00)	0.00	(6.00)	(656.00)
No of Chargeable dwellings	0.00	15,581.00	7,835.00	7,478.00	5,640.00	3,371.00	1,403.00	511.00	60.00	41,879.00
Disablement relief	20.00	15.00	23.00	(16.00)	(11.00)	(15.00)	(8.00)	3.00	(11.00)	0.00
Adjusted Chargeable dwellings	20.00	15,596.00	7,858.00	7,462.00	5,629.00	3,356.00	1,395.00	514.00	49.00	41,879.00
Discounts on relevant day	(1.75)	(1,894.90)	(683.55)	(511.70)	(283.50)	(133.65)	(56.30)	(25.80)	(4.60)	(3,595.75)
Premiums	0.00	67.00	11.00	11.50	4.50	4.00	0.50	2.00	0.50	101.00
Total Discounts	(1.75)	(1,827.90)	(672.55)	(500.20)	(279.00)	(129.65)	(55.80)	(23.80)	(4.10)	(3,494.75)
Adjusted Total Dwellings	18.25	13,768.10	7,185.45	6,961.80	5,350.00	3,226.35	1,339.20	490.20	44.90	38,384.25
Reduction in tax base due to CTS	5.63	3,908.56	722.36	399.05	131.70	67.06	17.72	4.63	0.00	5,256.71
Equivalent after reduction due to CTS	12.62	9,859.54	6,463.09	6,562.75	5,218.30	3,159.29	1,321.48	485.57	44.90	33,127.54
Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
	5.00	6.00	7.00	8.00	9.00	11.00	13.00	15.00	18.00	
Total No of Band D equivalents	7.03	6,575.00	5,028.00	5,834.00	5,218.80	3,861.93	1,909.49	809.33	89.80	29,333.38
Band D contributions in lieu (MOD)	0	46	36.96	32.89	5.5	0	1.4	0	2	124.75
	7.03	6,621.00	5,064.96	5,866.89	5,224.30	3,861.93	1,910.89	809.33	91.80	29,458.13
Adjusted for Collection rate 98.3%**	6.91	6,509.23	4,979.48	5,767.71	5,135.58	3,796.28	1,878.43	795.57	90.27	28,959.46

* The total number of Band D equivalents has been calculated at a parish level.

** Total No Band D Equivalent x Collection Rate + Band D contributions in Lieu.

Parish Tax Base

Parish	2017/18 Tax Base
Aisthorpe	37.34
Bardney - Apley - Stainfield	684.70
Bigby	133.71
Bishop Norton	124.71
Blyborough	31.92
Blyton	365.46
Brampton	33.11
Brattleby	51.57
Broadholme	38.20
Brocklesby	34.03
Brookenby	158.52
Broxholme	30.49
Bullington	11.20
Burton	393.63
Buslingthorpe	21.02
Cabourne	26.97
Caenby	26.69
Caistor	907.84
Cammeringham	48.02
Cherry Willingham	1,296.20
Claxby	66.67
Corringham	164.32
Dunholme	684.46
East Ferry	39.41
East Stockwith	68.20
Faldingworth	162.15
Fenton	134.55
Fillingham	82.70
Fiskerton	362.43
Friesthorpe	10.81
Fulnetby	4.81
Gainsborough	4,472.31
Glentham	164.62
Glentworth	112.29
Golto	25.20
Grange de Lings	10.56
Grasby	188.22
Grayingham	57.62
Great Limber	83.37
Greetwell	292.81
Hackthorn - Cold Hanworth	80.04
Hardwick	16.33
Harpswell	21.89
Heapham	42.12
Hemswell	111.51

