

## Cabinet

### Annual Meeting

Tuesday, 7 June 2022 at 2.00 pm

Meeting to be held: Committee Room, North Tyneside Council, Quadrant, The Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY

**Notice to the public:** This meeting will be streamed live on YouTube at <https://youtu.be/XDYy84iF2Q> and we encourage you to watch online.

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## AGENDA

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Page No

1. **Apologies for Absence**

2. **Declarations of Interest**

Please remember to declare any personal interest where appropriate both verbally and by recording it on the relevant form (to be submitted to the Democratic Services Officer). Please also remember to leave the meeting where any personal interest requires this.

**Note:** Members of Cabinet have been granted dispensations so that they may participate in decisions which relate to the constituent authority which appointed them.

3. **Any announcements from the Mayor and/or the Managing Director**

4. **Minutes of the Previous Meeting** **1 - 6**
5. **Cabinet membership, appointments to committees and other bodies and programme of meetings**
- Members are requested to note the intention to circulate the above report on a supplemental agenda in accordance with the provisions of the Local Government (Access to Information) Act 1985
6. **NTCA Corporate Plan** **7 - 8**
7. **Equality Objectives Update** **9 - 14**
8. **Scrutiny Annual Report** **15 - 28**
9. **2021/22 NTCA Financial Outturn Report including North East LEP and Invest North East England**
- Members are requested to note the intention to circulate the above report on a supplemental agenda in accordance with the provisions of the Local Government (Access to Information) Act 1985
10. **NTCA Pay Policy Statement** **29 - 44**
11. **Investment Fund Update and Funding Approvals**
- Members are requested to note the intention to circulate the above report on a supplemental agenda in accordance with the provisions of the Local Government (Access to Information) Act 1985
12. **Date and Time of the Next Meeting**
- Tuesday, 19 July 2022 at 2pm. Venue to be confirmed.
13. **Exclusion of Press and Public**
- Under section 100A and Schedule 12A Local Government Act 1972 because exempt information is likely to be disclosed and the public interest test against disclosure is satisfied.

## 14. Investment Fund Update and Funding Approvals - Appendix

Members are requested to note the intention to circulate the above document on a supplemental agenda in accordance with the provisions of the Local Government (Access to Information) Act 1985

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## **Cabinet**

22 March 2022

(2.01 - 3.10 pm)

Meeting held: Committee Room, Northumberland County Council, County Hall, Morpeth, NE61 2EF

## **Minutes**

### **Present:**

Chair: Mayor N Redfearn

Councillors N Forbes, C Johnson, K Kilgour, G Sanderson and R Wearmouth, and Ms L Winskell

### 70 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Mayor Driscoll.

### 71 **DECLARATIONS OF INTEREST**

There was no declaration of interest.

### 72 **ANY ANNOUNCEMENTS FROM THE MAYOR AND/OR THE MANAGING DIRECTOR**

The Chair welcomed everyone to the meeting and introductions were made.

#### **Thank you and farewell to Councillor N Forbes**

Members of Cabinet offered thanks to Councillor N Forbes, who was leaving Newcastle City Council and the North of Tyne Combined Authority, for his hard work and achievements. Speeches were made about his work with partners to establish and develop the Combined Authority, his exemplary work to serve the people of Newcastle upon Tyne and the North of Tyne Combined Authority area and his support of partners, including the North East Local Enterprise Partnership.

Councillor Forbes then addressed the Cabinet offering thanks to his fellow members and officers and speaking about the value of teamwork in achieving progress in regeneration of the region.

73 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 25 January 2022 were approved as a correct record and signed by the Chair.

74 **GETTING STUFF DONE - NTCA ANNUAL REPORT**

Submitted: A report of the Director of Policy and Performance (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report, which set out the Combined Authority's work and achievements over the last year. The report 'included information on how NTCA was attracting companies and jobs to the region; safeguarding existing jobs and supporting businesses with advice and guidance; working with communities; investing in rural technologies; providing courses for residents to get good jobs and helping people get back to work. There were also annual updates from the Inclusive Economy Board, the Housing and Land Board and the Voluntary, Community and Social Enterprise Group. The report was introduced jointly by all Cabinet Members who outline key priorities and achievements within their respective Portfolios.

