

**Corporate Services**

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**TO: ALL MEMBERS OF THE COUNCIL**

23 February 2012

Dear Councillor

**YOU ARE HEREBY SUMMONED** to attend the meeting of the Herefordshire Council to be held on **Friday 2 March 2012** at The Shirehall, St Peter's Square, Hereford. at 2.00 pm at which the business set out in the attached agenda is proposed to be transacted.

Please note that car parking will be available at the Shirehall for elected Members.

Yours sincerely



**C CHAPMAN**  
**ASSISTANT DIRECTOR LAW, GOVERNANCE AND RESILIENCE**

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Working in partnership for the people of Herefordshire  
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# AGENDA

## Council

Date: **Friday 2 March 2012**

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Time: **2.00 pm**

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Place: **The Shirehall, St Peter's Square, Hereford.**

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Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

**Sally Cole, Committee Manager Executive**

Tel: 01432 260249

Email: [scole@herefordshire.gov.uk](mailto:scole@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format or language, please call Sally Cole, Committee Manager Executive on 01432 260249 or e-mail [scole@herefordshire.gov.uk](mailto:scole@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Council

## Membership

**Chairman**

**Councillor LO Barnett**

**Vice-Chairman**

**Councillor ACR Chappell**

Councillor PA Andrews  
Councillor CNH Attwood  
Councillor PL Bettington  
Councillor WLS Bowen  
Councillor AN Bridges  
Councillor EMK Chave  
Councillor PGH Cutter  
Councillor PJ Edwards  
Councillor KS Guthrie  
Councillor J Hardwick  
Councillor AJ Hempton-Smith  
Councillor MAF Hubbard  
Councillor JA Hyde  
Councillor JG Jarvis  
Councillor Brig P Jones CBE  
Councillor JF Knipe  
Councillor MD Lloyd-Hayes  
Councillor RI Matthews  
Councillor SM Michael  
Councillor PM Morgan  
Councillor C Nicholls  
Councillor RJ Phillips  
Councillor GJ Powell  
Councillor PD Price  
Councillor P Rone  
Councillor P Sinclair-Knipe  
Councillor GR Swinford  
Councillor DB Wilcox

Councillor AM Atkinson  
Councillor CM Bartrum  
Councillor AJM Blackshaw  
Councillor H Bramer  
Councillor MJK Cooper  
Councillor BA Durkin  
Councillor DW Greenow  
Councillor RB Hamilton  
Councillor EPJ Harvey  
Councillor JW Hope MBE  
Councillor RC Hunt  
Councillor TM James  
Councillor AW Johnson  
Councillor JLV Kenyon  
Councillor JG Lester  
Councillor G Lucas  
Councillor PJ McCaull  
Councillor JW Millar  
Councillor NP Nenadich  
Councillor FM Norman  
Councillor GA Powell  
Councillor R Preece  
Councillor SJ Robertson  
Councillor A Seldon  
Councillor J Stone  
Councillor DC Taylor  
Councillor PJ Watts  
Councillor JD Woodward

## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

## AGENDA

		Pages
1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
2.	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
3.	<b>MINUTES</b> To approve and sign the Minutes of the meeting held on 3 February 2012.	1 - 10
4.	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive the Chairman's announcements and petitions from members of the public.	
5.	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b> To receive questions from members of the public.	11 - 20
6.	<b>FORMAL QUESTIONS FROM COUNCILLORS TO THE CABINET MEMBERS AND CHAIRMEN UNDER STANDING ORDERS</b> To receive any written questions from Councillors.	
7.	<b>NOTICES OF MOTION UNDER STANDING ORDERS</b> Three Notices of Motion have been submitted for consideration by Council.  <b>Notice of Motion One</b> Submitted by Councillor P Sinclair-Knipe.  In order to honour The Rifles Regiment for their service in Iraq and Afghanistan, I ask that Council formally adopts The Rifles as the County Regiment. This in no way cuts across the Freedom that The Rifles have been granted by Hereford City Council and the Town Councils of Leominster and Ross-on-Wye.  This adoption does not give the Regiment any specific privileges, but it does recognise the sacrifices made by Herefordians serving with The Rifles and its predecessors going back to the Herefordshire Rifle Volunteers formed in 1861.  <b>Notice of Motion Two</b> Submitted by Councillor AJM Blackshaw.  Mindful that we are a Christian society and respectful of all religions, we strongly deprecate the High Court Judgment on 10 February 2012 by Mr Justice Ouseley concerning prayers at Council meetings.  It is the intention of Herefordshire Council to continue with the practice of preceding the full Council agenda with prayers. This Council earnestly requests the Prime Minister and all church leaders to support us in this action.	

### **Notice of Motion Three**

Submitted by Councillor RI Matthews.

This Council notes the concerns of many Council Members regarding the present trend of allocating ever-increasing powers and expenditure to Hereford Futures, which is a body run by an un-elected and unaccountable group of people.

This is also the view of a number of well-known and respected local businessmen, who are frequently querying the value of this organisation.

This Council therefore moves that for greater accountability and transparency elected Members be more frequently appraised of Hereford Futures activities and access be provided to Company Minutes plus any other appropriate records as and when this is requested.

<b>8. LEADER'S REPORT</b>	21 - 24
To receive the Leader's report, which provides an overview of the Executive's activity since the last Council meeting.	
<b>9. PRAYERS AT COUNCIL MEETINGS</b>	25 - 26
To continue the practice of opening a Council meeting with prayers but with specific regard to Section 1 of the Localism Act 2011	
<b>10. COUNCIL TAX RESOLUTION 2012/13</b>	27 - 50
To calculate the Council's Council Tax Requirement and set the Council Tax amounts for each category of dwelling in Herefordshire for 2012/13.	
<b>11. ELECTORAL REVIEW OF HEREFORDSHIRE: COUNCIL SIZE SUBMISSION</b>	51 - 90
To consider and approve the proposed submission to the Local Government Boundary Commission, in respect of council size.	
<b>12. COMMUNITY GOVERNANCE REVIEW - ROSS-ON-WYE</b>	91 - 96
To advise Members of a request by Ross Town Council, supported by Ross Rural Parish Council, for a community governance review of their areas; to make provision for such reviews to be undertaken by Audit and Governance Committee; and to provide an aspirational timetable.	
<b>13. PAY POLICY STATEMENT</b>	97 - 106
To approve a pay policy statement for the authority.	
<b>14. STANDARDS COMMITTEE</b>	107 - 110
To receive the report and to consider any recommendations to Council arising from the meeting/s held on 10 November 2011 and 13 January 2012.	
<b>15. HEREFORD &amp; WORCESTER FIRE AND RESCUE AUTHORITY</b>	111 - 114
To receive the report of the meetings of the Hereford & Worcester Fire and Rescue Authority held on 14 December 2011.	
<b>16. WEST MERCIA POLICE AUTHORITY</b>	115 - 120
To receive the report of the meeting of the West Mercia Police Authority held on 13 December 2011. Councillor WLS Bowen has been nominated for the purpose of answering questions on the discharge of the functions of the Police Authority.	

# **The Public's Rights to Information and Attendance at Meetings**

## **YOU HAVE A RIGHT TO:-**

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of the Cabinet, of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50, for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.
- A member of the public may, at a meeting of the full Council, ask a Cabinet Member or Chairman of a Committee any question relevant to a matter in relation to which the Council has powers or duties or which affects the County as long as a copy of that question is deposited with the Monitoring Officer eight clear working days before the meeting i.e. by 12:00 noon on a Monday in the week preceding a Friday meeting.

## **Public Transport Links**

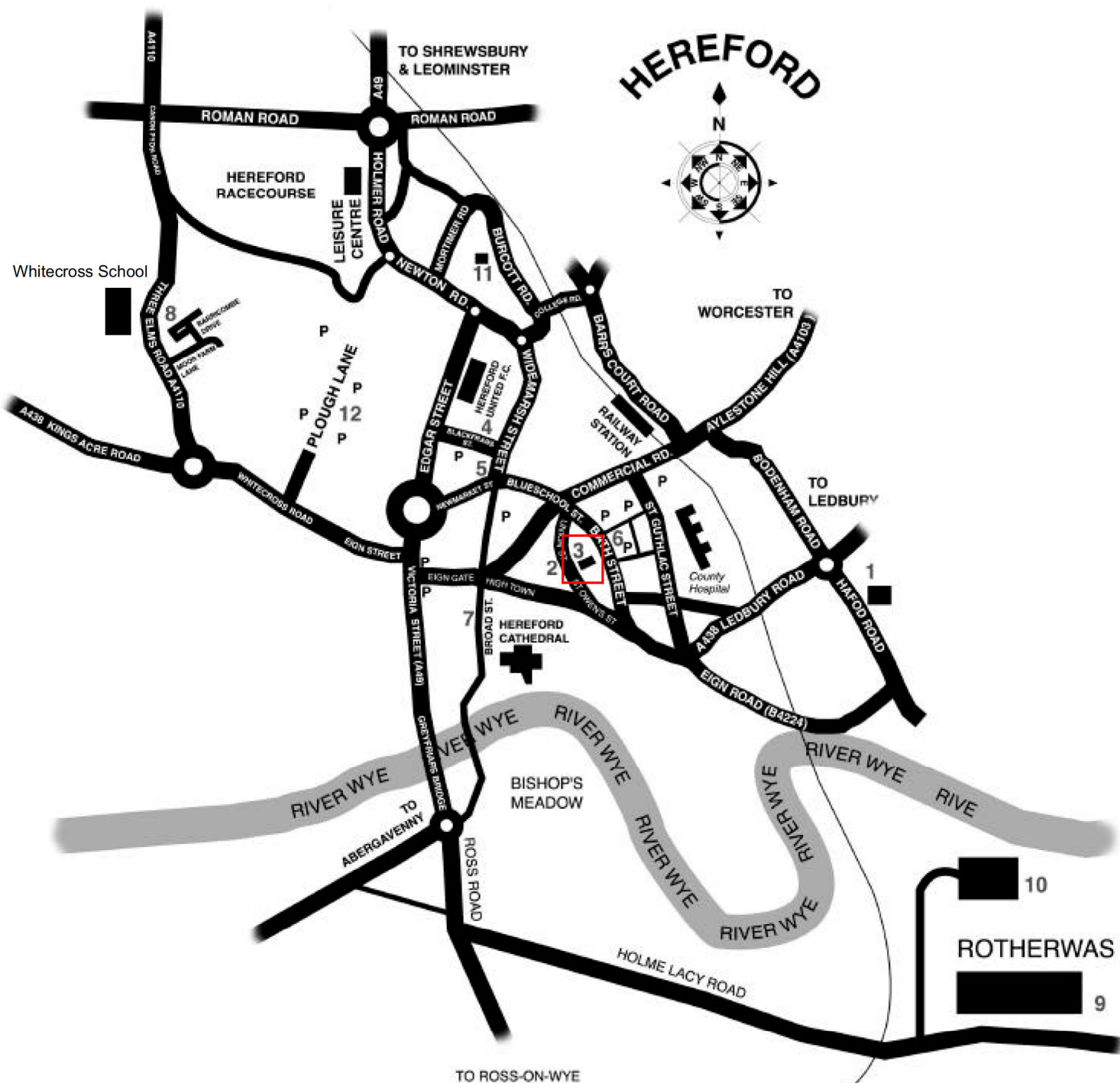
- The Shirehall is ten minutes walking distance from both bus stations located in the town centre of Hereford. A map showing the location of the Shirehall is found opposite.



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- |   |                  |    |                                   |
|---|------------------|----|-----------------------------------|
| 1 | Brockington      | 7  | Kemble House                      |
| 2 | Town Hall        | 8  | Trinity House                     |
| 3 | Shire Hall       | 9  | Thorn Office Centre               |
| 4 | Education Centre | 10 | Herefordshire Commercial Services |
| 5 | Garrick House    | 11 | Merchant House                    |
| 6 | Bath Street      | 12 | Plough Lane                       |



# **FIRE AND EMERGENCY EVACUATION PROCEDURE**

## **IN CASE OF FIRE**

**(no matter how small)**

1. Sound the Alarm
2. Call the Fire Brigade
3. Fire party - attack the fire with appliances available.

## **ON HEARING THE ALARM**

Leave the building by the nearest exit and proceed to assembly area on:

## **GAOL STREET CAR PARK**

**Section Heads will call the roll at the place of assembly.**



HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of Council held at The Shirehall, St Peter's Square, Hereford. on Friday 3 February 2012 at 10.30 am**

**Present:** Councillor LO Barnett (Chairman)  
Councillor ACR Chappell (Vice Chairman)

**Councillors:** PA Andrews, AM Atkinson, CNH Attwood, CM Bartrum, PL Bettington, AJM Blackshaw, WLS Bowen, H Bramer, AN Bridges, EMK Chave, MJK Cooper, PGH Cutter, BA Durkin, PJ Edwards, DW Greenow, KS Guthrie, RB Hamilton, J Hardwick, EPJ Harvey, AJ Hempton-Smith, JW Hope MBE, MAF Hubbard, RC Hunt, JA Hyde, TM James, JG Jarvis, AW Johnson, Brig P Jones CBE, JLV Kenyon, JF Knipe, JG Lester, MD Lloyd-Hayes, RI Matthews, PJ McCaull, SM Michael, JW Millar, PM Morgan, NP Nenadich, C Nicholls, FM Norman, RJ Phillips, GJ Powell, R Preece, PD Price, P Rone, A Seldon, P Sinclair-Knipe, J Stone, GR Swinford, DC Taylor, DB Wilcox and JD Woodward

**48. PRAYERS**

The Very Reverend Nicholas Bury lead the Council in prayer.

**49. APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors: G Lucas, GA Powell and SJ Robertson.

**Note:** Council TM James was present at the beginning of the meeting but then needed to leave the meeting after agenda item 1 and was absent for the remainder of the meeting.

**50. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**51. MINUTES**

The Minutes of the Council meeting held on 18 November 2011 were presented to Council for approval. Arising out of the minutes under Notice of Motion one a discussion took place. The leader of the It's Our County group questioned the accuracy of the minute and in particular minute number 36 bullet point 5, as he considered it did not fully reflect the discussion that had taken place about the percentage of objections to the relief road. However, others contested the need to amend the minute and no agreement was finally reached as to the accuracy of this point.

**That the Minutes of the Council meeting held on 18 November 2011 were approved as a correct record, subject to the following amendments:**

**Chairman's Announcements** – The Chairman received a petition from Councillor KS Guthrie on behalf of the Keep Queens Wood Free Campaign, which was handed to the Cabinet Member Highways, Transportation and Waste.

**Item 36 Notices of Motion** (Transposition of voting figures).

Notice of Motion one - Council's Commitment to Reduce the Threat of Rural Isolation.

It was moved and seconded that the motion be put whereupon a vote was taken:

For: 48  
Against: 0  
Abstentions: 0

The Notice of Motion was declared carried with:

For: 37  
Against: 0  
Abstentions: 16

**Item 37 Leader's Report** – Rural Members' Forum. The Leader was asked if there might be a similar informal Members' Forum for urban wards and the market towns. The Leader invited Members to put forward proposals for his consideration.

**52. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman, in her announcements, informed Council that:

- The March meeting of Council would be held at 2.00 pm on Friday 2 March and not the usual time of 10.30 am.
- The Chairman would be writing to the Lord Chamberlain's office on behalf of Herefordshire Council and residents to convey loyal greetings and congratulations to Her Majesty on the occasion of her Diamond Jubilee.
- The Chairman congratulated Matthew Hunt, a teacher at Kingstone High School, on winning the Classic FM New Music Teacher of the Year Award, presented to him at the Albert Hall, London in November by Tim Loughton MP, Parliamentary Under Secretary of State for Children and Families. The award was created by the judges in recognition of the talent and achievements of an exceptional music teacher at the start of their career. The Chairman added that she would be writing a letter of congratulations to Mr Hunt also.
- Council was informed that the officer/member Goodwill Group had raised another £1,500.0 in 2011 in support of Macmillan Cancer Care, St Michael's Hospice, The Charles Renton Unit and Help for Heroes.
- The Chairman reminded Council of the work of the Hope Support Charity and informed Council that the charity were looking for volunteers to take part in a tandem skydive in April to raise money for the charity.
- The Civic Service would be held on Sunday 25 March at the Cathedral followed by tea at the Town Hall.
- The Chairman presented to the Cabinet Member Corporate Services and Education a certificate granting Herefordshire Council license as an Operating Authority of the Duke of Edinburgh's Award.

**53. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no public questions received which met the criteria of provision 4.1.14 of the Council's Constitution.

**54. FORMAL QUESTIONS FROM COUNCILLORS TO THE CABINET MEMBERS AND CHAIRMEN UNDER STANDING ORDERS**

A copy of the Member questions and written answers, together with the supplementary questions and answers asked at the meeting, are attached to the Minutes as Appendix 1.

## **55. DRAFT FINANCIAL STRATEGY AND BUDGET 2012/13**

The Leader of the Council presented the Draft Financial Strategy and Budget 2012/13 to Council and made the following points:

- Herefordshire is a unique county but it had to face the same challenges that all councils had with a limited budget.
- Officers need to work closely with Cabinet to make savings and create income.
- Need to continue to work with the Health Service partners and Health Commissioners to strength the partnership.
- Essential to transform services to provide value for money in the way the authority worked with other service providers and to continue to deliver on key projects which would maintain financial stability.
- Propose to accept one year additional tax freeze grant worth £2.2m to freeze Council tax for a second year. Part of the additional grant funding to be used for a one off change and improvement programme.
- Cabinet agreed to an increase in the level of fees and charges. This is currently being reviewed by the Overview and Scrutiny Committee.
- In looking to make a saving of £200k from the waste contract a scheme to fund black refuse sacks through sponsorship and advertising is being considered and will be put before Members.
- Capital programme – the broadband project is a significant project which will provide support to the infra structure of Herefordshire and help businesses that are struggling to have good communications. The programme includes funding for a replacement archives facility, which will be met within a set budget and a link road, funding for which could be raised using the low interest rates currently available.
- Significant changes in the way local government is funded as a result of the Localism Act. Electorate to have a greater say in the levels of Council tax increases. 2013 the Council will collect business rates in Herefordshire. It is clear from the government proposals that the Council will be expected to retain and increase business rates in Herefordshire.
- Engagement with the public is needed to help shape resources and a long term vision and plan is being prepared by the administration to shape the county's future through to 2020.

The Leader referred to the recommendations of the report and moved acceptance of the recommendations as outlined on page 35 of the agenda. The Cabinet Member Corporate Services and Education seconded the proposal.

The following points were made in discussion:

- In response to a question on the sustainability of the borrowing in the capital programme the Cabinet Member Corporate Services and Education referred Council to pages 119 to 120 of the report where Members could see that the amount of potential borrowing was significantly higher than the actual borrowing undertaken. Additionally in benchmarking against other unitary authorities Herefordshire is placed 24<sup>th</sup> out of 35 unitaries and was well within the middle range and sustainable. The Leader added that funding could also come through government grants or contributions in other ways, but it was essential to secure potential funding in case it was required and stated it was intended to borrow as little as possible.

- Some Members were apprehensive over the freezing of Council tax and the potential higher Council tax having to be imposed in future years. It was felt that a modest rise was a more realistic way ahead rather than a freeze on Council tax and possible large increase in following years. It was also felt that residents already paid for the cost of black refuse sacks in their Council tax.
- Councillors welcomed the proposal for a staff car parking charge but were disappointed it was not being instigated sooner and felt this gave the wrong message to the public. It was suggested the charge should cover all staff and Councillors and should be graded so that those on lower incomes should pay less for car parking.
- With reference to Adult Social Care Members were grateful for the additional information provided by the Director, but there was unease as the information only related to savings and did not take into account there had been year on year overspend of the budget.
- In referring to the link road funding it was thought it was to be funded through Advantage West Midlands. It was believed by some Members that a link road would not provide any advantage to residents. In response the Cabinet Member stated that a link road would be essential for the building of affordable homes and to reduce traffic in Newmarket and Blue School streets and to create a pedestrianized area around Garrick House.
- In referring to the consultation on the budget and the lack of engagement with the public at public meetings, it was noted that only 250 people had attended the meetings held across the county. Members felt that too much reliance had been placed on the answers given at the meetings, as some of the choices in the questions were so worded that it was difficult for people to provide an accurate or informed answer.
- Unease was expressed over the lowering of the amount of reserves held for the Waste Disposal contract and future landfill charges, which was now down to £1.9m. Additionally there was concern that the budget would increase the Council's borrowing and reduce reserves.
- Members agreed that austerity measures were required but believed that cuts in the youth service would mean there would be little support for the youth of the county.
- A question was asked about the Amey Wye Valley Hereford contract and whether the contract was still to be negotiated and what savings were being made. The Cabinet Member informed Council that the current savings from the joint working with Amey amounted to approximately £23m and assured the Councillor that he would provide a more detailed breakdown to the Member direct.
- Reference was made to the change programme now called the transformation programme and the difficulty in following the changes in the budget when the titles of projects were changed. In referring to the Corporate directorate and the reduction in the management posts, it was felt that this was still taking some time in completing.
- In referring to the budget report and the use of the terminology 'quick win' some Members felt it was inappropriate as any additional cost for parking, pre-application planning advice or transport to school would directly affect the budget of residents.
- It was requested that assurances were provided that discussion would be held on the rents proposed for the new retail quarter on the Edgar Street Grid in order that the site rents did not jeopardise the shop rents for the centre of High Town.
- In responding to a question on why Members had not been informed on how much had been spent on Hereford Futures over the last four years. The Leader assured the Member the information he had requested would be provided.
- Some Members expressed concern at the £3.2m grant funding allocated for the upgrading of Broad Street.



- In referring to local government funding it was noted that Herefordshire was one of the lowest funded areas, however, a different mechanism for calculating funding would be brought in next year which would take into account the rurality of areas.
- In response to a question on what the administration was doing to ensure fairer funding for the county, the Leader advised Members of the meetings that he and the Cabinet Member for Enterprise and Culture had had with the Prime Minister and Government Ministers and the lobbying that had been done as a whole by rural authorities joining together as a group to be more effective.

In rounding up the debate the Deputy Leader reminded Council of the savings that had been made through redundancies or the transfer of staff over to the new partner organisation Hoople Ltd and emphasised the need to deliver services within the proposed budget.

The recommendations were put to the vote and carried:

For: 29  
Against: 9  
Abstentions: 14

## **RESOLVED**

### **THAT:**

- a) The Medium Term Financial Strategy (MTFS) shown in Appendix A to the report, which includes the 2012/13 budget and Treasury Management Strategy and Policy Statement be approved;**
- b) A freeze of Council Tax for 2012/13 at 2011/12 levels be approved;**
- c) The Capital Programme outlined in paragraph 67 of the report be approved; and**
- d) Officers be required to further assess those elements which are perceived as engaging the Council's duties under the Equalities Act 2010 (including those at paragraphs 48/49, 55-58 and 69) and report further on any necessary amendments to this budgetary framework.**

The meeting ended at 12.55 pm

**CHAIRMAN**



## **MEMBERS' QUESTIONS TO COUNCIL – 3 FEBRUARY 2012**

### **Question from Councillor EMK Chave of Councillor PD Price, Cabinet Member, Corporate Services and Education**

- 1 *By what process is monitoring of actual savings and overspends against each year's budget carried out? We are often told that a strategy will achieve such and such a percentage saving. Who checks this is real, and to whom do they report?*

### **Answer from Councillor PD Price Cabinet Member, Corporate Services and Education**

Answer to question 1

Savings and overspends form part of the Council's overall net budget monitoring, reported regularly to Cabinet (the reports being available on the council web site). In addition the directorates have more detailed challenge and review processes supported by their accountants. All savings proposals undergo a rigorous challenge process before they are adopted.

### **Question from Councillor EMK Chave of Councillor PD Price, Cabinet Member, Corporate Services and Education**

- 2 *In the interests of openness, transparency and accountability to the general public whose money the Council spends, and whom they serve, why are the budgets and accounts presented in such a confusing way? Apparently even accountants, who like looking at figures, find them obscure and potentially misleading!*

### **Answer from Councillor PD Price Cabinet Member, Corporate Services and Education**

Answer to question 2

All English and Welsh councils' published accounts must comply with the Chartered Institute of Public Finance and Accountancy Code of Practice on Local Authority Accounting, which consolidates the statutory and accounting standards the council is legally required to follow including, since 2010/11, compliance with International Financial Reporting Standards. The Audit Commission have commented favourably on our approach

The council presents its overall budget envelope as part of its financial plan and has used this approach for a number of years.

In addition, to accompany the council tax notifications sent to each household in the county every March, we provide a summary guide to explain how

## MEMBERS' QUESTIONS TO COUNCIL – 3 FEBRUARY 2012

council tax payers' money is used; these guides are also available on the council website.

### Supplementary Question

In referring to her earlier question Councillor Chave stated she expected to see laid before Council with this year's budget, the headings and figures for last year's budget, along with the actual income and expenditure in columns and an explanatory note if required. Without this information the Councillor believed Council could not make an informed decision on the budget. May Council expect for next year the budget is laid out with this information?

### Answer from Councillor PD Price, Cabinet Member Corporate Services and Education

The Cabinet Member stated that the presentation of the report would be looked at in time for next year's budget to ensure absolute transparency. It was added that the Audit Commission had been pleased with the Council's budget report and statement of accounts.

### Question from Councillor MAF Hubbard of Councillor PD Price, Cabinet Member Corporate Services and Education

Question 3 disallowed on the grounds that it is frivolous or otherwise out of order, see Herefordshire Council Constitution Part 4, 4.1.15.4 b.

### Question from Councillor RI Matthews of Councillor PM Morgan, Cabinet Member, Health and Wellbeing

- 4     *A recent report for Herefordshire Council Health and Wellbeing Board stated that about 4,500 children in the county – the majority of them under 16 years – are said to be growing up in poverty. Can the Cabinet Member please inform Members of what action is being taken to address this frankly shocking issue? (Council Agenda page 72, bullet point 5 – Deprivation.)*

### Answer from Councillor PM Morgan Cabinet Member, Health and Wellbeing

Answer to question 4

This question illustrates the great importance of one of the six priorities in the joint corporate plan which is to "Create a thriving economy" hence increasing employment opportunities and wage levels.

## **MEMBERS' QUESTIONS TO COUNCIL – 3 FEBRUARY 2012**

There are many actions that have and will be taken to improve the economic prosperity of Herefordshire such as:

- Improving Broadband coverage
- Development of the Enterprise Zone at Rotherwas
- Relief road around Hereford
- Hereford Futures
- Adoption of the Local Development Framework

I look forward to all groups supporting us in these ventures.

A county-wide strategy (a draft of which is available at the following weblink: <http://councillors.herefordshire.gov.uk/documents/s50003630/Child%20Poverty%20Strategy%20FINAL%20DRAFT%20December%202011%20-%20Appendix.pdf>) to address this important issue is scheduled for consideration by Cabinet on 16th February, having been endorsed by the Health & Wellbeing Board in January.

### **Supplementary Question**

Can the Cabinet Member assure Council that this matter will be closely monitored and that the administration will do all that it can to improve the situation for young people?

### **Answer from Councillor PM Morgan Cabinet Member, Health and Wellbeing**

The Cabinet Member welcomed the question from the Councillor and agreed this was a serious issue. The matter was being discussed by young people at the young people's forum this week. The matter would also be brought before the Health and Wellbeing Board and Cabinet.

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### **Question from Councillor GA Powell of Councillor JG Jarvis, Leader of the Council**

Question 5 disallowed on the grounds that it is out of order and the decision is at the discretion of the Chairman, see Herefordshire Council Constitution Part 4, 4.1.15.4 b and 4.1.7.1.

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<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR LAW, GOVERNANCE AND RESILIENCE</b>

**CLASSIFICATION:** Open

## **Wards Affected**

County-wide

## **Purpose**

To receive any questions from members of the public deposited more than eight clear working days before the meeting of Council.

