

Licensing and General Purposes Committee

Date and Time - **Monday 13 July 2020 - 6.30pm**

Venue - **Remote Meeting**

Councillors appointed to the Committee:

Councillor R.K. Bird, G.S. Browne, T.J.C. Byrne, S.J. Coleman, G.C. Curtis, B.J. Drayson (ex-officio), Mrs D.C. Earl-Williams, K.M. Field, K.M. Harmer, Mrs S. Hart, A.S. Mier, R.B. Thomas and H.L. Timpe.

Substitute Members: C.A. Bayliss, P.J. Gray, Mrs E.M. Kirby-Green and C.A. Madeley.

AGENDA

1. ELECTION OF CHAIRMAN

The Head of Paid Service to seek nominations for election of Chairman for the municipal year. On election, Chairman of Committee to take the Chair.

2. ELECTION OF VICE CHAIRMAN

To elect a Vice-Chairman of the Committee for the municipal year.

3. MINUTES

To authorise the Chairman to sign the Minutes, at a later date, of the meeting of the Licensing and General Purposes Committee held on 20 January 2020 as a correct record of the proceedings.

4. APOLOGIES AND SUBSTITUTES

The Chairman to ask if any Member present is substituting for another Member and, if so, to declare his/her name as substitute Member and the name of the absent Member.

5. ADDITIONAL AGENDA ITEMS

To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Head of Paid Service by 12 Noon on the day of the meeting.

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**Rother District Council's aspiring to deliver
an Efficient, Flexible and Effective Council; Sustainable Economic Prosperity;
Stronger, Safer Communities; and a Quality Physical Environment.**

6. **DISCLOSURES OF INTEREST**

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

7. **APPOINTMENT OF MEMBERS TO THE GENERAL LICENSING PANEL AND TAXI AND PRIVATE HIRE LICENSING PANEL**

General Licensing Panel pool – the following Members be appointed to serve on this Panel: R.K. Bird, G.S. Browne, T.J.C. Byrne, S.J. Coleman, G.C. Curtis, Mrs D.C. Earl-Williams, K.M. Field, K.M. Harmer, Mrs S. Hart, A.S. Mier, R. Thomas and H.L. Timpe.

Taxi and Private Hire Licensing Panel pool – the following Members be appointed to serve on this Panel: R.K. Bird, G.S. Browne, T.J.C. Byrne, S.J. Coleman, G.C. Curtis, Mrs D.C. Earl-Williams, K.M. Field, K.M. Harmer, Mrs S. Hart, A.S. Mier, R. Thomas and H.L. Timpe.

Recommendation: It be **RESOLVED:** That:

- 1) Members be appointed thereto other than on a political basis nem con (no Member objecting);
- 2) the Members listed above be appointed to serve on the General Licensing Panel pool and Taxi and Private Hire Licensing Panel pool; and
- 3) an audit of Member's potential interests be carried out.

8. **TEMPORARY STREET CLOSURE ORDERS** (Pages 1 - 2)

9. **REVIEW OF LOCAL PAY AWARD** (Pages 3 - 4)

10. **STAFFING DIGEST - APRIL 2019 TO MARCH 2020** (Pages 5 - 8)

Malcolm Johnston
Executive Director

Agenda Despatch Date: 3 July 2020

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Rother District Council

Report to	-	Licensing and General Purposes Committee
Date	-	13 July 2020
Report of the	-	Executive Director
Subject	-	Temporary Street Closure Orders

Recommendation to COUNCIL: That the policy for approving temporary street closure orders, as set out at paragraph 8 be approved and adopted.

Head of Service: Richard Parker-Harding

Introduction

1. This matter was deferred from the last meeting (Minute LG19/20 refers).
2. The District Council has the authority to issue Temporary Street Closure Orders for street parties, bonfire/fireworks, processions, cultural events etc. under Section 21 of the Town Police Clauses Act 1847 (as amended by the East Sussex Act 1981).
3. Events must not be promoted for private gain. They must be for a genuinely public event. The application fee is £100.
4. The Council should not incur any additional costs, such as exceptional street cleansing as a result of an event.
5. Although these events are not taking place on Council owned land, there is still a responsibility on the Council to check that the applicant has produced a suitable event management plan, to protect the safety of the public attending.
6. Applications for other closures, such as road works must be made to the Highways Authority.

Policy

7. Although the legislation defines the circumstances when the District Council can make a road closure order, it will assist officers in determining applications if the Council has an adopted policy. Applications falling outside the policy will be referred to Committee, if requested by the applicant.
8. It is proposed that the following policy of approving Orders be adopted:
 - in all cases except Remembrance, a fee of £100 or as set annually by Cabinet is paid.
 - if required by the Police to ensure the safety of a public event (e.g. carnival).
 - the road closure facilitates a cultural or community event as listed below, or a similar type event:

Good Friday and other religious processions
St George's Day Procession High Street & Upper Lake Battle
Remembrance Day Parades
Anglo Continental Market, Devonshire Road, Bexhill
Bexhill Wheel & Walk, Channel View East
Bexhill Carnival
Battle Medieval Fayre Abbey Green Road, Battle
Battle Summer Fayre & Carnival High Street & Abbey Green, Battle
Battle Festival
Battle Medieval Fayre
Battle Marbles
Rye Jazz Festival Market Street & Lion Street, Rye
Rye Ancient Trials
Ticehurst Family Fun Day, The Village Square, Ticehurst
Lights On & Christmas Celebrations High Street & Abbey Green Road, Battle
Bexhill Christmas Lights Switch on
Christmas Capers, Robertsbridge
Rye Christmas Event
Ticehurst Christmas Event The Village Triangle, Ticehurst

- For events not falling within this definition, Orders will only be made if the previous years' audited accounts show that over fifty percent (50%) of the profit from the event was paid to a registered or local charity. For first-time applications, an undertaking must be given that this will apply.
- Applicants must provide an adequate event management plan (including risk assessments) with the application to show how the event can take place without creating unnecessary or uncontrolled hazards to the public.
- Applicants undertake to litter pick the road after the event as far as reasonably practical, or if this does not occur pay for any exceptional street cleaning costs.
- Applicants provide evidence of having adequate Public Liability Insurance.
- The applicant has a right of appeal against a refusal to the Licensing and General Purposes Committee.

Conclusion

9. It is recommended that the Council adopt a policy for making road closure orders.

Malcolm Johnston
Executive Director

Risk Assessment Statement

In order to comply with legislation, the Council should ensure that applicants for road closures are not doing so for private gain, that the road closure will not unduly disrupt other road users and that the event will be safe.

Rother District Council

Report to	-	Licensing and General Purposes Committee
Date	-	13 July 2020
Report of the	-	Executive Director
Subject	-	Review of Local Pay Award

Recommendation: It be **RESOLVED:** That Members' views are sought for the 2020 pay settlement in the light of budget forecasts.

Introduction

1. As Members are aware, the financial situation the Council faces remains challenging for the foreseeable future. A major component in the Council's budget is its staffing and discussions have been on going with Staff Side on the position for a pay award for this year.
2. Members' views are being sought on the way ahead for this settlement to enable negotiation with UNISON / Staff Side to be progressed. It is also important to realise that any pay settlement is not a one off; it is then built into our budgets for the future years. Members are also reminded that any pay award agreed for staff is also applied to Members allowances.

Rother Local Pay Award

3. The Executive Director maintains a regular dialog with UNISON / Staff Side and as would be expected the pay award has been discussed. The expectation on their part will be for an annual pay award that reflects the current outlook and they would certainly be looking towards 2.75%. The consultation period with UNISON has closed and they have provided no further comments.
4. Nationally the pay negotiations for local government have not been settled for the 2020/21 financial year. The latest offer from the employers is for a 2.75% increase across all salary grades. The National Joint Council (NJC) original request was for a 10% award and a minimum wage of £10 per hour.
5. Rother has a local pay settlement arrangement and in 2018 Members agreed an annual 2% award for two years (minute ref: LG17/18). It is understood that council's around the county have budgeted for increases from 2% to 2.5% and this has been confirmed by the Society of District Treasurers.
6. In terms of inflation the Consumer Prices Index including owner occupiers' housing costs (CPIH) 12-month inflation rate was 0.9% in April 2020, down from 1.5% in March 2020. It is expected that inflation will remain low with a risk of negative inflation following the impact of COVID 19 on the economy.
7. In previous years the Council has matched the Living Wage (from the Living Wage Foundation, and distinct from the National Living Wage) for our permanent staff. The living wage rate for 2020/21 (financial year) is £9.30, the same as 2019/20. All Council officers are paid above this rate.

8. Within this debate it should also be kept in mind the Council's future position in the employment market. Recruitment of professional staff remains challenging in some disciplines as the pool of local government professionals appears to be diminishing. In addition, the Council has proactively worked to narrow the gap between ourselves and neighbouring authorities on pay and, as these are often our main competitors, it is necessary to be conscious of their pay.
9. As part of setting the annual revenue budget for this year, Rother's pay award for 2020 was budgeted at 2% and this figure has been used in the agreed Medium-Term Financial Plan for future years. Any enhancement beyond this budgeted figure will require full Council approval and have to be found from within the existing budgets and further increases the financial pressure on the Council. This inevitably adds to the savings target the Council needs to achieve over the next years. For each 1% increase in pay, based on the budgeted establishment, this would cost an additional £102,000 including employee on-costs (NI, Superannuation).
10. Members are aware that the proposed spending review for local government has been delayed a further year and therefore an interim financial settlement based on current distribution methodologies is expected for 2021/22. It may be sensible to repeat a two year settlement (20/21 and 21/22) to tie in with the Government review. This also gives staff certainty over pay for a longer period.

Conclusion

11. The Council needs to determine its preferred pay award for September 2020. In the absence of the national award being agreed, there is no benchmark to use in coming to a view save for the amounts budgeted for by other Councils. The Council's finances are such that to go beyond the budgeted 2% will cause further financial hardship as compensatory savings will need to be delivered. There is also considerable merit in the stability a 2 year deal would give the Council and its staff. Furthermore, consideration needs to be given to the Council's view on the Living Wage (from the Living Wage Foundation).

