

RECRUITMENT OF CORPORATE DIRECTOR

Review of Directors' Salary Scale to meet Market Rates

From the salary level of applicants and some research undertaken by our search consultants, it has been estimated that for the size and ambition of the Authority, our Director salaries and above are currently below the market rates by approximately 10%. Therefore, a review of the current Directors' salary structure has been undertaken using the current incremental scales as the starting point.

It is proposed that the revised salary scale set out below be adopted for Directors:

Current Salary Scales £	Proposed Salary Scales £	(an approximately 8% increase and using the same incremental steps)
79,368	85,983	
81,573	88,188	
83,778	90,393	
85,983	92,598	
88,188	94,803	

It is further proposed that the new scale should have a stronger relationship to performance and therefore specific criteria will be set for any incremental progression. The criteria will be around:

- The % achievement and delivery of objectives.
- The % savings on net budget achieved through efficiency.
- Overall customer satisfaction of the Council.
- An assessment against the Council's Core Values

Other Terms and Conditions

The other main condition is the leased car allowance of £4,000 per annum. At present, this can only be claimed against a leased car. It is proposed that a degree of choice be available to Directors so that this can be taken as a leased car allowance or as an addition to salary.

Overall Package

The overall remuneration package (revised salary scale and leased car) would therefore be between £89,983 and £98,803 and it would be a matter of individual choice as to whether the remuneration package is taken as a total salary or as other benefits.

Current Position

Whilst the revised salary scale is a result of being competitive in the market place to attract the necessary level of skills and experience, it would also be appropriate to apply this range to current post holders. Therefore, current post holders would be assimilated onto the proposed scale with effect from 1st April 2010.

Overall Additional Costs

This would create an additional cost to the Council of:

	2010/2011 £	2011/2012 £	2012/2013 £
New appointment (estimate)	6,615	6,615	6,615
Current Directors	3,306	2,205	2,205
	2,205		
Car allowance as salary	600	800	800
	£12,726	£9,620	£9,620
Total, with on-costs 20%	£15,271.20	£11,544	£11,544

These costs can be met from within the overall revenue base budget for 2010/11.

Recommendations

1. Adopt the revised salary scales as set out.
2. That the current leased car allowance can be taken as a leased car allowance or salary.
3. That the salary differential be maintained between the Chief Executive and Director salary scales.
4. That the revised terms and conditions apply to current post holders.
5. That the additional costs for £2010/11 be met from the reserve account for management development.
6. That the ongoing costs be factored into the 2011/12 budget.

**RECORD OF CABINET DECISION MADE BY AN INDIVIDUAL
MEMBER UNDER DELEGATED POWERS**

1. **CABINET MEMBER:**

Cllr. N.Harley – Cabinet Member for Enterprise and Culture

2. **SOURCE OF DELEGATION:**

Under Section 4
Paragraph No..... of Page..... of Part 3 of the Constitution

3. **DECISION:**

- (i) To endorse this Council's support for the Management Plan 2010/15 for the Dedham Vale and Stour Valley Project;
- (ii) To adopt the Memorandum of Agreement for 2010/11

4. **REASON FOR DECISION:**

(i) The Council has been a partner in the Dedham Vale and Stour Valley Project since 1981. The framework for the work carried out by the Project is set out in the Management Plan which is reviewed from time to time. The relationship between the partners is governed by a memorandum of understanding which is normally for a three-year period.

(ii) The Management Plan 2010/15 for the Dedham Vale and Stour Valley Project has been subject to extensive consultation, and agreed by members of the Partnership (Cllrs. John Collar and Tony Shelton are this Council's representatives). The Plan, which has been subject to Strategic Environmental Assessment, now requires formal endorsement by all funding partners.

(iii) A new Draft Memorandum of Agreement, based on the model national agreement, is required to be endorsed by all funding partners. This Agreement is for the year 2010/11, but will form the basis of further agreement for the period of 2011/14. This will, however, be subject to agreement on funding levels and further detailing of some clauses to be determined by April 2011. Funding for 2010/11 is within the base budget.

5. **DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
AT TIME DECISION MADE:**

None

6. **DETAILS OF ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET
MEMBER CONSULTED AND ANY DISPENSATIONS GRANTED**

None

7. **BACKGROUND DOCUMENTS**

Dedham Vale and Stour Valley Management Plan 2010/15
Dedham Vale and Sour Valley Draft Memorandum of Agreement 2010/11

DECISION AGREED; .. (Signature)

Date of decision: *29 April 2010*

Name of Officer Providing Advice to Cabinet Member: Melvyn Crow

Title: Landscape Services Manager

**RECORD OF CABINET DECISION MADE BY AN INDIVIDUAL
MEMBER UNDER DELEGATED POWERS**

1. **CABINET MEMBER:**

Councillor Wendy Schmitt,
Cabinet Member for Communities

2. **SOURCE OF DELEGATION:**

Paragraph No 2a of Page 17 of Part 4 of the Constitution

3. **DECISION:**

To reduce the Cemeteries charges for the annual maintenance of graves for 2010-11 as follows:-

Grave Maintenance - Neat & Tidy for 1 year - £75.00 (previously £120.00 a reduction of £45.00)

Grave Maintenance - Twice yearly planting - Full Graves - £100 (previously £150.00, a reduction of £50.00).

4. **REASON FOR DECISION:**

The above charges were increased from 1st April 2010, in line with those set by neighbouring Authorities. The % increase applied in one year (140% and 100% respectively) is considered inappropriate for some Customers who use this service, many of whom are elderly who cannot maintain graves themselves or afford to pay such a high increase. As a result of Customers raising concern over the increase level of increase, the two prices have been lowered to provide better value for money.

5. **DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
AT TIME DECISION MADE:**

None.

6. **DETAILS OF ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET
MEMBER CONSULTED AND ANY DISPENSATIONS GRANTED**

None.

7. **BACKGROUND DOCUMENTS**

Report to Cabinet on 1st February 2010 - Agenda item no 8d, Minute 115

DECISION AGREED: (Signature)

Date of decision: 24/5/10

Name of Officer Providing Advice to Cabinet Member: **Paul Partridge**

Title: **Head of Operations**

**RECORD OF CABINET DECISION MADE BY AN INDIVIDUAL
MEMBER UNDER DELEGATED POWERS**

1. **CABINET MEMBER:**

Cllr Wendy Schmitt, Cabinet Member for Communities

2. **SOURCE OF DELEGATION:**

Cabinet

3. **DECISION:**

To keep the fees and charges static for a period of 6 months until halls are transferred over to community groups. This will ensure hirers and users of BDC Community Halls are able to continue to run and access the activities that they provide until transfer takes place when the leaseholder can then determine their own fees and charges. This will be reviewed in September 2010.

4. **REASON FOR DECISION:**

The increase in fees and charges for halls 2010/11 was based on covering BDC running costs. However, this has resulted in large increases for the hirers and users and many hirers are not able to continue to hire the halls to run the activities for local residents.

To enable these hirers to continue with their activities it is proposed that all fees and charges remain static for a period of 6 months until the transfer of halls takes place.

5. **DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
AT TIME DECISION MADE:**

N/A

6. **DETAILS OF ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET
MEMBER CONSULTED AND ANY DISPENSATIONS GRANTED**

N/A

7. **BACKGROUND DOCUMENTS**

Fees and charges report.

DECISION AGREED: .

(Signature)

Date of decision: 30th April 2010

S A May 2010

Name of Officer Providing Advice to Cllr Wendy Schmitt, Cabinet Member for Communities

Charmaine Dean, Head of Community Services

**RECORD OF CABINET DECISION MADE BY AN INDIVIDUAL
MEMBER UNDER DELEGATED POWERS**

1. **CABINET MEMBER:**
Cllr Roger Walters
Environment & Sustainability

2. **SOURCE OF DELEGATION:**

Cabinet Meeting held on [1st February 2010]

Minute reference: [115] Council Budget

3. **DECISION:**

To approve the following fees for inclusion in the Council's 2010 2011 Fees and Charges Schedule that were approved at the cabinet meeting on 1st February 2010.

- Building Control
- Local Authority Pollution Prevention and Control (LAPPC): Part B activities/installations are subject to local authority air pollution control only.
- Local Authority Integrated Pollution Prevention and Control (LA-IPPC)

4. **REASON FOR DECISION:**

Building Control

The Building (Local Authority charges) Regulations 2010 were passed by Parliament in late February and therefore missed the submission to cabinet

The LAPPC and LA-IPPC fees

These charges are set by the Secretary of State after consultation with both the trade and local authorities. Historically DEFRA set the fees in March of every year and therefore could not be included in the schedule that was submitted to cabinet in February.

5. **DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED AT TIME DECISION MADE:**

None

6. **DETAILS OF ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER CONSULTED AND ANY DISPENSATIONS GRANTED**

None

7. **BACKGROUND DOCUMENTS**

None

DECISION AGREED: .. (Signature)

Date of decision: ...10.04.10.....

Name of Officer Providing Advice to Cabinet Member: ...Mr Lee Crabb.....

Title: ...Head of Environment.....

Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 2 Dwellings	278.48
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 3 Dwellings	367.78
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 4 Dwellings	452.38
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 5 Dwellings	549.90
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 6 Dwellings	646.25
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 7 Dwellings	673.28
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 8 Dwellings	699.13
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 9 Dwellings	727.33
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 10 Dwellings	734.38
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 11 Dwellings	742.60
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 12 Dwellings	749.65
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 13 Dwellings	755.53
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 14 Dwellings	761.40
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 15 Dwellings	768.45
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 16 Dwellings	776.68
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 17 Dwellings	782.55
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 18 Dwellings	789.60
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 19 Dwellings	796.65
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 20 Dwellings	802.53
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 21 to 30 Dwellings	817.80
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 22 for each dwelling 22 to 30 Dwellings to be added	13.00
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge 31 Dwellings and over	951.75
Environment Building Contol	Building Regs - Small Domestic Buildings	Plan Charge for each dwelling over 31 Dwellings	6.35
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 1 Dwelling	417.13
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 2 Dwellings	699.13
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 3 Dwellings	863.63

Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 4 Dwellings	1018.73
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 5 Dwellings	1156.20
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 6 Dwellings	1308.95
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 7 Dwellings	1474.63
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 8 Dwellings	1668.50
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 9 Dwellings	1897.63
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 10 Dwellings	2158.48
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 11 Dwellings	2367.63
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 12 Dwellings	2574.43
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 13 Dwellings	2781.23
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 14 Dwellings	2988.03
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 15 Dwellings	3176.03
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 16 Dwellings	3381.65
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 17 Dwellings	3590.80
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 18 Dwellings	3796.43
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 19 Dwellings	3966.80
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 20 Dwellings	4174.78
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 21 to 30 Dwellings	4293.45
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge 31 Dwellings and over	5618.85
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge for each dwelling 22 to 30 Dwellings to be added	127.95
Environment Building Contol	Building Regs - Small Domestic Buildings	Inspection Charge over 31 Dwellings +	99.85
Environment Building Contol	Building Regs - Small buildings and Extensions	Plan Charge Garage under 40 Sq.metres	163.50
Environment Building Contol	Building Regs - Small buildings and Extensions	Building notice charge Garage under 40 Sq.metres	163.50
Environment Building Contol	Building Regs - Small buildings and Extensions	Plan Charge Garage Over 40 Sq.metres	163.50
Environment Building Contol	Building Regs - Small buildings and Extensions	Inspection Charge garage over 40 Sq.metres	163.50
Environment Building Contol	Building Regs - Small buildings and Extensions	Building notice charge Garage Over 40 Sq.metres	337.00

Environment Building Control	Building Regs - Small buildings and Extensions	Plan Charge Extension under 10 Sq.metres	163.50
Environment Building Control	Building Regs - Small buildings and Extensions	Inspection charge Extension under 10 Sq.metres	163.50
Environment Building Control	Building Regs - Small buildings and Extensions	Building Notice charge Extension under 10 Sq.metres	327.00
Environment Building Control	Building Regs - Small buildings and Extensions	Plan Charge Extension 10-40 Sq.metres	163.50
Environment Building Control	Building Regs - Small buildings and Extensions	Inspection charge Extension 10-40 Sq.metres	321.50
Environment Building Control	Building Regs - Small buildings and Extensions	Building Notice charge Extension 10-40 Sq.metres	485.00
Environment Building Control	Building Regs - Small buildings and Extensions	Extension 40-60 Sq.metres	163.50
Environment Building Control	Building Regs - Small buildings and Extensions	Inspection charge Extension 40-60 Sq.metres	475.00
Environment Building Control	Building Regs - Small buildings and Extensions	Building Notice charge Extension 40-60 Sq.metres	638.50
Environment Building Control	Building Regs - Small buildings and Extensions	Plan Charge Replacement Windows to Residential Dwellings	100.00
Environment Building Control	Building Regs - Small buildings and Extensions	Building Notice charge Replacement Windows to Residential Dwellings	100.00

Environment - Env Permits	Application Fee	Mobile screening & Crushing	£1,579
Environment - Env Permits	Application Fee	Mobile screening & Crushing 3rd to 7th applications	£943
Environment - Env Permits	Application Fee	Mobile screening & Crushing 8th & subsequent applications	£477
Environment - Env Permits	Application Fee	Commercial - Standard process	£1,579
Environment - Env Permits	Application Fee	Additional fee for operating without a permit.	£1,137
Environment - Env Permits	Application Fee	Reduced fee activities (Except VRs)	£148
Environment - Env Permits	Application Fee	PVR I & II combined	£246
Environment - Env Permits	Application Fee	Vehicle refinishers (VRs)	£346
Environment - Env Permits	Application Fee	Mobile screening & crushing plant	1579
Environment - Env Permits	Application Fee	For the third to seventh applications	943
Environment - Env Permits	Application Fee	For the eighth and subsequent applications	477
Environment - Env Permits	Application Fee	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	£297
Environment - Env Permits	Application Fee	LA - IPPC process	3218
Environment - Env Permits	Application Fee	LA - IPPC process - Additional fee for operating without a permit.	11377
Environment - Env Permits	Annual Subsistence Charge	Standard process Low	£739 (+£99)

Environment - Env Permits	Annual Subsistence Charge	Standard process Medium	£1111 (+£149)
Environment - Env Permits	Annual Subsistence Charge	Standard process High	£1672 (+£198)
Environment - Env Permits	Annual Subsistence Charge	Reduced fee activities Low/ Medium/ High	76/151/227
Environment - Env Permits	Annual Subsistence Charge	PVR I & II combined	108/216/326
Environment - Env Permits	Annual Subsistence Charge	Vehicle refinishers (VRs) Low	218
Environment - Env Permits	Annual Subsistence Charge	Vehicle refinishers (VRs) Medium	349
Environment - Env Permits	Annual Subsistence Charge	Vehicle refinishers (VRs) High	524
Environment - Env Permits	Annual Subsistence Charge	Mobile screening & crushing plant for first & second permits. Low	618
Environment - Env Permits	Annual Subsistence Charge	Mobile screening & crushing plant for first & second permits. Medium	989
Environment - Env Permits	Annual Subsistence Charge	Mobile screening & crushing plant for first & second permits. High	1484
Environment - Env Permits	Annual Subsistence Charge	for the third to seventh permits. Low	368
Environment - Env Permits	Annual Subsistence Charge	for the third to seventh permits Medium	590
Environment - Env Permits	Annual Subsistence Charge	for the third to seventh permits. High	884
Environment - Env Permits	Annual Subsistence Charge	eighth & subsequent permits. Low	189
Environment - Env Permits	Annual Subsistence Charge	eighth & subsequent permits. Medium	302
Environment - Env Permits	Annual Subsistence Charge	eighth & subsequent permits. High	453
Environment - Env Permits	Annual Subsistence Charge	Where a Part B installation is subject to reporting under E-PRTR Regs add an extra £99.	99
Environment - Env Permits	Annual Subsistence Charge	LA - IPPC process Low	1384
Environment - Env Permits	Annual Subsistence Charge	LA - IPPC process Medium	1541
Environment - Env Permits	Annual Subsistence Charge	LA - IPPC process High	2233
Environment - Env Permits	Transfer & Surrender	Standard Process transfer	162
Environment - Env Permits	Transfer & Surrender	Standard Process partial transfer	476
Environment - Env Permits	Transfer & Surrender	New operator at low risk reduced fee activity	75
Environment - Env Permits	Transfer & Surrender	Surrender: all Part B activities	Free
Environment - Env Permits	Transfer & Surrender	Reduced fee activities: transfer	Free
Environment - Env Permits	Transfer & Surrender	Reduced fee activities: partial transfer	45
Environment - Env Permits	Transfer	LA - IPPC process	225
Environment - Env Permits	Partial Transfer	LA - IPPC process	668
Environment - Env Permits	Surrender	LA - IPPC process	668
Environment - Env Permits	Temporary transfer for mobiles	First Transfer	51
Environment - Env Permits	Temporary transfer for mobiles	Repeat transfer	10
Environment - Env Permits	Temporary transfer for mobiles	Repeat following enforcement or warning	51