## **Introduction and Background**

- 1 Members of the public may ask a question of a Cabinet Member or Committee or other Chairmen. Written answers will be circulated to Members, the press and public prior to the start of the Council meeting. Questions subject to a Freedom of Information request will be dealt with under that separate process.
- 2 Standing Order 4.1.14.4 of the Constitution states that: a question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Monitoring Officer no later than midday eight clear working days before the day of the meeting (ie the Monday of the week preceding the Council meeting where that meeting is on a Friday). Each question must give the name and address of the questioner and must name the person to whom it is to be put.
- 3 A questioner who has submitted a written question may also put **one** brief supplementary question without notice to the person (if s/he is present at the meeting) who has replied to his or her original question. A supplementary question must arise directly out of the original request or reply. The Chairman may reject a supplementary question on any of the grounds for rejecting written questions set out in these Council rules or if the question is too lengthy, is in multiple parts or takes the form of a speech. In any event, any person asking a supplementary question will be permitted only **1 minute** to do so.
- 4 The Monitoring Officer may reject a question or a supplemental question if it:
  - Is not about a matter for which the Council has a responsibility or which affects the County or a part of it;
  - Is illegal, scurrilous, defamatory, frivolous or offensive or otherwise out of order;

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Further information on the subject of this report is available from  
Chris Chapman, Assistant Director Law, Governance and Resilience on (01432) 260200

- Is substantially the same as or similar to a question which has been put at a meeting of the Council in the past six months or relates to the same subject matter or the answer to the question will be substantially the same as the previous answer;
  - Requires the disclosure of confidential or exempt information;
  - Relates to a planning or licensing application;
  - Relates to an employment matter that should more properly be dealt with through the Council's Human Resources processes.
- 5      There will be a time limit of a maximum of 30 minutes for public questions and of 30 minutes for Members' questions. If either public or Member questions are concluded in less than 30 minutes, then the Chairman may allow more time for either public or Member questions within an overall time limit of one hour for all questions and supplementary questions. There will normally be no extension of time beyond one hour, unless the Chairman decides that there are reasonable grounds to allow such an extension, and questions not dealt with in this time will be dealt with by written response. The Chairman will decide the time allocated to each question. The register of questions put to the Council meeting, both questions allowed or rejected, is available at a Council meeting for members of the public to view.

## **Questions**

- 6      Eight questions have been received by the deadline and are attached at Appendix 1.



**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Mr A Powers, Hereford**

Question 1

*The budget is proposing further savings in school transport of £220K. The Council's own Local Sustainability Transport Fund bid in April 2011 stated that school traffic could account for a doubling of numbers of vehicles on some radial routes into Hereford during term time. If this analysis is correct would not congestion in the city be more efficiently and swiftly addressed if the £300K to be allocated to yet another relief road study were instead to be spent on improving sustainable transport measures for local schools and residents?*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Mrs E Morawiecka, Breinton, Hereford**

Question 2

*"Herefordshire Council believed that the 1% decrease in traffic volume in 2009/10 was a response to high fuel prices (report to Environment Scrutiny Nov 2010, page 23). As diesel and petrol prices have increased since then by 15% and 12% respectively and with a further duty increase of 3.02p/l due to be implemented on 1<sup>st</sup> August 2012, what motor vehicle traffic volumes are the transport department forecasting for Hereford City in their Local Transport Plan 3?"*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Mrs J Morris, Hereford**

Question 3

*Herefordshire Council supplies a number of private limited companies with staff on secondment and also provides legal and other professional services by sharing public employees. As these private companies have no clear reporting structure to Herefordshire Council, could you tell me the total cost of staff seconded to these companies in the last 3 years and could you include the cost of the hours of professional advice provided by local tax payers through council employees working for these companies?*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Ms C Protherough, Clehonger, Hereford**

Question 4

*"What is the anticipated impact by 2020 of the ageing population on estimated car use in Herefordshire, taking into account that older people are more likely to rely on public transport, or if still driving use their vehicles for less frequent and shorter journeys ? in addition in the same period what is the projected increase or decrease in school age children needing transport at peak hours?"*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Mr S Brown, Bucknell**

Question 5

*When will the Council publish the results of last year's consultation on the revised Local Development Framework and the current Local Development Scheme?*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012****Question from Mr M Moore, Bredenbury, Herefordshire**

## Question 6

In March 2011, the Parliamentary Under Secretary of State for Transport, Norman Baker, announced additional (transitional revenue) funding to support local transport authorities and communities specifically in the development of community transport services. He stated that he did not expect authorities to use the extra DfT funding to displace planned expenditure on community transport for 2011/12. Under this arrangement Herefordshire was granted £157,463. Community Transport (CT) schemes in Herefordshire were advised of these funds (“Baker money”) through the Herefordshire CT Forum, and initially encouraged to make applications for grants from that source for service development projects. On several occasions subsequently, and as recently as 7 February 2012, Herefordshire’s CT schemes have been informed by the Council that they should delay bids for the CT grant provided by DfT until the Council issued guidelines on the bids which it wished to do in the context of proposals going forward – it’s aim being to support activity which improved capacity and longer term financial sustainability. The proposals referenced are those within the Council’s Review of CT Services 2012, still on-going and for which the process and, draft, reported outcomes have been heavily criticised by the Herefordshire CT Schemes. As we near the end of the 2011/12 year, no effective and direct action has been taken by the Council to use and dispose the extra DfT funding for the development of Herefordshire’s CT schemes. Furthermore and contrary to the principles of the Herefordshire Compact, access to this funding by the CT schemes is being denied until the Council obtains an agreement and a mandate to pursue its policy on the future arrangements for CT schemes in Herefordshire.

*When will the Council enable the county’s CT schemes to access the funds they desperately need to develop and improve the vital services they provide to their communities?*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012**

**Question from Ms P Mitchell, Hereford**

Question 7

**Status of the Local Transport Plan**

Local transport authorities are required by law to produce and maintain a Local Transport Plan that sets out the authority's strategy, implementation plan and targets for improving transport in their community. The government permitted the Council's second Local Transport Plan to be extended for one year (to the end of March 2012) after the Hereford Preferred Option consultation resulted in rejection of a key element of the draft third Local Transport Plan, the relief road.

*In the absence of coverage by a legally adopted Local Transport Plan, what steps subject to public scrutiny is the Council taking to maintain its targets for improving transport in the county and ensure its transport planning and investment processes are lawful?*

**PUBLIC QUESTIONS TO COUNCIL – 2 MARCH 2012****Question from Mr A Fisher, Hereford**

## Question 8

The October 2011 version of the Draft Revised Preferred Option Background Paper described some 'detailed changes ... proposed for Hereford' (para 4.21) including another crossing of the River Wye (which would 'not be considered to be a substitute for the western relief road currently proposed', para 4.21 iv). Given the rejection of a Western Relief Road in the Hereford Preferred Option consultation and the investment by the Council earlier in 2011 in testing and eliminating the 'East Is Best' partial relief road proposal, given, that is, the very controversial nature of this 'detailed change',

*Why was the proposal for an additional eastern river crossing not put forward in last year's Revised Preferred Option consultation and when will it be subject to public consultation?*



<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>LEADER'S REPORT</b>

**CLASSIFICATION:** Open

## **Wards affected**

County wide

## **Purpose**

To agree revisions to the timetable for production of a policy framework item; and to provide an overview of the Executive's activity since the last meeting of Council.

## **Recommendations**

**THAT:**

- a) the revised timetable for the production of the Local Development Framework, as set out at paragraph 11 below, be agreed; and
- b) the overview of the Executive's activity be noted.

## **Report**

### **Herefordshire's Future**

1. Members will be aware from the debate at Council last month of the challenges we face as a council and a county. Seen in a national and even a global context, Herefordshire is by no means unique; but I am satisfied that we have the building blocks in place to enable us to move confidently into the future.
2. We have set a budget that ensures we maintain focus on our priority areas: helping the vulnerable within our communities, and supporting the economy so that Herefordshire can strengthen its resilience moving forwards. This does not mean that there will not be difficult choices to make in the coming months. We will of course maintain a strong focus on reducing costs of delivery as opposed to reducing service; however, as nationally, choices will need to be made to ensure that sufficient resources are available to deliver high quality services that are important to local people, and that meet identified need.
3. A number of key frameworks are already, or will shortly, be in place to guide our next steps. Council has already approved an economic development strategy for the county, and at our meeting on 16 February, Cabinet approved a strategy providing a co-ordinated approach to addressing child poverty in Herefordshire. In the coming months we will be considering guiding principles for Herefordshire's learning community, the strategic delivery plan for transforming adult services in the county, and of course the strategic planning document for the county, the Local Development Framework.

4. As a council we cannot, and should not, be attempting to do all this alone; the role of public services generally and local government in particular must evolve to meet the challenges of the future effectively. In keeping with the national agenda for localism, we need to work with our partners and the local community to ensure that we have a shared vision for where we want our county to be and, as importantly, understand what role we expect each player – whether an individual citizen, community group, business, local council, public sector body or ourselves – to play in helping to realise that vision.
5. This administration, with our local partners, is therefore beginning a broader debate within the community to affirm the vision for the future of this county, and to explore the role, not just of the council as a democratic body and a provider or commissioner of services, but each of us can play to ensure Herefordshire fulfils its potential. I would urge everyone to get involved – we must work together to ensure we can meet the needs of Herefordshire both now and into the future.

### **County Achievements**

6. Persistent lobbying by officers and elected members at a regional and national and European (through our MEP's) level has opened the door for rural cities in the region to bid into the European Regional Development Fund's Sustainable Urban Development Fund. Hitherto only available to the bigger conurbations such as Birmingham, Coventry, Stoke and the Black Country up to £16 million will be freed up for capital projects in Hereford city, Worcester, Shrewsbury and Telford. Bids to support Hereford city redundant buildings grant scheme and greening businesses grant scheme will be submitted following the call for proposals to be published in March. Our targeted lobbying has also resulted in the Rural Development Programme England ring fencing a proportion of the fund specifically for Broadband.
7. Project development officers within the regeneration team have, through their advice and support to community groups and public sector partners, enabled in excess of £2m external funding to be secured for Herefordshire in the last year, supporting 24 projects ranging in scale from drama workshops for young people to helping to plan major capital projects such as the Master's House in Ledbury. This is a real achievement in the current economic climate.
8. The council continues to buck the national trend to deliver new homes in the continuing difficult climate. As well as releasing council owned land to support delivery of affordable housing, work the council is also actively working with the owners of empty homes to bring them back into use for residential accommodation. As a result, 95 properties have been brought back into use through various means, 58 of which had been empty for more than six months.
9. Following the re-modeling of the delivered library service, which included withdrawal of the universal mobile library service, all 134 Parish Councils in the county were invited to consider whether they wished to engage in the formation of a community library, operating on a voluntary basis with support from the county library service. We had over 20 approaches and I'm delighted to say that we have just opened the sixth community facility; a real demonstration of the Big Society at work.
10. Thankfully, we don't appear to have had such a harsh winter this year, however we have launched a new online system for school closure notifications or school transport disruptions in the event of bad weather; there is also an option for parents to sign up for email alerts, demonstrating how we can use technology more effectively to make it easier for our residents to access services and information.

### **Local Development Framework**

11. A revised timetable for the Local Development Framework was approved by Council in November 2011, in order to allow for consultation upon a Revised Preferred Strategy. That

consultation has now been undertaken and has achieved a significant response. In order to ensure that these responses can be properly analysed, it is proposed that Cabinet consider the LDF in June this year, rather than May. There are no other changes to the agreed timetable, with consideration for Council continuing to be programmed for July 2012.

#### **Other Issues**

12. In addition, the Executive has considered the following issues:

- a) *Budget and Performance Monitoring Reports* – In December Cabinet considered reports on 2011/12 performance, and revenue and capital outturn. Actions being taken to address areas of underperformance were noted.
- b) *Food & Drink* – I have approved a sustainable food and drink strategy for Herefordshire, providing a response to the challenges and opportunities which lie behind the production of food and drink in the county, both now and into the future.
- c) *Herefordshire COMPACT* – The Cabinet Member Economy & Culture has approved the compact which is an agreement through which the public and voluntary sectors agree to work well together to meet the needs of local citizens.
- d) *Waste Contract* – Cabinet has received an update on progress regarding a variation to the existing contract and agreed, alongside Worcestershire County Council's Cabinet, the parameters to guide further negotiation.
- e) *Youth Service* – Cabinet has considered options for the future provision of youth services in the county and is currently consulting on a proposed way forward.
- f) *Cultural Services* – Cabinet has considered options for the future management of cultural services and delegated authority to the Director for Places & Communities, in consultation with the Cabinet Member to agree the final arrangement; Overview & Scrutiny Committee have been asked to give their views on the options.



<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>PRAYERS AT COUNCIL MEETINGS</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR LAW GOVERNANCE AND RESILIENCE</b>

**CLASSIFICATION:** Open

## **Wards Affected**

County-wide

## **Purpose**

To continue the practice of opening a Council meeting with prayers but with specific regard to Section 1 of the Localism Act 2011

## **Recommendation**

**THAT the Council resolve pursuant to Section 1 of the Localism Act 2011 to continue the practice of prayers before the main body of its agendas**

## **Key Points Summary**

- Recent case law has cast doubt on the established practice of opening a council meeting with prayers. The Secretary of State has brought forward the commencement of the general power of competence contained in the Localism Act 2011 to rectify the problem.

## **Alternative Options**

- The Council could decide to abandon the practice of opening meetings with prayers or to hold prayers informally prior to the time stated in the summons

## **Reasons for Recommendations**

- The Council has a long tradition of Christian prayer before the formal business of its meetings and would wish to perpetuate this practice

## **Introduction and Background**

- Members will be aware of the recent High Court decision involving Bideford Town Council. It was held that section 111 of the Local Government Act 1972 (the old enabling provision) did not permit councils to include prayers in their agendas. It did not however infringe human rights or equalities legislation.

- 4 The Secretary of State has brought forward the commencement of the general power of competence provisions of the Localism Act 2011 to address this problem.
- 5 Council has to invoke the new provisions to re-establish the inclusion of prayers in the agenda for council meetings.
- 6 Some commentators have doubted whether use of the general power of competence will adequately address the problem, as the Secretary of State intends. However, the Government's advice is currently the best available. It may be necessary to review the Council's position if there is continuing litigation on the point.

## **Key Considerations**

- 7 The holding of a Christian act of worship within the Council Meetings is a statement to the general public about the Council's values

## **Community Impact**

- 8 The Council considers it important to perpetuate its community focus as a Christian organisation

## **Equality and Human Rights**

- 9 This proposal does not contravene any limitations in the Equality Act 2010

## **Financial Implications**

- 10 None

## **Legal Implications**

- 11 The Secretary of State maintains that this recommendation is within the general power of competence contained in the Localism Act 2011

## **Risk Management**

- 12 If the inclusion of prayers before the main part of the Council agenda were held to be unlawful then the Council might be subject to judicial review

## **Consultees**

- 13 None. This perpetuates an established practice.

## **Appendices**

- 14 None

## **Background Papers**

- 15 None identified

<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>COUNCIL TAX RESOLUTION</b>
<b>REPORT BY:</b>	<b>CHIEF OFFICER (FINANCE AND COMMERCIAL)</b>

**CLASSIFICATION:** Open

## **Wards Affected**

County-wide

## **Purpose**

To calculate the council's Council Tax Requirement and set the Council Tax amounts for each category of dwelling in Herefordshire for 2012/13.

## **Recommendation**

**THAT:**

- (a) It be noted that the council calculated the tax base 2012/13;
  - 1) for the whole council area as 71,981.60
  - 2) for dwellings in those parts of the area to which a parish precept relates as in the attached Annex 1(i);
- (b) in respect of council tax for 2012/13 that the following amounts be approved by the Council for the year 2012/13 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011) :
  - (i) £359,718,266                      being the estimated aggregate expenditure of the Council in accordance with Section 31A (2) of the Act, including all precepts issued to it by Parish Councils;
  - (ii) £270,277,078                      being the estimated aggregate income of the Council for the items set out in Section 31A (3) of the Act (including Formula Grant);
  - (iii) £89,441,188                      being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax

- |                       |  |
|-----------------------|--|
|                       | <b>Requirement for the year (including Parish precepts);</b>   |
| <b>(iv) £1,242.56</b> | <b>being the amount at b(iii) above divided by the amount of the Council Tax base calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts);</b>   |
| <b>(v) £2,696,917</b> | <b>being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act;</b>  |
| <b>(vi) £1,205.09</b> | <b>being the amount at (iv) above less the result given by dividing the amount at (v) above by the amount of the Council Tax base calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates;</b> |
- (c) That the precepting authority details incorporated in Annex 1 (i-v), relating to Special Items, West Mercia Police and Hereford and Worcester Combined Fire Authority be approved in accordance with Sections 30(2), 34(3), 36(1) and Section 40 of the Local Government Finance Act 1992 (as amended).**
- (d) That the council tax requirement for the council's own purposes for 2012/13 (excluding parishes) be approved as £86,744,271;**
- and**
- (e) In respect of the Council's 2012/13 Budget a council tax of £1,205.09 be levied (at Band D).**

## Key Points Summary

- A resolution has to be passed each year by billing authorities in order to be able to collect its council tax. The Local Government Finance Act 1992 (as amended by the Localism Act 2011) sets out the specific amounts to be calculated and approved.
- Herefordshire Council's proposed Band D council tax for 2012/13 is £1,205.09, which remains at the same level as 2010/11 and 2011/12.
- The Parish Precepts for 2012/13 total £2,696,917 amounting to an average Band D Council Tax Charge of £37.47 (an average increase of 4.7% over 2011/12).
- The precepts for the West Mercia Police Authority and Hereford & Worcester Fire and Rescue Authority are shown in Annexes 1 (iii) and (iv). They remain at the same level as 2010/11 and 2011/12.

## Alternative Options

- 1 There are no alternative options



## Reasons for Recommendations

- 2 Local government legislation requires the Council to set a council tax each financial year. It also requires that certain categories of income and expenditure and other financial information are provided in accordance with Local Government Finance Act 1992 (as amended by the Localism Act 2011).

## Introduction and Background

- 3 A resolution has to be passed each year by billing authorities in order to be able to collect its council tax. The report enables the Council to meet its legislative duty, determines the Council Tax Requirement for the authority and sets the Council Tax for each category of dwelling in Herefordshire.
- 4 The level of council tax reflects the 2012/13 budget approved at the Council meeting on 3 February 2012.

## Key Considerations

### Legal requirements

- 5 The Council must set a council tax each year based on a balanced budget. In addition Sections 25 to 29 of Part 2 of the Local Government Act 2003 (as amended) impose duties on local authorities designed to ensure they make prudent allowance for risk and uncertainties in their budgets and that they regularly monitor their finances during the course of the year.
- 6 Section 25 of the Act deals with budget calculations and requires the statutory chief finance officer to report on the robustness of estimates and reserves. This duty was introduced because the Council decides on the Council Tax before the financial year begins and Council Tax cannot be increased during a financial year. It therefore needs to consider the risks and uncertainties that might force them to spend more than planned. The Council has a statutory duty to take the chief finance officer's Section 25 report (contained on page 43 of the MTFS) into account when it sets the Council Tax.
- 7 Whilst local authorities have discretion to make their own judgments on a prudent level of budget and reserves, Section 26 of the Act contains reserve powers for the government to set a minimum level of reserves. This means that the government has the right to intervene if it thinks a local authority is acting irresponsibly.
- 8 Section 27 of the Act requires the statutory chief finance officer to report to Council if reserves have dipped below the minimum agreed level when the next budget is set. That report must include suggestions on how to avoid it happening again. In 2011/12 the Council did not drop below the minimum level of balance set at £4.5m for the general reserve.
- 9 Sections 28 and 29 of the Act deal with budget monitoring issues and make budget monitoring a statutory duty. If monitoring establishes that the budget position has deteriorated, authorities are required to take appropriate action. This might include reducing spending in the rest of the year, increasing income or funding the shortfall from reserves.

### Council tax calculations

- 10 The calculation of Council Tax involves several stages and the Local Government Finance Act 1992 requires figures to be calculated including and excluding parish precepts. The following table demonstrates this requirement is met;

	<b>Herefordshire Council £</b>	<b>Parish Precepts £</b>	<b>Herefordshire incl.parishes (average) £</b>
Estimated Gross Expenditure	357,021,349	2,696,917	359,718,266
<b>LESS</b> Estimated Income	213,661,949	Not applicable	213,661,949
<b>Net Budget requirement</b>	<b>143,359,400</b>	<b>2,696,917</b>	<b>146,056,317</b>
<b>LESS</b> Formula Grant	56,615,129	Not applicable	56,615,129
<b>Council Tax requirement</b>	<b>86,744,271</b>	<b>2,696,917</b>	<b>89,441,188</b>
Divided by council tax base (Band D equivalent)	71,981.6	71,981.6	71,981.6
<b>Council tax at Band D</b>	<b>£1,205.09</b>	<b>£37.47</b>	<b>£1,242.56</b>

### Council Tax amounts

- 11 Annex 1 (i-v) to this report contains the individual Council Tax amounts for each category of dwelling as required by the Local Government Finance Act 1992 and associated regulations.
- 12 Herefordshire Council's Band D council tax for 2012/13 is £1,205.09, which remains at the same level as 2010/11 and 2011/12.
- 13 The Parish Precepts for 2012/13 total £2,696,917 amounting to an average Band D Council Tax Charge of £37.47 (an increase of 4.7% over 2011/12). Annex 1 (i) details the Parish Precept requirement and the Band D Council Tax Charge for each Parish.
- 14 As part of the process we are required to include precepts from other bodies that will be included on Council Tax bills.
- 15 Details of the West Mercia Police Authority Precept are contained in Annex 1 (iii) These remain at the same levels as 2010/11 and 2011/12 (£178.72 at band D).
- 16 Details of the Hereford & Worcester Fire and Rescue Authority Precept are contained in Annex 1 (iv). These remain at the same level as 2010/11 and 2011/12 (£73.64 at band D).

### Community Impact

- 17 No community impact has been identified.

### Equality and Human Rights

- 18 There are no equality and human right issues arising from the recommendations in the report

### Financial Implications

- 19 These are set out in the report.

## **Legal Implications**

- 20 Local government legislation requires an authority's chief finance officer to make a report to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so members will have authoritative advice available to them when they make their decisions.
- 21 The recommendations in this report satisfy the requirements of the Local Government Finance Act 1992 (as amended by the Localism Act 2011).

## **Risk Management**

- 22 Local authorities must decide every year how much they are going to raise from council tax. They base their decision on a budget that sets out estimates of what they plan to spend on services. Because they decide on the council tax before the year begins and can't increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:
- making prudent allowance in the estimates for services; and
  - ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.

## **Consultees**

- 23 The draft Medium Term Financial Strategy was approved by Cabinet on 19 January 2012 and Council on 3 February 2012

## **Appendices**

### **Annex 1**

- (i) - Herefordshire Council requirement by parish, including Band D equivalent.
- (ii) - Council Tax for each valuation band, by parish, without the Police & Fire precepts.
- (iii) – Police Authority precept requirement for each valuation band.
- (iv)– Fire Authority precept requirement for each valuation band.
- (v) – Council Tax for each valuation band by parish, including the Police & Fire precepts.

## **Background Papers**

- Medium term financial strategy 2012-2015



**Annex**

- i** Herefordshire Council requirement by Parish, including Band D equivalent
- ii** Council Tax for each valuation band, by Parish, without the Police & Fire precepts
- iii** Police Authority precept requirement for each valuation band
- iv** Fire Authority precept requirement for each valuation band
- v** Council Tax for each valuation band, by Parish, including the Police & Fire precepts



<b>Herefordshire Council requirement by Parish, including Band D equivalent</b>				
<b>Parish</b>	<b>Parish Precept</b>	<b>Tax Base</b>	<b>Parish Precept Basic Tax Rate (Band D)</b>	<b>Band D Charge (Parish and Herefordshire Council's Basic Rate - £1,205.09)</b>
	<b>£</b>		<b>£</b>	<b>£</b>
Abbeydore & Bacton Group Parish Council	4,750	161.72	29.37	1,234.46
Aconbury Parish Meeting	100	37.00	2.70	1,207.79
Acton Beauchamp Group Parish Council	2,800	178.08	15.72	1,220.81
Allensmore Parish Council	1,500	255.60	5.87	1,210.96
Almeley Parish Council	7,250	262.78	27.59	1,232.68
Ashperton Parish Council	3,150	120.28	26.19	1,231.28
Aston Ingham Parish Council	2,200	212.66	10.35	1,215.44
Avenbury Parish Council	3,500	111.96	31.26	1,236.35
Aymestrey Parish Council	2,739	165.25	16.57	1,221.66
Ballingham, Bolstone & Hentland Group	4,000	286.90	13.94	1,219.03
Bartestree & Lugwardine Group Parish Council	23,000	843.07	27.28	1,232.37
Belmont Rural Parish Council	45,000	1,451.44	31.00	1,236.09
Birley with Upper Hill Parish Council	2,000	138.78	14.41	1,219.50
Bishop's Frome Parish Council	20,000	334.67	59.76	1,264.85
Bishopstone Group Parish Council	4,174	206.87	20.18	1,225.27
Bodenham Parish Council	9,780	468.95	20.86	1,225.95
Border Group Parish Council	7,500	313.88	23.89	1,228.98
Bosbury and Coddington Parish Council	10,000	391.99	25.51	1,230.60
Brampton Abbots & Foy Group Parish Council	2,000	219.79	9.10	1,214.19
Bredenbury & District Group Parish Council	4,250	169.02	25.14	1,230.23
Breinton Parish Council	7,020	400.21	17.54	1,222.63
Bridstow Parish Council	5,225	416.32	12.55	1,217.64
Brilley Parish Council	4,000	123.72	32.33	1,237.42
Brimfield and Little Hereford Group Parish Council	9,500	522.06	18.20	1,223.29
Brockhampton Parish Council	3,600	91.42	39.38	1,244.47
Brockhampton Group Parish Council	8,885	338.28	26.27	1,231.36
Bromyard & Winslow Town Council	168,000	1,573.18	106.79	1,311.88
Burghill Parish Council	10,200	713.52	14.30	1,219.39
Callow & Haywood Group Parish Council	5,500	210.00	26.19	1,231.28
Cleghonger Parish Council	11,000	527.53	20.85	1,225.94
Clifford Parish Council	4,000	260.87	15.33	1,220.42
Colwall Parish Council	56,873	1,181.81	48.12	1,253.21
Malvern Hills Conservators (Colwall Parish Council)	33,040	"	27.96	27.96
Cradley Parish Council	24,000	801.51	29.94	1,235.03
Credenhill Parish Council	16,800	687.42	24.44	1,229.53
Cusop Parish Council	6,500	182.24	35.67	1,240.76
Dilwyn Parish Council	11,545	309.58	37.29	1,242.38
Dinedor Parish Council	5,600	133.27	42.02	1,247.11
Dinmore Parish Meeting	-	8.76	-	1,205.09
Dormington & Mordiford Group Parish Council	10,945	320.26	34.18	1,239.27
Dorstone Parish Council	2,300	175.99	13.07	1,218.16
Eardisland Parish Council	15,750	227.07	69.36	1,274.45
Eardisley Group Parish Council	7,700	509.09	15.13	1,220.22
Eastnor & Donnington Parish Council	3,500	143.85	24.33	1,229.42
Eaton Bishop Parish Council	5,000	190.57	26.24	1,231.33
Ewyas Harold Group Parish Council	16,651	460.23	36.18	1,241.27
Fownhope Parish Council	16,000	442.18	36.18	1,241.27
Foxley Group Parish Council	1,750	178.16	9.82	1,214.91
Garway Parish Council	4,724	173.46	27.23	1,232.32
Goodrich & Welsh Bicknor Group Parish Council	5,600	266.50	21.01	1,226.10
Hampton Bishop Parish Council	10,000	202.17	49.46	1,254.55
Hampton Charles Parish Meeting	-	20.80	-	1,205.09
Hatfield and District Group Parish Council	2,500	216.79	11.53	1,216.62

**Herefordshire Council requirement by Parish, including Band D equivalent**

Parish	Parish Precept	Tax Base	Parish Precept Basic Tax Rate (Band D)	Band D Charge (Parish and Herefordshire Council's Basic Rate - £1,205.09)
	£		£	£
Hereford City Council	734,960	17,755.10	41.39	1,246.48
Holme Lacy Parish Council	11,400	199.08	57.26	1,262.35
Holmer & Shelwick Parish Council	6,575	607.46	10.82	1,215.91
Hope Mansell Parish Council	1,000	136.19	7.34	1,212.43
Hope under Dinmore Group Parish Council	3,300	167.44	19.71	1,224.80
How Caple, Sollershope & Yatton Group Parish Council	5,000	157.76	31.69	1,236.78
Humber, Stoke Prior & Ford Group Parish Council	3,500	294.84	11.87	1,216.96
Huntington Parish Council	650	50.49	12.87	1,217.96
Kentchurch Parish Council	5,400	117.95	45.78	1,250.87
Kilpeck Group Parish Council	7,750	207.94	37.27	1,242.36
Kimbolton Parish Council	5,000	212.06	23.58	1,228.67
Kings Caple Parish Council	6,688	149.14	44.84	1,249.93
Kingsland Parish Council	10,000	480.65	20.81	1,225.90
Kingstone & Thruxton Group Parish Council	8,000	445.94	17.94	1,223.03
Kington Rural and Lower Harpton Group Parish Council	2,200	249.17	8.83	1,213.92
Kington Town Council	60,900	1,044.18	58.32	1,263.41
Kinnersley and District Group Parish Council	3,000	253.67	11.83	1,216.92
Lea Parish Council	9,600	273.56	35.09	1,240.18
Ledbury Town Council	266,596	3,702.35	72.01	1,277.10
Leintwardine Group Parish Council	15,000	455.55	32.93	1,238.02
Leominster Town Council	229,011	4,165.37	54.98	1,260.07
Linton Parish Council	6,000	467.44	12.84	1,217.93
Little Birch Parish Council	2,700	98.19	27.50	1,232.59
Little Dewchurch Parish Council	7,500	180.22	41.62	1,246.71
Llangarron Parish Council	5,000	476.04	10.50	1,215.59
Llanwarne & District Group Parish Council	1,400	275.35	5.08	1,210.17
Longtown Group Parish Council	5,530	419.16	13.19	1,218.28
Lower Bullingham Parish Council	10,639	656.15	16.21	1,221.30
Luston Group Parish Council	9,000	379.32	23.73	1,228.82
Lyonshall Parish Council	5,000	290.12	17.23	1,222.32
Madley Parish Council	9,000	442.53	20.34	1,225.43
Marden Parish Council	17,500	550.52	31.79	1,236.88
Marstow Parish Council	5,000	171.90	29.09	1,234.18
Mathon Parish Council	6,392	155.62	41.07	1,246.16
Malvern Hills Conservators (Mathon)	4,400	"	28.27	28.27
Middleton-on-the-Hill and Leysters Group Parish Council	3,500	174.45	20.06	1,225.15
Monkland and Stretford Parish Council	2,900	86.33	33.59	1,238.68
Moreton on Lugg Parish Council	11,000	303.25	36.27	1,241.36
Much Birch Parish Council	6,000	409.24	14.66	1,219.75
Much Cowarne Group Parish Council	3,600	214.45	16.79	1,221.88
Much Dewchurch Parish Council	3,500	271.96	12.87	1,217.96
Much Marcle Parish Council	4,685	304.80	15.37	1,220.46
North Bromyard Group Parish Council	4,000	323.93	12.35	1,217.44
Ocle Pychard Parish Council	2,850	270.30	10.54	1,215.63
Orcop Parish Council	5,000	176.65	28.30	1,233.39
Orleton Parish Council	14,300	364.85	39.19	1,244.28
Pembridge Parish Council	18,000	469.81	38.31	1,243.40
Pencombe Group Parish Council	6,500	200.80	32.37	1,237.46
Peterchurch Parish Council	13,560	423.58	32.01	1,237.10
Peterstow Parish Council	3,500	192.26	18.20	1,223.29
Pipe and Lyde Parish Council	2,330	146.04	15.95	1,221.04



<b>Herefordshire Council requirement by Parish, including Band D equivalent</b>				
<b>Parish</b>	<b>Parish Precept</b>	<b>Tax Base</b>	<b>Parish Precept Basic Tax Rate (Band D)</b>	<b>Band D Charge (Parish and Herefordshire Council's Basic Rate - £1,205.09)</b>
	<b>£</b>		<b>£</b>	<b>£</b>
Pixley & District Parish Council	5,000	235.84	21.20	1,226.29
Putley Parish Council	4,500	114.74	39.22	1,244.31
Pyons Group Parish Council	5,895	358.33	16.45	1,221.54
Richard's Castle (Herefordshire) Parish Council	3,000	128.51	23.34	1,228.43
Ross-on-Wye Town Council	200,000	3,647.73	54.83	1,259.92
Ross Rural Parish Council	3,000	451.97	6.64	1,211.73
Sellack Parish Council	1,750	118.29	14.79	1,219.88
Shobdon Parish Council	9,950	354.32	28.08	1,233.17
St. Weonards Parish Council	3,300	154.81	21.32	1,226.41
Stapleton Group Parish Council	5,000	150.24	33.28	1,238.37
Staunton-on-Wye and District Group Parish Council	2,500	212.85	11.75	1,216.84
Stoke Edith Parish Meeting (Chairman)	-	45.08	-	1,205.09
Stoke Lacy Parish Council	5,000	163.88	30.51	1,235.60
Stretton Grandison Group Parish Council	2,000	223.93	8.93	1,214.02
Stretton Sugwas Parish Council	3,500	165.36	21.17	1,226.26
Sutton Parish Council	18,500	394.99	46.84	1,251.93
Tarrington Parish Council	10,000	238.11	42.00	1,247.09
Thornbury Group Parish Council	3,300	186.97	17.65	1,222.74
Titley and District Group Parish Council	3,921	227.99	17.20	1,222.29
Upton Bishop Parish Council	8,364	270.39	30.93	1,236.02
Vowchurch & District Group Parish Council	6,200	323.88	19.14	1,224.23
Walford Parish Council	16,000	665.32	24.05	1,229.14
Wellington Parish Council	21,500	423.43	50.78	1,255.87
Wellington Heath Parish Council	7,400	231.97	31.90	1,236.99
Welsh Newton & Llanrothal Group Parish Council	6,530	143.17	45.61	1,250.70
Weobley Parish Council	10,555	506.10	20.86	1,225.95
Weston Beggard Parish Council	1,000	85.09	11.75	1,216.84
Weston-under-Penyard Parish Council	6,300	488.75	12.89	1,217.98
Whitbourne Parish Council	9,000	339.35	26.52	1,231.61
Whitchurch & Ganarew Group Parish Council	9,000	519.27	17.33	1,222.42
Wigmore Group Parish Council	17,000	375.15	45.32	1,250.41
Withington Group Parish Council	15,000	648.69	23.12	1,228.21
Woolhope Parish Council	5,150	221.67	23.23	1,228.32
Wyeside Group Parish Council	4,200	324.13	12.96	1,218.05
Yarkhill Parish Council	4,000	138.84	28.81	1,233.90
Yarpole Group Parish Council	10,385	341.80	30.38	1,235.47
	<b>2,696,917</b>	<b>71,981.60</b>	<b>37.47</b>	
The above table shows the parish precepts, including the charge for Band D properties, and the total Band D charge for parish precepts plus Herefordshire Council's Band D council tax (£1,205.09)				



<b>Council Tax for each valuation band, by Parish, without the Police &amp; Fire precepts</b>								
<b>PARISH</b>	<b>VALUATION BANDS</b>							
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>6/9</b>	<b>7/9</b>	<b>8/9</b>	<b>9/9</b>	<b>11/9</b>	<b>13/9</b>	<b>15/9</b>	<b>18/9</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Abbeydore & Bacton Group Parish Council	822.97	960.13	1,097.30	1,234.46	1,508.79	1,783.11	2,057.43	2,468.92
Aconbury Parish Meeting	805.19	939.39	1,073.59	1,207.79	1,476.19	1,744.59	2,012.98	2,415.58
Acton Beauchamp Group Parish Council	813.87	949.52	1,085.16	1,220.81	1,492.10	1,763.40	2,034.68	2,441.62
Allensmore Parish Council	807.30	941.86	1,076.41	1,210.96	1,480.06	1,749.17	2,018.26	2,421.92
Almeley Parish Council	821.78	958.75	1,095.71	1,232.68	1,506.61	1,780.54	2,054.46	2,465.36
Ashperton Parish Council	820.85	957.66	1,094.47	1,231.28	1,504.90	1,778.52	2,052.13	2,462.56
Aston Ingham Parish Council	810.29	945.34	1,080.39	1,215.44	1,485.54	1,755.64	2,025.73	2,430.88
Avenbury Parish Council	824.23	961.60	1,098.98	1,236.35	1,511.10	1,785.84	2,060.58	2,472.70
Aymestrey Parish Council	814.44	950.18	1,085.92	1,221.66	1,493.14	1,764.62	2,036.10	2,443.32
Ballingham, Bolstone & Hentland Group	812.68	948.13	1,083.58	1,219.03	1,489.93	1,760.83	2,031.71	2,438.06
Bartestree & Lugwardine Group Parish Council	821.58	958.51	1,095.44	1,232.37	1,506.23	1,780.09	2,053.95	2,464.74
Belmont Rural Parish Council	824.06	961.40	1,098.75	1,236.09	1,510.78	1,785.47	2,060.15	2,472.18
Birley with Upper Hill Parish Council	813.00	948.50	1,084.00	1,219.50	1,490.50	1,761.50	2,032.50	2,439.00
Bishop's Frome Parish Council	843.23	983.77	1,124.31	1,264.85	1,545.93	1,827.01	2,108.08	2,529.70
Bishopstone & District Group Parish Council	816.84	952.99	1,089.13	1,225.27	1,497.55	1,769.84	2,042.11	2,450.54
Bodenham Parish Council	817.30	953.51	1,089.73	1,225.95	1,498.39	1,770.82	2,043.25	2,451.90
Border Group Parish Council	819.32	955.87	1,092.43	1,228.98	1,502.09	1,775.20	2,048.30	2,457.96
Bosbury and Coddington Parish Council	820.40	957.13	1,093.87	1,230.60	1,504.07	1,777.54	2,051.00	2,461.20
Brampton Abbots & Foy Group Parish Council	809.46	944.37	1,079.28	1,214.19	1,484.01	1,753.83	2,023.65	2,428.38
Bredenbury & District Group Parish Council	820.15	956.84	1,093.54	1,230.23	1,503.62	1,777.00	2,050.38	2,460.46
Breinton Parish Council	815.08	950.93	1,086.78	1,222.63	1,494.33	1,766.03	2,037.71	2,445.26
Bridstow Parish Council	811.76	947.05	1,082.35	1,217.64	1,488.23	1,758.82	2,029.40	2,435.28
Brilley Parish Council	824.94	962.44	1,099.93	1,237.42	1,512.40	1,787.39	2,062.36	2,474.84
Brimfield and Little Hereford Group Parish Council	815.52	951.45	1,087.37	1,223.29	1,495.13	1,766.98	2,038.81	2,446.58
Brockhampton Parish Council	829.64	967.92	1,106.19	1,244.47	1,521.02	1,797.57	2,074.11	2,488.94
Brockhampton Group Parish Council	820.90	957.72	1,094.54	1,231.36	1,505.00	1,778.64	2,052.26	2,462.72
Bromyard & Winslow Town Council	874.58	1,020.35	1,166.11	1,311.88	1,603.41	1,894.94	2,186.46	2,623.76
Burghill Parish Council	812.92	948.41	1,083.90	1,219.39	1,490.37	1,761.35	2,032.31	2,438.78
Callow & Haywood Group Parish Council	820.85	957.66	1,094.47	1,231.28	1,504.90	1,778.52	2,052.13	2,462.56
Cleghonger Parish Council	817.29	953.51	1,089.72	1,225.94	1,498.37	1,770.81	2,043.23	2,451.88
Clifford Parish Council	813.61	949.21	1,084.82	1,220.42	1,491.63	1,762.83	2,034.03	2,440.84
Colwall Parish Council (inc Malvern Hills Conservators)	854.11	996.47	1,138.81	1,281.17	1,565.87	1,850.59	2,135.28	2,562.34
Cradley Parish Council	823.35	960.58	1,097.80	1,235.03	1,509.48	1,783.94	2,058.38	2,470.06
Credenhill Parish Council	819.68	956.30	1,092.91	1,229.53	1,502.76	1,775.99	2,049.21	2,459.06
Cusop Parish Council	827.17	965.03	1,102.90	1,240.76	1,516.49	1,792.21	2,067.93	2,481.52
Dilwyn Parish Council	828.25	966.29	1,104.34	1,242.38	1,518.47	1,794.55	2,070.63	2,484.76
Dinedor Parish Council	831.40	969.97	1,108.54	1,247.11	1,524.25	1,801.39	2,078.51	2,494.22
Dinmore Parish Meeting	803.39	937.29	1,071.19	1,205.09	1,472.89	1,740.69	2,008.48	2,410.18
Dormington & Mordiford Group Parish Council	826.18	963.87	1,101.57	1,239.27	1,514.67	1,790.06	2,065.45	2,478.54
Dorstone Parish Council	812.10	947.46	1,082.81	1,218.16	1,488.86	1,759.57	2,030.26	2,436.32
Eardisland Parish Council	849.63	991.24	1,132.84	1,274.45	1,557.66	1,840.88	2,124.08	2,548.90
Eardisley Group Parish Council	813.48	949.06	1,084.64	1,220.22	1,491.38	1,762.54	2,033.70	2,440.44
Eastnor & Donnington Parish Council	819.61	956.21	1,092.82	1,229.42	1,502.63	1,775.83	2,049.03	2,458.84
Eaton Bishop Parish Council	820.88	957.70	1,094.51	1,231.33	1,504.96	1,778.59	2,052.21	2,462.66
Ewyas Harold Group Parish Council	827.51	965.43	1,103.35	1,241.27	1,517.11	1,792.95	2,068.78	2,482.54
Fownhope Parish Council	827.51	965.43	1,103.35	1,241.27	1,517.11	1,792.95	2,068.78	2,482.54
Foxley Group Parish Council	809.94	944.93	1,079.92	1,214.91	1,484.89	1,754.87	2,024.85	2,429.82
Garway Parish Council	821.54	958.47	1,095.39	1,232.32	1,506.17	1,780.02	2,053.86	2,464.64
Goodrich & Welsh Bicknor Group Parish Council	817.40	953.63	1,089.87	1,226.10	1,498.57	1,771.04	2,043.50	2,452.20
Hampton Bishop Parish Council	836.36	975.76	1,115.15	1,254.55	1,533.34	1,812.13	2,090.91	2,509.10
Hampton Charles Parish Meeting	803.39	937.29	1,071.19	1,205.09	1,472.89	1,740.69	2,008.48	2,410.18
Hatfield and District Group Parish Council	811.08	946.26	1,081.44	1,216.62	1,486.98	1,757.34	2,027.70	2,433.24
Hereford City Council	830.98	969.48	1,107.98	1,246.48	1,523.48	1,800.48	2,077.46	2,492.96
Holme Lacy Parish Council	841.56	981.83	1,122.09	1,262.35	1,542.87	1,823.40	2,103.91	2,524.70
Holmer & Shelwick Parish Council	810.60	945.71	1,080.81	1,215.91	1,486.11	1,756.32	2,026.51	2,431.82
Hope Mansell Parish Council	808.28	943.00	1,077.71	1,212.43	1,481.86	1,751.29	2,020.71	2,424.86
Hope under Dinmore Group Parish Council	816.53	952.62	1,088.71	1,224.80	1,496.98	1,769.16	2,041.33	2,449.60
How Caple, Sollershope & Yatton Group Parish Council	824.52	961.94	1,099.36	1,236.78	1,511.62	1,786.46	2,061.30	2,473.56
Humber, Stoke Prior & Ford Group Parish Council	811.30	946.52	1,081.74	1,216.96	1,487.40	1,757.84	2,028.26	2,433.92
Huntington Parish Council	811.97	947.30	1,082.63	1,217.96	1,488.62	1,759.28	2,029.93	2,435.92
Kentchurch Parish Council	833.91	972.90	1,111.88	1,250.87	1,528.84	1,806.82	2,084.78	2,501.74

<b>Council Tax for each valuation band, by Parish, without the Police &amp; Fire precepts</b>								
<b>PARISH</b>	<b>VALUATION BANDS</b>							
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	<b>6/9</b>	<b>7/9</b>	<b>8/9</b>	<b>9/9</b>	<b>11/9</b>	<b>13/9</b>	<b>15/9</b>	<b>18/9</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Kilpeck Group Parish Council	828.24	966.28	1,104.32	1,242.36	1,518.44	1,794.52	2,070.60	2,484.72
Kimbolton Parish Council	819.11	955.63	1,092.15	1,228.67	1,501.71	1,774.75	2,047.78	2,457.34
Kings Caple Parish Council	833.28	972.17	1,111.05	1,249.93	1,527.69	1,805.46	2,083.21	2,499.86
Kingsland Parish Council	817.26	953.48	1,089.69	1,225.90	1,498.32	1,770.75	2,043.16	2,451.80
Kingstone & Thruxton Group Parish Council	815.35	951.24	1,087.14	1,223.03	1,494.82	1,766.60	2,038.38	2,446.06
Kington Rural and Lower Harpton Group Parish Council	809.28	944.16	1,079.04	1,213.92	1,483.68	1,753.44	2,023.20	2,427.84
Kington Town Council	842.27	982.65	1,123.03	1,263.41	1,544.17	1,824.93	2,105.68	2,526.82
Kinnersley and District Group Parish Council	811.28	946.49	1,081.71	1,216.92	1,487.35	1,757.78	2,028.20	2,433.84
Lea Parish Council	826.78	964.58	1,102.38	1,240.18	1,515.78	1,791.38	2,066.96	2,480.36
Ledbury Town Council	851.40	993.30	1,135.20	1,277.10	1,560.90	1,844.70	2,128.50	2,554.20
Leintwardine Group Parish Council	825.34	962.90	1,100.46	1,238.02	1,513.14	1,788.26	2,063.36	2,476.04
Leominster Town Council	840.04	980.05	1,120.06	1,260.07	1,540.09	1,820.11	2,100.11	2,520.14
Linton Parish Council	811.95	947.28	1,082.60	1,217.93	1,488.58	1,759.24	2,029.88	2,435.86
Little Birch Parish Council	821.72	958.68	1,095.63	1,232.59	1,506.50	1,780.41	2,054.31	2,465.18
Little Dewchurch Parish Council	831.14	969.66	1,108.19	1,246.71	1,523.76	1,800.81	2,077.85	2,493.42
Llangarron Parish Council	810.39	945.46	1,080.52	1,215.59	1,485.72	1,755.86	2,025.98	2,431.18
Llanwarne & District Group Parish Council	806.78	941.24	1,075.71	1,210.17	1,479.10	1,748.03	2,016.95	2,420.34
Longtown Group Parish Council	812.18	947.55	1,082.91	1,218.28	1,489.01	1,759.74	2,030.46	2,436.56
Lower Bullingham Parish Council	814.20	949.90	1,085.60	1,221.30	1,492.70	1,764.10	2,035.50	2,442.60
Luston Group Parish Council	819.21	955.75	1,092.28	1,228.82	1,501.89	1,774.97	2,048.03	2,457.64
Lyonshall Parish Council	814.88	950.69	1,086.51	1,222.32	1,493.95	1,765.58	2,037.20	2,444.64
Madley Parish Council	816.95	953.11	1,089.27	1,225.43	1,497.75	1,770.07	2,042.38	2,450.86
Marden Parish Council	824.58	962.02	1,099.45	1,236.88	1,511.74	1,786.61	2,061.46	2,473.76
Marstow Parish Council	822.78	959.92	1,097.05	1,234.18	1,508.44	1,782.71	2,056.96	2,468.36
Mathon Parish Council (inc Malvern Hills Conservators)	849.62	991.22	1,132.83	1,274.43	1,557.64	1,840.84	2,124.05	2,548.86
Middleton-on-the-Hill and Leysters Group Parish Council	816.76	952.89	1,089.02	1,225.15	1,497.41	1,769.67	2,041.91	2,450.30
Monkland and Stretford Parish Council	825.78	963.42	1,101.05	1,238.68	1,513.94	1,789.21	2,064.46	2,477.36
Moreton on Lugg Parish Council	827.57	965.50	1,103.43	1,241.36	1,517.22	1,793.08	2,068.93	2,482.72
Much Birch Parish Council	813.16	948.69	1,084.22	1,219.75	1,490.81	1,761.87	2,032.91	2,439.50
Much Cowarne Group Parish Council	814.58	950.35	1,086.11	1,221.88	1,493.41	1,764.94	2,036.46	2,443.76
Much Dewchurch Parish Council	811.97	947.30	1,082.63	1,217.96	1,488.62	1,759.28	2,029.93	2,435.92
Much Marcle Parish Council	813.64	949.24	1,084.85	1,220.46	1,491.68	1,762.89	2,034.10	2,440.92
North Bromyard Group Parish Council	811.62	946.90	1,082.17	1,217.44	1,487.98	1,758.53	2,029.06	2,434.88
Ocle Pychard Parish Council	810.42	945.49	1,080.56	1,215.63	1,485.77	1,755.91	2,026.05	2,431.26
Orcop Parish Council	822.26	959.30	1,096.35	1,233.39	1,507.48	1,781.57	2,055.65	2,466.78
Oreton Parish Council	829.52	967.77	1,106.03	1,244.28	1,520.79	1,797.30	2,073.80	2,488.56
Pembridge Parish Council	828.93	967.09	1,105.24	1,243.40	1,519.71	1,796.03	2,072.33	2,486.80
Pencombe Group Parish Council	824.97	962.47	1,099.96	1,237.46	1,512.45	1,787.45	2,062.43	2,474.92
Peterchurch Parish Council	824.73	962.19	1,099.64	1,237.10	1,512.01	1,786.93	2,061.83	2,474.20
Peterstow Parish Council	815.52	951.45	1,087.37	1,223.29	1,495.13	1,766.98	2,038.81	2,446.58
Pipe and Lyde Parish Council	814.02	949.70	1,085.37	1,221.04	1,492.38	1,763.73	2,035.06	2,442.08
Pixley & District Parish Council	817.52	953.78	1,090.03	1,226.29	1,498.80	1,771.31	2,043.81	2,452.58
Putley Parish Council	829.54	967.79	1,106.05	1,244.31	1,520.83	1,797.34	2,073.85	2,488.62
Pyons Group Parish Council	814.36	950.08	1,085.81	1,221.54	1,493.00	1,764.45	2,035.90	2,443.08
Richard's Castle (Herefordshire) Parish Council	818.95	955.44	1,091.94	1,228.43	1,501.42	1,774.40	2,047.38	2,456.86
Ross-on-Wye Town Council	839.94	979.94	1,119.93	1,259.92	1,539.90	1,819.89	2,099.86	2,519.84
Ross Rural Parish Council	807.82	942.45	1,077.09	1,211.73	1,481.01	1,750.28	2,019.55	2,423.46
Sellack Parish Council	813.25	948.79	1,084.34	1,219.88	1,490.97	1,762.05	2,033.13	2,439.76
Shobdon Parish Council	822.11	959.13	1,096.15	1,233.17	1,507.21	1,781.25	2,055.28	2,466.34
St. Weonards Parish Council	817.60	953.87	1,090.14	1,226.41	1,498.95	1,771.49	2,044.01	2,452.82
Stapleton Group Parish Council	825.58	963.17	1,100.77	1,238.37	1,513.57	1,788.76	2,063.95	2,476.74
Staunton-on-Wye and District Group Parish Council	811.22	946.43	1,081.63	1,216.84	1,487.25	1,757.66	2,028.06	2,433.68
Stoke Edith Parish Meeting	803.39	937.29	1,071.19	1,205.09	1,472.89	1,740.69	2,008.48	2,410.18
Stoke Lacy Parish Council	823.73	961.02	1,098.31	1,235.60	1,510.18	1,784.76	2,059.33	2,471.20
Stretton Grandison Group Parish Council	809.34	944.24	1,079.13	1,214.02	1,483.80	1,753.59	2,023.36	2,428.04
Stretton Sugwas Parish Council	817.50	953.76	1,090.01	1,226.26	1,498.76	1,771.27	2,043.76	2,452.52
Sutton Parish Council	834.62	973.72	1,112.83	1,251.93	1,530.14	1,808.35	2,086.55	2,503.86
Tarrington Parish Council	831.39	969.96	1,108.52	1,247.09	1,524.22	1,801.36	2,078.48	2,494.18
Thornbury Group Parish Council	815.16	951.02	1,086.88	1,222.74	1,494.46	1,766.18	2,037.90	2,445.48
Titley and District Group Parish Council	814.86	950.67	1,086.48	1,222.29	1,493.91	1,765.53	2,037.15	2,444.58
Upton Bishop Parish Council	824.01	961.35	1,098.68	1,236.02	1,510.69	1,785.37	2,060.03	2,472.04

<b>Council Tax for each valuation band, by Parish, without the Police &amp; Fire precepts</b>								
PARISH	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Vowchurch & District Group Parish Council	816.15	952.18	1,088.20	1,224.23	1,496.28	1,768.34	2,040.38	2,448.46
Walford Parish Council	819.42	956.00	1,092.57	1,229.14	1,502.28	1,775.43	2,048.56	2,458.28
Wellington Parish Council	837.24	976.79	1,116.33	1,255.87	1,534.95	1,814.04	2,093.11	2,511.74
Wellington Heath Parish Council	824.66	962.10	1,099.55	1,236.99	1,511.88	1,786.77	2,061.65	2,473.98
Welsh Newton & Llanrothal Group Parish Council	833.80	972.76	1,111.73	1,250.70	1,528.64	1,806.57	2,084.50	2,501.40
Weobley Parish Council	817.30	953.51	1,089.73	1,225.95	1,498.39	1,770.82	2,043.25	2,451.90
Weston Beggard Parish Council	811.22	946.43	1,081.63	1,216.84	1,487.25	1,757.66	2,028.06	2,433.68
Weston-under-Penyard Parish Council	811.98	947.32	1,082.65	1,217.98	1,488.64	1,759.31	2,029.96	2,435.96
Whitbourne Parish Council	821.07	957.92	1,094.76	1,231.61	1,505.30	1,779.00	2,052.68	2,463.22
Whitchurch & Ganarew Group Parish Council	814.94	950.77	1,086.59	1,222.42	1,494.07	1,765.72	2,037.36	2,444.84
Wigmore Group Parish Council	833.60	972.54	1,111.47	1,250.41	1,528.28	1,806.15	2,084.01	2,500.82
Withington Group Parish Council	818.80	955.27	1,091.74	1,228.21	1,501.15	1,774.09	2,047.01	2,456.42
Woolhope Parish Council	818.88	955.36	1,091.84	1,228.32	1,501.28	1,774.24	2,047.20	2,456.64
Wyeside Group Parish Council	812.03	947.37	1,082.71	1,218.05	1,488.73	1,759.41	2,030.08	2,436.10
Yarkhill Parish Council	822.60	959.70	1,096.80	1,233.90	1,508.10	1,782.30	2,056.50	2,467.80
Yarpole Group Parish Council	823.64	960.92	1,098.19	1,235.47	1,510.02	1,784.57	2,059.11	2,470.94
The above table shows council tax for Herefordshire Council plus parish councils by property band								



**Police Authority precept requirement for each valuation band**

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
<b>West Mercia Police Authority</b>	119.15	139.00	158.86	178.72	218.44	258.15	297.87	357.44

On 14th February 2012 West Mercia Police Authority set a Budget for 2012/13 of £202,898,685 resulting in a Council Tax Requirement of £79,949,408, including a precept from Herefordshire Council of £12,864,552. The Band D Council Tax Charge for West Mercia Police Authority amounts to £178.72 (the same as for 2010/2011 and 2011/12).

For the year 2012/2013 West Mercia Police Authority have stated the above amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown above.





**Fire Authority precept requirement for each valuation band**

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
<b>Hereford &amp; Worcester Fire and Rescue Authority</b>	49.10	57.28	65.46	73.64	90.01	106.38	122.74	147.28

On 15th February 2012 Hereford & Worcester Fire and Rescue Authority set a Budget for 2012/13 of £33,821,000 resulting in a Council Tax Requirement of £20,867,245, including a precept from Herefordshire Council of £5,300,894.06. The Band D Council Tax Charge for Hereford & Worcester Fire and Rescue Authority amounts to £73.64 (the same as for 2010/2011 and 2011/2012).

For the year 2012/2013 Hereford & Worcester Fire and Rescue Authority have stated the above amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown above.



Council Tax for each valuation band, by Parish, including the Police & Fire precepts								
PARISH	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Abbeydore & Bacton Group Parish Council	991.22	1,156.41	1,321.62	1,486.82	1,817.24	2,147.64	2,478.04	2,973.64
Aconbury Parish Meeting	973.44	1,135.67	1,297.91	1,460.15	1,784.64	2,109.12	2,433.59	2,920.30
Acton Beauchamp Group Parish Council	982.12	1,145.80	1,309.48	1,473.17	1,800.55	2,127.93	2,455.29	2,946.34
Allensmore Parish Council	975.55	1,138.14	1,300.73	1,463.32	1,788.51	2,113.70	2,438.87	2,926.64
Almeley Parish Council	990.03	1,155.03	1,320.03	1,485.04	1,815.06	2,145.07	2,475.07	2,970.08
Ashperton Parish Council	989.10	1,153.94	1,318.79	1,483.64	1,813.35	2,143.05	2,472.74	2,967.28
Aston Ingham Parish Council	978.54	1,141.62	1,304.71	1,467.80	1,793.99	2,120.17	2,446.34	2,935.60
Avenbury Parish Council	992.48	1,157.88	1,323.30	1,488.71	1,819.55	2,150.37	2,481.19	2,977.42
Aymestrey Parish Council	982.69	1,146.46	1,310.24	1,474.02	1,801.59	2,129.15	2,456.71	2,948.04
Ballingham, Bolstone & Hentland Group	980.93	1,144.41	1,307.90	1,471.39	1,798.38	2,125.36	2,452.32	2,942.78
Bartestree & Lugwardine Group Parish Council	989.83	1,154.79	1,319.76	1,484.73	1,814.68	2,144.62	2,474.56	2,969.46
Belmont Rural Parish Council	992.31	1,157.68	1,323.07	1,488.45	1,819.23	2,150.00	2,480.76	2,976.90
Birley with Upper Hill Parish Council	981.25	1,144.78	1,308.32	1,471.86	1,798.95	2,126.03	2,453.11	2,943.72
Bishop's Frome Parish Council	1,011.48	1,180.05	1,348.63	1,517.21	1,854.38	2,191.54	2,528.69	3,034.42
Bishopstone Group Parish Council	985.09	1,149.27	1,313.45	1,477.63	1,806.00	2,134.37	2,462.72	2,955.26
Bodenham Parish Council	985.55	1,149.79	1,314.05	1,478.31	1,806.84	2,135.35	2,463.86	2,956.62
Border Group Parish Council	987.57	1,152.15	1,316.75	1,481.34	1,810.54	2,139.73	2,468.91	2,962.68
Bosbury and Coddington Parish Council	988.65	1,153.41	1,318.19	1,482.96	1,812.52	2,142.07	2,471.61	2,965.92
Brampton Abbots & Foy Group Parish Council	977.71	1,140.65	1,303.60	1,466.55	1,792.46	2,118.36	2,444.26	2,933.10
Bredenbury & District Group Parish Council	988.40	1,153.12	1,317.86	1,482.59	1,812.07	2,141.53	2,470.99	2,965.18
Breinton Parish Council	983.33	1,147.21	1,311.10	1,474.99	1,802.78	2,130.56	2,458.32	2,949.98
Bridstow Parish Council	980.01	1,143.33	1,306.67	1,470.00	1,796.68	2,123.35	2,450.01	2,940.00
Brilley Parish Council	993.19	1,158.72	1,324.25	1,489.78	1,820.85	2,151.92	2,482.97	2,979.56
Brimfield and Little Hereford Group Parish Council	983.77	1,147.73	1,311.69	1,475.65	1,803.58	2,131.51	2,459.42	2,951.30
Brockhampton Parish Council	997.89	1,164.20	1,330.51	1,496.83	1,829.47	2,162.10	2,494.72	2,993.66
Brockhampton Group Parish Council	989.15	1,154.00	1,318.86	1,483.72	1,813.45	2,143.17	2,472.87	2,967.44
Bromyard & Winslow Town Council	1,042.83	1,216.63	1,390.43	1,564.24	1,911.86	2,259.47	2,607.07	3,128.48
Burghill Parish Council	981.17	1,144.69	1,308.22	1,471.75	1,798.82	2,125.88	2,452.92	2,943.50
Callow & Haywood Group Parish Council	989.10	1,153.94	1,318.79	1,483.64	1,813.35	2,143.05	2,472.74	2,967.28
Cleghonger Parish Council	985.54	1,149.79	1,314.04	1,478.30	1,806.82	2,135.34	2,463.84	2,956.60
Clifford Parish Council	981.86	1,145.49	1,309.14	1,472.78	1,800.08	2,127.36	2,454.64	2,945.56
Colwall Parish Council	1,022.36	1,192.75	1,363.13	1,533.53	1,874.32	2,215.12	2,555.89	3,067.06
Cradley Parish Council	991.60	1,156.86	1,322.12	1,487.39	1,817.93	2,148.47	2,478.99	2,974.78
Credenhill Parish Council	987.93	1,152.58	1,317.23	1,481.89	1,811.21	2,140.52	2,469.82	2,963.78
Cusop Parish Council	995.42	1,161.31	1,327.22	1,493.12	1,824.94	2,156.74	2,488.54	2,986.24
Dilwyn Parish Council	996.50	1,162.57	1,328.66	1,494.74	1,826.92	2,159.08	2,491.24	2,989.48
Dinedor Parish Council	999.65	1,166.25	1,332.86	1,499.47	1,832.70	2,165.92	2,499.12	2,998.94
Dinmore Parish Meeting	971.64	1,133.57	1,295.51	1,457.45	1,781.34	2,105.22	2,429.09	2,914.90
Dormington & Mordiford Group Parish Council	994.43	1,160.15	1,325.89	1,491.63	1,823.12	2,154.59	2,486.06	2,983.26
Dorstone Parish Council	980.35	1,143.74	1,307.13	1,470.52	1,797.31	2,124.10	2,450.87	2,941.04
Eardisland Parish Council	1,017.88	1,187.52	1,357.16	1,526.81	1,866.11	2,205.41	2,544.69	3,053.62
Eardisley Group Parish Council	981.73	1,145.34	1,308.96	1,472.58	1,799.83	2,127.07	2,454.31	2,945.16
Eastnor & Donnington Parish Council	987.86	1,152.49	1,317.14	1,481.78	1,811.08	2,140.36	2,469.64	2,963.56
Eaton Bishop Parish Council	989.13	1,153.98	1,318.83	1,483.69	1,813.41	2,143.12	2,472.82	2,967.38
Ewyas Harold Group Parish Council	995.76	1,161.71	1,327.67	1,493.63	1,825.56	2,157.48	2,489.39	2,987.26
Fownhope Parish Council	995.76	1,161.71	1,327.67	1,493.63	1,825.56	2,157.48	2,489.39	2,987.26
Foxley Group Parish Council	978.19	1,141.21	1,304.24	1,467.27	1,793.34	2,119.40	2,445.46	2,934.54
Garway Parish Council	989.79	1,154.75	1,319.71	1,484.68	1,814.62	2,144.55	2,474.47	2,969.36
Goodrich & Welsh Bicknor Group Parish Council	985.65	1,149.91	1,314.19	1,478.46	1,807.02	2,135.57	2,464.11	2,956.92
Hampton Bishop Parish Council	1,004.61	1,172.04	1,339.47	1,506.91	1,841.79	2,176.66	2,511.52	3,013.82
Hampton Charles Parish Meeting	971.64	1,133.57	1,295.51	1,457.45	1,781.34	2,105.22	2,429.09	2,914.90

Council Tax for each valuation band, by Parish, including the Police & Fire precepts								
PARISH	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Hatfield and District Group Parish Council	979.33	1,142.54	1,305.76	1,468.98	1,795.43	2,121.87	2,448.31	2,937.96
Hereford City Council	999.23	1,165.76	1,332.30	1,498.84	1,831.93	2,165.01	2,498.07	2,997.68
Holme Lacy Parish Council	1,009.81	1,178.11	1,346.41	1,514.71	1,851.32	2,187.93	2,524.52	3,029.42
Holmer & Shelwick Parish Council	978.85	1,141.99	1,305.13	1,468.27	1,794.56	2,120.85	2,447.12	2,936.54
Hope Mansell Parish Council	976.53	1,139.28	1,302.03	1,464.79	1,790.31	2,115.82	2,441.32	2,929.58
Hope under Dinmore Group Parish Council	984.78	1,148.90	1,313.03	1,477.16	1,805.43	2,133.69	2,461.94	2,954.32
How Caple, Sollershope & Yatton Group Parish Council	992.77	1,158.22	1,323.68	1,489.14	1,820.07	2,150.99	2,481.91	2,978.28
Humber, Stoke Prior & Ford Group Parish Council	979.55	1,142.80	1,306.06	1,469.32	1,795.85	2,122.37	2,448.87	2,938.64
Huntington Parish Council	980.22	1,143.58	1,306.95	1,470.32	1,797.07	2,123.81	2,450.54	2,940.64
Kentchurch Parish Council	1,002.16	1,169.18	1,336.20	1,503.23	1,837.29	2,171.35	2,505.39	3,006.46
Kilpeck Group Parish Council	996.49	1,162.56	1,328.64	1,494.72	1,826.89	2,159.05	2,491.21	2,989.44
Kimbolton Parish Council	987.36	1,151.91	1,316.47	1,481.03	1,810.16	2,139.28	2,468.39	2,962.06
Kings Caple Parish Council	1,001.53	1,168.45	1,335.37	1,502.29	1,836.14	2,169.99	2,503.82	3,004.58
Kingsland Parish Council	985.51	1,149.76	1,314.01	1,478.26	1,806.77	2,135.28	2,463.77	2,956.52
Kingstone & Thruxton Group Parish Council	983.60	1,147.52	1,311.46	1,475.39	1,803.27	2,131.13	2,458.99	2,950.78
Kington Rural and Lower Harpton Group Parish Council	977.53	1,140.44	1,303.36	1,466.28	1,792.13	2,117.97	2,443.81	2,932.56
Kington Town Council	1,010.52	1,178.93	1,347.35	1,515.77	1,852.62	2,189.46	2,526.29	3,031.54
Kinnersley and District Group Parish Council	979.53	1,142.77	1,306.03	1,469.28	1,795.80	2,122.31	2,448.81	2,938.56
Lea Parish Council	995.03	1,160.86	1,326.70	1,492.54	1,824.23	2,155.91	2,487.57	2,985.08
Ledbury Town Council	1,019.65	1,189.58	1,359.52	1,529.46	1,869.35	2,209.23	2,549.11	3,058.92
Leintwardine Group Parish Council	993.59	1,159.18	1,324.78	1,490.38	1,821.59	2,152.79	2,483.97	2,980.76
Leominster Town Council	1,008.29	1,176.33	1,344.38	1,512.43	1,848.54	2,184.64	2,520.72	3,024.86
Linton Parish Council	980.20	1,143.56	1,306.92	1,470.29	1,797.03	2,123.77	2,450.49	2,940.58
Little Birch Parish Council	989.97	1,154.96	1,319.95	1,484.95	1,814.95	2,144.94	2,474.92	2,969.90
Little Dewchurch Parish Council	999.39	1,165.94	1,332.51	1,499.07	1,832.21	2,165.34	2,498.46	2,998.14
Llangarron Parish Council	978.64	1,141.74	1,304.84	1,467.95	1,794.17	2,120.39	2,446.59	2,935.90
Llanwarne & District Group Parish Council	975.03	1,137.52	1,300.03	1,462.53	1,787.55	2,112.56	2,437.56	2,925.06
Longtown Group Parish Council	980.43	1,143.83	1,307.23	1,470.64	1,797.46	2,124.27	2,451.07	2,941.28
Lower Bullingham Parish Council	982.45	1,146.18	1,309.92	1,473.66	1,801.15	2,128.63	2,456.11	2,947.32
Luston Group Parish Council	987.46	1,152.03	1,316.60	1,481.18	1,810.34	2,139.50	2,468.64	2,962.36
Lyonshall Parish Council	983.13	1,146.97	1,310.83	1,474.68	1,802.40	2,130.11	2,457.81	2,949.36
Madley Parish Council	985.20	1,149.39	1,313.59	1,477.79	1,806.20	2,134.60	2,462.99	2,955.58
Marden Parish Council	992.83	1,158.30	1,323.77	1,489.24	1,820.19	2,151.14	2,482.07	2,978.48
Marstow Parish Council	991.03	1,156.20	1,321.37	1,486.54	1,816.89	2,147.24	2,477.57	2,973.08
Mathon Parish Council	1,017.87	1,187.50	1,357.15	1,526.79	1,866.09	2,205.37	2,544.66	3,053.58
Middleton-on-the-Hill and Leysters Group Parish Council	985.01	1,149.17	1,313.34	1,477.51	1,805.86	2,134.20	2,462.52	2,955.02
Monkland and Stretford Parish Council	994.03	1,159.70	1,325.37	1,491.04	1,822.39	2,153.74	2,485.07	2,982.08
Moreton on Lugg Parish Council	995.82	1,161.78	1,327.75	1,493.72	1,825.67	2,157.61	2,489.54	2,987.44
Much Birch Parish Council	981.41	1,144.97	1,308.54	1,472.11	1,799.26	2,126.40	2,453.52	2,944.22
Much Cowarne Group Parish Council	982.83	1,146.63	1,310.43	1,474.24	1,801.86	2,129.47	2,457.07	2,948.48
Much Dewchurch Parish Council	980.22	1,143.58	1,306.95	1,470.32	1,797.07	2,123.81	2,450.54	2,940.64
Much Marcle Parish Council	981.89	1,145.52	1,309.17	1,472.82	1,800.13	2,127.42	2,454.71	2,945.64
North Bromyard Group Parish Council	979.87	1,143.18	1,306.49	1,469.80	1,796.43	2,123.06	2,449.67	2,939.60
Ocle Pychard Parish Council	978.67	1,141.77	1,304.88	1,467.99	1,794.22	2,120.44	2,446.66	2,935.98
Orcop Parish Council	990.51	1,155.58	1,320.67	1,485.75	1,815.93	2,146.10	2,476.26	2,971.50
Orieton Parish Council	997.77	1,164.05	1,330.35	1,496.64	1,829.24	2,161.83	2,494.41	2,993.28
Pembridge Parish Council	997.18	1,163.37	1,329.56	1,495.76	1,828.16	2,160.56	2,492.94	2,991.52
Pencombe Group Parish Council	993.22	1,158.75	1,324.28	1,489.82	1,820.90	2,151.98	2,483.04	2,979.64
Peterchurch Parish Council	992.98	1,158.47	1,323.96	1,489.46	1,820.46	2,151.46	2,482.44	2,978.92
Peterstow Parish Council	983.77	1,147.73	1,311.69	1,475.65	1,803.58	2,131.51	2,459.42	2,951.30
Pipe and Lyde Parish Council	982.27	1,145.98	1,309.69	1,473.40	1,800.83	2,128.26	2,455.67	2,946.80

Council Tax for each valuation band, by Parish, including the Police & Fire precepts								
PARISH	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Pixley & District Parish Council	985.77	1,150.06	1,314.35	1,478.65	1,807.25	2,135.84	2,464.42	2,957.30
Putley Parish Council	997.79	1,164.07	1,330.37	1,496.67	1,829.28	2,161.87	2,494.46	2,993.34
Pyons Group Parish Council	982.61	1,146.36	1,310.13	1,473.90	1,801.45	2,128.98	2,456.51	2,947.80
Richard's Castle (Herefordshire) Parish Council	987.20	1,151.72	1,316.26	1,480.79	1,809.87	2,138.93	2,467.99	2,961.58
Ross-on-Wye Town Council	1,008.19	1,176.22	1,344.25	1,512.28	1,848.35	2,184.42	2,520.47	3,024.56
Ross Rural Parish Council	976.07	1,138.73	1,301.41	1,464.09	1,789.46	2,114.81	2,440.16	2,928.18
Sellack Parish Council	981.50	1,145.07	1,308.66	1,472.24	1,799.42	2,126.58	2,453.74	2,944.48
Shobdon Parish Council	990.36	1,155.41	1,320.47	1,485.53	1,815.66	2,145.78	2,475.89	2,971.06
St. Weonards Parish Council	985.85	1,150.15	1,314.46	1,478.77	1,807.40	2,136.02	2,464.62	2,957.54
Stapleton Group Parish Council	993.83	1,159.45	1,325.09	1,490.73	1,822.02	2,153.29	2,484.56	2,981.46
Staunton-on-Wye and District Group Parish Council	979.47	1,142.71	1,305.95	1,469.20	1,795.70	2,122.19	2,448.67	2,938.40
Stoke Edith Parish Meeting (Chairman)	971.64	1,133.57	1,295.51	1,457.45	1,781.34	2,105.22	2,429.09	2,914.90
Stoke Lacy Parish Council	991.98	1,157.30	1,322.63	1,487.96	1,818.63	2,149.29	2,479.94	2,975.92
Stretton Grandison Group Parish Council	977.59	1,140.52	1,303.45	1,466.38	1,792.25	2,118.12	2,443.97	2,932.76
Stretton Sugwas Parish Council	985.75	1,150.04	1,314.33	1,478.62	1,807.21	2,135.80	2,464.37	2,957.24
Sutton Parish Council	1,002.87	1,170.00	1,337.15	1,504.29	1,838.59	2,172.88	2,507.16	3,008.58
Tarrington Parish Council	999.64	1,166.24	1,332.84	1,499.45	1,832.67	2,165.89	2,499.09	2,998.90
Thornbury Group Parish Council	983.41	1,147.30	1,311.20	1,475.10	1,802.91	2,130.71	2,458.51	2,950.20
Titley and District Group Parish Council	983.11	1,146.95	1,310.80	1,474.65	1,802.36	2,130.06	2,457.76	2,949.30
Upton Bishop Parish Council	992.26	1,157.63	1,323.00	1,488.38	1,819.14	2,149.90	2,480.64	2,976.76
Vowchurch & District Group Parish Council	984.40	1,148.46	1,312.52	1,476.59	1,804.73	2,132.87	2,460.99	2,953.18
Walford Parish Council	987.67	1,152.28	1,316.89	1,481.50	1,810.73	2,139.96	2,469.17	2,963.00
Wellington Parish Council	1,005.49	1,173.07	1,340.65	1,508.23	1,843.40	2,178.57	2,513.72	3,016.46
Wellington Heath Parish Council	992.91	1,158.38	1,323.87	1,489.35	1,820.33	2,151.30	2,482.26	2,978.70
Welsh Newton & Llanrothal Group Parish Council	1,002.05	1,169.04	1,336.05	1,503.06	1,837.09	2,171.10	2,505.11	3,006.12
Weobley Parish Council	985.55	1,149.79	1,314.05	1,478.31	1,806.84	2,135.35	2,463.86	2,956.62
Weston Beggard Parish Council	979.47	1,142.71	1,305.95	1,469.20	1,795.70	2,122.19	2,448.67	2,938.40
Weston-under-Penyard Parish Council	980.23	1,143.60	1,306.97	1,470.34	1,797.09	2,123.84	2,450.57	2,940.68
Whitbourne Parish Council	989.32	1,154.20	1,319.08	1,483.97	1,813.75	2,143.53	2,473.29	2,967.94
Whitchurch & Ganarew Group Parish Council	983.19	1,147.05	1,310.91	1,474.78	1,802.52	2,130.25	2,457.97	2,949.56
Wigmore Group Parish Council	1,001.85	1,168.82	1,335.79	1,502.77	1,836.73	2,170.68	2,504.62	3,005.54
Withington Group Parish Council	987.05	1,151.55	1,316.06	1,480.57	1,809.60	2,138.62	2,467.62	2,961.14
Woolhope Parish Council	987.13	1,151.64	1,316.16	1,480.68	1,809.73	2,138.77	2,467.81	2,961.36
Wyeside Group Parish Council	980.28	1,143.65	1,307.03	1,470.41	1,797.18	2,123.94	2,450.69	2,940.82
Yarkhill Parish Council	990.85	1,155.98	1,321.12	1,486.26	1,816.55	2,146.83	2,477.11	2,972.52
Yarpole Group Parish Council	991.89	1,157.20	1,322.51	1,487.83	1,818.47	2,149.10	2,479.72	2,975.66
The above tables shows the total council tax by property band, including parishes, police and fire authority precepts								



<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>02 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>ELECTORAL REVIEW OF HEREFORDSHIRE: COUNCIL SIZE SUBMISSION</b>
<b>REPORT BY:</b>	<b>HEAD OF GOVERNANCE</b>

**CLASSIFICATION:** Open

## **Wards Affected**

County-wide

## **Purpose**

To consider and approve the proposed submission to the Local Government Boundary Commission, in respect of council size.

## **Recommendations**

**THAT: the attached submission to the Local government Boundary Commission in respect of Council size be approved.**

## **Key Points Summary**

- The Local Government Boundary Commission (LGBC) confirmed in May 2011, that it would undertake a formal electoral review of Herefordshire, beginning in March 2012.
- The purpose of the LGBC review is to ensure electoral equality as far as possible. Achieving electoral equality means ensuring that there are an equal number of electorate per local ward councillor for every Council ward in Herefordshire.
- A cross-party Members' Electoral Review Working Group, and a supporting Electoral Review Officers' Project Team, were formed in November 2011 in order to assist with the review. Both groups have met a number of times in preparation for the review, and they will continue meet throughout the review period in order to be consulted on aspects of the review including the information/evidence to be provided to the LGBC as part of the Council's submission. In addition, Mr Mike Flynn has been appointed as the Council's Electoral Review Officer for the duration of the review, and he will guide both groups through the process and prepare all of the Council's submission paperwork.
- Before the formal review commences, the Council is required to indicate its preference on Council size (i.e. the total number of local authority councillors) to the LGBC. Council may also choose to give an indication of its preference for single- or multi-Member wards. The LGBC will then decide whether it is minded to accept the Council's preference, and this decision will dictate what type of review the LGBC conducts.

- The submission on Council size has been prepared by the electoral Review Officer using feedback and information from both Electoral Review groups, and is attached as Appendix A. Members are asked to note that the submission is still in draft at this stage. This is because, at the time that the Council agenda went to print, the Members' Electoral Review Working Group was still waiting to meet with representatives from the LGBC to receive feedback on the draft submission and note any areas where further information might still be required. This meeting will have taken place before Council on 02 March 2012, and if any further updates are needed to the submission, they will be circulated to members as soon as possible, or tabled at Council with this report.
- The preference for Council size is indicated in the submission as 54. The attached submission contains the reasoning behind this preference and sets out the case for reducing the number of councillors from the current 58 to the proposed figure of 54.
- The report also sets out the Council's general preference for single member wards wherever possible, particularly in the rural areas, provided it can be achieved without detriment to local communities.

## **Alternative Options**

- 1 Council can approve an alternative Council size if it wishes, but in doing so must evidence that there would be sufficient capacity to enable Councillors to discharge all aspects of their roles and run the Council effectively.

## **Reasons for Recommendations**

- 2 The electoral review will begin formally in March 2012, and the Council's initial submission on size is required beforehand in order to inform the LGBC on what type of review should be conducted.

## **Introduction and Background**

- 3 The electoral review is necessary because 30% of wards in the county have an electoral variance in excess of 10% from the average figure of electors per councillor in the Authority. In particular, Hollington Ward has a variance of 34%.
- 4 Once agreement is reached on the number of councillors, the requirements of the review become clearer. The LGBC has issued technical guidance to help local authorities, organisations and members of the public, and in this it lists three options for reviews as follows:

Type A – applicable where there is no need or case for a change in Council size. Typically such a review is triggered mainly by electoral imbalances, or if there has been a review within the past ten years and there are no new arguments for change. This type of review takes about 26 to 30 weeks to complete before the LGBC makes a final recommendation.

Type B – applicable where a small change in the number of Councillors is proposed which normally means an increase or decrease of up to three Councillors and the LGBC is minded to accept the Council's preference on size. This review gathers views and information from the public on community identities, the impact of new ward boundaries and possible warding arrangements. The Council would make a submission on warding arrangements at this stage which helps the Commission to formulate Draft Recommendations which are then subject to formal public consultations. This type of review is estimated to take between 42 to 50 weeks to complete.



Type C – applicable where the Authority makes a case for a substantial change of number of councillors which normally involves more than three Councillors. In this instance the LGBC conducts an initial formal public consultation on Council size, following which a minded to recommend notice is issued and views/information are sought from the public on warding arrangements and related issues. This then leads to the second stage of public consultation on the Commission's Draft Recommendations. This review can take between 52 and 62 weeks to complete.

5. In March 2012, the LGBC will make its decision about which review it will undertake for Herefordshire Council.

## **Key Considerations**

6. Appendix A to this report deals only with the issue of Council size, because this initial requirement is the Council's responsibility and must be dealt with first. Once the review type is chosen and starts formally, detailed research will be undertaken on all other aspects of the review, such as warding arrangements, mapping proposals, community identity and effective working arrangements for members. Any organisation, group, political party or individual will also be able to contribute to the review and the LGBC will give equal weight to all information it receives. In all instances, information must be supported by evidence.
7. Section 4.2 of Appendix A refers to the LGBC's technical guidance in respect of the criteria for Council size. The submission must demonstrate that it meets all four points listed.
8. Section 18 of the report provides detailed reasoning that a Council size of 54 is viable. It demonstrates the extent of member's workloads and how the work is distributed between them, and gives the current number of places allocated to members on committees, sub-committees and outside bodies. It also lists their other responsibilities to schools, communities and parish and town councils. It argues a case for members spending more time working within given localities, and less time corporately.
9. Paragraph 19.1 outlines the Council's case for warding arrangements. This will require further, much more detailed work in several stages during the formal review, and will result in consideration of several different options.
10. The cross-party Member Electoral Review Working Group has met to consider the Council's draft submission on Council size, which is a statement of the current working arrangements of members. However, not all Members agreed with the full content of the document. In particular there was a range of options put forward concerning the future size of the Council and the fact that the current Overview and Scrutiny arrangements were not fully supported by all Groups.

## **Community Impact**

11. It should be noted that any new warding arrangements could have implications on the Council's current localities, however it could be possible to set criteria for the warding exercise that aims not to cut across two localities.

## **Financial Implications**

12. Costs have been incurred in the preparation of the Council's submission which can be met from current budgetary provision and there will be additional costs involved in undertaking any re-warding exercise that will follow the Commission's decision.

## **Legal Implications**

- 13 The review is being undertaken in accordance with the Local Democracy, Economic Development and Construction Act 2009 and the Secretary of State's statutory guidance. The Council has a duty to comply with the review.

## **Risk Management**

- 14 The need to undertake a re-warding exercise may clash with the organisation of the Police and Crime Commissioner elections and the Annual canvass, which will place considerable strain on existing resources.