Malcolm Johnston
Executive Director

Risk Assessment Statement

If UNISON / Staff Side were to press for a pay award above the budgeted amount, then the matter would have to be referred to full Council as it would fall outside the existing budgetary and policy framework. This would mean the implementation of the pay award would be delayed beyond the usual date of September.

Rother District Council

Report to	-	Licensing and General Purposes Committee
Date	-	13 July 2020
Report of the	-	Executive Director
Subject	-	Staffing Digest – April 2019 to March 2020

Recommendation: It be **RESOLVED:** That the report be noted.

Human Resources Manager: Maria Benford

Introduction

1. This Staffing Digest covers the period April 2019 to March 2020, aiming to give Members an appreciation of progress in the field of staff management.

Recruitment

2. Recruitment has remained active during this period. Turnover is currently assessed as 7.49% for the first six months of this year and 5.71% for the latter part of the year. Issues around professional post recruitment have been raised and remain a concern. We are currently successful in filling posts, but it is not without issues.

Voluntary Redundancy

3. A total of 12 Voluntary Redundancies took place in March 2020.

Employment Relations

4. There have been two investigative hearings during this period. Both were resolved.

Employment Initiatives

5. Apprenticeships – We have successfully recruited six apprentices into various roles and service areas around the authority. We have our first apprentice under the new government scheme completing their qualification later this month. We have been delighted with the success of this scheme and looking forward to continuing with this success.
6. We have invested in an HR and Payroll extension to the new Unit 4 finance system. The payroll section went live in July 2018 and we have continued the development work on the HR side which we hope to release summer 2020.

Training

7. Rother In-House Training – The Rother Corporate Training Plan has been developed with the view of helping to support staff in achieving the corporate objectives, promote good mental health and wellbeing and to progress

Continuing Professional Development (CPD). The in-house IT sessions remain popular and sessions are usually full. Unfortunately, a number of training workshops have been cancelled due to COVID-19.

8. Following extensive research and sourcing, we have invested in an online training platform (iHASCO). This has allowed staff to complete training while home working and has been used for delivering mandatory training to the full workforce. We will look to develop the online platform further in the future to deliver various training to staff.

Rother District Council Corporate Training

a. Anxiety – fight & flight	11 delegates
b. IT Workshops	8 delegates
c. Resilience, changes and stress at work	9 delegates
d. Depression & unhelpful habits	8 delegates
e. First Aid Refresher	9 delegates
f. Dealing with customers presenting mental health issues, substance abuse, suicidal behaviour	24 delegates
g. Health & Safety for managers	8 delegates
h. Lone Working	36 delegates
i. Challenging negative thoughts	9 delegates
j. Dealing with conflict	10 delegates
k. Asbestos awareness	7 delegates
l. Legionella awareness	7 delegates
m. Health & Safety update	15 delegates
n. Driving for work	7 delegates
o. Dealing with mental health in the Workplace – skills for Managers	15 delegates
p. Fire Warden	12 delegates
q. Investigative interviewing masterclass	12 delegates
r. Strategies in managing stress	8 delegates

iHASCO – Online training

s. GDPR essentials	146 delegates
t. Cyber security awareness	116 delegates

9. Sussex Training Consortium (STC) Training – the partnership has offered a wide range of programmes, including progress on CPD training for professions. Rother attendances in this period have been:

STC

a. Project management	2 delegates
b. CDM (Construction Design & Management)	5 delegates
c. Managing in a political environment	2 delegates
d. Engaging through social media	4 delegates
e. PACE (Police and Criminal Evidence)	4 delegates
f. Permitted development	7 delegates
g. Drainage	9 delegates
h. Open source internet & social media	

	Investigation, the law and best practice	3 delegates
i.	Train the trainer	5 delegates
j.	Commercial awareness	2 delegates
k.	Dealing with difficult conversations	6 delegates
l.	Building personal resilience	3 delegates
m.	Presenting & communicating with Impact	5 delegates
n.	Coaching skills	4 delegates
o.	Assertiveness	10 delegates
p.	Investigative interviewing	4 delegates
q.	Managing your stress & mental health in the workplace	1 delegate
r.	Conflict resolution	2 delegates
s.	Managing mental health & stress at work for team leaders	3 delegates

Health and Safety

10. A well-being/stress policy has been created. We have started our well-being programme with a number of well-being workshops, lunchtime drop in sessions and NHS health checks in the past year. We are looking at building on the success of these with further drop in sessions and workshops.
11. We had three minor staff accidents reported during this year. This is down six from the previous year. All have been investigated and no further action was found necessary.
12. We continue to provide refresher training for our first aiders as their qualifications expire. We also have a waiting list should anybody decide not to renew their qualification.

Policy

13. No new policies have been brought forward in this period. Our Pay Policy was updated in line with the pay award for 2019/20.
14. We are in the process of undertaking a Policy review and plan to include “factsheets” to outline the key points along with a new online policy index to aid accessibility

Malcolm Johnston
Executive Director

Risk Assessment Statement

No risks are foreseen with this report.

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