A short video was played at the meeting, demonstrating examples and results of the Combined Authority's work.

The Cabinet welcomed the report and the achievements, commending the approach used to working together for the benefit of the region.

The ensuing discussion also included the Authority's work with local universities, including forthcoming opportunities relating to the new and emerging research into the areas of new energies and technologies; the aspiration for the North of Tyne area to become a centre of excellence, which could be achieved through all partners working together and across various sectors; and the good, tangible results produced by the advisory groups and bodies of the Combined Authority through their direct, hands-on approach and engagement.

Thanks were offered to:

- Members and Officers of the North of Tyne Combined Authority;
- The Right Reverend Christine Hardman, Bishop of Newcastle and the previous Chair of the North of Tyne Combined Authority's Inclusive Economy Board;
- Members and Officers of the North of Tyne Combined Authority's Housing and Land Board;
- Partners and stakeholders involved.

**RESOLVED** – That the report be noted.

75 **DEVOLVED ADULT EDUCATION BUDGET MID-YEAR UPDATE**

Submitted: A report of the Head of Inclusive Growth (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report, which provided an update on provision that had been delivered through the devolved Adult Education Budget (AEB) for the 6-month period from 1 August 2021 to 4 February 2022. It set out the adult education opportunities that have been created for the North of Tyne Combined Authority (NTCA) residents during the first half of this academic year and outlined next steps in terms of managing AEB delivery for the remainder of this academic year and into academic year 2022-2023.

The report also set out a proposal for a provider framework to enable NTCA to distribute skills funding in response to performance and demand. The report was introduced by Councillor K Kilgour, Cabinet Member for Education, Inclusion and Skills, who offered thanks to all those involved in this work.

The Cabinet welcomed the report.

**RESOLVED** - That:

- i. The progress which has been made in terms of the Adult Education Budget delivery for the first half of the Academic Year 2021-22 (1 August 2021 to 4 February 2022) be noted; and the approach to managing the Adult Education Budget delivery for the remainder of this year and into Academic Year 2022-23 be endorsed; and
- ii. The proposal for a procured Provider Framework detailed in section 1.9 of the report be approved; and the Managing Director be authorised, in consultation with the Cabinet Member for Education, Inclusion and Skills, to approve subsequent Call-off contracts and associated funding allocations for adult education providers on the Framework.

76 **SKILLS PROGRAMMES**

Submitted: A report of the Chief Economist (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report, which highlighted some of the emerging opportunities that had been detailed in the recent HM Government Levelling Up White Paper and a proposed approach for NTCA to respond to those new opportunities for the NTCA area, working in collaboration with the Department for Education, employers and skills providers. The report was introduced by Councillor K Kilgour, Cabinet Member for Education, Inclusion and Skills.

The Cabinet welcomed the report. Amongst the matters discussed by the Cabinet were the following:

- The importance of delving into the policy for the lifelong learning funding to see how opportunities within it could be maximised for the North of Tyne area and its universities.
- The importance of continuing to work to reach the hard-to-reach communities, including looking into how learning could be brought to learners

and how the Voluntary, Community and Social Enterprise sector could be involved to support this work.

**RESOLVED – That:**

- i. The availability of the existing delegation in place for the NTCA Chief Finance Officer to accept grant offers on behalf of the Combined Authority, subject to all the terms and conditions set out by the grant awarding body be noted; and
- ii. The Managing Director be authorised, in consultation with the Chief Finance Officer and Cabinet Member for Education, Inclusion and Skills, to approve the commissioning approach for Skills Bootcamps detailed in paragraph 1.2.10 of the report and the commissioning approach for any subsequent new Skills funding received from the Department for Education to NTCA.

**77 INVESTMENT FUND UPDATE AND FUNDING APPROVALS**

Submitted: A report of the Chief Economist (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report, which provided an update on progress with the North of Tyne Investment Fund and Brownfield Housing Fund and sought associated approvals. The report was introduced by Councillor C Johnson, Cabinet Member for Investment and Resources.

The Cabinet welcomed the report.