Parish	2017/18 Tax Base
Hemswell Cliff	159.71
Holton Beckering	40.25
Holton le Moor	63.37
Ingham	312.55
Keelby	669.09
Kettlethorpe	162.48
Kexby	117.26
Kirmond le Mire	12.92
Knaith	119.15
Langworth - Barlings - Newball	201.45
Laughton	150.07
Lea	377.40
Legsby	77.57
Linwood	36.97
Lissington	50.27
Market Rasen	1,201.37
Marton - Gate Burton	240.25
Middle Rasen	702.88
Morton	422.47
Nettleham	1,352.59
Nettleton	226.75
Newton-On-Trent	136.89
Normanby-By-Spital	139.89
Normanby le Wold	19.56
North Carlton	71.25
North Kelsey	341.47
North Willingham	48.39
Northorpe	46.95
Osgodby	202.34
Owersby	89.67
Owmbly-By-Spital	104.67
Pilham	27.47
Rand	16.78
Reepham	338.43
Riby	44.76
Riseholme	109.90
Rothwell	62.11
Saxby	16.14
Saxilby - Ingleby	1,326.34
Scampton	354.06
Scothern	311.76
Scotter	1,131.97
Scotton	213.92
Searby cum Owmbly	78.86
Sixhills	15.73

Parish	2017/18 Tax Base
Snarford	17.30
Snelland	32.82
Snitterby	91.65
Somerby	23.15
South Carlton	37.42
South Kelsey	205.40
Spridlington	85.37
Springthorpe	54.64
Stainton le Vale	33.81
Stow	116.13
Sturton-By-Stow	482.11
Sudbrooke	695.73
Swallow	94.90
Swinhope	47.13
Tealby	263.98
Thonock	9.76
Thoresway	36.44
Thorganby	12.88
Thorpe le Fallows	6.11
Toft Newton	125.12
Torksey	279.42
Upton	159.63
Waddingham	204.98
Walesby	106.90
Walkerith	26.71
Welton	1,400.27
West Firsby	11.50
West Rasen	33.04
Wickenby	80.09
Wildsworth	27.13
Willingham	192.85
Willoughton	104.23
Total	28,959.46

Corporate Policy & Resources Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:

1. That members note the schedule of reports.

Date	Title	Lead Officer	Purpose of the report
09/02/2017	MTFP	Tracey Bircumshaw	To present the Medium Term Financial Plan
	Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan
	Progress and Delivery Q3	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3
	Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18
	Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3
	Development Partner (Gainsborough)	Eve Fawcett-Moralee	Committee approval for list of potential bidders
	WL Trading Co. and Surestaff Business Plan	Ian Knowles	To approve the Business Plan of Surestaff Lincs Ltd and WLDC Staffing Services Ltd as Shareholder. The Director of Resources as the shareholder representative (of the WL Trading Co.) would present a summary of the accounts to the CP&R Committee as part of the Annual Business Plan.
	Sun Inn and Joint Venture Company	Eve Fawcett-Moralee	Sun Inn and Joint Venture Company
13/04/2017	Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position
	Progress and Delivery Q4	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4
	Development Loan	Ian Knowles	To approve a commercial loan for the development of land in support of the Local Plan
	Gainsborough Marina	Elaine Poon	The Lincolnshire County Council has agreed to match fund WLDC (£25k each, £50k total) to carry out a feasibility study on the possibility of building a marina in Gainsborough.
	Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council
	Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy
	Housing Allocations Policy & Partnership ToR	Michelle Howard	<ol style="list-style-type: none"> 1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.
	To review the Redundancy Policy	Emma Redwood	To review and update the Redundancy Policy

15/06/2017	Commercial Property Portfolio	Manjeet Gill	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.
	ICT Strategy	Ian Knowles	To present the ICT Strategy for approval
27/07/2017	Annual Health and Safety report	Kim Leith	Summary of Performance of the Health and Safety Service throughout the Authority
	Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy
	annual fraud report	Angela Matthews	to present the annual report focussing on the commercial side of the service, income generated etc
	Review of Flexi-Time Policy	Emma Redwood	To review the council's Flexi-Time policy and update accordingly
21/09/2017	Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen
	Review the Relocation Policy	Emma Redwood	To review the Council's Relocation Policy
11/01/2018	Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor