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06 January 2021

To: All Councillors,

As a Member or Substitute of the **Governance & Resources Committee**, please treat this as your summons to attend a meeting on **Thursday, 14 January 2021 at 6.00pm** via the Zoom application. (Joining details will be provided separately).

Under Regulations made under the Coronavirus Act 2020, the meeting will be held virtually. As a member of the public you can view the virtual meeting via the District Council's website at www.derbyshiredales.gov.uk or via our YouTube channel.

Yours sincerely,

James McLaughlin
Director of Corporate and Customer Services

AGENDA

1. APOLOGIES/SUBSTITUTES

Please advise the Committee Team on 01629 761133 or e-mail committee@derbyshiredales.gov.uk of any apologies for absence and substitute arrangements.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

19 November 2020 and 17 December 2020 (Special)

3. PUBLIC PARTICIPATION

As the Council cannot hold meetings at the Town Hall, Public Participation can only take place using the Zoom application or by written representations. Members of the public are able to comment or ask questions on the items listed in the agenda and must give notice before 12 noon on the day preceding the meeting by:

Web-form: [Make your submission here](#)

Email: committee@derbyshiredales.gov.uk

Post: Democratic Services, Derbyshire Dales District Council, Town Hall, Matlock DE4 3NN

The Committee Team will assist any member of the public without access to electronic means by capturing their concerns over the telephone.

Phone: 01629 761133 (working days only 9am – 5pm)

Written representations, received by the deadline will be read out at the meeting, verbal contributors will be given instructions on how to join the meeting after giving notice.

All meeting proceedings open to the public will be streamed live on our YouTube channel when all non-exempt items are being considered. Recordings of the meeting will also be available after the event on the District Council's website.

4. INTERESTS

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends.

Interests that become apparent at a later stage in the proceedings may be declared at that time.

5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15.

To answer questions from Members who have given the appropriate notice.

Page No.

6. EXTERNAL AUDITOR'S ANNUAL AUDIT LETTER FOR 2019/20 AND REQUEST FOR APPROVAL OF FEE INCREASE

04 - 27

To receive the External Auditor's Annual Audit Letter for 2019/20 and consider approval of (subject to the approval of Public Sector Audit Appointments Limited) an additional audit fee of £10,102, that be referred to Council, for a supplementary revenue estimate for 2020/21 and that the recurring element of £5,910 p.a. is built into the draft revenue budget for 2021/22.

7. FEES AND CHARGES FOR 2021/22

28 - 66

To consider a report seeking approval for the fees and charges, recommended in Appendices 1 – 13 of the report, to be implemented with effect from 01 April 2021

8. MICROSOFT 365

67 - 71

To consider a report seeking approval for an additional annual revenue expenditure of £48,000 for 2021/22 onwards, for Microsoft 365 licenses and Cloud security software, to maintain supported versions of Microsoft Office software and be included in the revenue spending proposals for 2021/22, to be considered by Council in March 2021. Also to consider approval of an additional revenue expenditure £5,000 required in 2021/22, to setup the Microsoft 365 environment and be included in the revenue spending proposals for 2021/22, to be considered by Council in March 2021; the Committee acknowledges that future additional resource requirements may be required to facilitate the implementation and rollout of Microsoft 365 alongside current and future technical projects.

9. DIGITAL TRANSFORMATION PROJECT UPDATE AND CRM FUNDING REQUEST. REPORT TO FOLLOW

To note an update report on the Digital Transformation Project and the impact of the COVID-19 crisis on the project, seeking approval for a supplementary revenue estimate of £12,000 to be financed from the Additional Burdens Grant (awarded to the Council from central Government), to continue to enable the Council to provide an effective COVID-19 response and to support the District's businesses.

10. TREASURY MANAGEMENT OUTTURN 2019/20 & MID-YEAR REPORT FOR 2020/21 REPORT TO FOLLOW

To consider a report seeking approval of the Treasury Management Outturn for 2019/20 and Prudential Indicators Outturn & Mid-Year Report for 2020/21.

11. WRITE OFFS RELATING TO BACKDATING OF COUNCIL TAX BILLS FOR PROPERTIES IDENTIFIED IN DATA MATCHING EXERCISE 72 - 74

To consider approval for the write off of individual debts, arising from council tax backdating cases, where the amount requested for write off in each case exceeds £10,000; in accordance with the Council's Financial Regulations.

APPENDICES TO FOLLOW (Confidential – Not for public release)

12. PROPOSED AGILE WORKING POLICY 75 - 101

To consider a recommendation from the Joint Consultative Group (JCG), for adoption of the Agile Working Policy, as a new policy, replacing the existing Home Working Policy. Also that the approach to the new policy be reviewed periodically, learning from its implementation and the changes in service need and enabling technology.

13. JOINT CONSULTATIVE GROUP: MINUTES 102 - 105

To receive the Minutes of the Joint Consultative Group meetings held on:

- 23 September 2020
- 17 December 2020

Members of the Committee - Councillors Jacqueline Allison, Robert Archer, Sue Bull (Chair), Neil Buttle, David Chapman (Vice Chair), Paul Cruise, Tom Donnelly, Graham Elliott, Steve Flitter, Alyson Hill, Susan Hobson, Michele Morley, Garry Purdy, Mike Ratcliffe, Peter Slack and Alasdair Sutton

Substitutes – Councillors Jason Atkin, Mathew Buckler, Richard FitzHerbert, Helen Froggatt, Chris Furness, David Hughes, Peter O'Brien, Joyce Pawley, , and Steve Wain.

Governance and Resources Committee
14th January 2021

Report of the Director of Resources

EXTERNAL AUDITOR’S ANNUAL AUDIT LETTER FOR 2019/20 AND REQUEST FOR APPROVAL OF FEE INCREASE

PURPOSE OF REPORT

This report presents the External Auditor’s Annual Audit Letter, which summarises the outcome of the audit work completed at the Council in relation to the 2019/20 audit year. The report also seeks approval for a fee increase.

RECOMMENDATION

1. That the External Auditor’s “Annual Audit Letter for 2019/20 is received.
2. That, subject to the approval of Public Sector Audit Appointments Limited, the additional audit fee of £10,102 is approved and referred to Council for a supplementary revenue estimate for 2020/21 and the recurring element of £5,910 p.a. is built into the draft revenue budget for 2021/22.

WARDS AFFECTED

None

STRATEGIC LINK

A high quality and cost effective external audit should provide reassurance that the Council’s arrangements for financial management (including the preparation of the financial statements) and its use of resources are satisfactory. This should minimise financial risks which, consequently, minimises the risk of disruption to services and supports the achievement of many of the Council’s aims and priorities.

1 BACKGROUND

- 1.1 The Accounts and Audit Regulations 2015 state that “Where, following completion of an audit, a relevant authority receives any audit letter from the local auditor, the members of the relevant authority, or, in the case of a Category 1 authority, a committee of that authority, must meet to consider that letter as soon as reasonably practicable.” The regulations also say that following consideration of the letter, the authority must publish the audit letter on its website and make copies available for purchase by any person on payment of such sum as the relevant authority may reasonably require.

2 REPORT

- 2.1 The Council’s external auditors, Mazars LLP, have issued their Annual Audit Letter,

which summarises the audit work completed in relation to the 2019/20 audit year. A copy of the letter is shown at Appendix 1. The Annual Audit Letter for 2019/20 is consistent with the Audit Completion Report that was presented to Council on 19 November 2020, with the letter being a summarised version of the Audit Completion Report. The key issues in the letter are:

- **Audit Opinion** - unqualified opinion issued on the Authority's financial statements;
- **Value For Money (VFM) conclusion** – the auditor is satisfied that the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in the use of resources for the year ended 31 March 2020;
- **Statutory reporting** – The external auditor has not issued a report in the public interest or made written recommendations to the Council;
- **Significant risks relating to valuations** – the auditor has identified the valuation of property, plant and equipment (PPE) and the valuation of the pension liability as areas of significant risk (see paragraphs 1.3 and 1.4);
- **Internal Control Recommendations** – The external auditor makes three recommendations relating to internal controls, one of which has occurred in previous years. These are shown in Section 2 of the Annual Audit Letter (Appendix 1), and have been accepted by management (see paragraph 1.5);
- **Significant VFM Risk** – The achievement of savings and income generation targets has been identified as a significant risk in Section 3 of the annual audit letter. The external auditor has concluded “We obtained sufficient assurance to conclude that the Council continues to have appropriate arrangements in place”;
- **Audit Fees** – In section 5 of the Annual Audit Letter the auditor presents details of a proposed fee increase of £10,102 for 2019/20 and a recurring increase of £5,910 for 2021/22 onwards (see paragraphs 1.6 and 1.7);
- **Forward Look** - in section 6 of the Annual Audit Letter the external auditor highlights the uncertainty and pressures (including the impact of the Covid-19 pandemic and the EU exit) that the Council will face in its medium term financial planning. This section also highlights changes to the Code of Audit Practice and the Redmond Review. More information is given in paragraph 1.8.

2.2 The auditor has identified the valuation of property, plant and equipment to be an area of significant risk. Due the impact of covid-19 on the property market, there is “material uncertainty” over the valuation of land and buildings and investment properties at the balance sheet date. This has been properly disclosed in the notes to the Statement of Accounts. in line with normal practice and the auditor included reference to this disclosure as an ‘emphasis of matter’ in their audit report. While this is drawn to members’ attention, it is not a qualification and does not modify the proposed unqualified opinion on the financial statements.

2.3 The auditor has identified an increased risk of material misstatement in relation to the valuation of the pension liability. The Derbyshire Pension Fund disclosed a “material valuation uncertainty” in relation to the valuation of the Pension Fund’s property investments, arising from the potential impact of covid-19 on values. This was disclosed in the final version of the financial statements. In line with normal practice, the auditor included reference to this disclosure as an ‘emphasis of matter’ in their audit report. The purpose of this paragraph is to draw attention to this disclosure, it is not a qualification and does not modify the auditor’s proposed unqualified opinion on the

financial statements.

- 2.4 The auditor makes three recommendations relating to internal controls, which have been accepted by the Director of Resources. These are shown in Section 2 of the Annual Audit Letter (Appendix 1), together with the management response. Two of the recommendations are relatively low priority and they relate to controls for the preparation of the remuneration note and the leases note. The third recommendation is a recurring issue from previous years and relates to controls in place for councillors to declare interests. For the last three financial years not all councillors have completed a declaration; this means that there was a potential risk that a conflict of interest was not appropriately declared. All three declarations will be addressed by a strengthening of controls during the preparation of the Statement of Accounts for 2020/21.
- 2.5 In the Audit Strategy Memorandum, presented to the Governance and Resources Committee in January 2020, the auditor reported proposed fees of £29,487 for the delivery of work on the 2019/20 financial statements. This was based on the scale fee set by Public Sector Audit Appointments Limited. It was mentioned that the final position on fees would be reviewed when the audit was concluded. The auditor has noted throughout the year that there would be additional recurring audit fees as a result of increased regulatory pressures and requirements.
- 2.6 Following completion of the audit, the auditor has revisited the fees for 2019/20. In addition to the increase in the base audit fee, there have been some one-off increases in the audit fee for the 2019/20 audit year, and mainly relate to audit issues arising from the Covid-19 pandemic and other matters. This results in a proposed fee increase of £10,102 (34%), comprising:
- £4,192 for one-off fee increases for 2019/20 specific issues
 - £5,910 for recurring increases in the base audit fee arising from regulatory pressures

Further explanation of the fee increase is set out in section 5 of the Annual Audit Letter. The fee increases have been challenged by the Director of Resources and Mazars have said that the fee increases represent additional work required as a result of increased regulatory pressures and requirements, that the fee increases are consistent with those for their other local authority clients and that the sector is in crisis at present. Any variations to the final fee will require the approval of Public Sector Audit Appointments Limited, which manages the contracts for this work. There is no budget for this extra fee, so if it is approved by this committee it would need to be referred to Council for approval of the additional budget.

- 2.7 With regard to the “forward look”, the Council will continue to monitor income and expenditure and to update its Medium Term Financial Plan (MTFP) so that potential funding gaps can be identified as soon as possible. However, significant uncertainty will remain until the outcome of the Fair Funding Review and Review of Business Rates Retention is known; these have recently been deferred and the implementation will not take place in 2021/22 . In the meantime, the Council’s Medium Term Financial Strategy focusses on building reserves as a temporary or transitional cushion to minimise the immediate impact while the medium term savings (or additional income) are identified and delivered.

3 RISK ASSESSMENT

3.1 Legal

The legal provisions are contained within the main body of the report. The legal risk is therefore low.

3.2 Financial

The Council's budget includes £29,487 for audit fees associated with the financial statements. The fee increase of £10,102 (34%) would require a supplementary revenue estimate of £10,102 for 2019/20 and an increase of £5,910 in the base estimate for 2021/22 and future years. The financial risk is assessed as low.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

Karen Henriksen - Director of Resources,
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Email: karen.henriksen@derbyshiredales.gov.uk

6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1 – Annual Audit Letter 2019/20

Annual Audit Letter

Derbyshire Dales District Council

Year ending 31 March 2020





Contents

- 01** Executive summary
- 02** Audit of the financial statements
- 03** Value for money conclusion
- 04** Other reporting responsibilities
- 05** Our fees
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Our reports are prepared in the context of the 'Statement of responsibilities of auditors and audited bodies' issued by Public Sector Audit Appointments Ltd. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the Council. No responsibility is accepted to any member or officer in their individual capacity or to any third party. Our written consent must first be obtained before this document, or any part of it, is disclosed to a third party.

Mazars LLP is the UK firm of Mazars, an international advisory and accountancy group. Mazars LLP is registered by the Institute of Chartered Accountants in England and Wales.

1. EXECUTIVE SUMMARY

Purpose of the Annual Audit Letter

Our Annual Audit Letter summarises the work we have undertaken as the auditor for Derbyshire Dales District Council (the Council) for the year ended 31 March 2020. Although this letter is addressed to the Council, it is designed to be read by a wider audience including members of the public and other external stakeholders.

Our responsibilities are defined by the Local Audit and Accountability Act 2014 (the 2014 Act) and the Code of Audit Practice issued by the National Audit Office (the NAO). The detailed sections of this letter provide details on those responsibilities, the work we have done to discharge them, and the key findings arising from our work. These are summarised below.

| Area of responsibility | Summary |
|--|--|
| Audit of the financial statements | <p>Our auditor's report issued on 2 December 2020 included our opinion that the financial statements:</p> <ul style="list-style-type: none">• give a true and fair view of the Council's financial position as at 31 March 2020 and of its expenditure and income for the year then ended; and• have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20. |
| Other information published alongside the audited financial statements | <p>Our auditor's report included our opinion that:</p> <ul style="list-style-type: none">• the other information in the Statement of Accounts is consistent with the audited financial statements. |
| Value for money conclusion | <p>Our auditor's report concluded that we are satisfied that in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.</p> |
| Reporting to the group auditor | <p>In line with group audit instructions, issued by the NAO on 4th November, we reported to the group auditor in line with the requirements applicable to the Council's WGA return.</p> |
| Statutory reporting | <p>Our auditor's report confirmed that we did not use our powers under s24 of the 2014 Act to issue a report in the public interest or to make written recommendations to the Council.</p> |



2. AUDIT OF THE FINANCIAL STATEMENTS

| | |
|-------------------------------------|--------------------|
| Opinion on the financial statements | Unqualified |
|-------------------------------------|--------------------|

The scope of our audit and the results of our work

The purpose of our audit is to provide reasonable assurance to users that the financial statements are free from material error. We do this by expressing an opinion on whether the statements are prepared, in all material respects, in line with the financial reporting framework applicable to the Council and whether they give a true and fair view of the Council's financial position as at 31 March 2020 and of its financial performance for the year then ended.

Our audit was conducted in accordance with the requirements of the Code of Audit Practice issued by the NAO, and International Standards on Auditing (ISAs). These require us to consider whether:

- the accounting policies are appropriate to the Council's circumstances and have been consistently applied and adequately disclosed;
- the significant accounting estimates made by management in the preparation of the financial statements are reasonable; and
- the overall presentation of the financial statements provides a true and fair view.

Our auditor's report, stated that in our view, the financial statements give a true and fair view of the Council's financial position as at 31 March 2020 and of its financial performance for the year then ended. The report included an emphasis of matter paragraph in relation to material uncertainties in the valuation of the Council's land and buildings and the Council's share of pension fund property assets.



2. AUDIT OF THE FINANCIAL STATEMENTS

Our approach to materiality

We apply the concept of materiality when planning and performing our audit, and when evaluating the effect of misstatements identified as part of our work. We consider the concept of materiality at numerous stages throughout the audit process, in particular when determining the nature, timing and extent of our audit procedures, and when evaluating the effect of uncorrected misstatements. An item is considered material if its misstatement or omission could reasonably be expected to influence the economic decisions of users of the financial statements.

Judgements about materiality are made in the light of surrounding circumstances and are affected by both qualitative and quantitative factors. As a result we have set materiality for the financial statements as a whole (financial statement materiality) and a lower level of materiality for specific items of account (specific materiality) due to the nature of these items or because they attract public interest. We also set a threshold for reporting identified misstatements to the Governance and Resources Committee. We call this our trivial threshold.

The table below provides details of the materiality levels applied in the audit of the financial statements for the year ended 31 March 2020:

| | | |
|---------------------------------|--|----------------------------------|
| Financial statement materiality | Our financial statement materiality is based on 2% of gross revenue expenditure at the surplus/deficit on provision of services | £675,000 |
| Trivial threshold | Our trivial threshold is based on 3% of financial statement materiality. | £20,000 |
| Specific materiality | We have applied a lower level of materiality to the following areas of the accounts: <ul style="list-style-type: none"> - senior officers remuneration - officers earnings bandings - members allowances | £5,000 One banding £45,000 |



2. AUDIT OF THE FINANCIAL STATEMENTS

Our response to significant risks

As part of our continuous planning procedures we considered whether there were risks of material misstatement in the Council's financial statements that required special audit consideration. We reported significant risks identified at the planning stage to the Governance and Resources Committee within our Audit Strategy Memorandum and provided details of how we responded to those risks in our Audit Completion Report. The table below outlines the identified significant risks, the work we carried out on those risks and our conclusions.

| Identified significant risk | Our response | Our findings and conclusions |
|--|---|--|
| <p>Management override of controls</p> <p>In all entities, management at various levels within an organisation are in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Because of the unpredictable way in which such override could occur, we consider there to be a risk of material misstatement due to fraud and thus a significant risk on all audits</p> | <p>We addressed this risk through performing audit work including:</p> <ul style="list-style-type: none"> documenting our understanding of the processes and controls in place to mitigate the risks identified, and walking through those processes and controls to confirm our understanding; testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements; reviewing the calculation of management's material accruals, estimates and provisions for evidence of management bias; evaluating the business rationale for any significant unusual transactions; understanding the oversight given by those charged with governance of the management processes over fraud; sampling accruals and provisions based on established testing thresholds; and reviewing material aspects of capital expenditure on property plant and equipment to check it meets the relevant accounting requirements to be capitalised. | <p>Our audit procedures have not identified any material errors or uncertainties in the financial statements, or other matters that we wish to bring to Members' attention in relation to management override of controls.</p> |



2. AUDIT OF THE FINANCIAL STATEMENTS

Our response to significant risks (continued)

| Identified significant risk | Our response | Our findings and conclusions |
|--|---|--|
| <p>Property, Plant and Equipment (PPE) Valuation</p> <p>The financial statements contain material entries on the Balance Sheet as well as material disclosure notes in relation to the Council’s holding of property, plant and equipment. Although the Council uses a valuation expert to provide information on valuations, there remains a high degree of estimation uncertainty associated with the revaluation of property, plant and equipment due to the significant judgements and number of variables involved in providing revaluations. We have therefore identified the valuation of property, plant and equipment to be an area of significant risk.</p> | <p>In relation to the valuation of property, plant and equipment, investment properties and assets held for sale we:</p> <ul style="list-style-type: none"> critically assessed the Council’s valuer’s scope of work, qualifications, objectivity and independence to carry out the required programme of revaluations; considered whether the overall revaluation methodologies used by the Council’s valuer are in line with industry practice, the CIPFA Code of Practice and the Council’s accounting policies; assessed whether valuation movements are in line with market expectations by using the third party indices provided by Gerald Eve to provide information on regional valuation trends; critically assessed the treatment of the upward and downward revaluations in the Council’s financial statements with regards to the requirements of the CIPFA Code of Practice; and critically assessed the approach that the Council adopts to ensure that assets not subject to revaluation in 2019/20 are materially correct, including considering the robustness of that approach in light of the valuation information reported by the Council’s valuer. <p>We also considered the potential impact of the COVID-19 pandemic on the Council’s asset valuations and the adequacy of the disclosures in the financial statements, specifically those relating to the material uncertainty applied by your valuer to the valuations.</p> | <p>At the outset of the COVID-19 outbreak, an expectation was raised that valuers were likely to conclude that a “material uncertainty” over the valuation of land and buildings existed at the balance sheet date.</p> <p>The Council’s valuer has followed guidance issued by the Royal Institute of Chartered Surveyors and as expected their valuation report concluded that, due the impact of COVID-19 on the property market, there is “material uncertainty” over the valuation of land and buildings and investment properties at the balance sheet date. This has been properly disclosed in the notes to the Statement of Accounts. in line with normal practice, we included reference to this disclosure as an ‘emphasis of matter’ in our audit report.</p> <p>The purpose of this paragraph is to draw attention to this disclosure, it is not a qualification and does not modify our proposed unqualified opinion on the financial statements.</p> <p>There were no other matters that we need to draw to Members’ attention.</p> |



2. AUDIT OF THE FINANCIAL STATEMENTS

Our response to significant risks (continued)

| Identified significant risk | Our response | Our findings and conclusions |
|---|--|--|
| <p>Defined benefit liability valuation</p> <p>The financial statements contain material pension entries in respect of retirement benefits. The calculation of these pension figures, both assets and liabilities, can be subject to significant volatility and includes estimates based upon a complex interaction of actuarial assumptions. This results in an increased risk of material misstatement.</p> | <p>In relation to the valuation of the Council’s defined benefit pension liability we:</p> <ul style="list-style-type: none"> • reviewed the appropriateness of the Pension Asset and Liability valuation methodologies applied by the Pension Fund Actuary, and the key assumptions included within the valuation. This included comparing them to expected ranges, utilising information provided by PwC, the consulting actuary engaged by the National Audit Office; • agreed the data in the IAS 19 valuation report provided by the Fund Actuary for accounting purposes to the pension accounting entries and disclosures in the Council’s financial statements; • critically assessed the competency, objectivity and independence of the Derbyshire Pension Fund’s Actuary, Hymans LLP; • liaised with the auditors of the Pension Fund to gain assurance that the controls in place at the Pension Fund are operating effectively. This included the processes and controls in place to ensure data provided to the Actuary by the Pension Fund for the purposes of the IAS 19 valuation is complete and accurate; and • performed a walkthrough of payroll transactions at the Council to understand how pension contributions are deducted and paid to the Pension Fund by the Council. | <p>The pension fund disclosed a “material valuation uncertainty” in relation to the valuation of the Pension Fund’s property investments, arising from the potential impact of covid-19 on values. This was disclosed in the final version of the financial statements. We, in line with normal practice, included reference to this disclosure as an ‘emphasis of matter’ in our audit report. The purpose of this paragraph is to draw attention to this disclosure, it is not a qualification and does not modify our proposed unqualified opinion on the financial statements.</p> <p>There were no other material matters arising that were required to be brought to the attention of Members.</p> |



2. AUDIT OF THE FINANCIAL STATEMENTS

Internal control recommendations

As part of our audit we considered the internal controls in place that are relevant to the preparation of the financial statements. We did this to design audit procedures that allow us to express our opinion on the financial statements, but this did not extend to us expressing an opinion on the effectiveness of internal controls.

We identified two relatively low priority recommendations:

Controls in place in regard to the accuracy of remuneration information

During our testing we identified that a car lump sum allowance was shown as a 'benefit in kind' and not in 'Salary, fees and allowances'.

Potential effects

Risk of error in relation to the disclosure made.

Recommendation

Management should review and strengthen its controls relating to the preparation of the remuneration note.

Management response

Accepted.

Controls in place in regard to the preparation of the leases note

During our testing we concluded there was some residual prior year information left in the spreadsheet used to calculate the leases note in error, this required a £634k reduction to the leases note which management has actioned.

Potential effects

Risk of error in relation to the disclosure made.

Recommendation

Management should review and strengthen its controls relating to the preparation of the leases note.

Management response

Accepted.



2. AUDIT OF THE FINANCIAL STATEMENTS

Internal control recommendations (continued)

We identified one recurring issue from prior years:

Controls in place in regard to the declaration of interests

The previous auditor's 2017/18 testing of declaration of interests compared the declarations made by councillors to the records on Companies House and noted that 3 councillors had not declared all interests. Moreover, no declaration form had been completed by 4 councillors for the year 2017/18.

Potential effects

There was a potential risk that a conflict of interest was not appropriately declared.

2018/19 and 2019/20 updates

Our 2018/19 testing of declaration of interests identified 4 instances where declarations of interests were not received by the Council after several reminders to the Members. Our 2019/20 testing of declaration of interests identified 5 instances where declarations of interests were not received by the Council after several reminders to the Members.

Management response

Accepted.

Update

Before issuing our audit opinion, we ensured that we identified alternative sources of assurance to ensure there were no undeclared conflicts of interests / undisclosed related party transactions, for those Members where a declaration form was not returned.



3. VALUE FOR MONEY CONCLUSION

| | |
|----------------------------|--------------------|
| Value for money conclusion | Unqualified |
|----------------------------|--------------------|

Our audit approach

We are required to consider whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The NAO issues guidance to auditors that underpins the work we are required to carry out in order to form our conclusion, and sets out the criterion and sub-criteria that we are required to consider.

The overall criterion is that, ‘in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.’ To assist auditors in reaching a conclusion on this overall criterion, the following sub-criteria are set out by the NAO:

- informed decision making;
- sustainable resource deployment; and
- working with partners and other third parties.

Our auditor’s report stated that, in all significant respects, the Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31st March 2020.

| Sub-criteria | Commentary | Arrangements in place? |
|--------------------------|--|------------------------|
| Informed decision making | <p>We reviewed financial, performance and risk management reports throughout the year and attended meetings of the Governance and Resources Committee. We did not identify any concerns regarding data quality or the decision-making process.</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council’s arrangements:</p> <ul style="list-style-type: none"> a) Acting in the public interest, through demonstrating and applying the principles and values of sound governance; b) Understanding and using appropriate and reliable financial and performance information to support informed decision making and performance management; c) Reliable and timely financial reporting that supports the delivery of strategic priorities; and d) Managing risks effectively and maintaining a sound system of internal control. | Yes |



3. VALUE FOR MONEY CONCLUSION

| Sub-criteria | Commentary | Arrangements in place? |
|---|--|------------------------|
| Sustainable resource deployment | <p>Financial and performance reports demonstrate a history of achieving cost reductions without adversely affecting services and a balanced medium term financial strategy is in place up to 2024/25 provided recurrent savings of £0.5m can be achieved.</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council’s arrangements:</p> <ul style="list-style-type: none"> a) Planning finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions; b) Managing and utilising assets effectively to support the delivery of strategic priorities; and c) Planning, organising and developing the workforce effectively to deliver strategic priorities. | Yes |
| Working with partners and other third parties | <p>The Council has consulted with local people with a view to establishing a joint venture with a private company to further its corporate aims for affordable housing, employment and regeneration. This demonstrates the Council’s commitment to increase collaboration and build partnership arrangements to achieve improvements</p> <p>We considered the following aspects of proper arrangements specified by the National Audit Office as part of our risk assessment, and, based on our risk-based approach, we did not identify any significant issues or exceptions in the Council’s arrangements:</p> <ul style="list-style-type: none"> a) Working with third parties effectively to deliver strategic priorities; b) Commissioning services effectively to support the delivery of strategic priorities; and c) Procuring supplies and services effectively to support the delivery of strategic priorities. | Yes |



3. VALUE FOR MONEY CONCLUSION

Significant audit risks

The NAO’s guidance requires us to carry out work to identify whether or not a risk to our conclusion exists. Risk, in the context of our work, is the risk that we come to an incorrect conclusion rather than the risk of the arrangements in place at the Council being inadequate. In our Audit Strategy Memorandum, we reported that we had identified one significant audit risk. The work we carried out in relation to significant risks is outlined below.

| Risk | Work undertaken | Conclusion |
|---|--|---|
| <p>Achievement of savings and income generation targets – At the planning stage of our audit we recognised that the continual pressures on Local Government finances are well documented and led to another challenging budget setting process for 2019/20. During 2018/19 several reviews were undertaken generating savings for the Council. The savings identified were removed from the 2018/19 base budget to produce the 2019/20 budget. The Council approved a balanced 2019/20 budget. The budget included the required S.151 Officer assurances relating to the robustness of the budget and the adequacy of the level of reserves, but acknowledged the risks around the delivery and timing of savings initiatives and the need to address medium term budget shortfalls from 2020/21 onwards.</p> <p>The Medium Term Financial Plan (MTFP) currently outlines a requirement to identify further ongoing savings (or additional income) of £0.5m by 2024/25, but the Council has recognised that this is likely to be adversely impacted by cost pressures associated with Covid-19. In mitigation the Council is holding reserves to allow a strategic response to emerging budgetary shortfalls such as those associated with the implications of Covid-19 which remain uncertain.</p> <p>There will be significant changes in local government finances over the next few years, which will culminate in a major change in the way local government is financed from 2021/22 onwards. These include the implications of the Comprehensive Spending Review, the Fair Funding Review and the introduction a new system for business rates.</p> <p>Delays in the delivery of these initiatives have made it difficult for the Council to plan over the medium term. As a result, the need for savings (or income generation), as well as the need to contain cost pressures such as those associated with Covid-19, will continue to have a significant impact on the Council’s financial resilience, and a prudent approach will be needed until the medium term funding position is clarified.</p> <p>We need to consider the progress made against the budget and plans and update our assessment of this risk area before forming our final VFM conclusion.</p> | <p>The outturn position for 2019/20 shows that the General Fund balance reduced by £161K from £2.161m to £2m and earmarked reserves increased from £13.985m to £17.664m, the combined affect is an increase of £3.5m in the Council’s reserves. These reserves will help the council to manage the cost pressures associated with Covid-19. We have assessed whether any matters have come to our attention through the course of our audit that lead us to conclude that a risk to our 2019/20 VFM conclusion does indeed exist. We addressed this requirement by reviewing the Council’s arrangements for developing and delivering its MTFP and for working in partnership.</p> | <p>We obtained sufficient assurance to conclude that the Council continues to have appropriate arrangements in place.</p> |



4. OTHER REPORTING RESPONSIBILITIES

| | |
|--|-------------------------|
| Exercise of statutory reporting powers | No matters to report |
| Completion of group audit reporting requirements | Below testing threshold |
| Other information published alongside the audited financial statements | Consistent |

The NAO's Code of Audit Practice and the 2014 Act place wider reporting responsibilities on us, as the Council's external auditor. We set out below, the context of these reporting responsibilities and our findings for each.

Matters on which we report by exception

The 2014 Act provides us with specific powers where matters come to our attention that, in our judgement, require reporting action to be taken. We have the power to:

- issue a report in the public interest;
- make statutory recommendations that must be considered and responded to publicly;
- apply to the court for a declaration that an item of account is contrary to law; and
- issue an advisory notice under schedule 8 of the 2014 Act.

We have not exercised any of these statutory reporting powers.

The 2014 Act also gives rights to local electors and other parties, such as the right to ask questions of the auditor and the right to make an objection to an item of account. We did not receive any such objections or questions.

Reporting to the NAO in respect of Whole of Government Accounts consolidation data

The NAO, as group auditor, requires us to complete the WGA Assurance Statement in respect of its consolidation data. We submitted this information to the NAO on 2 December 2020.

Other information published alongside the financial statements

The Code of Audit Practice requires us to consider whether information published alongside the financial statements is consistent with those statements and our knowledge and understanding of the Council. In our opinion, the other information in the Statement of Accounts is consistent with the audited financial statements.



5. OUR FEES

Fees for work as the Authority's auditor

We reported our proposed fees for the delivery of our work in the Audit Strategy Memorandum, presented to the Governance and Resources Committee in January 2020. This was based on the scale fee set by Public Sector Audit Appointments Limited. As noted throughout the year, we highlighted that there would be additional recurring audit fees as a result of increased regulatory pressures and requirements. We also mentioned that we would review the final position on fees when the audit was concluded.

Following completion of the audit, we have revisited the fees for 2019/20. In addition to the increase in the base audit fee, there have been some one-off increases in the audit fee for the 2019/20 audit year, and mainly relate to audit issues arising from the Covid-19 pandemic and other matters.

Any variations to the final fee will also require the approval of Public Sector Audit Appointments Limited, which manages the contracts for our work.

| Area of work | 2019/20 proposed fee / PSAA scale fee (£) | 2019/20 final fee (£) |
|---|---|--------------------------|
| Delivery of audit work under the NAO Code of Audit Practice | 29,487 | 29,487 |
| Recurring increases in the base audit fee arising from regulatory pressures | | 5,910 |
| One-off fee increases for 2019/20 specific issues | | 4,192 |
| Total Audit Fees | 29,487 | 39,589 |

All fees are subject to VAT

Analysis of Recurring increases in the base audit fee arising from regulatory pressures

| Audit area for recurring additional work | Final fee 2019/20 |
|---|----------------------|
| Additional work on PPE and related valuations | £2,069 |
| Additional work on pensions | £1,773 |
| Additional work on review of journals | £1,182 |
| Additional work in relation to the consideration of going concern | £886 |
| Total additional fee for 2019/20 (recurring in future years) | £5,910 |



5. OUR FEES

Analysis of One-off fee increases for 2019/20 specific issues

| Additional work relating to the 2019/20 audit | Final fee 2019/20 |
|---|-------------------|
| Additional procedures in relation to Material Valuation Uncertainty of the Council's property assets, including disclosures and the inclusion of an Emphasis of Matter paragraph in the audit report, which was subject to Consultant Partner Review | £1,626 |
| Additional planning procedures in relation to issues raised relating to the Covid-19 pandemic, and related areas of audit review including financial instruments | £1,203 |
| Additional procedures in relation to Material Valuation Uncertainty of the Pension Fund's property assets, including disclosures and the inclusion of an Emphasis of Matter paragraph in the audit report, which was subject to Consultant Partner Review | £821 |
| Additional procedures to consider the potential impact of the proposed remedy in the McCloud case against the pension liability disclosures, and consideration of the potential impact of the Goodwin case on pension liabilities | £542 |
| Total additional fee for 2019/20 (not recurring) | £4,192 |

Fees for other work

We confirm that we have not undertaken any non-audit services for the Council in the year.

We have been engaged to undertake the following audit-related assurance services in relation to the 2019/20 financial year.

| Area of work | 2019/20 proposed fee | 2019/20 final fee |
|--|----------------------|-------------------|
| Certification of Housing Benefit Subsidy Claim (work underway; this year's deadline has been extended due to the pandemic) | £5,500 | £5,500 * |

* Subject to completion



6. FORWARD LOOK

Financial outlook

The COVID-19 pandemic and the consequences of local and regional lockdowns and restrictions will have a significant impact on the UK economy for years to come. The pandemic has created significant uncertainties and pressures in the Council's medium term financial planning arrangements. Clarity over the impact will only be obtained when the virus has been brought under control and the impact on the economy becomes clearer. The Council is monitoring and updating plans but is anticipating future pressures in the income it receives. In particular, Collection Fund income is likely to be affected by any negative impact to the local and national economy. Public spending is also likely to be tightly controlled as the Government begins to manage the levels of borrowing incurred.

There is also uncertainty stemming from the UK's new trading arrangements with the European Union. While this may not directly impact on the Council's supply chains, the impact on the overall economy may create indirect pressures.

It is critical that the Council continues to monitor and refresh its medium term plan so that potential funding shortfalls can be identified as early as possible and mitigations identified to minimise the impact on services.

Operational challenges

The Covid-19 pandemic has had a significant impact on the services provided by the Council. Services have either been suspended or redesigned in order for them to be delivered in a safe manner for officers and users.

Key challenges faced by the Council include:

- generating the savings necessary to deliver the medium term financial strategy;
- responding to the demand and funding pressures faced by the Council;
- maintaining available reserves to support the budget, and support the Council's future plans; and
- addressing future uncertainties around the funding position as much depends on the outcome of the comprehensive spending review, fair funding review and the measures that will be taken in relation to the future operation of the business rates system.

How we will work with the Council

In terms of the technical challenges around the production of the statement of accounts, we will continue to offer accounting workshops to finance officers, and the audit team will continue to share our knowledge of new accounting developments. We will also be on hand to discuss any issues as and when they arise.

Given the impact of COVID-19 on the 2019/20 reporting timetable, there is some uncertainty in respect of the 2020/21 completion dates. We will continue to work with the finance team to ensure timely completion of our audit work.

We will also share relevant insights that we have as a national and international accounting and advisory firm with experience of working with other public sector and commercial service providers.



6. FORWARD LOOK

Changes to the Code of Audit Practice

The Code of Audit Practice (the Audit Code), issued by the Comptroller and Auditor General, prescribes the way we carry out our responsibilities as your auditors. On 1st April 2020 a new Code came in to force and will apply to our work from 2020/21 onwards.

The new Audit Code continues to apply the requirements of International Standards on Auditing (ISAs) to our audit of the financial statements. While there are changes to the ISAs that are effective from 2020/21 the Audit Code has not introduced any changes to the scope of our audit of the financial statements. We will continue to give our opinion on the financial statements in our independent auditor's report.

There are however significant changes to the work on value for money arrangements, and the way we report the outcomes of our work to you.

The auditor's work on value for money arrangements

From 2020/21 we are still required to satisfy ourselves that you have made proper arrangements for securing the economy, efficiency and effectiveness in your use of resources, however unlike under the 2015 Audit Code, we will no longer report in the form of a conclusion on arrangements. Instead, where our work identifies significant weaknesses in arrangements, we are required to report those weaknesses to you, along with the actions that need to be taken to address those weaknesses.

Our work on value for money arrangements will focus on three criteria, specified in the revised Audit Code:

- Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;
- Governance: how the body ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.

Under the new Audit Code we will be expected to report and make recommendations as soon as we identify a significant weakness in arrangements, as opposed to reporting our conclusion on arrangements at the end of the audit cycle as has previously been the case.

Reporting the results of the auditor's work

We currently issue you with an Annual Audit Letter which provides a summary of our work across all aspects of our audit. From 2020/21 the Annual Audit Letter will be replaced by the Auditor's Annual Report. This will continue to provide a summary of our work over the year of audit but will also include a detailed commentary on your arrangements in place to achieve economy, efficiency and effectiveness. This commentary replaces the conclusion on arrangements that was previously provided and will include details of any significant weakness identified and reported to you, follow up of any previous recommendations made, and the our view as to whether recommendations have been implemented satisfactorily.

The guidance supporting the new Audit Code is being developed by the National Audit Office and we will provide you with any further updates to our approach arising from this guidance when it is released.



6. FORWARD LOOK

Redmond Review

In September 2020, Sir Tony Redmond published the findings of his independent review into the oversight of local audit and the transparency of local authority financial reporting. The report makes several recommendations that, if implemented, could affect both the financial statements that local authorities are required to prepare and the work that we as auditors are required to do.

The report and recommendations are wide-ranging, and includes:

- the creation of the Office of Local Audit and Regulation (OLAR), be created to manage, oversee and regulate local audit;
- reviewing reporting deadlines;
- reviewing governance arrangements in local authorities, including the membership of the Audit Committee; and
- increasing transparency and reducing the complexity of local authority financial statements.

The recommendations and findings are being considered by the Ministry of Housing, Communities and Local Government and we look forward to working with all stakeholders to implement changes to ensure the development and sustainability of local audit.

The full report is available here: <https://www.gov.uk/government/publications/local-authority-financial-reporting-and-external-audit-independent-review>



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Governance and Resources Committee
14th January 2021

Joint report of the Directors of Resources, Community and Environmental, Regulatory and Corporate and Customer Services

FEES AND CHARGES FOR 2021/22

PURPOSE OF REPORT

This report details recommendations in respect of fees and charges in relation to Community and Environmental Services, Corporate and Customer Services and Regulatory Services.

RECOMMENDATION

That the fees and charges recommended in Appendices 1 – 13 of the report are approved and implemented with effect from 1 April 2021.

WARDS AFFECTED

All

STRATEGIC LINK

The Council charges fees to cover the cost of services that are provided to make progress in delivering its Aims and Priorities.

1 BACKGROUND

- 1.1 The Committee is asked to consider an annual review of the fees and charges for services provided across the Council.
- 1.2 It is proposed that the majority of fees and charges be increased with effect from 1st April 2021 by approximately 2%, with VAT applied, (current rate 20%) and rounded up or down as appropriate. Any proposals to freeze fees for 2021/22, or to increase them by significantly more than 2%, are explained in the report below or the relevant appendix.
- 1.3 Appendices 1 – 13 contain schedules of the existing and recommended charges.

2 REPORT

2.1 Community and Environmental Services

Appendix 1 details the existing and proposed fees and charges for Pest Control and Stray Dog Service.

Appendix 2 details charges for waste and recycling collections. The recommended fees have increased by 2% except for the following exceptions:

- Introduction of Garden Waste Collection to Fees and Charges as per waste contract and approval at Full Council.
- Replacement bin charges to remain the same for 2020/21 to reflect the cost to the Council also remaining the same.
- The cost of collecting commercial clinical waste has been increased by 22% to cover the increased costs to the Council.

Appendix 3 details the existing and recommended fees and charges in respect of cemeteries and burials.

Appendix 4 details the existing and recommended fees and charges in respect of farmer's markets and room hire at the Bakewell Agricultural Business Centre.

Appendix 5 details the existing fees and charges and those recommended for approval with effect from 1st April 2021 in respect of Bakewell stall market.

Bakewell Stall Market

In November 2020 a price comparison exercise was undertaken to compare the 2020/21 pricing structure with a mix of local and similar occupancy level markets. The results are shown in the table below:

| Market | Stall size | Price |
|-------------------|-----------------|----------------------|
| Bakewell | 9ft/12ft | £26.30/£34.20 |
| Chesterfield | 8ft/12ft | £9.70 - £20.10 |
| Ormskirk | 10' x 4' | £25.30 |
| Louth | 10ft | £15.00 |
| Loughborough | 10ft | £20.62 |
| Retford | N/A | £14.50 |
| Stamford | 10ft | £23.85 |
| Spilsby | 10ft | £15.00 |
| Burton Upon Trent | 3.65M | £16.00 |

- After a challenging 2020/21 for markets due to the Covid-19 pandemic, it is proposed that market stall rents are again frozen for 2021/22 to help retain current traders, encourage those who have not traded since lockdown one to return and attract new traders. Bakewell Market has continued to charge full rents since September 2020 during the pandemic and throughout lockdown 2.
- Bakewell Market continues to be a successful market prior to the pandemic, the high rent charges reflect the success of the market which is supported by winning the Best National Outdoor Large Market award in November 2019 and number of traders remain consistently high unlike other markets listed above. A number of markets have been forced to reduce their rents over the years to attract new traders to address a large downfall in trader occupancy levels. Bakewell is a rare market in respect of consistently high trader numbers and visitor numbers when operating outside of a pandemic. The Market team will continue to compare stall rents both locally and nationally as well as comparing the size of markets to ensure the price charged is market driven.

- In January 2020 the Governance and Resources Committee agreed that the fee for casual rates should be increased from £2.80 to £5.00 over two years (2019/20 and 2020/21) in order to encourage casual traders to become licensed. From April 2020 the fee for casual traders increased to £3.50 and it was agreed that the fee would increase to £5.00 from April 2021.

Appendix 6 details the existing fees and charges and those recommended for approval with effect from 1st April 2021 in respect of parks and recreation grounds.

Leisure Centres

Under the terms of the contract with Freedom Leisure, responsibility for setting fees and charges for leisure centres transferred to them from 1 August 2018. Prices were protected for the first contract year, meaning any changes could only happen after 1 August 2019.

The next price increase is due in January 2021 once approved by the District Council's Contract Manager.

Appendix 7 outlines fees relating to car parking permits, passes and season tickets. An increase of 2% is recommended, except for annual permits for residents' reserved bays where the recommended charge has increased significantly to £337.60 in line with the phased increase approved by the Community and Environment Committee on 5 December 2017 which included the following information.

The resident bay charges were historically introduced on car parks that became pay and display and where certain residents were able to demonstrate a high dependency on the use of spaces, having no access to alternative parking for home. Low charges were implemented and had been steadily increased to reach a charge of £92 by 1st April 2014. In contrast, the permit holder car parks were established and given a much higher charge as the dedicated use of the land was seen to be offering significant benefits to limited properties in the adjoining catchment areas, these being Rydes Yard, Wirksworth, Park Head and Snitterton Road, Matlock. As each scheme offers the same significant benefit in the form of dedicated parking for a small section of the community, Members resolved that these car parks and individually assigned spaces should be dealt with in the same manner, to provide an equality of service. As a consequence, it was agreed that:

- The fees for permit holder car parks (£331 p/a at time of meeting) and Resident Only bays (£92 p/a at time of meeting) would be aligned in a new Permit Holder scheme at the higher rate of £331 per annum from 1 April 2018.
- The existing Resident Only bay permit holders move to a new Permit Holder scheme and that the transfer of those entitled to do takes place in phases, over 3 years, as follows:
 - 1 April 2018 - £92
 - 1 April 2019 - £172 (+ any fees & charges increases in 2019)
 - 1 April 2020 - £252 (+ any fees & charges increases in 2020)
 - 1 April 2021 - £331 (+ any fees & charges increases in 2021)
- Prices would be considered annually as part of the Fees and Charges Report to become effective on 1st April.

Appendix 8 outlines fees relating to events. The current fees and charges were approved by Members as part of the Events Strategy. An increase of 2% is

recommended.

The fees for Matlock Bath Illuminations will be discussed and agreed by the Illuminations working group.

2.2 Corporate and Customer Services

Appendix 9 details the current fees and those recommended for the various streams of Corporate Services.

In terms of Local Land Charges, the basic level of fee is recommended to remain unchanged in order to maintain the current level of market share with the private sector. The level of fees charged by the District Council must also accord with the Local Authorities (England) (Charges for Property Searches) Regulations 2008. The Regulations specify that the charge made in connection with a property search must not amount to more than the actual cost of providing the service. No increase is proposed for this next financial year to maintain market share and to comply with the charging regulations.

Charges for legal services have been reviewed and brought up to date. Proposed fees being increased by 2%.

The proposed fees and charges for street naming and numbering have been increased by 3%.

2.3 Regulatory Services

Appendix 10 details the existing fees and charges and, those recommended for approval with effect from 1st April 2021 in respect of food hygiene, private sector housing and private water supplies.

Appendix 11 details the existing fees and charges and, those recommended for approval with effect from 1st April 2021 in respect of licensing.

Following the Licensing service review taxi fees were increased by 5% per year for 3 years. This was in order to address a deficit in the budget at that time. These increases have been successful and the budget has recovered, such that Council Tax payers are no longer subsidising the taxi trade. However, as a result of this situation, applying a further increase in taxi fees in 2021/22 would create a surplus in the budget, which is not allowed by law. Therefore it is recommended that taxi fees be frozen for one year. This freeze would also recognize the loss of income that many taxi drivers have suffered due to the Covid pandemic and help the trade to recover.

It is proposed that all other locally set licensing fees should be increased by 2%.

Appendix 12 sets out a proposed schedule of charges for the services provided by our Estates and Facilities Team. It is proposed that these charges be increased by 2% apart from the hourly charge which has increased by 9% to reflect the cost of officer time. The Council offers a reduction in these fees where the work relates to temporary installations on District Council land by town and parish councils and no charge is levied in relation to work on community asset transfers or emergency works licences.

Appendix 13 sets out fees for Planning Pre-application Advice. Last year these fees were increased by 10% to take account of the fact that no increase has been applied in this area since the pre-application scheme was introduced in April 2017, but it is now considered appropriate that these fees are set in line with the general inflation level.

3 RISK ASSESSMENT

3.1 Legal

Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 enables the Council to provide and charge for recreational facilities in its area.

Section 93 of the Local Government Act 2003 enables the Council to charge for a discretionary service where the recipient agrees to its provision.

The risk in relation to the report's recommendations is therefore low.

3.2 Financial

The proposed increases of mainly 2% are higher than the current level of inflation (CPI for November 2020 is 0.6%). The Council currently has a corporate savings target to make savings or generate additional revenue income to close a funding gap of £500,000 in the short to medium term. Increasing fees and charges by more than the current level of inflation will contribute towards closing that gap. It should also be acknowledged that inflation is expected to increase following the UK's exit from the EU.

Income resulting from the recommended revised fees and charges will be included in the draft revenue spending proposals for the financial year 2021/22 to be considered at the 4 March 2021 meeting of the full Council. As some fees have been frozen (e.g. taxi licensing fees, Bakewell stall market rents and land charges search fees), and most of the others increased by 2%, it is hoped that customer resistance to the proposed fees will not be significant.

The financial risk is therefore assessed as low.

4 OTHER CONSIDERATIONS

- 4.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

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6 BACKGROUND PAPERS

6.1 None

7 ATTACHMENTS

Schedules of Proposed Fees

| | |
|----------------------|---------------------------------|
| Appendix 1 | Pest and Dog Control |
| Appendix 2 | Waste and Recycling |
| Appendix 3 | Cemeteries |
| Appendix 4 | Agricultural Business Centre |
| Appendix 5 | Stall Markets |
| Appendix 6 | Parks & Recreation Grounds |
| Appendix 7 | Car Parks |
| Appendix 8 | Events |
| Appendix 9 | Corporate Services |
| Appendix 10(a)(b)(c) | Environmental Health |
| Appendix 11 | Licensing |
| Appendix 12 | Estates and Facilities |
| Appendix 13 | Planning Pre-application Advice |

PEST AND DOG CONTROL

| PEST CONTROL | | | |
|--|--|---|---|
| DOMESTIC PREMISES | Existing Charge 2020-2021 inclusive VAT | Proposed Charge 2021-2022 exclusive of 20% VAT | Proposed Charge 2021-2022 inclusive of 20% VAT and rounded |
| 50% concession charges to those in receipt of housing benefit or Council tax benefit who are also aged 65 and over. The concession applies to one treatment from each category per financial year. | | | |
| | (concessions in brackets) £ | (concessions in brackets) £ | (concessions in brackets) £ |
| Rats Charge: up to 3 visits | 28.20 (14.10) | 24.00 (12.00) | 28.80 (14.40) |
| Mice Charge: up to 3 visits | 56.30 (28.20) | 47.83 (24.00) | 57.40 (28.80) |
| Wasps Charge: per visit | 70.30 (35.20) | 59.75 (29.92) | 71.70 (35.90) |
| Cockroaches Charge: up to 4 visits | 84.40 (42.10) | 71.75 (35.75) | 86.10 (42.90) |
| Ants Charge: per visit | 70.30 (35.10) | 59.75 (29.83) | 71.70 (35.80) |
| Bedbugs Charge: up to 2 visits | 84.40 (42.10) | 71.75 (35.75) | 86.10 (42.90) |
| Fleas Charge: per visit | 70.30 (35.10) | 59.75 (29.92) | 71.70 (35.90) |
| Non public health pests Charge: up to 2 visits | 91.20 (45.60) | 77.50 (38.75) | 93.00 (46.50) |
| Advice Only charge per visit | 16.80 (no concession) | 14.25 (no concession) | 17.10 (no concession) |

| PEST CONTROL | | | |
|---|--|---|---|
| COMMERCIAL PREMISES | Existing Charge 2020-2021 inclusive VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT and rounded £ |
| Rats and Mice (includes one revisit to remove bait) | 150.10 per hour (minimum charge) | 127.58 (minimum charge) | 153.10 (minimum charge) |
| Insect Pests | 75.60 per hour (minimum charge) | 64.25 (minimum charge) | 77.10 (minimum charge) |

Note: Rats and Mice and Insect Pests

Commercial premises are liable for a minimum charge equal to 1 hour.

Where treatment takes more than 1 hour additional whole hours are charged at the hourly rate and part hours are charged pro rata in 15 minute bands.

| DOG CONTROL | Existing Charge 2020-2021 £ | Proposed Charge 2021-2022 £ Outside the scope of VAT |
|---|---|--|
| These charges are plus Vet's Fees if necessary, and VAT on Vet's Fees. | | |
| STRAY DOGS Penalty for stray dogs collected or returned by Dog Warden | 58.95 | 60.20 |
| Above penalty charge plus kennel fees as follows: | | |
| Each day or part day | 16.10 Daily kennel fee (or part day) | 16.40 Daily kennel fee (or part day) |

WASTE AND RECYCLING

The following fees are outside the scope of VAT

| HOUSEHOLD WASTE | Existing Charge 2020-21 £ (concessions in brackets) | Proposed Charge 2021-22 £ (concessions in brackets) |
|---|--|--|
| Up to 3 items | 21.90 (11.00) | 22.40 (no concessions) |
| Up to 6 items | 35.70 (17.90) | 36.40 (no concessions) |
| Electrical item One item | 18.90 (9.40) | 19.20 (no concessions) |
| Electrical items 2-3 items | 25.00 (12.50) | 25.50 (no concessions) |
| COMPOSTING | Existing Charge 2020-21 £ | Proposed Charge 2021-22 £ |
| Subscription to the Garden waste service (per subscription) Bags or bins | 50.00 (relates to 2021/22 service) (Early bird fee £35) | 50.00 |
| WHEELED BINS FOR NEW PROPERTIES | | |
| 140 litre grey wheeled bin, blue lidded bin and food caddies. | 21.70 | 21.70 |
| 240 litre grey wheeled bin, blue lidded bin and food caddies. | 27.00 | 27.00 |
| WHEELED BINS –REPLACEMENTS | | |
| 140 litre grey wheeled bin replacement. | 21.70 | 21.70 |
| 240l grey wheeled bin replacement (if qualify) | 27.00 | 27.00 |
| 240l green wheeled bin replacement (if they have a current subscription) | 16.20 | 16.20 |

| TRADE WASTE | | Existing Charge 2020-2021 | Proposed Charge 2021-2022 |
|--|---|--------------------------------------|--------------------------------------|
| GREEN SACKS | | | |
| Per pack of 25 | | 71.00 | 73.95 |
| Trade waste: Recycling sacks per 25 | | - | 48.50 |
| WHEELED BINS | | | |
| Commercial Per lift: | 1100 litre capacity | 19.00 | 19.50 |
| | 660 litre capacity | 13.10 | 13.45 |
| | 360 litre capacity | 8.70 | 8.90 |
| | 240 litre capacity | 6.90 | 7.05 |
| Commercial Recycling: | 240 litre capacity or any 2 wheeled bin | 3.70 | 2.61 |
| Commercial recycling | 1100 or any 4 wheeled bin | 3.70 | 3.47 |
| | | | |
| Schools & Not- for-profit Organisations NB Collection charge only per lift: | 1100 litre capacity | 9.70 | 9.90 |
| | 660 litre capacity | 8.30 | 8.59 |
| | 360 litre capacity | 5.90 | 6.00 |
| | 240 litre capacity | 5.60 | 5.70 |

The following charges are subject to VAT:

| COMMERCIAL WASTE | | | |
|---|--|---|---|
| CLINICAL WASTE | Existing Charge 2020-2021 inclusive VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT and rounded £ |
| Collection of each yellow sack per annum | 471.60 | 481.03 | 577.20 |

CEMETERIES

These charges apply to purchasing the Exclusive Right of Burial (including ashes) before or after death of a resident in the Derbyshire Dales District Council area and in the case of a stillborn child where one of the parents was resident at the time of interment.

Double Fees

Where the Exclusive Right of Burial is purchased for a non-resident of the Derbyshire Dales, fees for all services will be doubled ie for all interments; for the Right to Erect a Memorial; for the right to fix plaques or reserve spaces in a Garden of Remembrance; for the erection of memorials and for additional inscriptions. The fees will not be doubled where the Exclusive Right of Burial was purchased at the single fee at an earlier date. The appropriate Officer of the Council has the discretion to waive these double fees when there are grounds to do so, i.e. past residency in the District or other connections.

(NB: All fees for cemeteries fall outside the scope of VAT, with the exception of the supply of slabs and plaques)

| EXCLUSIVE RIGHT OF BURIAL | Existing Charge 2020/2021 £ | Proposed Charge 2021/2022 £ |
|---|-----------------------------------|-----------------------------------|
| Earthen Graves | | |
| For the exclusive right of burial for a period not exceeding 100 years: | | |
| | | |
| a) grave size 2.4m x 1.2m | 655.90 | 669.00 |
| b) grave size 2.4m x 2.4m | 1234.20 | 1258.90 |
| Garden of Remembrance | | |
| For the exclusive right of burial of cremated remains for a period not exceeding 100 years, in an earthen grave not exceeding 450mm x 600mm | 211.10 | 215.40 |

INTERMENTS

The fees indicated:

- a) include the digging of the grave;
- b) apply only where the interment is made between the hours of:
 - 9:30am – 1.30pm, Mondays – Thursdays;
 - 9.30am – 12.30pm, Fridays (excluding Bank and public holidays)';
 - Additional fee for outside the above hours will apply.
 - or on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.
- c) Apply provided that the interment is made within fifteen minutes of the time arranged with Derbyshire Dales District Council. If not, an additional charge of **£15.90** (15.30 in 2019/20) is payable per fifteen minutes

| INTERMENT IN ANY GRAVE | Existing Charge 2020/2021 £ | Proposed Charge 2021/2022 £ |
|---|---|--|
| All of the following fees for cemeteries fall outside the scope of VAT, unless stated | | |
| a) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month . | No charge | No Charge |
| b) of the body of a child whose age at the time of death exceeded one month but did not exceed 16 years . | 116.30 | 118.60 |
| c) of the body of a person whose age at the time of death exceeded 16 years . | 736.40 | 751.20 |
| Interment of cremated remains | 155.00 | 158.10 |
| Turfing of grave after interment on request | 49.00 | 49.90 |
| SCATTERING OF ASHES | | |
| In the case of purchased graves, or in the Garden of Remembrance: Fee for right to scatter ashes | 54.60 | 55.70 |
| LONG-TERM MEMORIALS IN GARDENS OF REMEMBRANCE | | |
| Please Note: Within the designated lawn sections, only one stone vase or block is permitted per plot, not exceeding 200mm in height and 200mm in width. | | |
| Right to Erect a Memorial on a grave for cremated remains with respect to which an exclusive right of burial has been granted | 70.90 Incl VAT | 72.30 Incl VAT |
| Supply of a memorial plaque (150mm x 75mm) at ground level including fixing (cost of plaque to be added) | 70.90 Incl VAT (plus cost of plaque and VAT) | 72.30 Incl VAT (plus cost of plaque and VAT) |
| Supply of a stone slab level with the surrounding ground for the fixing of a memorial plaque including installation | 90.80 (incl VAT) | 92.60 (incl VAT) |
| Supply of a memorial plaque (150mm x 75mm) for the memorial wall, including fee for space and fixing (cost of plaque to be added) | 70.90 Incl VAT (plus cost of plaque and VAT) | 72.30 Incl VAT (plus cost of plaque and VAT) |

| LONG-TERM MEMORIALS IN GARDENS OF REMEMBRANCE | Existing Charge 2020/2021 £ | Proposed Charge 2021/2022 £ |
|--|--|--|
| Reservation of up to 3 plaque spaces under the first plaque on the memorial wall (fee per space) | 18.40 | 18.80 |
| Permission for erection of a vase not exceeding 300mm in height, including first inscription | 70.90 | 72.30 |
| Permission for kerb or border stones enclosing a space not exceeding 450mm x 600mm including first inscription | 70.90 | 72.30 |
| Permission for each inscription after the first on vases, kerbs, border stones, etc. | 54.10 | 55.20 |
| LONG-TERM MEMORIALS ON EARTHEN GRAVES | | |
| Please Note: Within the designated lawned sections, the only long-term memorial permitted on a grave is a single headstone. | | |
| Right to Erect a Memorial on a grave in respect of which an exclusive right of burial has been granted | 165.20 | 175.10 |
| Permission for a memorial headstone not exceeding 1 metre in height and 900mm in width, and including the cost of the foundation already provided | 253.00 | 258.00 |
| Permission for a memorial headstone not exceeding 1 metre in height and 900mm in width, in those areas where no concrete foundation is provided | 81.60 | 83.20 |
| Permission for a flat stone or tablet, level with surrounding ground not exceeding 2.4m x 1.2m, including first inscription | 86.70 | 88.40 |
| Permission for kerb or border stones enclosing a space not exceeding 2.4m x 1.2m, including first inscription | 148.90 | 151.90 |
| Permission for a vase not exceeding 300 mm in height, including first inscription | 70.90 | 72.30 |
| Permission for each inscription after the first | 54.10 | 55.10 |

| ASSISTED BURIALS | Existing Charge 2020/2021 £ | Proposed Charge 2021/2022 £ |
|---------------------------|--|--|
| Standard Charge (Minimum) | 484.50 | 494.20 |
| RECORD SEARCHES | | |
| Record Searches | 16.20 | 16.50 |

AGRICULTURAL BUSINESS CENTRE

| Livestock Markets and Farmers' Markets | Existing Charge 2020-2021 inclusive VAT £ | Proposed Charges 2021-2022 exclusive 20% VAT £ | Proposed Charges 2021-2022 inc. of 20% VAT & rounded £ |
|---|--|---|---|
| Farmers' Markets | | | |
| Farmers' Market Stalls | | | |
| 4.5 foot stall | 17.35 | 14.75 | 17.70 |
| 6 foot stall | 21.90 | 18.58 | 22.30 |
| 9 foot stall (Standard) | 34.30 | 29.17 | 35.00 |
| 12 foot stall | 43.90 | 37.33 | 44.80 |
| 2 foot extension table | 4.70 | 4.00 | 4.80 |
| Farmers' Market Parking | | | |
| Parking for Farmers' Market Traders (per vehicle) | 4.10 | 3.50 | 4.20 |
| Room Hire | | | |
| Conference Room | | | |
| Hire per Day | 258.80 | 220.00 | 264.00 |
| Hire per Half Day | 134.10 | 114.00 | 136.80 |
| Hire per Hour | 43.50 | 37.00 | 44.40 |
| Hire per Evening/Weekend | 20% applied to charges for half day/full day | | |
| Maximum discount for non-commercial local organisations 40% | | | |
| Meeting Room 1 | | | |
| Hire per Day | 134.10 | 114.00 | 136.80 |
| Hire per Half Day | 69.20 | 58.83 | 70.60 |
| Hire per Hour | 21.80 | 18.50 | 22.20 |
| Hire per Evening/Weekend | 20% applied to charges for half day/full day | | |
| Maximum discount for non-commercial local organisations 40% | | | |
| Meeting Room 2 | | | |
| Hire per Day | 67.50 | 57.42 | 68.90 |
| Hire per Half Day | 35.00 | 29.75 | 35.70 |
| Hire per Hour | 13.20 | 11.25 | 13.50 |
| Hire per Evening/Weekend | 20% applied to charges for half day/full day | | |
| Maximum discount for non-commercial local organisations 40% | | | |
| Concourse | | | |
| Hire per Day | 258.80 | 220.00 | 264.00 |
| Hire per Half Day | 134.10 | 114.00 | 136.80 |
| Hire per Hour | 43.50 | 37.00 | 44.40 |
| Hire per Evening/Weekend | 20% applied to charges for half day/full day | | |
| Trade Display on Market Day | 35.00 | 29.75 | 35.70 |
| Maximum discount for non-commercial local organisations 40% | | | |

STALL MARKETS

(All Stall Market charges are exempt from VAT)

| | Existing Charge 2020/21 £ | Proposed Charge 2021/22 £ |
|-----------------------------|---------------------------------|---------------------------------|
| Bakewell Market | | |
| 9ft Stall | 26.30 | 26.30 |
| 12ft Stall | 34.20 | 34.20 |
| Butcher's Lorry | 77.20 | 77.20 |
| Fast Food Catering Trailer | 38.50 | 38.50 |
| Hot Drinks Trailer | 34.20 | 34.20 |
| Charges per additional foot | 3.90 | 3.90 |

| | | |
|--|------|------|
| CASUAL TRADERS | | |
| (stall fee as above to be added to this fee) | 3.50 | 5.00 |
| CHARITY MARKET STALL – NOT FOR PROFIT ORGANISATIONS | | |
| Hire of stall | 8.90 | 8.90 |
| TRADER PARKING | | |
| Parking for Stall Market Traders (per vehicle) | 4.10 | 4.20 |

PARKS AND RECREATION GROUNDS

| ACTIVITY | Existing Charge 2020-21 inclusive of VAT where applicable £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT and rounded £ |
|--|---|--|--|
| Tennis Court / Multi Use Games Areas - [VAT applicable] | | | |
| Hire of single tennis court/MUGA per hour | | | |
| Full | 7.90 | 6.75 | 8.10 |
| Concession | 4.00 | 3.42 | 4.10 |
| Hire of double tennis court/double MUGA per hour | | | |
| Full | 15.60 | 13.25 | 15.90 |
| Concession | 7.90 | 6.75 | 8.10 |
| Bowling Greens [VAT applicable] | | | |
| Reservation per club per match | | | |
| Full | 6.90 | 5.83 | 7.00 |
| Full Concession | 3.50 | 3.00 | 3.60 |
| Season Ticket | | | |
| Full | 48.80 | 41.50 | 49.80 |
| Full Concession | 24.30 | 20.67 | 24.80 |
| Lease per season of Bakewell Bowling Green | | | |
| Special | 94.75 | Exempt from VAT | 96.70 |
| Sports Pitches and Pavilions [VAT applicable] | | | |
| Football and Rugby - Hire of pitch per match (inc marking out, preparation & use of pavilion) (inc marking out, preparation & use of pavilion) | | | |
| Full | 46.90 | 39.83 | 47.80 |
| Concession | 25.50 | 21.67 | 26.00 |
| Cricket - Hire of pitch per match (inc marking out, preparation and use of pavilion) | | | |
| Full | 50.00 | 42.50 | 51.00 |
| Concession | 25.50 | 21.67 | 26.00 |
| Football and Rugby - Hire of Pitch, per hour for Training (inc pavilion) | | | |
| Full | 36.70 | 31.17 | 37.40 |
| Concession | 19.40 | 16.50 | 19.80 |
| Pavilion - Hire of pavilion (inc changing rooms) | | | |
| Full | 15.50 | 13.17 | 15.80 |
| Concession | 7.90 | 6.75 | 8.10 |
| Croquet Lawn - Hire of Croquet Lawn (inc marking out, preparation and use of pavilion) | | | |
| Full | 24.00 | 20.42 | 24.50 |
| Concession | 12.00 | 10.17 | 12.20 |
| Artificial Cricket wicket - Hire of Artificial Cricket Wicket per match (inc use of pavilion) | | | |
| Full | 35.20 | 29.92 | 35.90 |
| Concession | 17.40 | 14.83 | 17.80 |

CAR PARKS

| | Existing Charge 2020-2021 inclusive VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT £ |
|--|--|--|---|
| Discount Season Ticket by Zone – 6 months | 240.00 | 204.00 | 244.80 |
| Discount Season Ticket by Zone – 12 months | 480.00 | 408.00 | 489.60 |
| Discount Season Ticket District Wide – 6 months | 300.00 | 255.00 | 306.00 |
| Discount Season Ticket District Wide –12 months | 600.00 | 510.00 | 612.00 |
| | | | |
| Rover Pass - 3 Day | 10.40 | 8.83 | 10.60 |
| Rover Pass - 7 Day | 24.30 | 20.67 | 24.80 |
| | | | |
| Annual Permit for Residents Only Car Park - Full | 348.00 | 295.83 | 355.00 |
| Annual Permit for Residents Only Car Park – Daytime (08.30–17.30) weekdays | 196.00 | 166.58 | 199.90 |
| Annual Permit for Residents Only Car Park – Evening/weekend – all hours outside those covered by the ‘Daytime Permit’ | 152.00 | 129.17 | 155.00 |
| | | | |
| Annual Permit for Residents Reserved Bay <i>(to be phased out by April 2021 – C&E Minute 242/1)</i> | 265.00 | 281.33 | 337.60 |
| | | | |

| | Existing Charge 2020-2021 inclusive VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT £ |
|--|--|--|---|
| Replacement or second Residents Free Parking Concession Badge – if purchased <u>before</u> 1 st October | 60.00 | 50.00 | 60.00 |
| Replacement or second Residents Free Parking Concession Badge – if purchased <u>from</u> 1 st October | 40.00 | 33.33 | 40.00 |

*The base rates 2018 were set by the Community & Environment Committee on 5 December 2017 and are (with the exception of Residents Free Parking Concession Badges) to be subject to annual fees and charges review.

EVENTS

| | Existing Charge 2020-2021 inclusive of 20% VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT and rounded £ |
|--|--|--|--|
| OPENING, CLOSING AND CLEANSING OF PUBLIC TOILETS Free during normal working hours | | | |
| Charge for each additional hour outside normal working hours: After 3:30pm Monday to Friday, or Saturdays | 27.40 | 23.25 | 27.90 |
| Charge for each additional hour outside normal working hours: Sundays or Bank Holidays | 33.70 | 28.12 | 34.40 |
| EMPTYING LITTER BINS AND LITTER PICKING | | | |
| During working hours : Charge per person per hour. | 21.70 | 18.42 | 22.10 |
| Charge for each person per hour outside normal working hours: After 3:30pm Monday to Friday, or Saturdays | 29.40 | 25.00 | 30.00 |
| Charge for each person per hour outside normal working hours: Sundays or Bank Holidays | 37.10 | 31.58 | 37.90 |
| HIRE OF WHEELED BINS | | | |
| Hire of wheeled bin per week plus cost of delivery, collection and washing | 12.60 Minimum charge £190.00 | 10.75 Minimum charge £161.50 | 12.90 Minimum charge £193.80 |

CORPORATE AND CUSTOMER SERVICES

LOCAL LAND CHARGES

| Charge | Existing 2020/21 | Proposed 2021/22 |
|--|------------------|------------------|
| Official Search Fee (LLC1 + Con29R) | £128.80 | £128.80 |
| LLC1 only | £31.00 | £31.00 |
| Con29R | £94.80 | £94.80 |
| Con 29O (per question) | £12.00 | £12.00 |
| Additional Parcel of Land | £13.20 | £13.20 |
| Written enquiries (solicitors own questions) | £14.40 | £14.40 |
| Personal Search of the Register | £0 | £0 |

LEGAL

| Charge | Existing 2020/21 | Proposed 2021/22 |
|---|--|---|
| Authorising proof of life for overseas pensioners | £27.50 | £28.10 |
| Planning Obligations - S.106 Fees | <p>The agreements are drafted and finalised externally. The estimated fee per agreement is £2000.</p> <p>All fees are based on the following hourly rates:</p> <p>Partner - £160 Senior Solicitor - £145 Associate - £135 Solicitor - £125 Trainee - £90</p> <p>The agreements are drafted and finalised internally. The estimated fee per agreement is £1000 minimum. Charging rate £150 p/h</p> <p>Disbursements are charged separately.</p> | <p>The agreements are drafted and finalised externally. The estimated fee per agreement is £2000.</p> <p>All fees are based on the following hourly rates:</p> <p>Partner - £163.20 Senior Solicitor - £147.90 Associate - £137.70 Solicitor - £127.50 Trainee - £91.80</p> <p>The agreements are drafted and finalised internally. The estimated fee per agreement is £1000 minimum. Charging rate £150 p/h</p> <p>Disbursements are charged separately.</p> |
| Planning Obligations S.106 Discharge | £377 | £384.50 |
| Planning Obligations S.106 Deed of Variation | £377 | £384.50 |

| Charge | Existing 2020/21 | Proposed 2021/22 |
|--|--|---|
| Easements, Covenants and one off Deeds | £367 | £374.30 |
| Commercial Licences to occupy Council Land | £263 | £268.30 |
| Licences to occupy Council Land for community benefit | £78.50 | £80.10 |
| Legal fee earning rate per hour | £150 | £153.00 |
| Leases and renewals | £367 plus £150 p/h after 5 hours | £ 374.30 plus £153 p/h after 5 hours |
| Licences to assign, sublet, carry out works under a Lease | £316 | £322.30 |
| Emergency work licences relating to Public Safety | Nil | Nil |
| Sales of Council Land, Sales by Land by Tender and Sales of Land by Auction | Maximum of 1.5% of the sale price (subject to minimum of £460) | Maximum of 1.5% of the sale price (subject to minimum of £469.20) |
| Transfer of land for affordable housing at nil consideration in exchange for nomination rights | £510 and £150 p/h after 5 hours | £520.20 and £153 p/h after 5 hours |
| Temporary (<1 year) installations on Council Land by Town or Parish Councils | Reduction of 33% of standard fee | Reduction of 33% of standard fee |
| Community Asset Transfers | Nil charge | Nil charge |
| Footpath Diversion Orders | <p>Unopposed Order Preparation of Order £1,480 Plan £163 Actual advertising costs £712 (estimate incl VAT) Total £2,355</p> <p>Opposed Orders £2355 (As above) plus Consultant's fee at £150 per hour for time spent:</p> <ul style="list-style-type: none"> • dealing with objections, representations and associated correspondence • negotiating to resolve objections • submitting the order to the Planning Inspectorate where objections are maintained and preparing the | <p>Unopposed Order Preparation of Order £1,509.60 Plan £166.30 Actual advertising costs £726.20 (estimate incl VAT) Total £2,402.10</p> <p>Opposed Orders £2402.10 (As above) plus Consultant's fee at £153 per hour for time spent:</p> <ul style="list-style-type: none"> • dealing with objections, representations and associated correspondence • negotiating to resolve objections • submitting the order to the Planning Inspectorate where objections are maintained and preparing the |

| | | |
|--|---|---|
| | <p>statement of case</p> <ul style="list-style-type: none"> liaison with the Planning Inspectorate and representing the Council in the determination of the case by means of a hearing, public inquiry or written representations. | <p>statement of case</p> <ul style="list-style-type: none"> liaison with the Planning Inspectorate and representing the Council in the determination of the case by means of a hearing, public inquiry or written representations. |
|--|---|---|

STREET NAMING AND NUMBERING

The proposed fees for 2020/21 have been increased by 3%

| Charge | Existing 2020/21 | Proposed 2021/22 |
|---|------------------|------------------|
| Allocate a house name, rename or remove a house name to an existing property | £56.50 | £58.20 |
| Change a company name on a property | | |
| Allocate a house number, renumber or remove a house number of an existing property | | |
| Naming or renaming of new streets and numbering or renumbering new / existing properties on that street | £169 | £174.10 |
| Naming of new streets at residents request | £338 | £348.10 |
| Naming and numbering of new properties or properties on an existing street: | | |
| 1 property | £84.50 | £87.00 |
| 2 – 5 properties | £113 | £116.40 |
| 6 – 10 properties | £169 | £174.10 |
| 11 – 25 properties | £226 | £232.80 |
| 26 – 50 properties | £281 | £289.40 |
| 51 – 100 properties | £450 | £463.50 |
| 101+ properties | £843 | £868.30 |
| Division of Properties – same as numbering of new properties (and based on number of properties created including the original) | See above | See above |
| Confirmation of address to solicitors / conveyancers / occupiers or owners (<i>Royal Mail – external confirmation</i>) | £29 | £29.90 |

| Charge | Existing 2020/21 | Proposed 2021/22 |
|--|--------------------|-----------------------|
| Renumbering of scheme following development re-plan (after notification of numbering scheme issued) | £113 + £12.25 | £116.40 + £12.60 |
| Address issued / confirmation when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address | £56.50 | £58.20 |
| 1 st Set of Nameplates erected for each new Street | £246 | £253.40 |
| If two nameplates required | £345 | £355.40 |
| For each additional nameplate that is required to be erected at other junctions and entrances onto the new street | £113 | £116.40 |
| Challenges / requests / revisions to existing street naming and numbering schemes Confirm minimum charge | £29 minimum charge | £29.90 minimum charge |
| Rectification of existing address / postcode issues where no change involved Confirm minimum charge | £29 minimum charge | £29.90 minimum charge |

ROAD CLOSURES

| Charge | Existing 2020/21 | Proposed 2021/22 |
|--|------------------|------------------|
| Events where there is a charge for participation or for spectators | £62.25 | £63.50 |
| Events that primarily benefit businesses or other commercial organisations | £62.25 | £63.50 |
| Carnivals/fetes or any other events that raise funds through collections/donations | £22.50 | £22.95 |
| Remembrance/well dressing or other commemorative parades | £0 | £0 |

ENVIRONMENTAL HEALTH

| | Existing Charge 2020-2021 inclusive of 20% VAT £ | Proposed Charge 2021-2022 exclusive of 20% VAT £ | Proposed Charge 2021-2022 inclusive of 20% VAT (where applicable) and rounded £ |
|---|--|--|---|
| FOOD HYGIENE | | | |
| HEALTH CERTIFICATES Standard Charge (VAT not applicable) | 46.00 | N/A | 46.90 |
| HOUSING (Outside the scope of VAT) | | | |
| HOUSES IN MULTIPLE OCCUPATION HMO Licensing | 494.00 | N/A | 503.90 |
| HOUSING ENFORCEMENT NOTICES (Outside the scope of VAT) | | | |
| Housing Act 2004 sections 11 & 12 Improvement Notice | 273.00 | N/A | 278.50 |
| Housing Act 2004 sections 20 & 21 Prohibition Order | 273.00 | N/A | 278.50 |
| Housing Act 2004 sections 28 & 29 Hazard Awareness Notice | 273.00 | N/A | 278.50 |
| Housing Act 2004 section 40 Emergency Remedial Action | 273.00 | N/A | 278.50 |
| Housing Act 2004 section 43 Emergency Prohibition Order | 273.00 | N/A | 278.50 |

| | | | |
|---|------------|------------|-------------------|
| Housing Act 1985 section 265 Demolition Order | 273.00 | N/A | 278.50 |
| PRIVATE WATER SUPPLIES (Outside the scope of VAT) | | | |
| Risk Assessment | 416.00 | N/A | 424.50 |
| Desktop Risk Assessment | 173.00 | N/A | 176.50 |
| Sampling Visit | 57.00 | N/A | 58.00 |
| Investigation | 91.00 | N/A | 93.00 |
| Granting an authorisation | 43.00 | N/A | 44.00 |
| Analysing a sample under Regulation 10 | Lab Charge | Lab Charge | Lab Charge |
| Analysing a check monitoring sample | Lab Charge | Lab Charge | Lab Charge |
| Analysing an audit monitoring sample | Lab Charge | Lab Charge | Lab Charge |

ANIMAL WELFARE & MISCELLANEOUS LICENSING

(The following fees fall outside the scope of VAT with the exception of Vets' Fees)

An average increase of 2% is proposed for the following fees:

| ANIMAL WELFARE | Existing Charge 2020-2021 £ | Proposed Charge 2021-2022 rounded + inclusive of VAT where applicable £ |
|--|---|---|
| <p>Dangerous Wild Animals Act 1976</p> <p>New application for licence to keep a dangerous wild animal as defined in Schedule</p> <p>Renewal of licence to keep a dangerous wild animal as defined in Schedule</p> | <p style="text-align: center;">179.50</p> <p style="text-align: center;">Plus Vet Fees and VAT on Vets Fees and arrangement fee of 17.92 + VAT = 21.50</p> <p style="text-align: center;">150.00</p> <p style="text-align: center;">Plus Vet Fees and VAT on Vets Fees and arrangement fee of 17.92 + VAT = 21.50</p> | <p style="text-align: center;">183.10</p> <p style="text-align: center;">Plus Vet Fees and VAT on Vets Fees and arrangement fee of £21.83 + VAT = £26.20</p> <p style="text-align: center;">152.90</p> <p style="text-align: center;">Plus Vet Fees and VAT on Vets Fees and arrangement fee of £21.83 + VAT = £26.20</p> |
| <p>Zoo Licensing Act 1981</p> <p>Licence to operate a Zoo</p> | <p style="text-align: center;">331.50</p> <p style="text-align: center;">Plus annual Vet Fees and VAT on Vets Fees and arrangement fee of 18.25 + VAT = 21.90</p> | <p style="text-align: center;">338.10</p> <p style="text-align: center;">Plus annual Vet Fees and VAT on Vets Fees and arrangement fee of £22.33 + VAT = £26.80</p> |

| ANIMAL ACTIVITY | Existing Charge 2020-2021 £ | Proposed Charge 2021-2022 rounded + inclusive of VAT where applicable £ |
|--|--|--|
| Animal Activity Licence | 316.00 | 322.50 |
| Application for new licence | | |
| Fee for grant of licence | 76.50 | 78.00 |
| Application fee to renew licence | 316.00 | 322.50 |
| Fee for grant of renewal of licence | 76.50 | 78.00 |
| Variation of licence (administration only) | 25.50 | 26.00 |
| Variation of licence (administration and inspection) | 127.50 | 130.10 |
| Re-rating inspection | 102.00 | 104.00 |
| Appeal inspection | 102.00 | 104.00 |

| MISCELLANEOUS | Existing Charge 2020-2021 | Proposed Charge 2021-2022 (VAT not applicable) |
|--|---|---|
| Local Government (Miscellaneous Provisions) Act 1982 as amended by Local Government Act 2003 | | |
| Registration of Persons and Premises to allow Practice of Acupuncture, Semi-Permanent Skin Colouring, Cosmetic Piercing and Electrolysis | 88.00 (separate registrations required for person and premises) | 89.50 (separate registrations required for person and premises) |
| Local Government (Miscellaneous Provisions) Act 1982 | | |
| Licence to Operate a Sex Establishment | 2163.00 | 2205.60 |
| Licence to Operate a Sex Entertainment Venue | 2163.00 | 2205.60 |

| | | |
|---|---------------|---------------|
| Local Government (Miscellaneous Provisions) Act 1982 | | |
| Street Trading Consent | 59.00 | 60.30 |
| Public Health Acts Amendment Act 1907 | | |
| Licence to Operate Pleasure Boats | 41.00 | 41.60 |
| Pleasure Boat and Vessel Licence | 41.00 | 41.60 |
| Scrap Metal Dealers Act 2013 | | |
| Site Licence (3 years) – New/Renewal | 335.00 | 341.30 |
| Site Licence (3 years) – Variation | 158.00 | 161.30 |
| Collectors Licence (3 years) | 189.00 | 192.50 |

Appendix 11(b)

Hackney Carriage and Private Hire – Taxi Licensing

(All of these fees fall outside the scope of VAT, except sundry items).

An average increase of 2% is proposed for the following fees:

| | Existing Charge 2020/2021 | Proposed Charge 2021/2022 |
|--|---|--|
| Private Hire Operator's Licence - (Renewable every 5 years) | | |
| Application Fee | £471.00 | £471.00 |
| Criminal Record Disclosure (Basic) | Fee set by Disclosure and Barring Service (DBS) or Disclosure Scotland. | (DDDC will charge an admin fee if assisting – see Driver's Licence below). |
| ** Operator will only need a basic criminal record check, if not a licensed driver with the District Council and have a current Enhanced Disclosure Certificate. | | |
| Vehicle Licence (Renewable every year) | | |
| Hackney Carriage Licence Application Fee | £351.00 | £351.00 |
| Private Hire Vehicle Licence | £351.00 | £351.00 |
| Vehicle FULL Re-test (3 or more items requiring attention) | £70.00 | £70.00 |
| Vehicle MINOR re-test (2 items or less requiring attention) | £33.50 | £33.50 |

| | | |
|--|--|---|
| Refund of vehicle test if vehicle sold or licence is surrendered within 6 months of being licensed | £70.00 | £70.00 |
| Vehicle Transfer | £36.00 | £36.00 |
| Meter Test (if seal is broken – requiring checking at Testing Depot) | £36.00 | £36.00 |
| Vehicle Licence (miscellaneous charges) | | |
| Breaking an Appointment (without 24 hours notification) | £36.00 | £36.00 |
| Trailer and Top Box Test | £36.00 | £36.00 |
| Driver's Licence (Renewable every 3 years) | | |
| Application for new/renewal of Driver's Licence | £189.00 | £189.00 |
| DVLA Check (required each year during 3 year period of licence) | £25.50 | £25.50 |
| DBS Enhanced Criminal Records Check (due every 3 years) | DBS Fee of £40.00 + £13.00 Admin Fee (Derbyshire County Council) + £2.40 DDDC Admin Fee. | DBS Fee of £40.00 + £13.00 Admin Fee (Derbyshire County Council) + £2.40 DDDC Admin Fee. |

Hackney Carriage and Private Hire – Taxi Licensing

| | Existing Charge 2020/2021 | Proposed Charge 2021/2022 |
|--|------------------------------|------------------------------|
| Driver's Knowledge Test/Resit | £35.70 | £35.70 |
| Driver's Knowledge Test Cancellation Fee | £11.20 | £11.20 |
| Sundries/Replacement | | |
| | Prices include VAT | |
| Driver's Badge | £3.60 | £3.60 |
| Driver's Badge Holder | £3.60 | £3.60 |
| Council Door Stickers (for front doors) | £11.20 | £11.20 |
| Licence plate for rear of vehicle | £10.20 | £10.20 |
| Licence plate fixings for rear licence plate | £2.55 | £2.55 |

| | | |
|-------------------------------------|--------|--------|
| Licence plate for inside windscreen | £7.15 | £7.15 |
| Plastic wallet for windscreen plate | £1.80 | £1.80 |
| Duplicate licence (paper copy) | £11.20 | £11.20 |

Appendix 11(c)

GAMBLING LICENSING

(The following fees fall outside the scope of VAT).

An average increase of 2% is proposed for the following fees:

| GAMBLING ACT 2005 PREMISES LICENCES APPLICATIONS | Maximum Fees prescribed by regulations (Gambling Act 2005) | Existing Charge 2020/21 | Proposed Charge 2021/2022 plus %age and Rounded |
|---|---|--------------------------------|--|
| Small Casino | £ | £ | £ |
| New application | 8,000.00 | £7,120.00 | £7,262.00 |
| 1 st Annual Fee *** | 50% of annual fee | £2,350.00 | £2,397.00 |
| Annual Fee | 5,000.00 | £4,700.00 | £4,794.00 |
| Variation | 4,000.00 | £4000.00 | £4,000.00 (max) |
| Transfer | 1,800.00 | £1,480.00 | £1,510.00 |
| Reinstatement | 1,000.00 | £1,000.00 (max) | £1,000.00 (max) |
| Provisional Statement | 8,000.00 | £7,375.00 | £7,523.00 |
| Licence for Provisional Statement Holders | 3,000.00 | £2,680.00 | £2,734.00 |
| Large Casino | | | |
| New application | 10,000.00 | £8,715.00 | £8,889.00 |
| 1 st Annual Fee *** | 50% of annual fee | £4,357.50 | £4,273.00 |
| Annual Fee | 10,000.00 | £8,715.00 | £8,889.00 |
| Variation | 5,000.00 | £4,357.50 | £4,445.00 |
| Transfer | 2,150.00 | £1,744.00 | £1,779.00 |
| Reinstatement | 2,150.00 | £1,744.00 | £1,779.00 |
| Provisional Statement | 10,000.00 | £8,583.00 | £8,755.00 |
| Licence for Provisional Statement Holders | 5,000.00 | £4,307.00 | £4,393.00 |

| | | | |
|--------------------------------|--------------------------|-----------|------------------|
| Bingo Club | | | |
| New application | 3,500 | £3,083.00 | £3,145.00 |
| 1 st Annual Fee *** | 50% of annual fee | £449.00 | £458.00 |
| Annual Fee | 1,000 | £898.00 | £916.00 |
| Variation | 1,750 | £1,540.00 | £1,571.00 |
| Transfer | 1,200 | £1,025.00 | £1,046.00 |
| Reinstatement | 1,200 | £1,025.00 | £1,046.00 |

*** 1st Annual Fee is due 30 days after licence is granted, and annual fee is due on anniversary date of grant

| GAMBLING ACT 2005 PREMISES LICENCES APPLICATIONS | Maximum Fees prescribed by regulations (Gambling Act 2005) | Existing Charge 2020/21 | Proposed Charge 2021/2022 plus %age and Rounded |
|---|---|------------------------------------|--|
| Bingo Club (cont'd) | | | |
| Provisional Statement | 3,500 | £2,948.00 | £3,007.00 |
| Licence for Provisional Statement Holders | 1,200 | £1,025.00 | £1,046.00 |
| Betting Premises (excluding tracks) | | | |
| New application | 3,000.00 | £2,417.00 | £2,465.00 |
| 1 st Annual Fee *** | 50% of annual fee | £268.00 | £273.00 |
| Annual Fee | 600.00 | £536.00 | £547.00 |
| Variation | 1,500.00 | £1,204.00 | £1,228.00 |
| Transfer | 1,200.00 | £938.00 | £957.00 |
| Reinstatement | 1,200.00 | £938.00 | £957.00 |
| Provisional Statement | 3,000.00 | £2,417.00 | £2,465.00 |
| Licence for Provisional Statement Holders | 1,200.00 | £938.00 | £957.00 |
| Betting Tracks | | | |
| New application | 2,500.00 | £2,010.00 | £2,050.00 |
| 1 st Annual Fee *** | 50% of annual fee | £403.00 | £411.00 |
| Annual Fee | 1,000.00 | £806.00 | £822.00 |
| Variation | 1,250.00 | £1,071.00 | £1,092.00 |
| Transfer | 950.00 | £806.00 | £822.00 |
| Reinstatement | 950.00 | £806.00 | £822.00 |
| Provisional Statement | 2,500.00 | £2,010.00 | £2,050.00 |
| Licence for Provisional Statement Holders | 950.00 | £841.00 | £858.00 |

| | | | |
|--|--------------------------|-----------|------------------|
| Family Entertainment Centre (FEC) | | | |
| New application | 2,000.00 | £1,606.00 | £1,638.00 |
| 1 st Annual Fee *** | 50% of annual fee | £336.00 | £343.00 |
| Annual Fee | 750.00 | £671.00 | £684.00 |

*** 1st Annual Fee is due 30 days after licence is granted, and annual fee is due on anniversary date of grant thereafter.

| GAMBLING ACT 2005 PREMISES LICENCES APPLICATIONS | Maximum Fees prescribed by regulations (Gambling Act 2005) | Existing Charge 2020/21 | Proposed Charge 2021/2022 plus %age and Rounded |
|---|---|--------------------------------|--|
| Family Entertainment Centre (FEC) | | | |
| Variation | 1,000.00 | £806.00 | £822.00 |
| Transfer | 50.00 | £50.00 (max) | £50.00 (max) |
| Reinstatement | 950.00 | £806.00 | £822.00 |
| Provisional Statement | 2,000.00 | £1,610.00 | £1,642.00 |
| Licence for Provisional Statement Holders | 950.00 | £806.00 | £822.00 |
| Adult Gaming Centre (AGC) | | | |
| New application | 2,000.00 | £1,610.00 | £1,642.00 |
| 1 st Annual Fee *** | 50% of annual fee | £402.00 | £410.00 |
| Annual Fee | 1,000.00 | £804.00 | £820.00 |
| Variation | 1,000.00 | £804.00 | £820.00 |
| Transfer | 1,200.00 | £1,071.00 | £1,092.00 |
| Reinstatement | 1,200.00 | £1,071.00 | £1,092.00 |
| Provisional Statement | 2,000.00 | £1,610.00 | £1,642.00 |
| Licence for Provisional Statement Holders | 1,200.00 | £1,065.00 | £1,086.00 |

*** 1st Annual Fee is due 30 days after premises licence is granted, and annual fee is due on anniversary date of grant thereafter.

| GAMBLING ACT 2005 PREMISES LICENCES APPLICATIONS | Maximum Fees prescribed by regulations (Gambling Act 2005) | Existing Charge 2020/21 | Proposed Charge 2021/2022 plus %age and Rounded |
|---|---|------------------------------------|--|
| Occasional Use Notices (OUNs) | No Fee Permitted | No Fee Permitted | No Fee Permitted |
| Temporary Use Notices (TUNs) | 500.00 | £312.00 | £318.00 |
| Notification of Change of Details | 50.00 | £50.00 | £50.00 (max) |
| Copy of Licence/Notice | 25.00 | £20.00 | £20.00 |

REGULATORY SERVICES

ESTATES AND FACILITIES

| Charge | Current 2020/21 | Proposed 2021/22 |
|--|--|--|
| Easements, Covenants and one off Deeds | £255 plus £46 per hour after 5 hours | £260 plus £50 per hour after 5 hours |
| Commercial Licences to occupy Council Land | £255 | £260 |
| Licences to occupy Council Land for community benefit | £76.50 | £78.00 |
| Leases and renewals | £255 plus £46 per hour after 5 hours | £260 plus £50 per hour after 5 hours |
| Licences to assign, sublet, carry out works under a Lease | £255 | £260 |
| Sales of Council Land, Sales by Land by Tender and Sales of Land by Auction | Maximum of 1.5% of the sale price (subject to minimum of £255) | Maximum of 1.5% of the sale price (subject to minimum of £260) |
| Transfer of land for affordable housing at nil consideration in exchange for nomination rights | £255 and £46 p/h after 5 hours | £260 and £50 p/h after 5 hours |
| Temporary (less than 1 year) installations on Council Land by Town and Parish Councils | Reduction of 33% on standard fee. | Reduction of 33% on standard fee. |
| Community Asset Transfers | Nil charge | Nil charge |
| Emergency Works Licences affecting public safety. | Nil charge | Nil charge |

PRE-APPLICATION ADVICE

(The following fees are inclusive of VAT)

| PRE-APPLICATION ADVICE | Existing Charge 2020-2021 £ | Proposed Charge 2021-2022 rounded + inclusive of VAT £ |
|---|-----------------------------------|--|
| Planning Permission | | |
| Letter Fee | £27.50 | £28.10 |
| Letter and Meeting Fee | N/A | N/A |
| Householder Proposals | | |
| Letter Fees | £55 | £56.10 |
| Letter and Meeting Fees | £110 | £112.20 |
| Works to Listed Buildings | | |
| Letter Fee- | | |
| Householder | £55 | £56.10 |
| Commercial | £110 | £112.20 |
| Letter and Meeting Fee- | | |
| Householder | £165 | £168.30 |
| Commercial | £220 | £224.40 |
| Advertisement Proposals (Per Site) | | |
| Letter Fee | £55 | £56.10 |
| Letter and Meeting Fee | N/A | N/A |
| Change of Use (not Inc. dwellings, major development or engineering works) | | |
| Letter Fees | £110 | £112.20 |
| Letter and Meeting Fee | N/A | N/A |
| All other uses/ buildings | | |
| 0 – 499 Sqm | | |
| Letter Fee | £110 | £112.20 |
| Letter and Meeting Fee | £165 | £168.30 |

| | | |
|---|-------------|----------------|
| 500 – 999 sqm / Less than 1Ha Or 0 – 3 dwellings (Outline less than 0.5Ha) | | |
| Letter Fee | £165 | £168.30 |
| Letter and Meeting Fee | £385 | £392.70 |
| 1,000 – 9,999 Sqm / 1 – 2 Ha Or 4 – 9 dwellings | | |
| Letter Fee | £330 | £336.60 |
| Letter and Meeting Fee | £550 | £561.00 |

| | | |
|--|--|---|
| 10 – 99 Dwellings (Outline of 0.5 – 1.99 Ha) Letter Fee Letter and Meeting Fee | £550 £825 | £561.00 £841.50 |
| 99 – 199 Dwellings (Outline of 2 – 4 Ha) Letter Fee Letter and Meeting Fee | £715 £965 | £729.30 £984.30 |
| All other uses: 10,000+ Sqm > 4 Ha or > 200 dwellings Letter Fee Letter and Meeting Fee | £825 £1,100 | £841.50 £1,122 |
| Initial ‘in principle’ enquiry with email confirmation of meeting with limited up front information provided Letter Fee Letter and Meeting Fee | £330 Email to Confirm | £336.60 Email to Confirm |
| Request for Information Confirmation of last known planning use of land and/or buildings Sites/ Buildings < than 1000sq.m Letter Fee Letter and Meeting Fee Sites/ Buildings > than 1000sq.m Letter Fee Letter and Meeting Fee Confirmation as to whether a building/ structure is deemed curtilage listed Letter Fee Letter and Meeting Fee | £27.50 N/A £55 N/A £27.50 N/A | £28.10 N/A £56.10 N/A £28.10 N/A |
| Enquiries relating to the discharge of pre- commencement conditions | | |

| | | |
|--|--|--|
| <p>Householder Applications</p> <p>Letter Fee Letter and Meeting Fee</p> <p>Other Applications</p> <p>Letter Fee Letter and Meeting Fee</p> | <p>£22 N/A</p> <p>£55 £82.50</p> | <p>£22.40 N/A</p> <p>£56.10 £84.20</p> |
| <p>Enquiries relating to minor amendments to approved developments and variation/amendments to S106 agreements</p> <p>Letter Fee Letter and Meeting Fee</p> | <p>£55 N/A</p> | <p>£56.10 N/A</p> |
| <p>Additional letter and/or meeting</p> <p>Letter Fee Letter and Meeting Fee</p> | <p>Half original fee Half original fee</p> | <p>Half original fee Half original fee</p> |

Governance and Resources Committee
14th January 2021

Report of the Director of Resources

MICROSOFT 365

PURPOSE OF REPORT

To request approval for the additional annual revenue expenditure from 2021/22 onwards for Microsoft 365 licenses and Cloud security software that will be required to maintain a supported version of Microsoft Office software.

To request approval for the additional revenue expenditure in 2021/22 required to setup the Microsoft 365 environment.

RECOMMENDATION

1. The additional annual revenue expenditure of £48,000 for 2021/22 onwards for Microsoft 365 licenses and Cloud security software to maintain supported versions of Microsoft Office software be approved and included in the revenue spending proposals for 2021/22, to be considered by Council in March 2021.
2. The additional revenue expenditure £5,000 required in 2021/22 to setup the Microsoft 365 environment be approved and included in the revenue spending proposals for 2021/22, to be considered by Council in March 2021.
3. The Committee acknowledges that future additional resource requirements may be required to facilitate the implementation and rollout of Microsoft 365 alongside current and future technical projects.

WARDS AFFECTED

None

STRATEGIC LINK

High quality, cost effective, supported and secure ICT services, which minimize the risk of disruption to services, supports the achievement of many of the Council's aims and priorities.

1 BACKGROUND

- 1.1 Microsoft Office provides the Council with email, calendar and document editing software including Outlook, Excel, Word and PowerPoint. The current version, Office 2013, will no longer be supported by Microsoft after April 2023. Microsoft support is essential to ensure patches are available to mitigate the risks of malicious viruses, malware and spam. Additionally, future upgrades of some of the major business applications used by the Council will no longer support Office 2013. As well as security best practice, maintaining supported versions of key business solutions is mandatory

for our Public Service Network compliance.

- 1.2 To upgrade the Microsoft Office licenses, the Council will need to procure cloud based Microsoft 365 licenses. These licenses are perpetual, subscription based licenses which will require additional annual revenue expenditure. Along with the traditional Office products (Outlook, Word, Excel, and PowerPoint) Microsoft 365 licenses will provide additional security and offer additional functionality for the Council, however the implementation and rollout of the new software will also require additional resource and cloud based security products.

2 REPORT

- 2.1 Derbyshire Dales District Council currently has perpetual Microsoft Office 2013 licences, which will no longer be supported by Microsoft after April 2023.
- 2.2 Future upgrades to major business applications used by the Council such as the planning software (Uniform) and document management software (information@work) will stop supporting versions of Office 2013.
- 2.3 Microsoft have moved to a subscription based licensing model for its cloud based Office products called Microsoft 365.
- 2.4 Previous perpetual Microsoft Office licences have been purchased through capital expenditure, however Microsoft 365 will be subscription based and will therefore require additional annual revenue expenditure.
- 2.5 In order to maintain support of the Microsoft Office products utilised by the Council, additional annual revenue expenditure will be required to purchase subscription based Microsoft 365 licences.
- 2.6 To secure the Microsoft 365 environment to the basic controls highlighted by the National Cyber Security Centre's (NCSC) 14 cloud security principles, the Council will need to procure Microsoft 365 E3 licences.
- 2.7 As well as providing the Council with supported Office products (Word, Excel, Outlook and PowerPoint), Microsoft 365 E3 licences will provide additional security products and functionality.
- 2.8 The E3 licence includes a mobile device management tool called Intune. This will enable the ICT service to remotely manage and secure mobile devices, including laptops, Ipads and mobile phones. The necessity for this has been increased since the Covid pandemic and the government requirement for people to work from home. A mobile device management tool will reduce the requirement for devices to be brought back into the office to receive updates and additional configuration.
- 2.9 The Microsoft 365 licence includes access to additional functionality such as Microsoft Teams, OneDrive and SharePoint, which can be used to provide both Officers and Members with enhanced collaboration tools, which can be used to improve efficiency and enable the Council to work in a more agile way.
- 2.10 The additional functionality of Microsoft 365 will enable the Joint ICT Service to provide more secure and managed technical solutions to help reduce the requirement for alternative unmanaged third party applications such as Dropbox and WhatsApp.

- 2.11 The necessity to procure and implement Microsoft 365 has been brought forward partly due to changes in ways of working because of the Covid pandemic and the requirement to socially distance/work from home.
- 2.12 Microsoft 365 will improve the resilience of the Council's communication channels for business continuity purposes if access to the on premise technology was unavailable.
- 2.13 In order to secure the cloud based Microsoft environment, additional cloud based security products such as cloud based email filters will also need to be procured to replace the current on premise mail filter solution.
- 2.14 Microsoft 365 provides the ability to set policies for the archiving and retention of data, however cloud backup solutions will also need to be explored further as the data is migrated to the cloud.
- 2.15 Consultancy may be required to assist with the technical implementation of Microsoft 365, however the Joint ICT Service will use Microsoft's FastTrack service and in-house expertise where possible.
- 2.16 The implementation of Microsoft 365 will require a significant resource from the Joint ICT Service and the rollout will require Officers and Members to undertake additional training. Microsoft provide many free online training resources, however Derbyshire Dales District Council may choose to use outside consultancy where appropriate. A communications plan and training programme will be prepared and implemented to ensure that staff are fully informed, engaged and supported.
- 2.17 The success of implementation and the effectiveness of the additional functionality will require Officers and Members to embrace the new technology and adapt to new ways of working.
- 2.18 If the project and additional expenditure is approved, the project will be run by the Joint ICT Service using approved project management methodology and will be completed in stages, focusing on setting up and securing the technical environment first, before looking to migrate mailboxes to the cloud. The introduction of additional products such as Teams, OneDrive/ SharePoint will be driven by the Council's requirements.
- 2.19 Timescales for the rollout are dependent on the resource demands on the Joint ICT Service, which are already stretched due to additional projects and requests that have resulted from the Covid pandemic and technical requirements to work in different ways. Timescales may also depend on the availability and capacity of Derbyshire Dales employees. However, the rollout can be undertaken using a phased approach, with progress at a pace to suit all parties.
- 2.20 The table below shows the estimated additional revenue expenditure required to upgrade to Microsoft 365.

| | Year 1 | Annually |
|--|----------------|----------------|
| Annual Additional Revenue costs (Microsoft Office E3 licences) | £38,000 | £38,000 |
| Annual Additional Cloud Security costs (approx.) | £10,000 | £10,000 |
| Setup Consultancy | £5,000 | £0 |
| | | |
| Total | £53,000 | £48,000 |

3 RISK ASSESSMENT

3.1 Legal

The contract will be subject to legal checks and the new software will be checked for Data Protection compliance, as such the legal risk is low

3.2 Financial

Upgrading to Microsoft 365 will require additional revenue spending estimated at £53,000 in year 1 (2021/22) and £48,000 a year thereafter. There is no current revenue budget for this. It is proposed that, subject to the Committee approving the report recommendations, these amounts be included in the revenue spending proposals to be considered by Council on 4 March 2021.

It should be noted that failure to maintain a supported version of the Office products is likely to cause significant problems when using major business systems and the result could be that staff cannot work efficiently, which could increase costs. On the other hand, upgrading to Office 365 should enable more effective ways of working that could generate efficiency savings in due course.

Given the level of expenditure, and the Council's current financial position, the financial risk is assessed as medium.

3.3 Corporate

Not upgrading the current Office 2013 licences will pose security risks as the software will be unsupported after April 2023. This may cause major business applications to stop working, impacting priority services such as processing housing benefits or administering waste collections.

Without the additional security Microsoft 365 licences will provide, such as the Intune mobile device management software, the Council's mobile device estate is at greater risk as security updates to devices take longer to apply.

As data is being moved the cloud, it is important that adequate security and governance is put in place to prevent data loss, which could result in damage to the Council's reputation and potential fines from the Information Commissioner's Office. The Joint ICT Service will implement best practice security controls and work closely with the data protection officer to mitigate the risks and a full data protection impact assessment will be undertaken.

4 OTHER CONSIDERATIONS

- 4.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

None

7 ATTACHMENTS

None

Governance and Resources Committee
14th January 2021

Report of the Director of Resources

WRITE OFFS RELATING TO BACKDATING OF COUNCIL TAX BILLS FOR PROPERTIES IDENTIFIED IN DATA MATCHING EXERCISE

PURPOSE OF REPORT

This report seeks approval for the write off of individual debts arising from council tax backdating cases where the amount requested for write off in each case exceeds £10,000, in accordance with the Council's Financial Regulations.

RECOMMENDATION

That the amount of write off for each individual case set out in Appendix 1 is determined.

WARDS AFFECTED

None

STRATEGIC LINK

None

1 BACKGROUND

- 1.1 The Council has a legal duty to collect Council Tax from properties in its area. To ensure that all properties are included on the council tax and business rates systems there is an ongoing process of reconciliation between these systems and data from the Valuation Office Agency (VOA) database.
- 1.2 In July 2019, a report that was presented to Council explained that a data matching exercise had been undertaken to match properties on the council tax system with those on Local Land and Property Gazetteer (LLPG) system. The report explained that the exercise revealed a number of properties that were not on the council tax data base and had not been billed for council tax. Council agreed an approach to deal with any mismatches identified by the data matching exercises.
- 1.3 In July 2019, Council approved the following approach to backdated liabilities:
 - a) That the Head of Resources determines the relevant period for backdating each case, based on the following criteria:
 - 1) Can the liable person be identified?
 - 2) Are they deceased with no assets to pay the debt?
 - 3) Have they absconded and can't be traced?

- 4) Is the debt uncollectable due to other legislation like bankruptcy or insolvency?
- 5) Is the account uneconomical to collect?
- 6) Does the Council Tax or NNDR payer own the property or other assets that could cover the debt?
- 7) For Council Tax debts, does the payer qualify for council tax support, state benefits or pension credit (i.e. do they have sufficient income to pay the backdated liability or would it cause hardship)?
- 8) Is there any entitlement to discounts or reliefs?
- 9) Are they from a vulnerable group such as those who have been relocated within the District after fleeing domestic abuse?
- 10) What is the payer's knowledge of the system? (For example, they might have moved from abroad and did not know they had a Council Tax liability to pay or, on the other hand, they might have lived here all their lives and knew that they had to pay but didn't chase a bill).
- 11) For Council Tax payers, is there evidence of a long-term serious health condition? (Such debts could be written off or enforcement suspended until the person has recovered).
- 12) Evidence from the payer of where and how they would suffer prejudice if the Council backdates the bill.
- 13) Could there be possible job losses if backdated NNDR is claimed?

Depending upon individual circumstances, it is recommended that a reasonable period (no more than five years) be allowed to settle the outstanding liability.

- 1.4 In approving the approach in July 2019, Council agreed to "delegate authority to the Head of Resources by way of amendment to Financial Regulation B7 (a) to write off of any amounts of council tax or non-domestic rates not exceeding £5,000 per case that the above approach deems non-collectable." The write off limit for the Director of Resources was increased to £10,000 when revised Financial Regulations were approved in May 2020.
- 1.5 No adverse comments were received from the Citizens Advice Bureau and their suggestions for improvement were taken into account in developing procedures.

2 REPORT

- 2.1 There have been considerable delays in gathering the information that is required to assess these cases in the depth that is required. This has been exacerbated since workloads and pressures have increased due to the coronavirus pandemic.
- 2.2 A questionnaire was developed to gather information from occupiers of the properties concerned, and to give them an opportunity to explain their circumstances and any mitigating factors. Some recipients engaged fully with the Council (and began to pay ongoing council tax liabilities as soon as they became aware of their liability); other recipients failed to respond to initial correspondence.
- 2.3 The first set of cases for Members to determine is now shown in Appendix 1.
- 2.4 Best practice is that the Council should raise accurate backdated bills i.e. backdated to the date that the VOA determines the properties should have come onto the council tax system. Officers have identified the liable person(s), where possible, and determined what discounts and reliefs applied during that period (where possible)

before seeking approval to write off any remaining balances for previous financial years so that backdated bills are reduced accordingly.

3 RISK ASSESSMENT

3.1 Legal

The Council has an obligation to collect Council Tax and NNDR.

There is no limitation on the time the Council can recover a council tax debt. However, regulations also state that the Council Tax Demand Notice (the bill) “is to be served as soon as practicable. Where the bill has not been served “as soon as practicable” the Council must consider whether this has “occasioned some procedural or substantive prejudice” to the council tax payer. Further, the Council should also conduct a balancing exercise between the “public interest” (i.e. the duty to collect council tax) and the “injustice caused” to the tax payer by the delay.

Where the Council has failed to bill for these promptly in a financial year and is seeking a back dating of arrears, the Council must consider the impact of this action on the debtor personally and the wider community before taking enforcement action as well as the likelihood of being able to recover such sums.

3.2 Financial

As the Council has not raised these bills previously, and therefore has not accounted for the income, the write off would make no difference to the previous years’ accounts. No write off is proposed for amounts due in 2020/21. The cost is of income forgone and therefore the financial risk is assessed as low.

Any amounts not authorised for write off will be billed to occupiers, resulting in increased council tax income for the District Council and major preceptors.

4 OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

None

7 ATTACHMENTS

Appendix 1 – List of cases (**Confidential** – not for public release)

TO FOLLOW

Governance and Resources Committee

14th January 2021

Report of the Chief Executive

PROPOSED AGILE WORKING POLICY

PURPOSE OF REPORT

Joint Consultative Group on 17 December recommended that Governance and Resources Committee adopt the proposed Agile Working Policy as a new employment policy replacing the existing Home Working Policy.

RECOMMENDATION

That the Agile Working Policy be adopted.

WARDS AFFECTED

All

STRATEGIC LINK

Every plan, strategy policy, and action of the District Councils flows from the Corporate Plan. The Corporate Plan is put into effect by service plans, policies and strategies. Through the Performance and Development Review scheme (PDR), employees' activities and appraisals are linked to the Corporate Plan which has regard to the need to deliver high quality customer experience whilst balancing employee welfare, terms and conditions of service.

1 BACKGROUND

- 1.1 The District Council has had a Home Working Policy since 2012. Homeworking was however rare as few employees had laptops and offsite access to servers was limited. As accessibility was improving, a question about the policy was raised at Employee Group in September 2019. It was therefore agreed that a review of the policy would be undertaken as part of the 2020/2021 Human Resources Service Plan.
- 1.2 The proposed Agile Working Policy was therefore in the work programme before the coronavirus pandemic hit in March 2020. The proposed policy is not an 'agile working policy in a pandemic' but more developed to endure beyond the current situation. However the experience of remote working during the pandemic has been valuable in informing the draft and the employee's consultation responses.

- 1.3 If approved by Governance and Resources Committee the proposed Agile Working Policy will replace the existing Home Working Policy. The draft policy avoids reference to the 'home' as remote working can include the home but also other District Council sites, service user and partner locations.
- 1.4 Corporate Leadership Team considered a first draft of the policy on 29th September. The draft was then sent out to all staff consultation. It featured in the Corporate Core Briefing to all staff in October where staff were asked to feed comments through their Employee Group representatives.
- 1.5 At the 21st October Employee Group, the consultation comments were discussed. The Employee Group made many useful comments and brought forward examples of other Council's policies.
- 1.6 A revised draft, including actions from the equality impact assessment and the Employee Group comments, was discussed at Corporate Leadership Team on 24th November prior to consideration at Joint Consultative Committee on 17 December.
- 1.7 Joint Consultative Committee agreed that the proposed Agile Working Policy be recommended to the Governance and Resources Committee for adoption and that our approach to Agile Working be reviewed periodically, learning from the implementation of the policy and changes in service need and enabling technology.

2 REPORT

- 2.1 In drafting the proposed policy, a number of other employers' policies have been reviewed. There are a wide range of approaches to remote working from careful and procedural to very flexible and innovative. Some organisations strategy is to move out of fixed office locations and have a remote workforce in order to save operating costs.
- 2.2 At their meeting on 24th November, Corporate Leadership Team considered the potential strategic intent. They agreed that in the foreseeable future, the District Council would wish to retain the Town Hall (and maximise its use). Furthermore, that after the necessity of remote working during the pandemic that the workforce would return to the Town Hall but with more flexibility in working arrangements.
- 2.3 In considering flexibility and remote working, Corporate Leadership Team confirmed that:
 - a) as a public service provider, officers need to be available to deliver services when customers (internal and external) require them;
 - b) the needs of the business/service are paramount; and
 - c) consideration needs to be given to the fact that we are a relatively small organisation with limited capacity.
- 2.4 Corporate Leadership Team also agreed that there has been an incredible amount of work done remotely and in difficult circumstances during the pandemic. They agreed that there are/ have been some challenges in remote working including maintaining effective communication due to inadequate telephony infrastructure (now being addressed), reduction in team spirit/ culture (due to isolation from colleagues),

challenges regarding induction and training of new employees. The importance of 'One Team, One Council' and the social connection in the workplace was recognised.

2.5 Corporate Leadership Team agreed

- d) To accept many of the Employee Group's comments shown as changes in the draft proposed policy
- e) It was important to retain 'core hours' of work i.e. 10am to noon and 2pm to 4pm with a working 'bandwidth' between 8am to 6pm as this is when customers (internal and external) expect service to be provided. That whilst it may suit some employees to work more flexibly outside these hours, it would not improve the efficiency or effectiveness of the organisation if colleagues were not available when needed. However, Corporate Leadership Team committed to reviewing the Flexitime Procedure again in the future.
- f) Agile Working was not suitable for those with ongoing caring responsibilities but agreed that Directors would have a degree of flexibility to support agile working requests for a short term emergency of 1 or 2 days in circumstances where the employee could do a reasonable amount of work rather than have to take a day's leave. The District Council also has an Urgent Domestic Leave Scheme to help with unforeseen emergencies.
- g) Any employee needs to be flexible in responding to service need in the work they do and going forward where it is done such that a manager may need to change an employee's planned remote working day.
- h) Remote working can be across several locations, around the District, at home, at service user and partner sites (the latter being considered as part of the One Public Estate Round 8 funding initiative).
- i) Remote Working can help towards the District Councils net zero carbon target. The Climate Change Working Group could be asked to consider the benefits of reduced vehicle use for commuting versus the impact of heating individuals' homes and the Town Hall building.

2.6 The underlying principles of the policy include that

- a) There is no right to agile working and that Directors will consider applications in light of service need
- b) If approved agile working will be subject to a temporary agreement reviewed annually but can be ended with a week's notice by either party
- c) If an employee wishes to work in a different location on a permanent basis it would be considered as a Flexible Working request and if approved would be a permanent change to their contract.
- d) Agile working should provide the same or better service delivery, customer contact (internal and external), team working, communication and responsiveness.

- e) Managers need to continually develop their management skills to manage agile workers, including planning communications/ 121s, ensuring the team remains intact with a mix of agile and other workers, managing work performance through a work plan of objectives and timescales, remote coaching and development, managing safety and wellbeing and
- f) Health and safety risk assessments, DSE regulations and well-being are key as is data protection and secure access to servers.

2.7 Corporate Leadership Team concluded that the proposed draft should be recommended for adoption but that our approach to Agile Working can be reviewed periodically, learning from the implementation of the policy and changes in service need and enabling technology.

3 RISK ASSESSMENT

3.1 Legal

The legal risk of this report is considered to be low. The Council has obligations as an employer to ensure the health safety and wellbeing of its staff, and, with the recommended approach, this policy demonstrates that the authority is meeting those obligations.

3.2 Financial

The financial risk of this report is assessed as low. Most employees already have laptops as a result of working from home during the pandemic; it is expected that requests for other equipment can be met from existing budgets. A change in base from the Town Hall to a remote location is not expected to cause an increase in the cost of mileage claims; if employees continue to hold meetings virtually, there will be a saving in travel costs.

4 OTHER CONSIDERATIONS

4.1 In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

5 CONTACT INFORMATION

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6 BACKGROUND PAPERS

6.1 Proposed Agile Working Policy Equality Impact Assessment

7 ATTACHMENTS

7.1 **Appendix 1:** Proposed Agile Working Policy



Agile Working Policy 2021

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Policy Guidance notes

Appendix 1: Agile working risk assessment

Appendix 2: Agile Working Application Form

Document control:

| Version | Approved by | Date |
|---------|--|-----------------|
| 1 | Drafted by Human Resources Manager | 4 June 2020 |
| 1a) | Consultation with Corporate Leadership Team | 29 September 20 |
| 1b) | Updates after CLT& out to all staff consultation | 12 October 20 |
| 1c) | Consideration at Employee Group | 21 October 20 |
| | For CLT to consider Employee Group suggestions | 24 November 20 |
| 1d) | Consultation at Joint Consultative Committee | 17 December |
| 1e) | Consideration for adoption at Governance & Resources Committee | 14 January 21 |
| | Policy scheduled for review January 2024 | |



AGILE WORKING POLICY

December 2021

1. Policy Statement

- 1.1 The District Council encourages working practices which enable employees to maximise their performance in order to enhance the efficiency and effectiveness of service delivery whilst maintaining a positive work life balance.
- 1.2 The District Council encourages employees to identify opportunities where working in a different way that can at least maintain but may also improve organisational and individual performance. Agile working can enhance services to the public and/or reduce costs and reduce environmental impacts. Agile working can promote flexibility for the employee, the District Council and the customer (internal and external).
- 1.3 Agile working can benefit employees by enabling them to work from a variety of locations (including partner sites) to enhance the service provided, make efficient use of time and achieve a balance between the demands and pace of the employees work and personal commitments. However, employees must not undertake caring responsibilities during working hours.
- 1.4 Agile working can benefit the District Council by maximising the use of office accommodation and potentially reduce overheads through office/desk sharing so that no office desk is for exclusive use, unless there is a specific operational need or reasonable adjustment for a specific employee.
- 1.5 Agile working can contribute towards the Council's net zero carbon target through reduced travel and use of electronic communications though this needs to be carefully assessed against running costs at the District Council location and remote locations.
- 1.6 Agile working may support more diverse recruitment and retention of staff, with a range of work styles, reduced travel time and cost; lead to greater productivity with remote working for concentrated work with a positive work life balance and greater sense of control.

- 1.7 An application to commence agile working will be made to the service Director. Where an application is approved, it will form a temporary agreement (not a variation to the contract of employment). If an application is not accepted, the employee may appeal their Director's decision to another Director whose decision is final.
- 1.8 There is no right to agile working; the needs of service delivery, efficiency and effectiveness is paramount in the Director's consideration of any application for agile working. Any additional cost for the employee and the District Council will need to be considered. Whilst flexibility is encouraged, core hours must be preserved, as does contact with colleagues and customers.
- 1.9 The agreement will be reviewed annually at the Performance & Development Review. The employee can give one week's notice to vary or end their agreement. The Director can end or vary the agreement with one week's notice if required by service need.
- 1.10 Whilst all posts can be considered for agile working, it may be more difficult in some posts e.g. external customer facing roles, management roles, roles requiring close team working. In some teams, especially small teams, there might be a limit on how many posts can be agile without adversely affecting service delivery or office cover, thus some applications may not be successful if the Director determines the limit has been reached, but this can be reconsidered at the annual review of agreements.
- 1.11 An applicant for agile working must have at least 6 month's service to have demonstrated reasonable competence in their role, reliability, customer service (internal and external) and excellence in communication.

2. Scope

- 2.1 This policy applies to all employees and casual workers.

3. Equality & Diversity

- 3.1 This policy will be applied and managed fairly, free from discrimination direct or indirect. A consistent and fair process will be ensured when considering applications for agile working, implementing agile working arrangements, varying or withdrawing agile working arrangements.

4. Employee Responsibilities

- 4.1 To work within agreed work programmes for outputs and timelines and discuss work performance through regular one-to-ones (physical and/or virtual) to ensure effective and efficient achievement of objectives in line with service plans
- 4.2 To seek their manager's support with any issues arising from remote working
- 4.3 To be flexible to work in the office or other locations (including partner sites) as required for planned events e.g. team meetings; training etc. and if requested by their manager to work in the office or other locations on unplanned occasions e.g. for cover resulting from sickness absence or unanticipated peaks in workload or to meet service/customer need
- 4.4 Maintain their personal duty under the Health & Safety at Work Act, taking action to ensure physical health and safety including fire safety and also mental well-being of themselves and colleagues
- 4.5 To be responsible for ensuring that each work station used (office or remote) fits them ergonomically by completing the 'LOLA' Display Screen Equipment module prior to commencement of agile working and adjusting chairs, screen height/distance to suit their needs at the onset of a period of work and taking regular screen breaks; seeking advice from a DSE Champions as required
- 4.6 Ensuring a remote work station is set to the same standard of safety as those on District Council premises ensuring that a risk assessment is completed prior to commencement of remote working and is reviewed periodically and that electrical equipment supplied by the District Council is made available for PAT testing (Portable Appliance Tested) in accordance with Facilities' maintenance schedule
- 4.7 To maintain vehicle checks and drive safely, taking breaks to minimise the time driving or working in vehicles on laptops or documents where ergonomics are compromised
- 4.8 To maintain clear desks which are clean, tidy and devoid of personal items (e.g. mugs) so it is suitable to be used by other employees. This includes cleaning the desk with antibacterial wipes provided before leaving. To be considerate to other employees who may use the facilities including the replacement of communal items as they become depleted
- 4.9 Ensuring that all District Council equipment is kept secure and any loss or damage is reported to ICT and line managers immediately

- 4.10 Ensuring that all District Council information/data is kept secure and confidential. In particular, using only District Council provided IT equipment with appropriate encryption/ access to servers via passwords. Laptops must not be left unattended or in public view/access areas or in cars. Screens must be locked when laptops are temporarily left unattended at different work site including in the remote location. Any paperwork must be transported and stored securely. Business calls must be made/taken where they cannot be overheard.
- 4.11 Any loss of information/data or breach of GDPR (General Data Protection Regulations) must be reported immediately to the line manager and Data Protection Officer.
- 4.12 Keeping electronic diaries up to date to enable service provision and ease of contact by colleagues / internal and external customers and to comply with safety/lone working procedures, including when working away from their designated base during the day e.g. going on a site visit.
- 4.13 Office phone to be diverted to designated base location or mobile phone to ensure contact during core hours and maintain communication with line managers/supervisors, colleagues and customers.
- 4.14 Complete flexi sheets or timesheets, as usual, to confirm that contractual hours have been worked and so that managers can ensure that unreasonable hours are not worked.

5. Director Responsibilities

- 5.1. Directors are responsible for fair determination of applications to work on an agile basis. They will ensure that any agreement maintains or improves the effectiveness and efficiency of service delivery and best use of resources, minimising cost, within and across services
- 5.2 To determine if an agreement is to cease or change with one week's notice if it no longer meets the needs of service provision.

6. Manager responsibilities

- 6.1 Ensuring the duty of care for health, safety, lone working, equality and mental wellbeing of all employees in line with the appropriate policies, guidance and procedures through an Agile Working Risk Assessment before commencement of an agile working and through periodic reviews of the risk assessment

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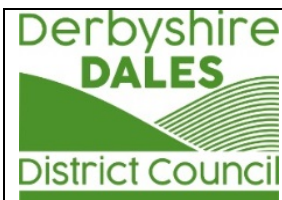
- 6.2 Ensuring that employees have completed the 'LOLA' Display Screen Equipment training module so that employees can adjust their work station to their needs, ensuring photographic evidence is obtained on commencement
- 6.3 Through ICT and facilities ensure that appropriate (and secure) equipment is made available to employees and it is periodically maintained including Portable Appliance Testing to the schedule set by Facilities
- 6.4 Establish work programmes with outputs and timelines and manage work performance through regular one-to-ones (physical and/or virtual) to ensure effective and efficient achievement of objectives in line with service plans
- 6.5 Maintain regular communication, engagement and support of agile workers through team meetings (physical or virtual), 121s and telephone contact
- 6.6 Ensure that employees are able to access relevant learning and development, coaching and support
- 6.7 To vary management styles to the needs of agile working to manage productivity, to coach work performance, to ensure physical and mental health is managed
- 6.8 Enable suitable storage facilities for employees in order to support the operation of desk sharing and the clear desk policies
- 6.9 Ensure that no employee works excessive hours or an unreasonable work pattern, ensuring that agile working has no negative impact on safety or well-being.

7. Human Resources Responsibilities

- 7.1 To advise Directors, managers and employees on the fair and consistent implementation of this policy
- 7.2 To collate statistics of approved, varied and rejected applications for agile working for equality consideration
- 7.2 On Director request, to prepare agile working agreements
- 7.3 To review the policy periodically and propose amendments in line with any changes in legislation, best practise or learning from implementing the policy

8. Relevant employment policies and procedures and legislation:

- Appeals Procedure
- Data Protection Act & GDPR effective April 2018
- Employee Performance Management Policy
- Employment Rights Act 1996
- Equality Act 2010
- Flexible Working Policy
- Flexitime scheme
- Health & Safety at Work Act 1974
- Health & Safety (Display Screen Equipment) Regulations 1992, as amended
- Health & Safety Policy
- ICT Code of Practice
- Lone Working Policy
- Management of Sickness Absence Policy
- Performance & Development Review process
- The Management of Health & Safety Regulations (1999)
- Travel & Subsistence Policy



AGILE WORKING POLICY 2020 GUIDANCE NOTES

These guidance notes are not part of the policy statement but provide a framework for consistent and fair implementation of the policy. Once approved, changes to the policy requires Committee approval whilst changes to the guidance notes can be approved by Corporate Leadership Team.

There is no right to agile working. The needs of service delivery, being available to customers (internal and external) with efficiency and effectiveness are paramount, as are equality issues, in the Director's consideration, of any application for agile working. Both the employee and the District Council will need to consider if an application for Agile Working creates any additional cost for either party. Whilst flexibility is encouraged, core hours must be preserved as does contact with colleagues and customers (internal and external).

Agile working is not suitable for those with ongoing caring responsibilities during working hours. Work time must be free from interruptions and distractions (e.g. caring responsibilities, building works etc.) with whole time focus during working hours on District Council work. Directors may, on request, support an employee to work remotely for an emergency where the employee is able to work flexibly around caring responsibilities for the short term (i.e. 1 or 2 days).

These guidelines work in conjunction with other policies e.g. flexible working, flexi time scheme, equality, employee performance improvement, Performance & Development Reviews etc.

Requests to enter a temporary agile working agreement must be made to the service Director.

To **permanently** vary contractual working hours/working patterns/ location an application must be submitted under the Flexible Working Policy/ Regulations.

1. Definitions

Hot Desking

Provision of access to a desk space and relevant ICT equipment, though the same desk and equipment may be used by other employees.

Core Hours and working 'bandwidth'

Core hours are 10am- noon and 2pm-4pm during which employees must undertake their duties for service/customer requirements and accessibility with other colleagues (varied as necessary for part time working). Working time bandwidth is 8am to 6pm.

Mobile Working

Typically employees whose work does not require a fixed location i.e. those that work within the community or the District, including on service user or partner sites. Mobile workers are provided with the necessary relevant equipment to enable them to work from a variety of locations, e.g. other District Council sites, bases within the District etc. Mobile workers can be expected to hot desk when required in the office. All mobile workers will have a defined, contractual base for the purposes of claiming travel expenses. Mobile workers will provide refreshments and meals at their own expense.

Static Working

Where an employee is required to spend the majority of their time in a fixed location i.e. their normal place of work, although there might be occasional requirement to travel. Given their fixed location these employees will not usually need to share a desk. However, where the static worker is not in attendance, their workstation can be used by other employees if required (unless this is not possible because the work station has had specific adjustments).

Remote working

a) All remote workers

- A remote working risk assessment must be in place prior to commencement of remote working, reviewed if anything changes and annually at the PDR
- The 'LOLA' DSE training module must have been completed prior to the commencement of agile working
- Remote work stations are subject to DSE regulations and must be at least the same standards as office work stations. Employees are responsible for adjusting work stations to their needs, with photographic evidence of suitable work station set up, seeking advice from their manager or a DSE Champions if they are in any doubt
- The employee must check with their mortgage provider or landlord and insurer that there are no impacts of working from home, the District Council does not reimburse any additional cost or for damage to home or contents

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- The employee must already have internet installed
- Personal computers cannot be used for remote working. The District Council will supply secure IT equipment for work use only (no personal use) i.e. a lap top, to be PAT tested on Facilities' maintenance schedule
- The employee is responsible for the security and safekeeping of Council equipment and must be aware that there is no insurance cover for equipment left unattended in vehicles
- The employee is responsible for the security and safekeeping of Council data (electronic and paper) and must report any loss immediately to their line manager and the Data Protection Officer
- The office phone must be diverted to remote location or personal mobile phone for immediate contact/response. If occasional quiet time is required for concentrated work or non-contact for periods of annual leave, the phone must be diverted to a named colleague in the outlook calendar
- An employee required to work at home on an occasional or part time basis may claim tax allowances direct from HMRC to cover the cost of remote working (including heating and lighting) up to £6 per week from 1 April 2020.

b) Type of remote workers

i) Occasional:

- Might be agreed with the manager e.g. when occasional quiet development work is required, or where someone is unable to attend the office but can work remotely (e.g. a broken leg if Doctor agrees they are otherwise fit for work or part of a phased return to work) or during a business emergency planning response (e.g. adverse weather, flooding, fire, health pandemic) where the office is temporarily unavailable
- The Council site remains the contractual base for work and travel expense claims in line with the Travel & Subsistence Policy
- The employee has to provide their own suitable (safe and well maintained) furniture
- If occasional remote working is required by the District Council for an ongoing emergency planning situation, with no identifiable end date, furniture and IT equipment may be provided on loan on inventory to be returned when the emergency ends
- As the remote working is occasional it does not need a formal Agile Working application or Agreement but can be agreed with the manager.

ii) Part time:

- Some posts may be undertaken with an agile working agreement on an agreed work pattern with both office and remote working on a part time i.e. weekly basis
- The District Council site remains the contractual base for work and travel expense claims in accordance with the Travel & Subsistence Policy
- Some employees may require duplicate equipment in the office and their remote location (e.g. additional screens, cables and foot rest) with some items reasonably transported between office and remote site (e.g. a laptop, keyboard, mouse) to ensure safety and standard of work station and to remove the need to regularly carry bulky/fragile equipment from their remote location to the office. Laptops are portable but a backpack case may be preferable to a handheld bag for anyone walking or cycling to work. A screen is not considered portable.
- An Agile Working application and Agreement is required for part time remote working.

iii) Full time:

- Occasionally posts may be designated as suitable for fulltime remote working e.g. those required to be mobile in the District or to reduce the need for office accommodation. The remote location is the agreed base location for work and travel expense claims
- Fulltime remote working requires the role to be managed by objectives and outputs, with excellent electronic and verbal communications and little regular contact with colleagues
- The employee can either provide their own suitable (safe and well maintained) furniture or loan a desk and/ or chair on inventory from the District Council, to be returned if fulltime remote working ceases
- A remote working risk assessment will require a site visit by the line manager and a DSE Champion on commencement of fulltime remote working
- The District Council will also supply a mobile phone for work use only (no personal use) to ensure immediate contact/response during contractual working hours
- Travel expenses from remote location to other work locations (customers, partners and District Council locations) can be claimed from remote location as it is the agreed base location
- As remote working is full time, and Agile Working Application must be made, which is reviewed annually/ with change in service need.

2. Procedure for determining agile working

- 2.1 All posts can be considered for agile working although it may be more difficult in some posts e.g. including external customer facing roles, management/ supervisory roles, roles requiring close team working.
- 2.2 In some teams there might be a limit on how many posts can be agile without adversely affecting service delivery or office cover and so needs must be fairly allocated so some applications may not be successful if the Director determines the limit has been reached. Directors can reconsider how approvals are made across a team at the annual review (including if needs or team dynamics) have changed.
- 2.3 The request for agile working shall be subject at all times to ensuring the efficiency & effectiveness of service delivery and need to be accessible to customers- internal and external. For example, where an employee's preferred working arrangements may compromise service delivery, customer service or team working, the Director may decide to reject their application.
- 2.4 Agile working could be requested by the employee as a reasonable adjustment where there is a disability.
- 2.5 Each **application** (on the form at appendix 2) will include
- Reason for the request (including if it for a disability reasonable adjustment)
 - Advantages and disadvantages for the role
 - Advantages and disadvantages for the employee
 - Impact on customers (internal & external)
 - Impact on colleagues/ the team
 - Impact on the remote location/others at that location
 - Efficiency of the service/role
 - Impact on the environment
 - Requirements for ICT provision, furniture or equipment
 - Arrangements to ensure excellent communication and contact
 - Arrangements for security of data and District Council property.
- 2.6 The relevant Director will meet with the employee to discuss their application and then consider and **determine the application** within one month of receipt; accepting, rejecting or varying the provisions of agile working. The Director will assess the benefits for the employee, the potential impact of the application on the service delivery and between services, the applicant's team and other colleagues (especially in small teams). The Director must consider each application fairly and equitably.

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Consideration will be given to any anticipated:

- Benefit to the employee
- Effect on ability to meet customer needs including office cover
- Impact of agile working on other employees with no increase in workload for employees indirectly affected by the change and no impact on communication/ team work/ accessibility to colleagues;
- Ability to set clear objectives and measurable outputs (including quality of work and deadlines)
- Employee's previous work performance, ability to meet/exceed targets, excellent communication and team working
- Ability to review and manage performance
- Future service reviews
- Impact on work/life balance
- Any additional cost compared with maintaining current role
- Health and safety (physical and mental wellbeing).

- 2.7 **Approving an application:** the Director will ask Human Resources to confirm the approval in writing including the base location, hours and pattern of work etc. as a **temporary agreement** (not a variation to the contract of employment which is maintained). The agreement will be subject to one week's notice by the employee if their personal circumstances change. The Director may end the agreement with one week's notice if required by service need, changed needs with the team or the ability to maintain the provisions of the agreement (including work performance, ease of contact, team working). Agreements can include a 3 month trial period.
- 2.8 Once the agreement is in place the line manager is responsible to ensure that the employee continues to record their time, annual leave etc. in line with current council procedures. If applicable to the post, the flexitime procedure shall remain in effect (including working within the maximum bandwidth of 8am to 6pm with core hours maintained to maintain accessibility to customers (internal and external)). Differing working patterns and hours of work in the agreement are voluntary and will not attract enhanced pay.
- 2.9 It is essential that agile working is regularly reviewed in 121's etc. with the line manager, to ensure that the benefits and efficiencies are continually realised for the employee and the District Council with limited impact on the team, service delivery and support the employee's safety and wellbeing. Formal reviews, including review of remote working risk assessments are part of the annual PDR.

The line manager may suspend/restrict agile working, due to:

- Moving into a different position which requires the employee on site
- Returning from long term absence and requiring additional support
- Changing needs within the team (including leavers and starters)
- A health condition which prevents safely working remotely
- Being monitored under the Employee Performance Improvement Policy
- Being subject to an internal investigation e.g. Disciplinary, Grievance.
- A measure following a formal hearing e.g. Disciplinary, Grievance.

The above is not an exhaustive list.

Hours of work maybe subject to ICT system availability and support. Wherever possible, employees will be advised in advance of system unavailability e.g. planned maintenance.

- 2.10 **Varying the agreement:** the Director may request or be able to accept an application to vary the agile working agreement and if this is acceptable to both parties, Human Resources will confirm any variation in writing.
- 2.11 **Rejecting an application for agile working:** the Director will confirm the reasons for rejection of the application in writing. The employee may appeal the decision to another Director (as allocated by Human Resources) within 2 weeks of receipt of the original Director's decision. The appeal will be heard within 2 weeks of receipt of the appeal letter and the outcome of the appeal will be determined within a further 2 weeks. The outcome of the appeal is final.

3. Performance Management

- 3.1 Line managers must agree the work programme with the agile worker and what constitutes effectiveness for their service area. This will cover measurable outcomes and timelines, productivity, quality of work, service standards and deadlines.
- 3.2 The agile worker and line manager will meet regularly (in person and/or virtually) to review performance against the work programme, recognising good performance and supporting performance improvement. The work programme will be formally reviewed annually in the PDR.
- 3.3 The agile worker and line manager will maintain regular/ planned communication (phone, email, video conferencing) as the usual informal regular contact in the office environment is lost. Regular communication is important to resolve any work issues immediately including any personal issues with lone working/ working in a different location/ wellbeing.

3.4. Agile workers will maintain team working including attendance at team meetings (in person and virtually) training, briefings etc.

4. Performance appraisal and learning & development

4.1 All agile workers will have an annual Performance & Development Review with their line manager, in person, to review past performance and the coming year's work programme. Consideration will be given to whether agile working is to continue, or not. Opportunities for coaching and learning & development will be discussed including any training requests.

5. Employee Performance Improvement Policy

5.1 Where work performance of agile workers is not satisfactory, it will be managed in line with the Employee Performance Improvement Policy. Agile working may be withdrawn if a Performance Improvement Plan is required in order to help to improve performance or where there is a disciplinary or grievance situation.

6. Sickness Absence Management

6.1 The Management of Sickness Absence Policy applies to all employees; any sickness absences whilst agile working must be reported and managed in line with that policy.

7. Health and Safety

7.1 Managers and agile workers must ensure that:

- They are aware of and compliant with the relevant health and safety policies and procedures including having a Risk Assessment for the remote work location prior to commencement of remote working
- Reasonable and practical monitoring is undertaken to ensure physical and mental wellbeing are not compromised
- Concerns must be raised promptly through appropriate channels
- Employees are aware of their responsibilities in relation to their personal safety and welfare (physical and mental wellbeing), including their work station set up, screen or driving breaks etc.

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- 7.2 Meetings with colleagues/clients/customers must not, under any circumstances, take place at the employee's home.
- 7.3 All accidents/ near misses will be reported and investigated in the normal manner.
- 7.4 Employees must take a minimum of 30 minutes unpaid rest break during their working day where their working time exceeds 6 hours. Such breaks must be taken during their work period, not at the beginning or the end.

Wherever possible, employees should take these breaks away from their workplace/workstation.

Additionally, employees must ensure that they have sufficient time off between working days to meet the requirements of the working time directive, including 11 consecutive hours' rest in any 24-hour period.

All such rest breaks are unpaid.

- 7.5 Agile workers using IT must also ensure regular screen breaks (to vary focal length and move/stretch) which can include taking telephone calls, going to the toilet and taking refreshments etc.

8 Working time and expenses

- 8.1 Variations to working patterns in an agile working agreement, including days/hours worked are voluntary and will NOT attract enhanced pay and/or allowances for example overtime
- 8.2 Normal timesheets/ flexi-sheets will be completed
- 8.3 An employee's 'normal place of work' is agreed in advance and will be detailed in the employee's contract of employment. Travel expenses shall only be in line with the Travel and Subsistence Policy.
- 8.4 There is no reimbursement for lunches or refreshments whilst travelling or working away from the contractual base.

9 Failure to comply with these guidelines

A failure to comply with these guideline may be dealt with under the disciplinary procedure.

10 Tax and agile working

10.1 Tax implications can change over time and should be checked periodically; changes in rates are usually effective from 1 April each year. Employees may wish to take independent tax advice.

10.2 Tax and equipment, service or supply

- **Mobile phones and SIM cards** limited to one per employee, this is non-taxable.

- **Broadband** where an employee already pays for broadband, then no additional expenses can be claimed. If the District Council requires an employee to work remotely it expects that a broadband internet connection is already in place.

- **Laptops, tablets, computers, and office supplies**, where these are mainly used for business purposes and not significant personal use, these are non-taxable.

- Requests for **purchase of office equipment** by the employee, must be made BEFORE any purchase is made as requests will normally be rejected as the Council is able to provide loan equipment.

- If approval is exceptionally given, the cost of the purchase can be reimbursed and this is non-taxable provided there is no significant private use. The employee can claim tax relief for these purchases on their tax return or P87 as long as the amount claimed is incurred wholly, exclusively and necessarily in the performance of their duties of employment. Unless the employer has specified that the employee must transfer ownership to the employer, the equipment is owned by the employee. There is no benefit charge on the reimbursement. There is also no benefit charge if the employee keeps the equipment as it is something that they already own

The employee will need to keep records of their purchase and claim for the exact amount. For more information on the strict tests that need to be passed in order to qualify for tax relief see the HMRC guidance on Employment Income.


- **Equipment provided by the employer** incurs no tax charge given the employee returns the equipment to the employer when the remote working ceases, so long as there's no transfer of ownership. If there is a transfer of ownership, at any time, this will become an employee benefit. The charge will be on the market value of the equipment at the time of the transfer, minus any amount the employee may have paid towards the equipment.

-Additional **expenses including electricity, heating or broadband**, employees (whether full time or part time) can claim, direct from HMRC, up to £6 a week (from 6 April 2020) a non-taxable benefit for the additional household expenses incurred when working remotely. This is done via their self-assessment tax return or by completing form P87 via Government Gateway or a postal form to HMRC. Employees must keep receipts. See Gov.uk form P87. The District Council will not make payment via any form of allowance.

-Employees using their **own vehicle for business**, approved mileage allowance payments of 45p per mile up to 10,000 miles (25p per mile thereafter) free of tax and National Insurance contributions.

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Appendix 1: Agile working risk assessment

| | | |
|--|---|-----------|
|  | <p>AGILE WORKING RISK ASSESSMENT</p> | |
| <p>Please complete the following assessment of your workplace, ticking the boxes as appropriate. If you have identified any problems that you cannot resolve, these should be referred to your manager for resolution before the commencement of remote working and reviewed periodically. Please attach a photograph of your remote work station.</p> | | |
| <p>Name: Service: Role: Address of 'agile work place' if not home address e.g. partner site:</p> | <p>Completion by employee: Signed: _____ Dated _____ Risk assessment checked by manager: Signed: _____ Dated _____</p> | |
| POLICIES | YES | NO |
| Have you read and understood the District Council's Health and Safety Policy? | | |
| Have you read and understood the Agile Working policy? | | |
| REMOTE WORKING AREA | | |
| Do you have a separate work area with enough space to work safely where you can work without disruption? | | |
| Are you able to give whole time attention to District Council work during working hours? i.e. no other business interest or caring responsibilities | | |
| Is there enough natural or artificial light to make your work area and work activities safe and to avoid problems of physical or visual fatigue? | | |
| Do you have a suitable desk/ table at the correct height and an adjustable chair to ensure a safe work station? | | |
| Have you completed the LOLA DSE training module and understand how to safely set up your workstation. Have you read the advice re screen and other breaks as advised https://www.hse.gov.uk/pubns/ck1.pdf Any questions can be referred to a DSE Champion | | |
| Have you got mechanism to manage the need for screen & posture breaks and working time? | | |
| Is there adequate space for safe storage and use of work materials and equipment? | | |
| Does your selected work area have adequate escape in case of an emergency, including fire safety? | | |
| Are there any cables, which could create tripping hazards? | | |
| Is the floor covering in good condition? | | |
| Do you need to loan any equipment including IT peripherals or furniture from the District Council | | |

OFFICIAL-[SENSITIVE]

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| ELECTRICAL EQUIPMENT | | |
| Has the electrical equipment provided by the District Council been PAT tested before remote use? | | |
| Is there a system for ensuring that repairs and maintenance are carried out? | | |
| MANUAL HANDLING | | |
| Has the need for manual handling been assessed and reduced to a minimum? | | |
| Have you been trained to lift and handle objects properly? | | |
| Do your duties require you to do jobs that are physically too much for you? | | |
| FIRST AID AND INJURY REPORTING | | |
| Do you have a remote first aid kit that is suitable for treating minor injuries? (If travelling regularly, have you been given a car first aid kit?) | | |
| Do you know how to report an accident (incident/ near miss)? | | |
| PERSONAL SECURITY | | |
| Have you a system for summoning help in an emergency (either in the remote location or when travelling)? | | |
| If you spend a substantial amount of time travelling, do you have a system to let your manager/supervisor know where you are? | | |
| DATA PROTECTION | | |
| Do you have procedures in place to ensure security of data (including only accessing Council servers via Council laptops with password protection, making and receiving telephone calls privately, locking laptops, security of any documents) | | |
| COMMUNICATION | | |
| Are there arrangements in place for making regular contact with managers and colleagues and responding immediately to calls made to you? | | |
| WELL BEING | | |
| Have you looked at resources to help with your well-being for working off site for any length of time including https://www.nhs.uk/oneyou/every-mind-matters/ | | |
| IF YOU HAVE ANY OTHER HEALTH AND SAFETY REQUIREMENTS, OR QUESTIONS ABOUT YOUR AGILE WORKING AGREEMENT PLEASE MAKE A NOTE OF THEM BELOW AND RESOLVE THEM WITH YOUR MANAGER BEFORE COMMENCING AGILE WORKING | | |
| | | |
| Date of commencement of agile working: | | |
| Date risk assessment to be reviewed/ review if any of the above changes: | | |

Please return the completed form you your line manager/supervisor so that they can discuss further actions required to resolve any outstanding issues. Final copy of the form to be emailed to human.resources@derbyshiredales.gov.uk for filing with your Agile Working Agreement

Appendix 2: Part time or full time Remote Working application form

If you wish to apply for agile working, please complete this form and send it to your Director with a copy to Human Resources.

Your Director will arrange to meet you to discuss your application so that the application can be determined within one month of being made. An application can be accepted, varied or rejected. If it is rejected, you have the right of appeal. Directors must make their decisions on service requirements and must ensure no discrimination against the 9 protected characteristics.

Human Resources will monitor applications (approved, varied or rejected) to ensure equality in decision making.

If approved, Human Resources will confirm the detail in a temporary agreement, which will be reviewed annually at the PDR.

(A request to permanently change the place of work is subject to a request under the Flexible Working Policy and could lead to a permanent change of contract).

| | |
|---|--|
| Name | |
| Date application submitted | |
| Address of proposed remote working base (e.g. home or partner site) | |
| What is the proposed remote working pattern (occasional, part time or fulltime (including days and hours) etc.) | |
| Reason for the request (including if it for a disability reasonable adjustment) | |
| Advantages and disadvantages for the role | |
| Advantages and disadvantages for the employee | |

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| Impact on customers (internal & external) | |
| Impact on colleagues/ the team | |
| Impact on the remote location/others at that address | |
| Efficiency of the service/role | |
| Impact on the environment (e.g. reduction in travel, heating, lighting in remote location and District Council base) | |
| Requirements for ICT provision, furniture or equipment | |
| Arrangements to ensure excellent communication and contact | |

OFFICIAL-[SENSITIVE]

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| Arrangements for security of data and District Council property. | |
| Any possible equality issues (e.g. access, possible different cultures in different locations, accessibility equipment) | |
| Agreed contact, team working, support for lone working, mental health | |
| Proposed start date | |

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committee@derbyshiredales.gov.uk

JOINT CONSULTATIVE GROUP

Minutes of a Meeting held on Wednesday, 23 September 2020 in the Council Chamber, Town Hall, Matlock at 2.30pm

PRESENT

Councillor Susan Hobson, in the Chair

Councillors Tom Donnelly, Steve Flitter, Helen Froggatt, Clare Gamble, and Peter Slack.

Representing UNISON – Ashley Watts

Representing GMB – Jon Bradbury

Staff Representatives – James Cole, Bobby Dan and Nancy Maitland

Paul Wilson (Chief Executive), Deborah Unwin (Human Resources Manager), and Jason Spencer (Electoral and Democratic Services Manager)

APOLOGIES

Apologies for absence were received from Andy Cairns, Denise Dawson, James McLaughlin and Keith Postlethwaite.

ELECTION OF CHAIRMAN FOR 2020/2021

It was moved by Councillor Tom Donnelly, seconded by Councillor Helen Froggatt and

AGREED

(Unanimously)

That Councillor Susan Hobson be elected Chairman of the Joint Consultative Group until the next annual meeting of the Council.

APPOINTMENT OF VICE CHAIRMAN FOR 2020/21

It was moved by Councillor Helen Froggatt, seconded by Councillor Tom Donnelly and

AGREED

(Unanimously)

That Jon Bradbury be appointed Vice-Chairman of the Joint Consultative Group until the next annual meeting of the Council.

MINUTES

It was moved by Councillor Tom Donnelly, seconded by Jon Bradbury and

AGREED

(Unanimously)

That the minutes of the meeting of the Joint Consultative Group held on 29 January 2020 be approved as a correct record.

It was noted that, since the last meeting of the Group, Sandra Lamb had left the Council and Keith Postlethwaite was about to leave. The Chairman thanked Sandra and Keith for their contributions to the Group and wished them well for the future.

The Chairman welcomed James Cole, Bobble Dan and Nancy Maitland to their first meeting of the Group.

EMPLOYEE GROUP – NOTES OF THE MEETING HELD ON:

- 26 August 2020

The Chief Executive highlighted the importance of the employee group and brought to Members attention the work progressed despite the Covid-19 restrictions.

It was moved by Councillor Susan Hobson seconded by Councillor Tom Donnelly and

AGREED That the notes of the Employee Group meetings held on 26
(Unanimously) August 2020 be received.

SAFETY COMMITTEE – NOTES OF MEETINGS HELD ON:

- 18 March 2020
- 29 June 2020
- 9 September 2020

The Group noted the role of the Safety Committee in developing and implementing the risk assessments relating to Covid-19. It was confirmed that these assessments were continually being reviewed and updated to reflect the most recent guidance.

Members expressed their appreciation of how staff had responded to the situation and continued to deliver services despite the lockdown. It was noted that, although adaptations to the reception area at the Town Hall had been completed, plans to reopen to members of the public during October were being revisited in light of recent increases in the infection rate and subsequent changes to Government guidance.

It was moved by Councillor Susan Hobson seconded by Councillor Tom Donnelly and

AGREED That the notes of the Safety Committee meetings held on 18 March
(Unanimously) 2020, 29 June 2020 and 9 September 2020 be received.

Meeting Closed 2.50 pm

Chairman



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JOINT CONSULTATIVE GROUP

Minutes of a meeting held on Thursday, 17 December 2020 via Virtual media at 2.30pm

PRESENT Councillor Susan Hobson, in the Chair

Councillors Tom Donnelly, Steve Flitter, Helen Froggatt, Clare Gamble, and Peter Slack.

Representing UNISON – Ashley Watts
Representing GMB – Jon Bradbury, Mick Coppin
Staff Representatives –

Paul Wilson (Chief Executive), Deborah Unwin (Human Resources Manager), James McLaughlin (Director of Corporate and Customer Services) and Angela Gratton (Democratic Services Officer)

APOLOGIES

Apologies for absence were received from Andy Cairns, Denise Dawson and Ian Buxton

MINUTES

It was moved by Councillor Tom Donnelly seconded by Councillor Peter Slack

AGREED That the notes of the Minutes of the meeting held on 23
(Unanimously) September 2020 be received.

EMPLOYEE GROUP – NOTES OF THE MEETING HELD ON:

- 21 October 2020

The Chief Executive highlighted the importance of the employee group and brought to Members attention the work progressed despite the Covid-19 restrictions.

It was moved by Councillor Helen Froggatt seconded by Councillor Steve Flitter and

AGREED That the notes of the Employee Group meetings held on 21
(Unanimously) October 2020 be received.

SAFETY COMMITTEE – NOTES OF MEETINGS HELD ON:

- 14 October 2020

Members again expressed their appreciation of how staff had responded to the situation and continued to deliver services despite the lockdown and look forward to an update on actions after the 20 January 2021 meeting.

It was moved by Jon Bradbury seconded by Councillor Steve Flitter and

AGREED That the notes of the Safety Committee meetings held on the 14
(Unanimously) October 2020 be received.

AGILE WORKING POLICY

The Committee considered a report seeking their recommendation to Governance and Resources Committee that the proposed Agile Working Policy is adopted as a new employment policy replacing the existing Home Working Policy. The proposed policy was in development before the pandemic started to enable more flexibility in working location. The experience and learning of agile working during the pandemic has been useful to inform the draft of the policy and the consultation comments of staff through the Employee Group. Agile working would be subject to a temporary agreement reviewed annually. In considering applications for agile working, Directors would prioritise service need. Staff seeking permanent contractual change to working conditions have a right to make requests under the Flexible Working Policy. Agile working may help towards the net zero carbon target.

The legal risk of this report is considered to be low. The Council has obligations as an employer to ensure the health safety and wellbeing of its staff, and, with the recommended approach, this policy demonstrates that the authority is meeting those obligations.

The financial risk of this report is assessed as low. Most employees already have laptops as a result of working from home during the pandemic; it is expected that requests for other equipment can be met from existing budgets. A change in base from the Town Hall to a remote location is not expected to cause an increase in the cost of mileage claims; if employees continue to hold meetings virtually, there will be a saving in travel costs.

In preparing the report, the relevance of the following factors had also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

It was moved by Councillor Steve Flitter seconded by Councillor Peter Slack and

AGREED That the Agile Working Policy recommended to the Governance and Resources Committee for adoption and that our approach to Agile Working be reviewed periodically, learning from the implementation of the policy and changes in service need and enabling technology.

Meeting Closed 15:10 pm

Chairman

BACK TO AGENDA