**RESOLVED – That:**

- i. The progress to date on the Investment Fund, achievement of key milestones and ongoing project development work, particularly in respect of the creation of new jobs for residents as a direct result of the NTCA investments, be noted.
- ii. £1.3m of funding for the North of Tyne Innovation Recovery Grant (Phase 2), where the lead delivery partner was Northumberland Business Services Ltd be approved.
- iii. The overall approach to Culture and Creative Zones be approved; and an allocation of £5.235m until March 2028, which incorporated the £1.5m already allocated until March 2023, and which included the following projects, be approved:
  - a. £1.695m of funding for North Shields Cultural Quarter, which would be led by North Tyneside City Council, be approved.
  - b. £1.7m of funding for Newcastle Culture and Creative Zone – Clayton Street Corridor, which would be led by Newcastle City Council, be approved.
  - c. Authority be delegated to the Managing Director, in consultation with the Mayor, appropriate Cabinet Member and Investment Panel, to approve funding for the Berwick Culture and Creative proposal led by



Northumberland County Council, subject to satisfactory completion of a full business case.

- d. Authority be delegated to the Managing Director to approve relevant programme-level expenditure relating to Culture and Creative Zone programme.
- iv. £6million of funding be approved for the Towns and High Streets Innovation Programme, which would be delivered by the North of Tyne Combined Authority and Local Authorities; and authority be delegated to the Managing Director to agree delivery arrangements for up to £1.9million to each Local Authority and the remainder to be retained by the NTCA for area-wide activities and programme co-ordination.
- v. The Cabinet noted that the NTCA had received an additional £8 million of Brownfield Housing Funding from Government; and authority be delegated to the Managing Director and the Interim Monitoring Officer to enter into an agreement with the Department for Levelling Up, Housing and Communities (DLUHC) for this funding. Authority for approvals be delegated to the Managing Director, in consultation with the Mayor, appropriate Cabinet Member and Investment Panel, to make subsequent project approvals, subject to satisfactory completion of full business cases.
- vi. £374,816 of funding for Community Engagement Platform Development, which would be led by the NTCA, be approved.
- vii. £82,000 of business case development funding for Northumbria Healthcare Trust to further develop their Innovation Hub be approved.
- viii. The Managing Director be authorised to finalise the conditions to be attached to the above funding awards; and the Interim Monitoring Officer be authorised to complete the necessary documentation.
- ix. Agreement be given to commencement of a procurement exercise to identify an equity fund manager; and authority be delegated to the Managing Director, in consultation with the Chief Finance Officer and Interim Monitoring Officer, to award the contract in accordance with Contract Standing Orders.

## 78 **CHILD POVERTY PREVENTION PROGRAMME**

Submitted: A report of the Head of Education Improvement (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report, which provided an update on progress of the North of Tyne Child Poverty Prevention Programme and sought delegation for a grant funded element of the programme. The report was introduced by Councillor K Kilgour, Cabinet Member for Education, Inclusion and Skills.

Councillor Kilgour encouraged the Cabinet members to support the call for the Government to increase benefits by 6%; and this was supported.

**RESOLVED** – That:

- i. The initial progress of the Child Poverty Prevention Programme for the North of Tyne be noted; and
- ii. Authority be delegated to the Managing Director in consultation with the Chief Finance Officer, Monitoring Officer and Cabinet Member for Education, Inclusion and Skills to approve grant funding as part of the agreed Child Poverty Prevention Programme.

79 **NORTH EAST LOCAL ENTERPRISE PARTNERSHIP - FUNDING DECISIONS UPDATE**

Submitted: A report of the Chief Executive, North East Local Enterprise Partnership (previously circulated and copy attached to Official Minutes).

The Cabinet considered the report which provided an update on the work and decisions of the North East Local Enterprise Partnership (LEP).

**RESOLVED** – That the report be noted.

80 **DATE AND TIME OF THE NEXT MEETING**

Tuesday, 7 June 2022 at 2pm.

**Chair's closing comments**

The Chair thanked Northumberland County Council for hosting the meeting.

The Chair offered thanks to all members and officers for their work.

81 **EXCLUSION OF PRESS AND PUBLIC**

There was no exclusion of press and public.

82 **NORTH EAST LOCAL ENTERPRISE PARTNERSHIP - FUNDING DECISIONS UPDATE: APPENDIX TO THE REPORT**

Submitted: An appendix to the report set out at agenda item 10 (previously circulated and copy attached to Official Minutes).