## **Consultees**

- 15 A detailed communication exercise will be undertaken as part of the review.

## **Appendices**

Appendix A – Draft submission on Council Size

## **Background Papers**

None

## **DRAFT COUNCIL SIZE SUBMISSION**

### **1. Introduction**

- 1.1 In May 2011 the Local Government Boundary Commission for England (“the Commission”) confirmed that a Further Electoral Review of Herefordshire would be undertaken beginning formally in March 2012. The Review is needed because 30% of Wards in the County have an electoral variance in excess of 10% from the average figure for electors per Councillor in the Authority. In addition the Hollington Ward has a variance of 34%.
- 1.2 An all-Party Members’ Working Group has been appointed to oversee the Review process, and to develop the responses and submissions which will be required as a result of the Commission’s consultations and proposals. This work is undertaken on behalf of the full Council, which will consider and determine the Authority’s position at each stage of the Review.
- 1.3 This initial Submission, prepared by the Working Group and approved by the full Council on 2 March 2012, presents the case for a Council of 54 Councillors.

### **2. Context – Key Characteristics of the County**

- 2.1 Herefordshire is a predominantly rural county, with the 4<sup>th</sup> lowest population density in England. It is situated in the south-west of the West Midlands region bordering Wales. The city of Hereford, in the middle of the county, is the centre for most facilities; other principal locations are the five market towns of Leominster, Ross-on-Wye, Ledbury, Bromyard and Kington.
- 2.2 Herefordshire has beautiful unspoilt countryside; distinctive heritage; remote valleys and rivers. The River Wye divides the county, flowing east from the Welsh border through Hereford city before turning south into the Wye Valley Area of Outstanding Natural Beauty. The Malvern Hills, rising to 400m, border the east of county, and the south-west is dominated by the western reaches of the Black Mountains with altitudes of more than 600m.
- 2.3 Unlike other rural counties, which have large areas with no residents, Herefordshire’s 179,300 residents are scattered across its 842 square miles – which poses a particular challenge for service delivery and access. Almost all of the land area falls within the 25% most deprived in England in terms of geographical barriers to services; the Golden Valley in the south-west and the Mortimer locality in the north-west are particularly affected. Compounding the physical access issue, access to broadband, mobile phone services and other service infrastructure is an issue for some residents and businesses in rural areas.
- 2.4 With only four railway stations, the transport network is mainly comprised of rural ‘C’ or unclassified roads leading off single carriageway ‘A’ roads. The main road links, which all pass through Hereford, are the A49 trunk road (running from north to south), the A438 (east

to west), the A4103 towards Worcester and the A465 towards Abergavenny and South Wales.

- 2.5 Herefordshire has a relatively old population structure, and numbers of older people are expected to continue to increase disproportionately to the rest of the population. Population growth is driven by net in-migration of people of all ages, mainly from other parts of the UK – although immigration levels have increased substantially since the expansion of the European Union in 2004. Although current evidence suggests that the majority of eastern European migrants are short-term seasonal workers, over half of the 3,700 non-UK citizens registered to vote in Herefordshire in 2010 were from the new member states.
- 2.6 Although the county as a whole has relatively low levels of overall, multiple deprivation, several areas of south Hereford and Leominster are persistently amongst the most deprived in England, and are becoming more deprived relative to other parts of the country. Latest figures show that an area of Ross-on-Wye is also amongst the most deprived nationally. There are also small pockets of rural deprivation.
- 2.7 Overall people in Herefordshire are healthy, live longer compared with national life expectancy, and have positive experiences of the things that affect their lives and well-being. However, there are significant health inequalities between those living in the most and least deprived areas.
- 2.8 In general the county has a relatively large proportion of employment in sectors that tend to attract lower wages such as ‘wholesale and retail’ and ‘agriculture’, which affects the overall productivity of the county. Self-employment is more common than nationally, particularly in ‘agriculture’, ‘arts, entertainment and recreation, and other service activities’ and ‘construction’. Unemployment is higher than prior to the recession, but remains low compared to regional and national levels. Low wages and relatively high house prices mean that the affordability of housing is a key issue for the county – both to buy and rent, so there is consistently high demand for social housing.
- 2.9 The emerging planning strategy for the County includes the provision of 16,500 new homes in the period up to 2031 with supporting infrastructure. Around 40% of the new homes will be built in and around the main urban area of Hereford, with the remaining developments being dispersed to the market towns and rural area.
- 2.10 Herefordshire Council is a Unitary Authority and has responsibility for more than 5000 people who are engaged in different ways in the delivery of the Council’s services, including staff employed in schools. Some of these staff (1336) deliver integrated services on behalf of NHS Herefordshire, with whom the Council has joint working arrangements through Herefordshire Public Services for service provision throughout the County. In addition, there are other staff who work in services which have been outsourced by the Council. The Council’s net budget for 2012/2013 amounts to £143.359 million.

### 3. **The Council's Vision**

- 3.1 Herefordshire Council, with its NHS partners, has a shared vision: 'Working together to deliver efficient excellent services and improve outcomes for the people of Herefordshire'
- 3.2 The following core principles set out what the council stands for, and what residents can expect of it.

PRINCIPLE	IMPACT
Valued Services	<i>Focusing on our priorities &amp; what matters to people, stopping things we don't need to do</i>
Reducing Bureaucracy	<i>Less regulation and red tape, smaller local government; right first time delivery</i>
Supporting the Vulnerable	<i>Targeting resources on individuals, families, communities at risk or disadvantaged; early intervention &amp; prevention; a shift in social care provision</i>
Value for Money	<i>Reducing the pay bill; third party spend savings; smarter delivery; cutting costs</i>
Local Delivery	<i>Devolution to parishes and the VCS, local decision making; working through 9 localities</i>
Personal Responsibility	<i>Self reliance, people and communities helping themselves, behavioural change; increase in personalisation</i>

- 3.3 Through the local government boundary review the council is seeking to demonstrate, in particular, three of the above principles: *reducing bureaucracy* and securing *value for money* by ensuring that the number of wards in the county, and the number of members representing each ward is proportionate and appropriate to meet the needs of the county and its residents; and *local delivery* by ensuring that configuration of ward boundaries has regard to the locality working arrangements being established.

### 4. **Council Size**

- 4.1 The first issue to be addressed in the Review is that of Council size, that is the number of Councillors to be elected to the Authority. Once identified, this will determine the average number of electors per Councillor in all wards across the County. This electoral equality figure is reached by dividing the electorate by the proposed number of Councillors. The Councillor/Electorate ratio figure then becomes the target as working arrangements are

prepared in the following stages of the Review. The current Herefordshire electorate is 142,026.

4.2 The Technical Guidance from the Commission indicates that the factors which influence Council size can be grouped under four broad elements relating to the Council's political management arrangements:

- The decision making process – what decisions, taken where and how is it managed?
- Quasi-judicial process – planning and licensing – what is the workload and how is it managed?
- The scrutiny process – what is scrutinised and how is the total scrutiny workload managed?
- The representative work of the elected members – in the community, in partnerships and sitting on outside bodies.

4.3 The Commission will want to be satisfied that the number of Councillors available to cover all of this activity (and related less formal but essential processes) will enable these roles to be discharged effectively. The Commission will consider whether the proposed number creates sufficient capacity at Member level for the effective running of the Council.

## **5. Governance Model**

5.1 The Council operates a Leader and Cabinet model of governance under the provisions of the Local Government Act 2000. The full Council (currently 58 elected members) elects the Leader, who then appoints members to the Cabinet, and decides on their portfolios. The Cabinet exercises most functions of the Authority and makes decisions for matters which are not allocated elsewhere in the political structures. There are currently 7 Cabinet Members (including the Leader) all of whom hold a portfolio. The Cabinet is supported directly by 6 other members, each of whom is assigned support responsibility within a specific portfolio.

5.2 The full Council decides the overall budget and policy framework and agrees the annual budget to which the Cabinet and Committees of the Council must operate.

5.3 The Leader and Cabinet are held to account by a single Overview and Scrutiny Committee, formed from Councillors who are not members of the Cabinet (non-executive members). The Committee also has a role in policy development, and can appoint "task and finish" Groups of Members to carry out specific service reviews. The Overview and Scrutiny Committee exercises the Council's statutory responsibilities for "external" scrutiny – including Crime and Disorder and the National Health Service. Although it is not a decision making body, the Committee can make recommendations for action to the Cabinet and Council Meeting, and to external bodies as appropriate.

- 5.4 The Council appoints a number of other Committees, which exercise delegated decision making powers on the Council's behalf. These are the Regulatory Committee, Planning Committee, Audit and Governance Committee and the Standards Committee. The quasi-judicial functions are exercised by the Planning and Regulatory Committees, with the latter carrying out a wide range of regulatory powers and duties, including licensing and registration. The Council also appoints an Employment Panel and an Employment Appeals Panel to deal with the defined roles which Councillors have concerning staffing matters. The Council may also set up Informal Advisory Bodies and Working Parties which are not decision making but can offer advice and assistance across the political management structures.
- 5.5 The political management arrangements were reviewed following the last election in May 2011. The key changes were
- a reduction in the number of Cabinet Members including the Leader from 9 to 6, although the number was subsequently increased back to 7, and 6 Cabinet Support Members were also appointed
  - a reduction in the number of Scrutiny Committees from 6 to 1. Previously there had been an Overview and Scrutiny Committee, supported by 5 themed Scrutiny Committees. Those themed Committees were discontinued leaving only the Overview and Scrutiny Committee, with power to set up "task and finish" groups, drawn from all non-executive members of the Council (including co-opted Members)
  - further changes to the scheme of delegation to officers, with particular regard to Planning and Regulatory functions, so that officers have more responsibility for decisions, and less work is channelled through Committees and therefore through councillors.

## **6. Council**

- 6.1 The full Council at present consists of 58 Members with "all out" elections every 4 years. The Council is a Unitary District authority (single tier) and is therefore responsible overall for the delivery or commissioning of the full range of local government services in the area. The large majority of these functions are overseen at political level through the Cabinet. Herefordshire Council works very closely with other service providers in the County, and in particular has a formal partnership with NHS Herefordshire, with the two organisations sharing a range of integrated management arrangements. Both bodies are also members of the wider Herefordshire Partnership, which includes all major organisations working in the County, and sets the overall policies and priorities through the Herefordshire Sustainable Community Strategy.
- 6.2 The full Council meets at least 5 times per year, to exercise the functions reserved to it under the Constitution, and in particular to adopt the Policy Framework and Budget. The meetings are held during the day, rather than in the evening.

## **7. Cabinet**

7.1 The Cabinet consists of 7 portfolios as follows:-

- Corporate Strategy and Finance (Leader)
- Health and Wellbeing [with 2 Support Members for Children and Adult Social Care]
- Corporate Services and Education [with 1 Support Member for Finance and Commercial Services]
- Enterprise & Culture [with 1 Support Member for Broadband, Business and Tourism]
- Environment, Housing and Planning [with 1 Support Member for Planning]
- Highways, Transportation and Waste/Sustainability [with 1 Support Member for Waste/Sustainability]
- Major Contracts

7.2 Although the Cabinet Support Members are allocated specific responsibilities, in practice they can assist the portfolio holders with other aspects of the business.

7.3 Accordingly, including the Support Members there are 13 Councillors directly involved in the discharge of the Cabinet's business. 7 of these members meet collectively as the Cabinet once per month to carry out their formal decision making responsibilities. These 12 meetings per year are held during the daytime.

7.4 The Constitution provides that individual Cabinet Members may also take separate decisions which concern their portfolio, and also that a Cabinet Committee of 3 or more can be constituted to take decisions if required. Since May 2011, 13 decisions have been taken on an individual portfolio basis, in addition to the usual collective process of the full Cabinet.

## **8. Overview and Scrutiny**

8.1 The Overview and Scrutiny Committee comprises 17 non-Executive Councillors plus 5 statutory voting Co-opted Members. In addition to the Chairman, there are 6 Vice Chairmen each with a lead responsibility for scrutiny based on 6 of the designated Cabinet portfolios. The Committee has responsibility for all overview and scrutiny functions on behalf of the Council, and its terms of reference are therefore extensive. The key powers are:-

- advise the Cabinet on policy development and review of existing policies
- review and scrutiny of collective and individual Cabinet decisions, including the exercise of "call in" procedures when necessary
- establish time limited and task focused Task and Finish Groups to carry out in depth reviews and scrutiny of policy and services
- review the performance of the Council, Cabinet and partners



- act as the Council's statutory Crime and Disorder Committee including the review of partner agencies
- discharge the Council's statutory powers to scrutinise and review the planning, provision and operation of health services affecting the area

8.2 The Committee is scheduled to meet 12 times per year, again during the day. However, this is the minimum figure and additional meetings are required to conduct "ad hoc" business, such as dealing with a "call in" notice. Currently 6 themed Task and Finish Groups have been appointed, with membership numbers varying between 5 – 8 councillors. Members of Task and Finish Groups may be appointed from all non – Executive councillors and are required to undertake Scrutiny Training before they can participate. The reviews themselves are demanding of Members' time and commitment to deliver reports in a timely manner, taking on average up to 8 two – hour meetings to complete their work. Additional one – day "quick" reviews are to be built in to the programme in the future. It is expected that the Vice Chairs will lead the Task and Finish Reviews in their area of responsibility.

8.3 Prior to the changes in May 2011, there were 38 meetings of Scrutiny Committees during the year. The reduction to 1 standing Scrutiny Committee was intended to manage the overview and scrutiny business more efficiently, but it should be assumed that further meetings of the Overview and Scrutiny Committee will be needed each year, together with significant Task and Finish activity in order to discharge the role effectively. Overall however it is intended that there will be somewhat less impact on Members' time in this area of work.

## **9. Planning and Regulatory Committees**

9.1 Prior to January 2010 the Council operated a system of 3 Area Planning Sub Committees meeting monthly with all Members taking a place on the one appropriate to their ward location. In addition, there was a Planning Committee which consisted of 21 members, which met every 6 weeks with additional meetings as required for major applications or issues.

9.2 These arrangements were reduced from January 2010 to a single Planning Committee with meetings based on a 3 week cycle, with increasing levels of delegation of decisions to officers, and this has continued since May 2011. Accordingly there are 16 scheduled meetings of the Committee each year, which will decide 80 planning matters at Member level in the current municipal year. The meetings take place during daytime, and tend to last approximately 3 hours on each occasion. There are 19 Members on the Committee, and Ward Members are also entitled to attend to speak on applications within their area.

9.3 The Committee also hold site inspections in relation to some of the applications, averaging 9 per year involving a commitment for Members of 2 hours each time. Councillors as a whole are significantly involved in planning business, as all Members are consulted on all applications within their Ward. This will include Councillors liaising with interested parties and Parish Councils to ascertain their views prior to responding to the Planning Officers. As such, this represents a distinct element of Member workload.

- 9.4 The Regulatory Committee is responsible for a very wide range of regulatory functions, including statutory obligations and the quasi-judicial processes of licensing and registration, and dealing with appeals from officer decisions. The operation of this Committee also underwent change in 2011, as prior to February the Committee met monthly, with a Sub-Committee (of 3 Members drawn from the main Committee on a rota basis) appointed to deal with licensing work. The Sub-Committee needed to meet every 3 – 4 weeks to cover the business.
- 9.5 The current practice is for the full Regulatory Committee to meet every three months, to oversee the process, review and updating of policies previously approved by the Cabinet and receive performance information. More of the business has been delegated to an Officer Panel, with the remainder – primarily Licensing Appeals and other regulatory matters – being dealt with by the Regulatory Sub-Committee, which meets at least fortnightly, and is projected to meet 30 times in the current year, to determine 75 substantive cases.
- 9.6 10 Councillors are appointed to the Regulatory Committee, with 3 of these Members forming the Sub-Committee each time on a rotating basis. Meetings of both bodies are held during the day, with the Sub-Committee in particular lasting over 3 hours at times.
- 9.7 As with Planning, all Councillors are consulted about Licensing and certain regulatory matters (e.g. footpath diversions) affecting their Ward, may need to “take soundings” locally and can attend Regulatory meetings to give their views.
- 9.8 Given the nature of this work, Members of both the Planning and Regulatory Committees are required to undertake training on roles and responsibilities, and the conduct of the Committee’s business. Two planning events were held in 2011, together with one Regulatory session. In addition, Regulatory Committee Members were involved in 4 additional sessions as part of the changes introduced earlier in 2011. Members also have ad hoc “one-to-one” training sessions when appropriate, in relation to Planning issues. An example of this would be training for a member who is substituting for a Planning Committee member for the first time.

## **10. Other Committees**

- 10.1 The Audit and Governance Committee exercises the Council’s responsibilities with regard to risk management, internal and external audit and governance and approval of the Council’s statements of accounts. This has recently been extended to include a review and updating of the Constitution. It consists of 10 Councillors and meets 6 times per year.
- 10.2 The Standards Committee comprises 2 Herefordshire Councillors and 2 nominated substitutes, 3 Independent Members (non-Councillors) and 2 representatives of Town and Parish Councils and 2 nominated substitutes. Its role is to promote high standards of conduct by Members of the Council, and to deal with complaints where a person thinks that a Councillor (including Parish Councillors) has not complied with the National Code of Conduct. The Committee meets quarterly, and has appointed 4 Sub-Committees (Assessment, Review, Consideration and Hearing) which meet as required to deal with the various stages of complaints. Last year the various sub-committees met a total of 10 times,

and dealt with 64 complaints about local authority, parish or town councillors. The role of this committee is under review because of changes in the regime for dealing with complaints about Members, brought about by the Localism Act. Some responsibilities may transfer to the Audit and Governance Committee.

- 10.3 The Council has also appointed an Employment Panel and an Employment Appeals Panel, consisting of 5 members, and 3 Members chosen from a pool, respectively, to fulfil the Council's responsibilities under Staff Employment Rules and the authority's Employment Policies and Procedures. It may be anticipated that the workload of both bodies will reduce, to reflect the lower number of direct employees in the Council. The Panels meet as and when required.

## **11. Advisory and Other Bodies**

- 11.1 The Council, Cabinet and the Overview and Scrutiny Committee may appoint Working Parties or Advisory Groups which include in their membership Councillors and representatives from partner organisations or the local community. These bodies have no decision making powers, but may provide advice and support within the political management structure. At present the following have been established:

Rural Forum (All councillors can attend))

Locality Meetings (covering Hereford City, the 5 market towns, plus 3 rural localities) (All councillors)

Electoral Review Working Group (10 councillors)

Member Development and Training Group (4 councillors)

- 11.2 The Council has constituted a Shadow Health and Wellbeing Board (under the provisions of the Health and Social Care Bill). It consists of a wide range of partner organisations, and is chaired by the Council's representative (member of the Cabinet). The Board meets monthly and its role, including membership, will be developed significantly in future as the Bill becomes law.
- 11.3 The Leaders of each of the Party Groups meet on a monthly basis under the Chairmanship of the Leader of the Council. These meetings although informal fulfil an important role in the overall political management of the Council. In addition, each Party Group holds broadly monthly meetings which involve associated time commitments from all Members. These meetings are also important as they enable Groups to decide their policies and approach to the business being dealt with through the formal political management system.

## **12. Councillors' Representational Roles**

- 12.1 The Council makes appointments for Members to sit on a wide range of outside bodies with national, regional and local remits, including Joint Boards, Partnerships, Charitable Trusts and Community Organisations. The full list of these bodies is attached, involving 118 places to be taken by Councillors. On average therefore each Member currently needs in theory to sit on 2 outside bodies, whose meeting arrangements will vary but will include evening

meetings. However, in practice a significantly higher number of places than the average are taken by certain councillors, particularly the Cabinet and other office holders, which is a reflection of the roles undertaken by these Members and the requirement for them to take up places on external bodies related to their work.

- 12.2 In addition there are 167 local authority places to be taken on Herefordshire School Governing Bodies of which 31 are currently filled by Councillors, with the large majority being a Governor for just 1 school. Governing Bodies tend to meet twice a term at late afternoon or evening meetings of no longer than 2 hours duration, resulting in a regular time and preparation commitment for the Members concerned.

### **13. Engagement with Town and Parish Councils**

- 13.1 Herefordshire is 100% parished. There are 245 parishes in the county grouped into 134 parish councils and 4 parish meetings. There are 1200 parish councillors across the County. The relationship between parish councils and the unitary authority has been agreed and published as “The New Charter 2011” (attached).
- 13.2 Ward Members are the key contacts between the unitary authority and parish councils. With the emphasis on localism and the passing of the Localism Act, this relationship is even more important. It can also be quite complex – the Hereford City Parish area covers 7 different Unitary wards and a total of 17 Herefordshire councillors.
- 13.3 Whilst Ward Members in the City and Market Towns only have one parish council with which to relate, rural ward members have up to 8 parish councils with which to work. It is the very nature of the rural county that these parish councils are spread out over a considerable area with travelling time an important aspect of the work of the rural ward member.
- 13.4 The Authority is actively trying to encourage the working relationship between the Ward Members and the parish councils in their wards. Ward Members are expected to attend all parish council meetings, hold surgeries in the parishes, work with parishes on their parish plans and increasingly work to improve service delivery at local level (see New Charter 2011).
- 13.5 An emerging issue following the enactment of the Localism Act is Neighbourhood Planning. Closely connected to Community-led planning, this is a statutory process to enable parish councils to plan the land use in their areas. Parish councils can work alone or work together on the production of the neighbourhood plan. The role of the Ward Councillor is to advise and support the parish councils in their ward when or if those parish councils wish to develop a plan.
- 13.6 In addition, the Herefordshire Council is increasingly engaging with its local communities across all directorates. This engagement often takes the form of consultations which involve full briefings of Ward members who then go on to lead the consultation at community and parish council level (evidence the latest Local Development Framework consultation). This process, whilst very rewarding, is time consuming and resource intensive. In all these ways the role of the Ward member as a community leader is being enhanced.

## **14. Locality Strategy**

- 14.1 Over the past eighteen months, Herefordshire Public Services (Herefordshire Council and NHS Herefordshire) has been working with its partners to develop an improved approach to meeting the needs of local communities. Locality working is about working with communities, so that they have real influence on what services are delivered and how in their area. HPS will work closely with communities to have a better understanding of what issues are important to them and how all parties can work together to achieve better outcomes for people and places.
- 14.2 By working together, HPS aims to achieve:
- Strengthened community leadership - working together for the benefit of the local area
  - Services meeting the needs of communities - designed and delivered with the customer in mind
  - Joined up local services - sharing of resources and integrating services
  - Working in partnership with empowered communities - local people involved in local decisions and given more control over local issues.
- 14.3 In early 2010, nine localities were identified to help deliver services closer to communities and address local needs. These localities are: Hereford City, five market towns (Leominster, Bromyard, Ross-on-Wye, Ledbury and Kington) and three rural areas (Weobley, Golden Valley and Mortimer). The areas provide the basis for a joined up approach to delivering services and ensure that HPS is able to maintain as many valued local services as possible.
- 14.4 The localities approach will bring together HPS, parish councils, delivery partners and community representatives to discuss and agree local priorities. An approach tailored to each area will be developed, reflecting the different needs of each locality, building on what currently works and connecting to existing mechanisms that reach the more vulnerable or hard to reach members of the community.
- 14.5 The development of the Locality Strategy will build on joint arrangements which already work well in practice. A good example is the liaison with West Mercia Police, whose Area Policing Teams have been set up using the Council's ward boundaries, thereby enhancing local community identity. Another example is the South Wye Regeneration Partnership, which is bringing significant benefits to the area.
- 14.6 The role of the Ward Councillor is key to the delivery of the Locality Strategy. This new way of working will be supported through existing staff and resources and each of the Localities will be supported by a senior manager from the public sector.

## **15. Councillors as Elected Representatives**

- 15.1 A significant element of Councillors' workloads arises from their position as elected representatives of the local community. This includes dealing with electors' individual issues and complaints ('caseload'), holding "surgeries" for electors and possibly home visits. Although this activity is difficult to quantify and will vary from one Member to another, it has to be taken into account as it can impact on Member capacity and effectiveness.
- 15.2 Some officer support is available to Members towards helping with correspondence, and through the provision of newsletters and briefing notes. There are 5 dedicated staff in the current structure, allocated as follows: 3 general members' support officers, 1 cabinet support secretary, and 1 personal assistant to both the Leader and the Chairman. However there is no direct support available to assist with Member caseloads, and this is expected to remain the position at least in the short term.
- 15.3 Increasingly members deal with information by electronic means. They receive weekly updates electronically, and meeting papers and agendas. They are also using email extensively as a means of contacting officers and their constituents.

## **16. Member Development**

- 16.1 Member development is an essential means of enabling all Councillors to develop their knowledge and personal skills, helping them to carry out their varied roles in an effective manner. The Council provides an annual programme of (internal and external) events and other personal development opportunities. There is an expectation that Councillors will participate – indeed training is a pre-requisite for certain areas of work, e.g. both Planning and Regulatory Committees. The programme provides events on a weekly basis which are open to all councillors and are generally well attended. Preparation for and attendance at Development Events requires all Councillors to set aside the necessary time, and it is intended that this level of programme will continue. This activity is overseen by a Member Development and Training Group comprising 4 Councillors and 4 nominated substitutes, which meets on a quarterly basis.
- 16.2 The Members' Handbook is an excellent resource which is widely used by all councillors.

## **17. Briefing Arrangements for Councillors**

- 17.1 Briefings are held for Cabinet members before each Cabinet meeting. There are also pre-meeting briefings for the Chairman and Vice-Chairman before every Committee and Sub-Committee.
- 17.2 2 dates are set aside every month for additional briefings that members might require on anything. These are built into the calendar so that members know that there is always some time set aside for them on a reliable basis, and this helps them to plan accordingly. Councillors also receive a weekly newsletter.

## **18. Conclusions**

- 18.1 The changes made by the Council to the Member – level governance arrangements in 2011 were intended partly to allow councillors further to develop their community and representational roles. The Council continues to recognise the importance of effective corporate decision making and scrutiny arrangements, but wishes to change the balance of councillors’ overall activities to provide more capacity for working with communities, in line with the Locality Strategy. The reduction in the formal Committee structure recognised that Members would continue to participate in “Task and Finish” Scrutiny and Advisory groups as part of their corporate roles. The Council is of the view that a total of 54 councillors would have capacity to carry out their varying responsibilities effectively, for the reasons set out below.
- 18.2 It is generally recognised that in Authorities operating the “Leader and Cabinet” governance model, Cabinet Members and those involved directly with them as Cabinet Support Members (the Executive) carry a high level workload on behalf of the Council. These councillors are responsible for the majority of the Authority’s decision making and associated activities, including regular formal meetings, weekly briefings, and close engagement with officers and partner organisations. The Cabinet leads policy development at the political level and is accountable for effective delivery and performance. Accordingly, councillors in Cabinet positions tend to work full time on these activities, and are not normally able to take up places on other Committees. There are currently 7 Cabinet Members plus 6 Cabinet Support Members in Herefordshire, and there are no plans at the present time to alter these arrangements. In terms of the overall allocation of Committee places to councillors, the 13 Cabinet Members would be discounted, due to the demands placed upon them collectively and individually as the Executive. Having said this, there is at present a need for the Support Members to act as substitutes on certain Committees, in order to ensure compliance with the political proportionality rules for those Committees. This aspect will have to be kept under review by the Council following the next elections.
- 18.3 Similar considerations apply to the Chairman of the Council, who as the Authority’s “civic head” is not able to take up any significant Committee workload, because of his/her civic programme and related responsibilities. The role of the Vice Chairman would also have to be assessed depending on the civic workload expected of that Office.
- 18.4 Taking the 7 Cabinet Members and their 6 Support councillors and the Council Chairman out of the “pool” for the allocation of seats on Committees and other member – level groups would leave 40 councillors available from the overall Council size of 54.
- 18.5 In addition to the Cabinet, the other areas where Member workloads are particularly high relate to the “statutory” Committees – Planning, Regulatory and Overview and Scrutiny. As indicated in the detailed analysis above, meeting frequencies especially for Planning and Regulatory are high. Planning Committee (19 Members) operates on a 3-week cycle, with a great deal of ancillary activity. The 10 Members of the Regulatory Committee are required to meet at least every 2 weeks as the Regulatory Sub Committee, in addition to the quarterly meetings of the Committee itself, which represents a substantial commitment. Given the

workloads involved, the majority of councillors would only be able to take a place on one of these Committees, with the heaviest burdens falling on the Committee and Sub Committee Chairs.

- 18.6 The change to one formal Overview and Scrutiny Committee has reduced the total number of standing scrutiny Committees in the structure, and accordingly the number of places available. The Council intends to operate with this more streamlined structure in the future, but other factors must be taken into account. The 17 councillors on this Committee will continue to carry significant responsibilities for holding the Cabinet to account, contributing to policy review, and scrutiny of specific decisions. In addition to the Chair, 6 other Members of the Committee are appointed as Vice Chairs, with direct responsibility for scrutiny and review of designated Cabinet portfolios. Committee Members will also participate in “Task and Finish” scrutiny reviews in addition to the programmed minimum of 12 regular meetings of the Committee per year.
- 18.7 At present, a total of 46 seats is available on the 3 statutory Committees, which would ensure that all of the 40 “eligible” councillors would be able to take a place on one of these bodies, with 6 having to sit on two under the current arrangements. The Council would review the composition of each Committee (in accordance with the “political proportionality” rules), once the Council size figure is established, to ensure following the elections that the best “fit” is achieved.
- 18.8 The remaining decision making bodies of the Council meet less frequently – between 4 and 6 times a year. Their workloads are lower, with proportionately less time commitment required of Members. Audit and Governance Committee comprises 10 councillors, and Standards Committee includes just 2 Unitary Councillors. In addition, the Employment Panel and the Employment Appeals Panel involve 8 Member places in total. As a result, only half of the available 40 councillors would have to take places on these bodies, so these activities can readily be combined with other work.
- 18.9 The Council intends to continue and develop the current arrangements for Members to engage in Advisory and other “ad hoc” Working Groups, which make an important contribution to the governance arrangements overall. At present 4 such bodies have been appointed, and it is assumed that this pattern will continue and develop, with an average of 6 Groups being constituted each year. With 6/7 councillors on each, the estimated number of places available per year would total around 40, which equates to 1 place for each councillor – bearing in mind that these appointments would be based on Members’ individual expertise and particular areas of interest.
- 18.10 With regard to Overview and Scrutiny, it is envisaged that around 14 - 18 “Task and Finish” Scrutiny Review Panels would be appointed annually comprising both themed Task and Finish groups and the “quick” one day reviews. Although these may all vary in size, and include Co-opted Members, 5/6 councillor places on each would be the norm. Membership of these Panels will be open to all (non Cabinet) Members of the Council and not just the Overview and Scrutiny Committee. Assuming that between 7 – 9 of the Panels will be based on themed groups, approximately 45 places would be available each year, broadly equal to one place for each eligible Member of the Council. The remaining one day reviews would



represent a more intermittent call on Members' time, and could generally be accommodated within the councillors' overall workloads.

- 18.11 On the foregoing basis, the number of seats required for the effective political management of the Council is:

Statutory Committees - 46

Ordinary Committees – 20

Advisory/Working Groups – 40

Scrutiny Themed Task and Finish Groups – 45

Total Places – 151

- 18.12 The 40 available councillors would therefore take on average around 3.75 places each, being a combination of a high workload statutory Committee; a medium workload ordinary Committee; and the more ad hoc themed Scrutiny and Advisory Groups.

- 18.13 The additional requirements associated with the formal structures and meetings for councillors to attend briefings, undertake preparatory work, and participate in appropriate Member Development activities relevant to their roles (as described above) have also been taken into account in assessing councillor capacity. The Council has also noted that there has been a recent small increase in the proportion of the current councillors holding full or part time jobs in addition to their council work. As the majority of the Committee meetings are currently held in the daytime, the Council has been careful to propose the number of Councillors at a level which will reflect the availability of Members overall to participate in the Committee business. The Council would also wish to make the role of a councillor attractive to as many people as possible, and to encourage a widely representative cross section of the public to stand for election. This means that the Council's meeting arrangements should be compatible with councillors in employment, and allow sufficient capacity and flexibility in the system for individuals to carry out both roles. These trends would be reassessed following the election of the new Council, and the arrangements for meetings kept under review. The Council is however satisfied that an average of 3.75 places per councillor will result in manageable individual workloads enabling all Members to make an effective contribution.

- 18.14 In summary, this analysis results in each of the non – Cabinet related Members in a Council of 54 (and not including the Chairman of the Council) broadly occupying 1 place on a Committee with a high workload and commitment level; together with 1 seat on both a "Task and Finish" Group and an Advisory/Working Group; and with half (20) of the councillors being appointed to a Committee/Panel with a "medium" rather than a high workload. All Members would, of course, attend the full Council Meeting at least 5 times per year. Overall, it is considered that this represents a balanced and varied workload for the 54 councillors, with capacity to deliver convenient and effective governance at the corporate level.

- 18.15 These conclusions are supported by the outcomes from the most recent (2010) National Census of Local Authority Councillors, which indicated that “on average, councillors were members of 3.6 committees or sub – committees, which was a similar average to 2008 (3.7).”
- 18.16 With regard to councillors’ representational roles, as mentioned previously, the 54 Members will be required to represent the Council on a theoretical average of 2 outside organisations (recognising that leading councillors will take a higher proportion of these places), plus 31 places currently taken by councillors on school governing bodies . Although the meeting arrangements and frequencies for these bodies will vary, many will take place in the evening, and will place demands on Members’ time for briefing, preparation and travel in addition to the actual meetings themselves.
- 18.17 Of particular significance is the Council’s commitment to working closely with Parish Councils, and to develop this activity further as part of the Locality Strategy. As described above, this policy impacts directly on each Member of the Council, as all councillors are expected to undertake a personal leadership role, working closely with the Parish Councils in their Ward. Bearing in mind that Herefordshire is a wholly parished Authority, and the predominantly rural nature of the county, liaison with Parish Councils will continue to make significant demands on Members’ time. Currently, 34 out of the 58 unitary councillors are also elected members of Parish Councils, so a good platform is already in place further to develop these working relationships. It is envisaged that the proposed Council size of 54 would be sufficient to provide the capacity for the ongoing development of the Locality Strategy, particularly as other corporate commitments will progressively become a little less for the majority of councillors. These arrangements will contribute directly to effective local governance across the whole County area.
- 18.18 This proposal for a Council size of 54 has addressed the four broad elements identified by the Commission with regard to convenient and effective local governance. The Authority is satisfied that this number would provide sufficient capacity to enable councillors to discharge all aspects of their roles and to run the Council effectively.
- 18.19 Using the current electorate figures, 54 councillors would represent an electorate of 142026, giving a target electoral equality figure of 2630 electors per councillor. Given the largely rural characteristics of the County, and the substantially dispersed population, this is considered to be an appropriate ratio enabling the councillors to relate effectively to the interests of electors in their Wards.

## **19. Number of Councillors per Ward**

- 19.1 The Council’s approach is based on a general presumption for single Member Wards, where this can be achieved without detriment to local communities. It is expected that single Member Ward arrangements will apply particularly in the rural localities. In order to protect community interests, avoid splitting communities and to retain local community identities as far as possible, flexibility will be provided to allow 2 Member Wards where needed, and in exceptional cases to enable the possibility of one or more 3 Member Wards. It is envisaged that any multi Member Wards will be located primarily in the more urban areas. Any

proposals in due course for multi Member Wards will be based on evidence that the three statutory criteria will be best satisfied with such a configuration in the areas concerned.



NEW CHARTER 2011.

A Shared Community  
Working relationships in Local Government in  
Herefordshire.

October 2011 (FINAL APPROVED)

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# NEW CHARTER 2011.

## THE WORKING PARTNERSHIP BETWEEN

## THE COUNCILS IN HEREFORDSHIRE

### Definition

In this document:

Local Councils means all Parish, Town and City Councils.

Councils means *Local Councils* and Herefordshire Council

### Introduction

Herefordshire Council is the unitary authority for the County of Herefordshire. There are 58 Ward Councillors (Members) in 40 wards. The County is 100% parished with 1200 parish councillors in 134 parish and town/City Councils and 4 parish meetings.

Herefordshire Council and Local Councils within Herefordshire have agreed to publish a Charter which sets out how they aim to work together. This Charter is the result of discussions locally and across Herefordshire to confirm existing good practice and to establish some new and enhanced ways of working.

The Councils jointly represent all levels of democratic local government, to whose principles they are all committed. They are keen to see continued efforts made to improve our system of local democracy and to see greater public participation in and appreciation of the system.

In Herefordshire, individual town and parish Councils can become members of its county association of Local Councils, Herefordshire Association of Local Councils (HALC). HALC is the representative body for Local Councils and supports its members by providing an advisory service, including legal advice supported by their national organisation, the National Association of Local Councils.

Herefordshire Council employs a Parish Liaison Officer to further the interests of this Charter and to work with Local Councils in their dealings with Herefordshire Council.

This 2011 Charter updates and replaces the Charter for Herefordshire Councils agreed and published in October 2002.

### The Local Context

Herefordshire is establishing its approach to locality working, which is about working in partnership with communities and the efficient delivery of services locally.

A tiered approach to devolving services or budgets through a corporate and partnership policy framework will be a key plank of Herefordshire's locality strategy and to achieving its aims and objectives. Taking a partnership approach to decisions being made at the closest possible point to communities will be instrumental in gaining an understanding of how devolution (of decisions, budgets or services) could work and what this means in relation to local people and communities having a say about services that matter most to them.

Local Councils are the grass-roots level of local government. They have an increasingly valuable role to play in local democracy and service provision. By working with them and HALC, Herefordshire Council aims to act in partnership with local communities, whilst balancing the needs of the wider locality.

In their role as democratically accountable bodies, Local Councils offer a means of shaping the decisions that affect their communities. They offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, Herefordshire Council has a strategic role in ensuring the equitable distribution of services which they have to achieve.

This is consistent with the Sustainable Community Strategy for Herefordshire which states that across Herefordshire: "We will develop stronger, vibrant, more inclusive communities in which people enjoy a good quality of life and feel they have influence over decisions that affect them".

A strong community is one that feels empowered, confident and accepted. In order to achieve this there should be respect for each other and groups. Individuals from all backgrounds need to be informed and have the opportunity to get involved in making decisions which affect their communities.



## The National Context

The Big Society aims to put the community at the heart of taking action in their area by encouraging volunteering and involvement in social action, giving communities a greater say over local planning and delivering local services.

The current Localism bill sets out a radical shift of power from central government to local communities helping to create the Big Society.

More decisions will be taken within communities about how public money is raised and spent. This will give people more choice and a better standard of service. Local government will be held more accountable to its communities giving local people opportunities to take control of the process of decentralisation.

## THE NEW CHARTER

This New Charter sets out the broad framework on how the Councils will work together. Councils agree that an action plan will be developed, adding more details about how the relationship will work locally across the County.

Strong working relationships, that have already been developed and that can be further built upon, are key to the delivery of better and more effective services for our communities.

## **Working in Partnership**

1. Herefordshire Council will seek to involve Local Councils in its governance arrangements and liaise in the following ways:
  - a) Local Councils will invite appropriate Members and Officers of Herefordshire Council to their meetings.
  - b) Members and officers of Herefordshire Council invited to attend local council meetings will use their best endeavours to attend such meetings
  - c) Herefordshire Council will maintain its close working relationship with HALC through

- the regular attendance of the Parish Liaison Officer at its meetings
- informal quarterly meetings between senior Council Members and Officers of Herefordshire Council and HALC.

### Local Democracy

2. Herefordshire Council will work with Local Councils and HALC to promote and to develop the public's interest in local government and to strive to improve a broad community involvement in local democracy, specifically through attendance at local council meetings, participation in parish council working groups and/or standing as parish/town councillors.

#### Local Councils will:-

- Encourage the public to attend their meetings and give an opportunity to ask questions and make comments.
- seek to encourage the talent available in communities to participate in local council business
- Make available to the public a wide range of information making effective use of ICT.
- Work with their Herefordshire Council Ward Members to carry out their ward responsibilities.
- Advise Herefordshire Council Ward Members of their meeting dates and agenda.
- Promote interest in local council elections
- Encourage a diverse and representative membership of their council.

#### Herefordshire Council will:-

- Encourage their Members to work closely with their Local Councils by regularly attending parish/town council meetings and holding surgeries.
- Encourage their Members and officers to attend training courses on "working with Local Councils".

## Clustering of Local Councils and Cross Border Issues

3. It is recognised that some Local Councils may decide that there are advantages in “clustering” together to deliver a service and this may benefit the business case.
4. It is recognised that Local Councils may wish to cluster with Councils across county borders or with Councils in Wales. Councils agree to promote cross-border cooperation, taking into account legal and funding constraints.

## Consultation

5. Herefordshire Council will seek to give Local Councils and HALC the opportunity to comment before making decisions that affect their local area. The subject areas will include formulation of policy, planning issues and the delivery of services and functions at local level.
6. In consulting with them, Herefordshire Council will provide Local Councils with sufficient information to enable them to reach an informed view on the matter under consideration and give adequate time to respond in accordance with Herefordshire Council’s standard and with any statutory requirements where applicable. Consultations will make full use of information technology.
7. Local Councils will take the lead in actively encouraging their local communities to produce community-led plans that will not only inform those Local Councils’ business plans but also feed into Herefordshire Council’s service plans. The aim is to achieve 100% community-led plan coverage within five years. Local Councils will also ensure that the plans are reviewed at least annually and updated every 5 years.
8. Local Councils will ensure there is a mechanism in place to engage with their communities with regard to understanding and responding effectively to day-to-day issues as they arise.
9. Local Councils will involve their communities in the annual budgeting process and promote participatory budgeting as a means of meeting the needs of their communities.

## **Communication**

10. All Local Councils should make use of ICT wherever possible for the exchange of information, consultation documents, planning applications, committee papers and general correspondence. It is anticipated that this will be the preferred means of communication in the future ensuring that effective and efficient communication is achieved between the two tiers of local government.
11. Furthermore, all Councils will be encouraged to set up and maintain websites for their communities and to link into partner websites.
12. In order to optimise the ICT opportunity Herefordshire Council will endeavour to promote the development of superfast broadband as an efficient means of delivering 21<sup>st</sup> Century services.

## **Service Delivery**

### **Delegation, Devolution and adoption of Services**

13. Local Councils will work with the Herefordshire Council and consider any delegated responsibility in detail, taking into consideration the cost, quality, local preferences and practicability at all times.
14. Where a request for delegation or devolution is made, Local Councils will produce a costed business case in support of the request and provide evidence of local need for the service. A mechanism for the transfer of services between Councils will be developed following the adoption of this New Charter.
15. Any application should be accompanied by the Local Council demonstrating how they will achieve Quality Status standards.

### **Service changes by Herefordshire Council**

16. Where Herefordshire Council decides to end a particular service, Local Councils will be given the choice of delivering the service at their cost by either funding Herefordshire Council or its partners to deliver the service or by providing the service themselves.

### Asset Transfer and/or Sharing of Assets

17. Asset transfers will be considered by Herefordshire Council, subject to the demonstration of community need and in accordance with the Council's Community Asset Transfer policy.
18. Critical to the success of any transfer is having a clear rationale backed by a robust business-case demonstrating the sustainability of the proposal, and the ability of the recipient to manage the asset effectively, including an assessment of the financial and organisational capacity of the council.
19. Local Councils will work with the Herefordshire Council to identify public assets that can be re-modelled or shared to improve service delivery at the locality level.
20. It is recognised that asset transfer is a two-way process and Local Councils may wish to discuss with Herefordshire Council, transferring assets currently owned by them.
21. All cases of service transfer to and from Local Councils under this New Charter will be reported annually to Herefordshire Council and by the Herefordshire Association of Local Councils to all Councils, including a nil return if applicable and published in the public domain.

### **Operational Arrangements**

#### Quality Status and Power of Well-Being.

22. Herefordshire Council will work with Local Councils and HALC to promote the take-up by Local Councils of the Quality Parish Council Scheme (QPS) as a basic benchmark of good practice, embracing aspects of legal compliance, public accountability and community engagement.
23. Local Councils are encouraged to adopt the Power of Well Being that will offer them more powers to benefit their communities' social, economic and environmental well-being.

### Emergency Planning

24. Local Councils will undertake to co-operate with the Herefordshire Council's Emergency Planning procedures.
25. Local Councils will be provided with e-mail alerts regarding emergency information, as appropriate.

### Community Resilience

26. Councils will work together to encourage the development of a community resilience information file for each Local Council.

### Training and Development

27. Local Councils, clerks and councillors will be encouraged to attend training and information sharing events whenever possible.
28. Local Councils will encourage all their clerks to become qualified with the aim that all clerks in the County should hold the CiLCA qualification.
29. Herefordshire Council will assist in identifying and helping to meet the training needs of Local Councils and participate in training events organised by HALC subject to staff availability.
30. Herefordshire Council will include the topic "working with your parish/town Councils" in the new ward members' induction programme.

### Compliments, Comments, Complaints and disputes

31. Any concerns about the operation of this New Charter will be resolved by early dialogue between Local Councils firstly by the clerk of the concerned council and the lead officer of Herefordshire Council and secondly by the Chair of the Local Council and the Lead Member of Herefordshire Council with officer support.
32. Where practical and possible the Herefordshire Council will offer Local Councils access to support services to enable them to take advantage of facilities such as printing, ICT procurement and other services.

33. Herefordshire Council will explore the provision of training and support on issues such as business planning and risk assessments.

#### Social and Economic Sustainability.

34. Councils agree to work in ways that are sustainable, reconciling the long-term needs with those of the present and protecting and improving the quality of life of current generations without compromising the quality of life of future generations.

#### Equality of Opportunity

35. Herefordshire Council embraces equality and diversity in all its work and is committed to serving the diverse needs of our communities, recognising that people have different needs, cultures, experiences and expectations.
36. Local Councils will make the same commitments to eliminate discrimination in all its forms, providing equality of opportunity to all the communities we serve. Wherever practicable they will endeavour to base local decisions on a broad community mandate, whilst taking into account the needs of the most vulnerable.

#### Funding

37. Innovative ways to make the best use of limited resources will need to be identified, to reduce wastage wherever possible and to deliver services in the most cost effective way.
38. All Councils will seek to include the principles of participatory budgeting in their future budgeting processes.

#### Monitoring, Further work and Review

39. This 2011 Charter is a living document and will be formally reviewed and evaluated regularly (at least annually) by the “Charter Group”, made up of representatives of Local Councils, HALC, the Market Towns Forum and Herefordshire Council. The first review is planned to be at the end of 2011 following the enactment of the Localism Bill and other relevant legislation.

40. Following the adoption of the New Charter 2011 a mechanism for the transfer of services between Councils will be agreed and published.

October 2011.



OUTSIDE BODY	RELATIONSHIP WITH AUTHORITY - A=critical B=significant C=specific Issue/ward	PURPOSE	TERM OF OFFICE OF Council Officer Support	IS APPOINTMENT TO BE MADE	CONSTITUTION ON FILE Y/N	NUMBER OF APPOINTMENTS ON OUTSIDE BODY	WARD (or area of operation if known)	Repres May 2011	1ST REPRESENTATIVE	2ND REPRESENTATIVE	3RD REPRESENTATIVE	4TH REPRESENTATIVE	5TH REPRESENTATIVE	6th REPRESENTATIVE	7th REPRESENTATIVE	EXPENSES CLAIMABLE - Y/N?	COMMENTS
Bishop of Hereford	C	Promotion of Education and advancement of religious and other charitable work.			Y (Charity commission)	one	Tupsley	Cllr Walling	Councillor J Kenyon	Councillor J Lester						NO	
Bluecoat School Charity	C	unknown	George Thompson	N		up to 2	Brinsty	Cllr TW Hunt	Councillor P Swinford							NO	
Brinsty Common Manorial Court		To manage Brinsty Common and represent the views and interests of the Commoners.	George Thompson			5 (one of which CM covering small holdings)	Hope End.	Cllrs H Bramer, JB Williams, T James	Councillor P Price	Councillor P Edwards	Councillor T James	Councillor T Johnson	Councillor P Jones			YES	18.10.11 It is claimable as it is a meeting that is called by Council Officers and the Trust is currently operated/the Council act on behalf of the Trust.
Buchanan Trust		For the settlement or employment in agriculture on the Estate of men who have served at sea or overseas in any of the Naval, Military or Air Forces.															
Cargill Meats Residents Liaison Group	C	Liaison forum between the Company and residents over any issues arising based on the companies operation.	Marc Willmont			3	Three Elms	Cllrs PA Andrews, SPA Daniels,	Councillor PA Andrews	Councillor L Chave	Councillor C Nicholls					NO	
Citizens Advice Bureaux - Trustee Board	B	National Organisation	Natalia Silver			2	County-wide	Cllrs K Grumble, Yr, AT Oliver	Councillor B Durkin	Councillor M Hubbard						NO	
Cotswold and Malverns Transport Partnership	C	To address the problems affecting the Cotswold railway line.	Jim Davies	N		one place and the option to appoint up to 2 deputies	County-wide	Cllr DB Wilcox	Councillor A Blackshaw							YES	
County Councils Network	A	Special interest Group within the LGA.		N		up to 4		Cllr RJ Phillips, JP French, B Hunt, TM James	Councillor T James	Councillor J Jarvis	Councillor B Matthews	Councillor R Phillips				YES	
Courtyard Trust Board	B	To serve on the Board of Directors of the Trust managing the Courtyard Centre for the Arts.	Mel Porter	N		2	County-wide	Cllr Goodwin	Councillor N Nenadich	Councillor P Sinclair-Knipe						NO	
Halo Limited	B	To manage provision of leisure facilities.	A Tector	Y		2	County-wide	Cllr RV Stockton, PJ Watts	Councillor A Atkinson	Councillor P Watts						NO	Board meetings - February 21st, May 15th, September 4th, December 11th
Hereford and Worcester Fire and Rescue Authority	A	To manage the Fire and Rescue Service		Y		6	County-wide	Cllr JHR Goodwin, DW Greenow, P Jones CBE, PJ Watts, DC Taylor, PA Andrews	Councillor D Greenow	Councillor P Jones CBE	Councillor M Lloyd-Hayes	Councillor B Matthews	Councillor DC Taylor	Councillor P Watts		NO	
Hereford Cider Museum Trust	C	To promote education in the knowledge and production of cider and the cider industry.		Y		one	St Nicholas	Cllr AJM Blackshaw	Councillor AJM Blackshaw							NO	
Hereford Futures Ltd	A	Company	Geoff Hughes	N		2	City	Leader of Council & Chief Executive	Councillor J Jarvis	Chief Executive						NO	
		Economic development of the City															

Herefordshire and Worcestershire Joint Members Waste Resource Management Forum	B	Local Gov Body	A joint body with Worcestershire County Council to oversee the joint waste contract	Andy Tector		1	County-wide	Cllrs PJ Edwards, J Jarvis, R Smith	Councillor A Blackshaw				YES	
Herefordshire Association for the Blind	C	charity	To promote the welfare of the Blind and partially sighted persons resident in the County.		Y	up to 2	County-wide	Cllr DB Wilcox	Vacant				NO	
HEREFORDSHIRE CHILDREN AND YOUNG PEOPLES PARTNERSHIP FORUM (formerly Childrens Trust)	A	Partnership				one		Cllr J Hyde	Councillor JA Hyde				YES	Links with Governance issues therefore paying expenses
Herefordshire Cultural Consortium	B	unknown	The activities of the Cultural Consortium are currently on hold until any forthcoming changes to the Herefordshire Partnership become clear and at that point the consortium will consider its purpose, composition and sense of direction	Abbie Mason	N	2	County-wide	Cllrs AJM Blackshaw, W. A Seldon	Councillor R Phillips Councillor P Sinclair-Knipe				NO	
Herefordshire Early Years & Extended Services (EYES) Forum	B	Forum	To promote, develop, and maintain good quality, accessible, affordable childcare and early years education and to review early years and extended services provision within the Herefordshire Council's policies for the Children's and Young Peoples' Service, and within relevant national policies	Bryan Iwitey	Y	One (2008)	County-wide	Cllr SJ Robertson	Councillor S Bowen				YES	Links with Governance issues therefore paying expenses
Herefordshire Educational Society	C	Charity		Hannah McSherry		2		Cllrs Stone, B Williams	Councillor J JB Williams				NO	
Herefordshire Environment Partnership	B	Local Gov Body	Herefordshire Partnership Environment body.	Bill Bloxsome		one	County-wide	Cllr J Jarvis	Councillor B Wilcox				NO	
Herefordshire Housing Limited	B	Company	Registered Social Landlord managing Herefordshire Council's former housing stock.			1 Cllr v.e.f Sept 2010	County-wide	Cllr AM Toon	Councillor P Rone				NO	
Herefordshire Local Access Forum	C	Statutory Advisory Body	A Statutory Advisory Forum. It will provide advice and guidance to the Countryside Agency and the Herefordshire Council on how to make the countryside more			3	County-wide	Cllrs PJ Edwards, J Hope, AT Oliver	Councillor PJ Edwards Councillor A Hope Councillor J Hempton-Smith				YES	
Herefordshire Public Services (HPS) Steering Group	A	Partnership	To provide an informal forum for the discussion of strategic direction for the integration of public services in Herefordshire; and monitoring of progress of benefits realisation.			Relevant C/Ms		Cllr JJ Phillips, LO Barnett, JP French					YES	
Herefordshire Sports Council	C	Partnership unknown	To develop opportunities for access to sport, provide collective voice for and information about sport.		SEE FILE	2	County-wide	Cllrs SJ Robertson, AJM Blackshaw	Councillor R Phillips Councillor S Robertson				NO	
Jarvis Educational Foundation	C	Charity	To provide educational facilities to persons aged 25 and under in the County with preference to Regeneration of Kingdon and surrounding area.			one	Castle	Cllr JW Hope	Councillor JW Hope Cllr TM MBE				NO	
Kingdon Area Regeneration Partnership	B	unknown			Y	one	Kingdon Town	Cllr TM James	Councillor TM James				NO	
Kingdon Tourist Group	C	unknown	To encourage and stimulate interest in tourism within the area and encourage tourists to visit		Y	one	Kingdon Town	Cllr TM James	Councillor TM James				NO	

Lady Hawkins' Community Leisure Centre Trust	C	unknown	Management of the Trust			one	Kingdon Town	Cllr TM James	Councillor TM James					NO	
Leominster Area Regeneration Company Development Limited	B	Charity & Company	To provide or secure education or training for residents in the area and assist in finding employment.	Nadine Kinsey		2	Leominster North and Leominster South	Cllrs P Jones and RC Hunt	Councillor P Jones CBE	Councillor RC Hunt				YES	
Leominster Museum Committee	C	unknown	To improve, repair and equip the museum.		Y	one	Leominster North and Leominster South	Cllr P Jones CBE	Councillor P Jones CBE					NO	
Leominster Underdonational Educational Charity	C	Charity	To provide items, services and facilities for a number of local schools.		Y	2	Leominster North and Leominster South	Cllrs P Jones CBE, J Stone	Councillor P Jones CBE	Councillor J Stone				NO	
Local Admissions Forum	B	Statutory Advisory Body	Consider and monitor various aspects of School Admission Arrangements in the County.	Andrew Blackman or Rob Ried		3	County-wide	Cllrs JW Hope, All Toon	Councillor S Robertson	Councillor T Jonson				YES	Links with Governance issues therefore paying expenses
Local Government Association	A	Local Gov Body	National Body		Y	4	County-wide	Cllrs RJ Phillips, JP French, RI Matthews, TM James	Councillor J Jarvis	Councillor B Matthews	Councillor P Price			YES	
Local Government Association - Rural Commission	A	Local Gov Body	Special Interest Group on the LGA		Y	2	County-wide	Cllr AJM Blackshaw	Councillor Graham Powell	Andrew Ashcroft				YES	
Lower Severn Internal Drainage Board	C	Environment Agency Body	To alleviate surface water flooding within the Board's area via maintenance of designated watercourses.		Y	one	Ledbury Area (Catchment of River Leadon leading to Gloucestershire)	Cllr R Mills	Councillor C Attwood					YES	
Local Government Association Strategy and Finance Group	C	Environment Agency Body							Councillor Alan Seldon					YES	Councillor Seldon not appointed by this authority but a virtue of LGA's internal arrangement. Addition September 2011: It is the expectation of the LGA that even though a Member is appointed by the LGA i.e. not by the local authority that the local authority will pay the Member allowances to attend meetings.
Lower Wye Internal Drainage Board	C	Environment Agency Body	To examine issues concerning the maintenance of water courses in the area (various water courses in the Belmont to Monmouth Malvern Hills.			2	Valelets, Golden Valley, R Smith, South, & Hope End, Ledbury, P Watts	Cllrs P Cutter, R Smith	Councillor P Cutter	Vacant				YES	
Malvern Hills Conservators	C	Statutory Body	To preserve the amenity of the Malvern Hills.	4 years to 31 Oct 2011	Y	2	Hope End, Ledbury, P Watts	Cllrs RV Stockton, P Watts	Councillor C Attwood	Councillor P Watts				YES	
Malvern Hills Joint Advisory Committee for the AONB	C	Advisory Body	To make recommendations to relevant Local Authorities for the purpose of securing consistent and co-ordinated policies on matters related to the Housing Association – to work with Local Authority to provide affordable quality homes.		Y	2	Hope End, Ledbury	Cllrs M Cooper, AW Johnson	Councillor P Bettington	Councillor T Johnson				YES	
Marches Housing Association Limited	B	Company				one	Herefordshire/ Shropshire	Cllr RC Hunt	Councillor RC Hunt					NO	

Mortimer Leisure Centre Ltd	Sporting and recreational activities			one	Mortimer Cllr LO Barnett	Councillor LO Barnett						NO	
National Parking Adjudication Scheme - Joint Committee	Public Advisory Body	To consider the funding arrangements of the Adjudication service.		one	County-wide	Cllr TM James	Vacant					YES	
Pashley Trust	Trust	To defray the costs and expenses of an annual outing for the children at Walford County Primary School	No appointment will be made	3 (+1 officer)	Y	Mrs J Thomas, Mrs E Saunders						NO	
Queenswood & Bodenham Lakes Group	Local Gov Body	To provide advisory support and input to the management of the Bodenham lake and Queenswood Country Park facilities.	Rob Hemblade	3		Hampton Cllrs AJM Sutton Blackshaw Walls.	Councillor AJM Blackshaw	Councillor K Guthrie	Councillor J Millar			NO	
River Lugg Internal Drainage Board	Environment Agency Body	To manage adopted outfalls, pumping stations and watercourses to maintain water levels in its district.		7	N	Bricher, Cllrs WLS Pembroke, Bowen, J Golden, Grumble etc, Castle, Y, K Wormsley Guthrie, W. Birtone	Councillor WLS Bowen	Councillor M Cooper	Councillor J Hardwick	Councillor J Millar	Councillor F Norman	NO	
Ross Charity Trustees	Charity	Responsible for three charities: Almshouse Branch, Cawdor Gardens Trust and Relief-in-need Charity.		one	Y	Ross-on-Wye (E) Gray	Councillor C Bartrum					NO	
Severn Trent Regional Flood Defence Committee	Environment Agency Body	To work with the Environment Agency Midlands Region in its work on flood risk management.	Steve Hodges	one		County-wide	for 4 yr term from 01/06/09-10 Glous =Rep, HC(Cllr G Lucas)=Y-Rep, S.Glouce= 3rd body					NO	
Shared Services Joint Venture Company	Company			2 (unspecified Member /Officer) Articles of Association TBC		County-wide	Councillor P Price	Jenny Lewis					
Shoptability - Hereford Liaison Group	unknown	To promote the welfare and independence of disabled persons by providing assistance and equipment	David Hepworth	one	Y	City Wards	Cllr GP Powell	Councillor A Bridges				NO	
Leominster Shoptability	Charity	To promote the welfare and independence of disabled persons in Leominster by providing assistance and equipment		one	Y	Leominster North and Belmont, St Martins & Hinton	Cllr RC Hunt	Councillor RC Hunt				NO	
South Wye Regeneration Partnership	Charity	The purpose of the Partnership and its Board is the promotion for public benefit of regeneration of the South Wye area of the County of Herefordshire		2		Belmont, St Martins & Hinton	Cllr ACR Chappell	Councillor P Rone				NO	
Sylvia Short Educational - Charity	Charity	To promote education by the making of grants for fieldwork and extra mural studies to persons who: (1) are under the age of 19; and (2) are in need of financial assistance; and (3) are attending a permanent body which provides the Local Education Authority (LEA) on matters concerned with, and the monitoring of, the provision of Religious Education and Community Education		2		County-wide	Cllr J Hyde, P Murray (formerly Children's)	Tim Fewell				NO	
Standing Advisory Council For Religious Education (SACRE)	Statutory Advisory Body	A permanent body to advise the Local Education Authority (LEA) on matters concerned with, and the monitoring of, the provision of Religious Education and Community Education		3		County-wide	Cllrs WU Attfield P Jones CBE, J Stone	Councillor L Chare	Councillor J Stone			YES	Links with Governance issues therefore paying expenses
Three Choirs Festival Association Ltd	Company	General liaison in relation to the music festival.		one	N/A	County-wide (office in the City)	Cllr AJM Blackshaw	Councillor R Phillips				NO	
VITAL Hereford LEADER Group	local action Gr	The Local Action Group is the Steering Group for the Herefordshire Rivers LEADER+ programme, which is a European				County-wide	Cllr AJM Blackshaw	Councillor R Phillips				NO	

Wales and the Marches Common Land and Village Green Working Group	C	Working Group	Promote better understanding and share best practice in issues concerning Commons and Village green land.	George Thompson	N	one	County-wide	Cllr TW Hunt	George Thompson							YES	
Welcome to our Future	C	ChaiTy	To facilitate the implementation of the Local Agenda 21 Action Plan & successor plans across Herefordshire and Worcestershire and to educate and raise			one	County-wide	Cllr WLS Bowen	Councillor WLS Bowen							NO	
West Housing Market Area Partnership	B	Partnership (with Shropshire, Telford & Wrekin)	The Partnership brings together representatives from a range of organisations that contribute to and influence delivery of housing and sustainable communities in Herefordshire, Shropshire and Wrekin	Richard Gabb / Andrew Ashcroft / Jane Lewis	N	2 Cabinet Members	County-wide	Cllrs JG Jarvis, AJM Blackshaw	Councillor R Hamilton	Councillor B Wilcox						NO	
West Mercia Police Authority	A	Public Body	Policing Authority (comprising Herefordshire Council, Shropshire CC, Telford and Wrekin and Worcestershire CC.)			Reduced from 2 to 1 from May 11	County-wide	Cllrs B Hunt, R Smith	Councillor S Bowen							NO	Police Authorities are due to be abolished but we may need to appoint to a Police and Crime Panel instead.
West Mercia Police Authority - Joint Committee	A	Public Body	This Committee meets to confirm appointments to WMPA in the event of it not proving possible to resolve matters by agreement. It has not met			one	County-wide	Cllr P Jones CBE	Councillor J Jarvis							NO	Police Authorities are due to be abolished but we may need to appoint to a Police and Crime Panel instead.
West Mercia Supplies - Audit Committee		see above	see above			1			Councillor P Price							YES	
West Mercia Supplies Joint Board	A	Company	Joint Purchasing Consortium formed by Herefordshire Council, Shropshire County Council, Telford and Wrekin Council and	?		2	County-wide	Cllrs H Bramer, JP French	Councillor J Jarvis	Councillor P Price						YES	
West Midland Reserve Forces & Cadets Association	C	Association	The Association is concerned with the morale and welfare of the TA and Cadet forces and in particular the personal administrative problems which face them as Members of a civilian community who serve part time in the armed forces in peace. The Association is well placed to identify these problems and to represent them to the MOD and to other authorities as necessary.		N	one	County-wide	Cllr P Jones CBE	Councillor P Jones CBE							YES	
West Midlands Councils	A	Local Gov Body	Regional Local Government Association		changed 13 July 09	1 + substitute	County-wide	Cllrs RJ Phillips, H Bramer, JR Williams	Councillor J Jarvis	Councillor R Phillips						YES	
West Midlands Councils - LGG Flood Risk Management Group						One (see Comment)	County-wide		No nomination required at this point							YES	
Wye Navigation Advisory Committee	C	Advisory Body	To manage the historic right of navigation on the rivers Wye and Lugg			one (and one named substitute required)	Rivers Wye and Lugg catchment areas	Cllr DB Wilcox	Councillor DB Wilcox	Councillor P Sinclair-Knipe						NO	
Wye Valley AONB	C	Advisory Body	To protect conserve and enhance the natural beauty and amenity of the Wye Valley. To promote the quiet information enjoyment of the Wye Valley. To promote sustainable forms of		N	4	Need not be from related ward but the wards	Cllrs P Cutter, AE Gray, JA Hyde, JG Jarvis	Councillor A Atkinson	Councillor P Cutter	Councillor P Hardwick	Councillor J Hyde				YES	



<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>COMMUNITY GOVERNANCE REVIEW - ROSS-ON-WYE</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR LAW, GOVERNANCE AND RESILIENCE</b>

**CLASSIFICATION: OPEN**

### **Wards Affected**

Ross-on-Wye East  
Ross-on-Wye West

### **Purpose**

To advise members of a request by Ross Town Council, supported by Ross Rural Parish Council, for a community governance review of their areas; to make provision for such reviews to be undertaken by Audit and Governance Committee; and to provide an aspirational timetable.

### **Recommendation(s)**

**THAT:**

- (a) **the Council undertake a community governance review of the areas of Ross Town Council and Ross Rural Parish Council in the Autumn of 2013; and**
- (b) **the Audit and Governance Committee be empowered to undertake community governance reviews and to make recommendations to Council in that regard; and**

### **Key Points Summary**

- The Local Government and Public Involvement in Health Act 2007 (the 2007 Act) makes provision for local authorities to undertake community governance reviews (CGRs) and for the Secretary of State to issue mandatory guidance. This guidance was issued in March 2010. The 2007 Act provisions are intended to enable citizens and community groups to make the best use of empowerment opportunities.
- A CGR may reflect the fact that communities expand over time with new housing developments, with existing parish boundaries becoming anomalous as new homes are built and people find they are in different parishes from their near neighbours. It can also deal with warding arrangements
- The guidance provides at paragraph 28 that a CGR should not be started when a review of the principal council's electoral arrangements is being undertaken. The Boundary Commission is reviewing this Council's electoral arrangements and should have concluded its work by the

Autumn of 2013. The Commission's Chairman has specifically asked this council to desist from a CGR while that review is in progress.

- CGRs are best handled by a small group of Members, who can then make recommendations to a full Council meeting. For this reason, it is suggested that the remit of Audit and Governance Committee be expanded to undertake CGRs in the future, so that expertise is built up for any future CGRs in other areas. That Committee may wish to form a sub-committee for the purposes of a CGR.

## **Alternative Options**

1. Not to undertake a CGR and to leave existing parish boundaries unchanged. This would disregard the submissions in favour of review made by the Town Council and the agreement of the Parish Council involved.
2. To defer a decision until the results of the Boundary Commission's review are known. The situation in Ross is unlikely to have changed significantly but there remains some uncertainty about when the Commission's work will be complete. It is not yet known whether they regard Herefordshire as a type B review (42-50 weeks) or a type C review (up to 62 weeks).

## **Reasons for Recommendations**

3. The recommendation that the Council commits to an Autumn 2013 start date for a CGR provides some certainty for the Town and Parish involved and provides a longer period for awareness raising and community engagement.

## **Introduction and Background**

- 4.1. On 14th June 2010 the Ross-on-Wye Town Council resolved to make a formal request to this Council for a CGR of the HR9 postal area. Any decision was postponed until after the May 2011 elections had taken place
- 4.2. On 20th December 2011 representatives of the Town Council met the Assistant Director Law Governance and Resilience and made a number of points in favour of a CGR including:
  - New housing and commercial developments had expanded the town's built up area into the rural parish area
  - The 2010 Ross Town Plan adopted by this Council covers both town and rural areas
  - There are 12 members of the Town Council, which meets regularly and has a number of main committees. Elections are contested (25 candidates for 12 seats). Ross Rural has 8 members and meets every 2 months. There have been no elections since 2003.
  - The Town Council maintains facilities such as play areas and a community centre which are enjoyed by inhabitants of the Ross Town and Rural areas alike.
- 4.3. The Town Council representatives said that, despite the terms of their 14th June 2010 resolution, they were now asking for a view of the town and parish council areas rather than a review of the whole HC9 area. Those areas are indicated on the attached plan and edged Brown (Ross Town) and green (Ross Rural) – see Appendix 1.
- 4.4. The Ross Rural Parish Council met on 4th January 2012 and their clerk has confirmed that they are happy to proceed with the request for a CGR.



## **Key Considerations**

- 5.1 The request for a CGR in this instance appears to fulfil the criteria for review
- 5.2 Any review provides an opportunity to consider boundaries, numbers of members and warding arrangements
- 5.3 The proposal links to the corporate priority of locality working

## **Community Impact**

- 6. The community impact of the present arrangements and the potential for change is described earlier in this report. On initial appraisal, there are no equalities issues.

## **Financial Implications**

- 7. There is no budget for CGRs and the cost of printing, stationery, room hire, advertisements and a postal ballot would have to be met from a special budget in the financial year 2013/14. Funding will be considered as part of the budget process for 2013/14.

## **Legal Implications**

- 8. The Council must have regard to the mandatory statutory guidance under the 2007 Act in the conduct and timing of any review. Failure to comply could result in a judicial challenge.

## **Risk Management**

- 9. If the Council does not proceed with a CGR, then the existing arrangements may damage community engagement and democratic representation at the local level

## **Consultees**

- 10. The Committee overseeing the review will make appropriate arrangements for consultation and a ballot. The proposals in this report have been discussed with local Ward Members.

## **Appendices**

- 11. Plan of Ross Wards

## **Background Papers**

- 12. Correspondence with Town and Parish Councils for Ross Town Council and Ross Rural Parish Council.



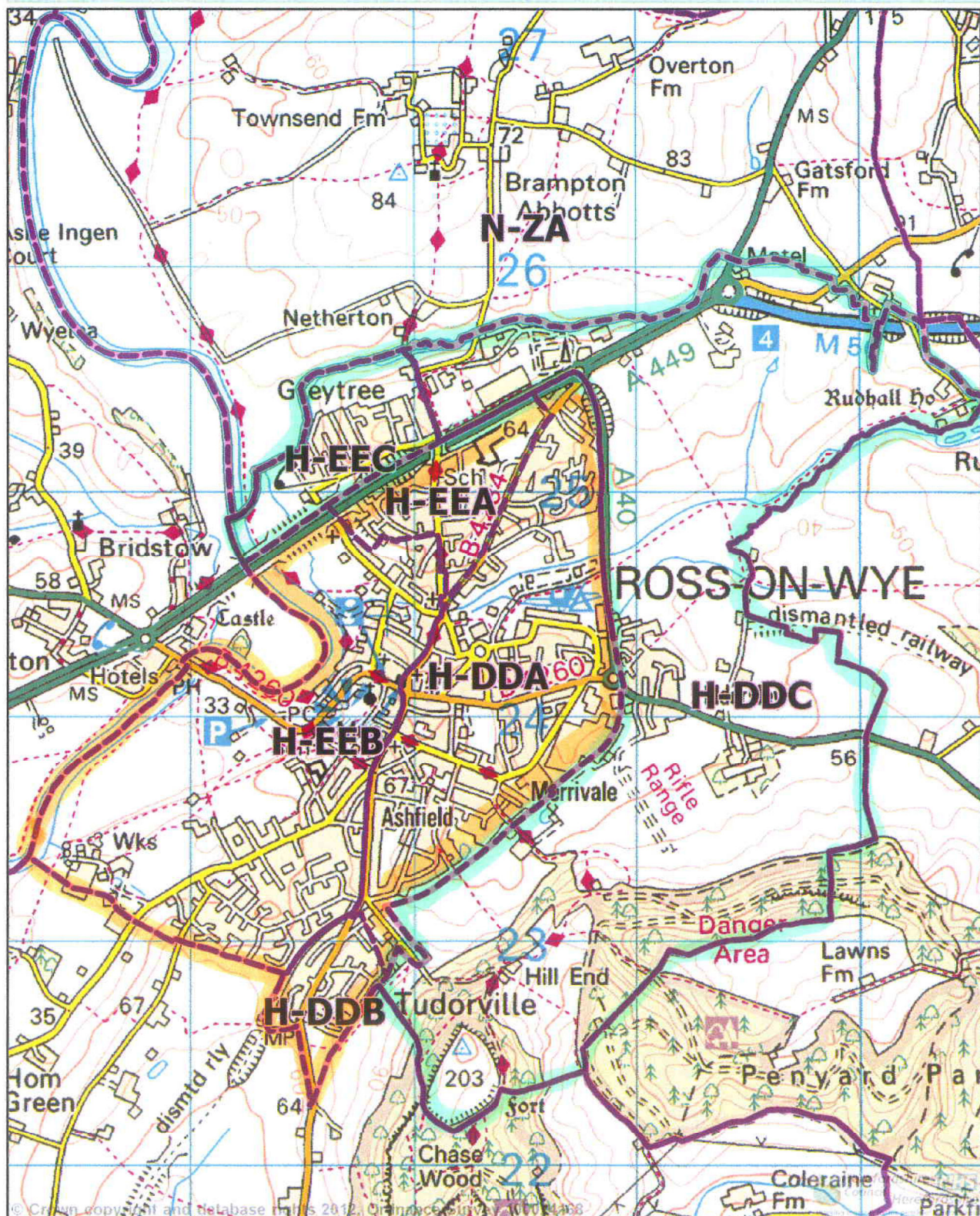


**Herefordshire  
Council**

Working in partnership for the people of Herefordshire



County of Herefordshire District Council,  
Brockington, 35 Hafod Road, Hereford. HR1 1SH.  
website: [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)  
switchboard: 01432 260000



**Location:**

**Description:** ROSS WARDS

Map Scale 1:25,620 ; Map Centre OS Grid Reference 360,368.8537669;224,447.3958644

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No further copies may be made.

Ross Rural  
Boundary

Ross Town  
Boundary





<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>PAY POLICY STATEMENT</b>
<b>REPORT BY:</b>	<b>EMPLOYMENT PANEL</b>

**CLASSIFICATION:** Open

### **Wards Affected**

County-wide

### **Purpose**

To approve a pay policy statement for the authority.

### **Recommendation(s)**

**THAT:**

- (a) the pay policy statement summarising existing council policies (at Appendix A) be approved;
- (b) the planned review of the policies underpinning this statement be noted; and
- (c) authority be delegated to the Monitoring Officer to make any necessary amendments to the Constitution to ensure compliance with the legislation, and reflect the responsibilities of the Employment Panel (as at paragraph 9 below).

### **Key Points Summary**

- Council is required to approve a 2012/13 pay policy statement by 31 March 2012.
- The statement provides a summary of the existing policies of the council, and does not seek to amend these.
- A review of policies will be undertaken in year and will inform a refresh of the statement for 2013/14.

### **Alternative Options**

- 1 There are no alternative options; the approval by Council of a pay policy statement for the authority is a statutory requirement.

## Reasons for Recommendations

- 2 To provide transparency with regard to the council's approach to setting the pay of its employees in compliance with the provisions of the Localism Act 2011

## Introduction and Background

- 3 The Localism Act places a requirement on local authorities to produce an annual pay policy statement for each financial year beginning 2012/13, and for this statement to be approved by Council before the start of the financial year to which it relates.
- 4 The statement must set out the council's policies relating to:
- a) the remuneration of its chief officers
  - b) the remuneration of its lowest paid employees; and
  - c) the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 5 The statement must include the council's definition of 'lowest paid employees' and the reasons for adopting that definition.
- d) The statement must include policies relating to:
  - e) The level and elements of remuneration for each chief officer
  - f) Remuneration of chief officers on recruitment
  - g) Increases and additions to remuneration for each chief officer
  - h) The use of bonuses for chief officers
  - i) The approach to the payment of chief officers on their ceasing to hold office under, or to be employed by the authority; and
  - j) The publication of and access to information relating to remuneration of chief officers

## Key Considerations

- 6 The statement draws together factual material and provides a summary of the current policies of the council.
- 7 The policies of the council and therefore this statement, are underpinned by the following core principles:
- a) Local arrangements are aligned to national terms and conditions
  - b) Pay structures and progression arrangements enable the business to recruit and retain staff it needs, as an 'employer of choice' to achieve its goals in line with corporate plan, vision and values
  - c) Policies are competitive with the external labour market to recruit and retain key personnel to achieve business success.
  - d) Governance arrangements for reviewing pay and reward are robust
- 8 All posts, whether chief officer or not, have their level of remuneration established through assessment by a nationally recognised and independent job evaluation scheme. In the future, Council will have the opportunity to vote on any new salary packages exceeding £100,000.

- 9 Whilst approval of both the statement and pay packages exceeding £100,000 is reserved to Council, it is proposed that the Employment Panel be the appropriate body through which recommendations to Council are formulated. The provisions of the Localism Act will require some amendment to the Constitution to reflect the accountabilities reserved to Council and any consequential changes to the functions of the Employment Panel, and it is therefore recommended that authority be delegated to the Monitoring Officer to make such amendments as necessary to ensure compliance.
- 10 In approving its statement, a council must have regard to any guidance issued by the Secretary of State. Draft guidance has been issued, and this has been taken into consideration in the development of the statement. The draft guidance suggests areas where councils may choose to go beyond the requirements of the legislation and it is proposed that the Employment Panel give consideration to these issues over the coming year and, as appropriate, recommend amendments to the next iteration of the statement. These areas include: whether or not to implement an 'earn-back' pay system for senior staff; adoption of a policy in respect of employment of a chief officer already in receipt of a public sector pension; and approach to maintaining or reaching a specific pay multiple within the organisation.
- 11 The Employment Panel has also identified a number of areas where, in light of increasing localism and the broader economic climate, they would expect to see pay policies be reviewed; the outcome of these reviews will be reported to the Employment Panel to inform the annual review of the pay policy statement.

## **Community Impact**

- 12 The council, as an employer, has a significant role to play in the local economy. In addition, consideration should be given in the coming year to the degree to which the commissioning approach adopted by the council may be used to influence pay policies of local contractors who supply goods or services on behalf of the authority.

## **Equality and Human Rights**

- 13 The statement makes clear that the council's employment policies, and the processes by which pay levels for a post are set, have full regard to relevant equalities legislation.

## **Financial Implications**

- 14 There are no financial implications arising from the report; the statement simply summarises current policies and pay levels. In future Council will have the opportunity to vote on any proposed pay packages exceeding £100,000.

## **Legal Implications**

- 15 The statement meets the requirements of the Localism Act 2011.

## **Risk Management**

- 16 Failure to approve and publish a statement would result on non-compliance with a statutory requirement. Arrangements have been made to ensure publication of the statement following approval by Council.

## **Consultees**

- 17 West Midlands Councils has provided advice and a model statement, which has informed the

development of the draft

## **Appendices**

Appendix A – Draft Pay Policy Statement

## **Background Papers**

- None identified.



## Introduction and Purpose

1. The purpose of this statement is to set out the council's approach to setting the pay of its employees (excluding those working in local authority schools) by identifying:
  - the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its most senior staff (chief officers), as defined by the relevant legislation;
  - who is responsible for ensuring the provisions set out in this statement are applied consistently throughout the council, and for recommending any changes to council.
2. Once approved by Council, this policy statement will come into immediate effect and will be subject to annual review.

## Legislative Framework

3. Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual pay policy statement.
4. Under section 112 of the Local Government Act 1972, the council has the 'power to appoint officers on such reasonable terms and conditions as the authority thinks fit', subject to the provisions of section 41 of the Localism Act (namely for decisions in relation to terms and conditions of chief officers to comply with the pay policy statement).
5. In determining the pay and remuneration of all of its employees, Herefordshire Council will comply with all relevant employment legislation. With regard to the equal pay requirements contained within the Equality Act, the council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

## Organisational context

6. Herefordshire Council has, since 2007, been working in a unique partnership with the local NHS to ensure that together we deliver excellent services, a better customer experience and good value for taxpayers against a background of lower levels of public spending than we have been used to in the recent past. This partnership has included the development of a number of integrated services and management arrangements. Whilst the structures of the local NHS are changing in response to national changes, the commitment of local partners to working together to achieve these aims remains strong.

## Pay Structure / National Frameworks

7. Herefordshire Council is committed to a fair pay and grading structure determined by a robust and objective job evaluation process. The *National Scheme* is used for all posts up to HC7 and the *Hay Scheme* for all posts above this level.
8. Based on the application of the job evaluation process, the council uses the nationally negotiated pay spine (attached at Appendix 1) as the basis for its local grading structure. This determines the salaries of the large majority of the non school based workforce, together with the use of other nationally defined rates where relevant. There have been no increases in the national pay spine since April 2009.
9. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and or as determined by council policy. In determining its grading structure and setting

remuneration levels for all posts, the council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

10. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.
11. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. In accordance with the council's policy on market forces, where this is necessary the council will ensure the requirement for such a market forces supplement is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. Any market forces supplement will be payable for a pre-determined fixed period and will be subject to ongoing review.
12. The council does not make use of performance related pay for any of its employees.
13. The council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine.

#### **Senior Management Remuneration**

14. For the purpose of this statement 'senior management' means 'chief officers' as defined within section 43 of the Localism Act. The posts falling within this definition are listed below, with details of their remuneration (excluding standard pension contribution) as at 1 April 2012. Where posts are jointly funded by partners, the net council element is also shown.

<b>Post</b>	<b>Salary</b>	<b>Other Financial Benefits</b>	<b>Total Remuneration</b>	<b>Net Council Element</b>
Chief Executive ( <i>Head of Paid Service</i> )	183,725	None	183,725	101,049
Director of Corporate Services	130,000	None	130,000	71,500
Director for People's Services ( <i>Director of Adult Social Services; Director of Children's Services</i> )	120,000	None	120,000	120,000
Director of Place and Communities	120,000	None	120,000	120,000
Asst. Director – Children and Young People's Services	78,231	None	78,231	78,231
Asst. Director – Commissioning	78,231	None	78,231	78,231
Asst. Director Customer Service and Communications	76,176	None	76,176	76,176
Asst. Director – Economic, Environmental and Cultural Services	76,176	None	76,176	76,176
Asst. Director – Homes and Community	76,176	None	76,176	76,176
Asst. Director of Law, Governance and Resilience	90,000	None	90,000	81,000

<b>Post</b>	<b>Salary</b>	<b>Other Financial Benefits</b>	<b>Total Remuneration</b>	<b>Net Council Element</b>
<i>(Monitoring Officer)</i>				
Asst. Director People, Policy and Partnerships	78,231	None	78,231	78,231
Asst. Director – Place based Commissioning	76,176	None	76,176	76,176
Chief Officer, Finance & Commercial Services ( <i>Section 151 Officer</i> )	90,000	None	90,000	90,000
<i>Director of Public Health</i>	Whilst supported by the council, this post is not currently employed by the council			

*NB: Italics indicate statutory postholder functions)*

### **Additions to Salary of Chief Officers**

15. The Chief Executive is the Returning Officer for Herefordshire. No additional payments are made for fulfilling this duty at a local level; fees payable in respect of other electoral duties are paid at nationally agreed rates and from central sources.
16. The council does not apply any bonuses, pension enhancements (subject to para. 22 below) or performance related pay to its chief officers or to other staff within its workforce. No other pay benefits are paid to chief officers at the time of producing this statement.