Environment - Env Permits	Substantial Variation	LA - IPPC process	1309
Environment - Env Permits	Substantial Change	Standard process	1005
Environment - Env Permits	Substantial Change	Standard process where sunstaintail change results in a new PPC activity	1579
Environment - Env Permits	Substantial Change	Reduced fee activities	98
Environment - Env Permits	Contaminated Land Enquiries	Public/Commercial Service charge (per enquiry)	110
Environment - Env Permits	Copy of BDC Air Quality Review & Assessment	Commercial Copying charge (per copy)	85
Environment - Env Permits	Copy of Contaminated Land Strategy	Commercial Copying charge (per copy)	85
Environment - Env Permits	Environmental Protection Act List of processes	Commercial Copying charge (per copy)	85

**RECORD OF CABINET DECISION MADE BY AN INDIVIDUAL
MEMBER UNDER DELEGATED POWERS**

1. **CABINET MEMBER:**

Councillor Roger Walters,
Cabinet Member for Environment and Sustainability

2. **SOURCE OF DELEGATION:**

Paragraph No 2a, Section 4, Part 3 of the Constitution – represent the Council as required on issues relating to the portfolio and leading the development of effective partnership working

3. **DECISION:**

- 3.1 To agree the dissolution of the Essex Waste Management Joint Committee.
- 3.2 To agree the proposal to create a Waste Member Partnership Board and Inter-Authority Member Working Group
- 3.3 That the Council's representative on the new Member Partnership Board and Inter-Authority Working Group be the Cabinet Member for Environment and Sustainability and in their absence their Deputy Cabinet Member

4. **REASON FOR DECISION:**

As the last meeting of the West Essex Waste Management held on 24th March 2010, was quorate. The Committee made the following recommendations

- 4.1 The Joint Committee recommend to their respective Partner Authorities that the Joint Committee be dissolved.
- 4.2. The discussions continue with governance colleagues regarding the process of dissolving Joint Committees.
- 4.3. That internal governance processes be established for each Partner Authority to take back authority which was originally delegated to the Joint Committee

5. **DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED AT TIME DECISION MADE:**

None.

6. **DETAILS OF ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER CONSULTED AND ANY DISPENSATIONS GRANTED**

None.

7. **BACKGROUND DOCUMENTS**

Report to Cabinet on 8th June 2009 - Agenda item no 7a, Minute 22
Terms of Reference for the Member Partnership Board and Member Working Group
(Appendix A and B)

DECISION AGREED:
(Signature)

Date of decision: 25th May 2010

Name of Officer Providing Advice to Cabinet Member: Paul Partridge

Title: Head of Operations