### **Recruitment of Chief Officers**

17. Herefordshire Council's rules with regard to employment of staff are set out within the Employment Rules contained within section 4.9 of the Constitution, available at the following link:  
[http://www.herefordshire.gov.uk/docs/K\\_004\\_Part\\_4\\_Procedure\\_Rules\\_15Jul11.pdf](http://www.herefordshire.gov.uk/docs/K_004_Part_4_Procedure_Rules_15Jul11.pdf)
18. Where the council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the council will consider and utilise engagement of individuals under 'contracts for service'. These will be sourced through a relevant procurement process in accordance with the council's contracts procedure rules, ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.
19. Herefordshire Council does not currently have any chief officers engaged under such arrangements.
20. Any officer previously employed by Herefordshire Council in receipt of a severance or redundancy payment when their employment ceases may not be re-employed by the authority (including under a contract of services or as an agency worker) until a period of at least three months has elapsed.
21. Any officer appointed to the council who has been made redundant within the previous two years from an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 (as amended) (which applies to local authorities and related bodies) will forfeit their redundancy entitlement.

### **Payments on Termination**

22. The council's policy on termination of employment of employees prior to reaching normal retirement age, in accordance with regulations 5 & 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution)

Regulations 2007 (as amended), is to base redundancy payments on 'actual weeks pay', and to pay an enhanced lump-sum redundancy payment. This enhanced payment will be calculated by multiplying by 1.5 the number of weeks statutory redundancy that would apply to the employee taking into account relevant continuous local government service. (NB Statutory redundancy pay is therefore included in the enhanced payment.). This may, at the discretion of the relevant accountable body (see para 29 below) be increased to a maximum multiplier of up to 2. An alternative to enhancement may be approved, namely to augment service within the Local Government Pension Scheme at the rate of 1 year/5 years relevant service to a maximum of 4 years.

23. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the relevant process as set out in the council's Employment Rules (see para 29 below).

### **Pensions**

24. Subject to qualifying conditions, employees have a right to join the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, are as of 1 April 2011:

<b>Whole Time Pay Rate</b>	<b>Contribution Rate</b>
Up to £12,900	5.5%
£12,901 to £15,100	5.8%
£15,101 to £19,400	5.9%
£19,401 to £32,400	6.5%
£32,401 to £43,300	6.8%
£43,301 to £81,100	7.2%
More than £81,100	7.5%

25. The employer contribution rates are set by actuaries advising the pension fund; these are reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate, as of 1<sup>st</sup> April 2011 is 21.1%.

### **Broader Workforce perspective**

26. The overall spend of Herefordshire Council is approximately £350 million. Approximately £39.7 million is spent on employing the non-schools workforce, with almost £35m on salaries (including national insurance and superannuation) of directly employed staff to which this policy relates. As at 31<sup>st</sup> December 2011 (the most recent data available at time of drafting) there were 1096 full-time equivalent posts across the organisation, giving an average salary of £31.9k.
27. For the purpose of this Pay Policy Statement, and in accordance with the provisions of section 38 of the Localism Act, Herefordshire Council defines "lowest paid employees" as those paid on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As at 1 April 2012, this is SCP 7 £12,787 per annum – there are five people paid at this level. The council employs apprentices who are not included within the definition of 'lowest paid employees'.
28. The current pay levels within the council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:14 and; between the lowest paid employee and average chief officer as 1:8. The multiple between the average full time equivalent earnings and the Chief Executive is 1:6 and; between the average full time equivalent earnings and average chief officer is 1:3.

### **Accountability & Decision Making**

29. In accordance with the council's Constitution, the Employment Panel (in respect of the Chief Executive, Monitoring Officer, Section 151 Officer, Deputy Chief Executive and Directors) or the Chief Executive (all other employees) is responsible for decision-making in relation to the

recruitment, pay, terms and conditions and severance arrangements in relation to employees of the council.

30. For those pay accountability matters identified within the Localism Act as being reserved to Council, the Employment Panel will be the body accountable for formulating recommendations to Council including the undertaking of an annual review of this statement before recommending its approval to Council as one of the suite of documents Council approves as part of its Medium Term Financial Strategy. The Pay Policy Statement therefore forms part of the Budget & Policy Framework of the council.
31. In addition to approval of this statement, the right of approval of new salary packages over £100,000 is reserved to Council. In such circumstances the Employment Panel will be the body accountable for developing recommendations to Council.

### **Publication**

32. After approval by Council, this statement will be published on the council's website. In addition, for senior officer posts where the full time equivalent salary is at least £50,000, the council's Annual Statement of Accounts (available at the following link: [http://www.herefordshire.gov.uk/council\\_gov\\_democracy/council/1858.asp](http://www.herefordshire.gov.uk/council_gov_democracy/council/1858.asp) ) includes a note setting out the total amount of:
- salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - any bonuses so paid or receivable by the person in the current and previous year;
  - any sums payable by way of expenses allowance that are chargeable to UK income tax;
  - any compensation for loss of employment and any other payments connected with termination;
  - any benefits received that do not fall within the above

PAY STRUCTURE AS AT 1.4.10 - NATIONAL JOINT COUNCIL FOR LOCAL  
GOVERNMENT GRADES

Grade	National SCP (scp50 & above are local)	Annual Pay Rate	Hourly Pay Rate
HC1	4	12145	6.30
	5	12312	6.38
	6	12489	6.47
	7	12787	6.63
HC2	7	12787	6.63
	8	13189	6.84
	9	13589	7.04
	10	13874	7.19
HC3	10	13874	7.19
	11	14733	7.64
	12	15039	7.80
	13	15444	8.01
HC4	13	15444	8.01
	14	15725	8.15
	15	16054	8.32
	16	16440	8.52
HC5	17	16830	8.72
	18	17161	8.90
	19	17802	9.23
	20	18453	9.56
	21	19126	9.91
HC6	21	19126	9.91
	22	19621	10.17
	23	20198	10.47
	24	20858	10.81
	25	21519	11.15
	26	22221	11.52
HC7	26	22221	11.52
	27	22958	11.90
	28	23708	12.29
	29	24646	12.77
	30	25472	13.20
	31	26276	13.62
HC8	31	26276	13.62
	32	27052	14.02
	33	27849	14.43
	34	28636	14.84
	35	29236	15.15
	36	30011	15.56
HC9	36	30011	15.56
	37	30851	15.99
	38	31754	16.46
	39	32800	17.00
	40	33661	17.45
HC10	41	34549	17.91
	42	35430	18.36
	43	36313	18.82
	44	37206	19.28
	45	38042	19.72
HC11	46	38961	20.19
	47	39855	20.66
	48	40741	21.12
	49	41616	21.57
	50	42747	22.16
HC12	51	43905	22.76
	52	45099	23.38
	53	46328	24.01
	54	47584	24.66
	55	48876	25.33
HC13	56	50206	26.02
	57	51570	26.73
	58	52972	27.46
	59	54412	28.20



<b>MEETING:</b>	<b>COUNCIL</b>
<b>DATE:</b>	<b>2 MARCH 2012</b>
<b>TITLE OF REPORT:</b>	<b>REPORT OF THE STANDARDS COMMITTEE MEETINGS HELD ON 10 NOVEMBER 2011 AND 13 JANUARY 2012</b>
<b>REPORT BY:</b>	<b>STANDARDS COMMITTEE</b>

**CLASSIFICATION:** This is an open report.

**MEMBERSHIP:** David Stevens (Independent Member) (Chairman); Olwyn Barnett (Local Authority representative), Jake Bharier (Independent Member); Chris Chappell (Local Authority representative), Isabel Fox (Independent Member); - (resigned on 9th February) Richard Gething (Town and Parish Council Representative); Mary Morris (Town and Parish Council Representative).

## **Wards Affected**

County-wide

## **Purpose**

To inform Council about the activities of the Committee and its Sub-Committees and the future of the standards framework.

## **Recommendation**

**That the report be noted**

## **Dispensations**

1. We have not received any applications for dispensations.

## **The Future of the Local Government Standards Framework**

2. Last summer the Council's Group Leaders decided that the Standards Committee should formulate proposals to enable consideration to be given to the way in which the Council could deal with ethical standards when the current regime ceases. The Committee created a working group and discussions have been held with Group Leaders about the arrangements which need to be put in place to meet the requirements of the new legislation.
3. The Localism Act 2011 received Royal Assent on 15 November 2011. It abolishes the current standards regime, including a statutory code of conduct for councillors, and oversight of the arrangements by Standards for England. In place of this are

new statutory obligations, which are considerably less prescriptive in the way complaints should be handled, but will still have an impact on the Monitoring Officer and his staff who are involved.

4. The Secretary of State has not yet made all the necessary orders to bring into force the changes. However, the effective date will be 1 July 2012 and consideration is being given to the arrangements which need to be put in place by then.
5. The Group Leaders and the Committee are particularly mindful of the need for the new arrangements to maintain public confidence and to have a procedure which is as simple and short as is possible, whilst complying with a range of legal obligations, such as the principles of natural justice, as well as those of the Localism Act.
7. The precise arrangements and requirements on the Council will be the subject of a further report when the Government has firmed up on its requirements. The issues which the Committee has considered in its discussions with Group Leaders and the Monitoring Officer include:
  - the adoption of a new code of conduct. The Association of Council Secretaries and Solicitors (ACSeS) is preparing a generic one which could be 'rolled out' across local authorities in England and would be similar to that operated before the standards regime was introduced. When finalised it could be adopted, subject to any amendment of detail required to deal with local circumstances;
  - the introduction of a more streamlined process for dealing with complaints about a Member of the Council. The Committee has looked at the creation of a Standards Panel to hear any complaints that cannot be resolved at an early stage by the Monitoring Officer.
  - the way in which complaints about parish/town councillors will be dealt with - It is not yet fully clear what the requirements will be but Herefordshire Council will have responsibility for adjudicating on complaint matters;
  - complaints procedure – the Monitoring Officer will play a more prominent role in the initial filtering of complaints, and a more streamlined procedure is envisaged, using a faster timetable than afforded by the present system;
  - Register of Interests – work will be done by the Monitoring Officer on establishing a new register of interests for the Council, and for the town and parish councils within its remit once the necessary Statutory Instrument is in place;
  - possible membership of the Standards Panel is also being looked into; the initial indications were that the existing independent persons will not be permitted to continue under the new regime but the Government is now said to be considering a change in its position. Consideration will therefore be given to the numbers of independent persons required and any recruitment process; and
  - training – all Members will need to receive appropriate information and briefing on the new statutory duties and new arrangements. This will include town and parish councils.

## **Local Filter Cases and Determinations**

8. We have reviewed progress made with complaints about local authority, town and parish councillors since the introduction of the local filter on 08 May 2008. In 2008, 18 complaints were considered, 50 in 2009, 31 in 2010, 64 in 2011, and 5 have been received and are at various stages so far in 2012



9. As part of the Localism Act 2011, the regulatory role of Standards for England (SfE) ceased to exist on 31 January 2012. SfE no longer has powers to accept new referrals from local standards committees, conduct investigations into complaints or provide guidance.
10. Nevertheless the Committee still has to deal with complaints under the existing regime until the new regulations come into force. All new complaints which are received before the end of June 2012 will therefore be dealt with under the current regulations. We are making steady progress with the existing complaints and aim to have all completed before the new system comes into effect.

## **Background Papers**

- Agenda for the Standards Committee Meetings held on 10 November 2011 and 13 January 2012.

**DAVID STEVENS**  
**CHAIRMAN**  
**STANDARDS COMMITTEE**



## HEREFORDSHIRE COUNTY COUNCIL

### REPORT OF THE HEREFORD AND WORCESTER FIRE AND RESCUE AUTHORITY TO HEREFORDSHIRE COUNCIL 2 MARCH 2012

#### Chief Fire Officer's Service Report

#### **Operational Activity**

The total incident numbers for Quarter 2 in 2011/2012 showed a slight increase on the same quarter last year. 2236 incidents were attended in Quarter 2 compared with 2163 incidents the previous year which represents an increase of 3.4%. This was due to an increase in the total number of fires attended. However, the number of special service incidents (non-fire related) attended and the number of false alarms attended have both decreased compared with the same quarter last year.

The number of primary fires has increased from 324 to 360 (an increase of 11%). The number of secondary fires attended in Quarter 2 2011-12 was 518 compared with 318 in the same quarter last year. Analysis shows that there was an increase in secondary fires starting in tree scrub, railway trackside vegetation and roadside vegetation and the summer increase in secondary fires lasted longer into September than in the previous year.

#### **Please Note:**

**Primary Fires** – broadly those involving buildings and structures and other property such as vehicles, storage, plant and machinery, fires involving casualties, rescues or escape, fires where significant fire and rescue resources are employed.

**Secondary fires** – broadly those involving derelict buildings, or vehicles, single buildings under demolition, fires confined to chimneys, other outdoor fires such as those involving grassland, gardens and fences, refuse and refuse containers.

#### Items of Interest

#### **7 ½ years Sentence for Arson**

At 03:35 hours on Friday 14 January 2011, Fire Control received a call to a house fire in Evesham Road, Cookhill. The incident was identified as persons trapped by fire and 3 fire appliances from Redditch Fire Station were mobilised with the first arriving at 03.50 hours.

On arrival the fire crews were faced with a severe fire in a two bedroom detached cottage. The Incident Commander mobilised an additional pump and requested the attendance of a water carrier. As the incident was believed to involve people who were reported trapped, considerable effort was used to search the dwelling with Breathing Apparatus (BA) crews. At one stage the bedroom above the room of origin of the fire collapsed into the ground floor slightly injuring a firefighter. This firefighter was treated at the scene by paramedics and remained on duty. Eventually no persons were found to be in the dwelling.

A Fire Investigation Officer was also mobilised and arrived on the scene at 04:23 hours. Initial observations of the scene identified vital evidence in the way of bottles containing an ignitable liquid which were preserved for later seizure by Police Forensics Investigators.

A second Fire Investigator took on the job of a full scene examination in daylight hours and worked alongside a Police Forensic Investigator and the West Midlands Fire Service Hydrocarbon Detector Dog Team. The dog made several indications to the presence of ignitable liquids within the cottage.

A Police investigation led to the arrest and charging of an individual on several counts of arson.

After a 3 day trial at Worcester Crown Court in September 2011, where one of the Service's Fire Investigation Officers gave expert evidence, the individual was found guilty of arson, recklessly endangering the life of the occupier, and recklessly endangering the life of rescuers (emergency service) and others. The individual was given a custodial sentence of 7 ½ years.

### **Herefordshire Awards Ceremony**

Fire-fighters and staff from Hereford & Worcester Fire and Rescue Service were honoured at an Awards Ceremony held on Friday 4 November at Hereford Town Hall.

During the evening, medals for Long Service and Good Conduct were presented by Lieutenant General Sir John Foley KCB, OBE, MC, DL, Vice Lord-Lieutenant of Herefordshire, and also by Chief Fire Officer, Mark Yates and Councillor Derek W Prodger, MBE, Chairman of Hereford and Worcester Fire Authority. Station Commander Neil Pigott acted as Master of Ceremonies.

### **Fire and Rescue Authority Options for Appointment of a Treasurer and Clerk/Monitoring Officer**

The Authority agreed to directly employ a Treasurer and Clerk and the Chief Fire Officer was given authority to complete detailed investigations for consideration by the Appointments Committee in January 2012.

### **Reduction in Attendance at Automatic Fire Alarms – Consultation Feedback**

The Authority agreed 12 proposals that would assist the Authority in reducing attendance at unwanted fire signals. The Service currently attends over 3,000 Automatic Fire Alarm (AFA) calls per year which equates to over a third of all incidents attended (of which only a very small percentage turn out to be 'real' fires).

The proposals were consulted on widely and a twelve week consultation period was completed prior to the review being presented to the Fire and Rescue Authority. On completion of the initial review a more direct programme of engagement had been undertaken with stakeholders likely to be affected by the outcomes. A total of 650 premises from the business sector were contacted via a letter. A wider campaign of partner, public, professional and representative

body engagement was managed through existing networks. The Service also undertook a media campaign.

Amongst the recommendations approved by the Authority were:

- Attendance continue to be made to Automatic Fire Alarms received to dwellings (includes houses in multiple occupation, flats, schools, residential care and other residential (includes special units, sheltered housing, hotels, hostels).
- Hospitals will receive a one fire appliance attendance to calls from Automatic Fire Alarms for a period of 12 months, during this 12 months a full assessment of each hospital be made to establish if a single fire appliance or a non-attendance is appropriate.
- The Authority will not adopt a 'Charging for Automatic Fire Alarms' policy at this time.
- Attendance will not be made to non-residential premises (includes offices, shops, factories, warehouses, other buildings); unless it is deemed necessary following a risk assessment.
- All Pre-Determined Attendances to Automatic Fire Alarm calls to be one pumping appliance only, except where risk factors and Intel (intelligence) information indicate otherwise.

### **Revised Redundancy Policy**

The Authority approved a revised Redundancy Policy which had been reviewed in accordance with the Service's review schedule. The key changes in the policy related to the inclusion of the option for voluntary redundancy and pay protection for those staff redeployed into alternative roles from three years full pay to a sliding scale over a three year period.

### **Future Financial Prospects**

Members received an update on the initial review of future financial prospects. The Department for Government and Local Communities (DCLG) has now released the national grant totals for the latter 2 years and the year on year reductions were 8.5% and 5% respectively. The impact of this had been factored into the Authority's Medium Term Financial Plan.

With regard to a Council Tax freeze, DCLG had announced details of a further Council Tax Freeze Grant for 2011/12 which meant that if the authority were to set a precept of 0% the FRA would receive a grant equal to 3% of the 2012/13 precept which equated to approximately £0.627m.

## **Risk Management Strategy and Strategic Risk Register**

The Authority approved a revised Risk Management Strategy and live Strategic Risk Register. The overall objective of the revised strategy is to ensure that the Authority identifies strategic risks and applies the most cost effective control mechanisms to manage those risks.

## **Information Commissioner's Office (IC) Model Publication Scheme Review**

The Authority approved the Revised Publication Scheme which commits the Authority to proactively publishing and routinely making available information held by the Authority.

## **Business Continuity Planning**

Members received a report and presentation on planning arrangements and associated strategy. Approval was given to the assumptions and proposals as laid out in the report and detailed during the presentation. Approval was also given to resilience of response standards to be implemented by the Chief Fire Officer during periods of appliance unavailability.

## **Health and Safety Liaison Panel**

A recommendation had been made by the Policy and Resources Committee in September 2011 that a Member be appointed to the Health and Safety Liaison Panel. Group Leaders had recommended that Councillor P Watts take on this role and he had duly accepted the nomination.

**Brigadier Peter Jones, CBE**  
**Vice-Chairman**  
**Hereford and Worcester Fire and Rescue Authority**

## **FURTHER INFORMATION**

Any person wishing to seek further information on this report should contact: Corporate Support on 01905 368367. Further information on the Fire and Rescue Authority and the Fire and Rescue Service can also be found on the Internet at ([www.hwfire.org.uk](http://www.hwfire.org.uk)).

## **BACKGROUND PAPERS**

Agenda and papers of the meeting of the Fire and Rescue Authority held 14 December 2011

## **REPORT OF THE MEETING OF WEST MERCIA POLICE AUTHORITY HELD ON 13 DECEMBER 2011**

### ***Deputy Chief Constable***

1. The Police Authority is pleased to report that following a recruitment process the Assistant Chief Constable, Mr Simon Chesterman, has been appointed Deputy Chief Constable with effect from 19 December 2011. Mr Chesterman originally joined West Mercia from Thames Valley Police in June 2007. He has a number of national responsibilities, on behalf of the Association of Chief Police Officers (ACPO), in relation to armed policing, taser and prison intelligence.

### ***Transition to Police and Crime Commissioners***

2 A directly elected Police and Crime Commissioner will replace the Police Authority from November 2012 and in the months leading up to the transition the Police Authority will seek to ensure a smooth handover of duties and is confident West Mercia's Police and Crime Commissioner will inherit one of the most financially sound forces in the country.

3. The Authority will maintain close contact with strategic partners to ensure they are aware and can respond to the changes to police accountability and scrutiny and, so far as is possible, and respecting constitutional arrangements for this area of police governance, the Authority will assist the county, district and unitary councils in their preparations for Police and Crime Panels.

### ***Consultation on Policing Plan and Priorities 2012-15***

4. The Police Authority and Chief Constable have commenced the process of preparing the Policing Plan for 2012/13. Further details of the draft Plan and the Police Authority's consultation arrangements are available on the website ([www.westmerciapoliceauthority.gov.uk](http://www.westmerciapoliceauthority.gov.uk)).

5. A consultation document has been produced and copies circulated to local authorities, parish and town councils, partnerships and community organisations.

6. The Chairman, Chief Constable, Chief Executive and Treasurer will be holding a Webcast on Wednesday 11 January 2012 at 7 p.m. in front of an invited live audience.

7. The draft policing priorities are shown below and as part of the process of developing them a Partnership Consultation Day was held in November 2011:

- Provide an effective emergency response
- Protect people from crime and anti social behaviour according to their needs and vulnerabilities

- Proactively target organised crime groups and individuals who cause most harm
  - Work with partners to bring offenders to account and reduce re-offending
  - Provide a supportive and effective response to victims and prioritise the most vulnerable
  - Disrupt drugs markets and the harm caused by drug and alcohol misuse
  - Protect road users by working with partners to reduce casualties
  - Plan and prepare to respond to any major and serious incidents
  - Provide an efficient and effective policing service which delivers value for money
  - Plan and prepare to deliver our contribution to the Strategic Policing Requirement (the force's contribution to regional and national issues).
8. The Police Authority will adopt a Policing Plan at its meeting on 14 February 2012.

### ***Budget***

9. The Police Authority is considering a zero increase in the council tax precept for a second year and in so doing will benefit from a special government grant for freezing the level. However, it is understood that this special grant will not be available in future grant years and a decision to freeze the Police element of the Council Tax in 2012/13 will have financial implication for future annual budgets
10. The Authority's long term record of prudent financial management has enabled a build up of strategic reserves which will help to cushion future reductions. The current plans are to reduce expenditure in 2012/13 by £4.5m.

### ***Hate Crime***

11. The Chief Constable has provided a report on Hate Crime and emphasised that the force will continue to develop its links with local communities and other agencies to deal effectively with Hate Crime and the issues around it. The force remains committed to dealing with Hate Crime in a positive manner to ensure communities had confidence in policing in their area and will continue to monitor potential and emerging problems and reporting of prejudicial hate related incidents, no matter how minor, will be encouraged.

### ***Domestic Violence Prevention Orders***

12. The Domestic Violence Protection Order 12 month pilot scheme was launched in June 2012 in the three policing areas of Greater Manchester Police, Wiltshire and West Mercia.
13. The scheme is police led with an authorising officer not below the rank of Superintendent (to ensure that the use of the scheme is proportionate, justifiable and necessary and in accordance with the Human Rights Act 1998), issuing a perpetrator



of domestic abuse with a Domestic Violence Protection Notice. The Notice places a number of prohibitions on the perpetrator with the intention of preventing further violence to the victim and/or other persons living within the household. These prohibitions might include a requirement for the perpetrator to leave the family home.

14. Magistrates, on hearing an application from the Police, will then decide whether to impose a Domestic Violence Protection Order. Again, this order may contain a number of prohibitions, including the requirement for the perpetrator to leave the family home and will last for a minimum of 14 days and a maximum of 28 days.

15. Eleven notices and seven orders were issued in the period between July and September 2011 and this figure was in line with predicted figures and was being used effectively to positively protect victims of domestic abuse.

16. The Home Secretary has stated that she was very pleased with progress and the outcomes of the pilots to date. Due to the success of the pilot within South Worcestershire it has been extended to the North Worcestershire Territorial Policing Area before being considered for roll out across the force area

### ***Professional Standards***

17. The six month figures for complaints have fallen significantly. Since 1 April 2011, West Mercia had recorded 313 complaint cases, which was a 27% reduction in the number of complaint cases compared to 2010/11. Allegation figures have reduced from 928 allegations in 2010/11 to 489 in 2011/12 for the same period – a 47% reduction.

18. The work of the Professional Standards Department to re-focus recording and training initiatives to improve the understanding of complaint management had significantly impacted on the numbers of complaints. Staff have been encouraged to deal with complainants' issues at the time of reporting thereby improving service provision and this has further led to a reduction in complaint recording

### ***Community Resolution***

19. Community Resolution empowers the victim giving them a genuine say in identifying the way in which a crime could be 'resolved' in a manner which meets their needs. The resolutions used to date have been agreed between the officer and the victim and have had no constraints so long as the resolution was appropriate and proportionate to the crime, concentrating on 'doing what is right rather than gaining detections'.

20. For the purpose of analysis, the types of resolutions used by officers have been grouped into four areas to assist in identifying trends.

- Financial resolutions, including money to replace or repair goods, pay vets bills etc, and additionally this included donations made to charity.
- A simple written or verbal apology. For a victim an apology was seen as particularly powerful giving the victim some sort of closure on the incident and an opportunity for the offender to demonstrate remorse.

- Offender to agree to stay away from an individual or business.
- “Other” – this category was made up of a diverse mixture of resolutions but was the group which contained the most creative and often the most thought out by a local officer. Examples in this sample included Volunteering with the Rainbow Hill Local Policing team, car park sweeping and attendance at a fire awareness course.

21. The Police Authority was supportive of this initiative but further work needs to be undertaken to ensure consistency and accountability of their use and ensure that information is provided to other Criminal Justice partners.

### ***101 Non-Emergency Telephone Number***

22. A new national police non-emergency telephone number, 101, has been introduced and should be dialled instead of 999 to report matters such as:

- A Stolen Car
- Damaged Property
- Suspected drug use or dealing;
- Minor traffic collision.

23. For the deaf, hard of hearing or speech impaired, the service can be accessed via textphone on 18001 101.

24. West Mercia Police’s 0300 333 3000 will continue to operate as a general switchboard number and should be used to speak to a particular person or department, for example, the Local Policing Team

### ***Monitoring of Policing Plan Delivery***

25. Performance against the delivery of the Policing Plan has been monitored on a monthly basis and any problem areas highlighted and addressed. The Authority has had recent discussions around the areas of:

- Violent crimes with injury and Domestic burglary West Mercia was only 0.5% and 0.1% off the ‘solved’ targets respectively.
- Robbery (% solved) was noted to be behind target. However, the Authority was reassured that very small numbers were involved and that a robust management structure was in place to tackle this area to ensure the target was met. It was confirmed that there were no trends relating to robbery giving the Force cause for concern.
- The rise in serious sexual offences volume appeared to be linked to an increase in confidence in the police as there had been no increase in stranger attacks. The Authority noted that most sexual offences occurred within the domestic setting and, therefore, detections were harder to achieve, however, it was hoped that once the Sexual Assault Referral Centre (SARC) was fully operational this would assist in increasing detection rates.

## ***Significant Cases and Court Results***

26. The Police Authority has been updated on significant cases and court results including, attempted murder, murder, sexual abuse and exploitation, drugs and burglary.

Signed on behalf of the  
West Mercia Police Authority

Sheila Blagg  
Chairman

### ***Further Information***

Any person wishing to seek further information on the subject matter of this report should contact David Brierley or Ian Payne on Shrewsbury (01743) 264690.

Further information on the West Mercia Police Authority can also be found on the Internet at [www.westmerciapoliceauthority.gov.uk](http://www.westmerciapoliceauthority.gov.uk).

### ***List of Background Papers***

In the opinion of the proper officer (in this case the Chief Executive of the Police Authority) the following are the background papers relating to the subject matter of this report:

Agenda papers for the meeting of the West Mercia Police Authority held on 13 December 2011.