Noted.



Subject: NTCA Corporate Plan  
Report of: NTCA Managing Director  
Portfolio: All

## Report Summary

This is a cover report to introduce the NTCA's updated Corporate Plan for the 2022/2023 municipal year. The 2021/22 Corporate Plan, which was NTCA's first, set the direction for delivery across the NTCA for the three years until 2024. The 2022/2023 Plan, developed through co-design with Cabinet, officers and partners, builds on the progress made against those priorities. It refreshes the context and provides an overview of content, outlining NTCA's ambitions and delivery priorities within its seven delivery portfolios and three cross cutting themes. The Corporate Plan will form an appendix to the report.

## Recommendations

Cabinet is recommended to acknowledge and endorse the Corporate Plan for 2022/23, its ambitions and delivery priorities.

### 1. Background Information, Proposals and Timetable for Implementation

- 1.1 The Corporate Plan has been developed through a process of co-design with Cabinet, officers and NTCA's partners. It plays a key role in ensuring our funding and resources are used effectively and efficiently - adding maximum value and delivering with impact.
- 1.2 The Plan sets out the ambitions of Cabinet for the authority, both immediately and in the future, with a roadmap for action. It captures the breadth of work undertaken and ensures activities are aligned allowing for clear collaborative working.
- 1.3 The Plan will drive the work programme that in turn feeds into both team plans and individual personal objectives, creating a 'golden thread' from Cabinet's vision to day-to-day delivery.
- 1.4 Importantly the plan is rooted in our values, which underpin the way the authority works and outlines our approach to managing wisely the resources, funding and investment we have available.
- 1.5 The Plan is structured around seven delivery portfolios and three cross cutting themes, bringing together in single cohesive plan commitments in our devolution deal, manifesto and recovery plan. The Corporate Plan is set out in Appendix 1.

### 2. Potential Impact on Objectives

The Corporate Plan illustrates how NTCA will meet the priorities set out in the NTCA vision.

### 3. Key Risks

There are no specific risks relating to this report.

### 4. Financial and Other Resources Implications

There are no direct financial implications arising from this report. The corporate plan sets out the work programme of the authority to deliver against Cabinet's ambitions and priorities and will inform the updating of the Medium-Term Financial Plan.

## **5. Legal Implications**

There are no direct legal implications arising directly from this report.

## **6. Equalities Implications**

The NTCA is mindful of its duty under the Public Sector Equality Duty and adopted Equalities Objectives in 2021 to enable it to advance equality of opportunity between persons who share relevant protected characteristics and those who do not. NTCA's Equalities Objectives centre on workforce diversity; staff confidence around equalities; employment levels amongst groups experiencing disadvantage; in-work poverty in the North of Tyne area; and co-design and co-production.

Through its work NTCA will also continue to promote policies and decision making which eliminates discrimination, harassment and victimisation and fosters good relations between persons who share a relevant protected characteristic and persons who do not share it. NTCA considers the implications for people from different socio-economic backgrounds/low pay as a protected characteristic.

## **7. Inclusive Economy Implications**

NTCA's inclusive economy ambitions and the five characteristics of an inclusive economy: participation; equity; growth; stability and sustainability are strongly reflected in the Corporate Plan.

## **8. Climate Change Implications**

The North of Tyne Combined Authority and all three constituent Local Authorities have declared a Climate Emergency; the impact of the NTCA's decisions on climate is taken into account and its work in this area is clearly reflected in the Corporate Plan.

## **9. Consultation and Engagement**

The Mayor, Cabinet and the whole NTCA team have been involved in the formulation of the Corporate Plan. The NTCA is a collaborative and supportive team and the Corporate Plan are aligned with the internal work programme, outcomes and spend so each team can see how their individual effort contributes to the whole.

## **10. Appendices**

Appendix 1: NTCA Corporate Plan (to follow)

## **11. Background Papers**

NTCA Corporate Plan 2021/22

## **12. Contact Officer**

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### Report Summary

The purpose of this report is to provide Cabinet with its first annual update on NTCA's performance against its Equality Objectives 2021-25. In June 2021 NTCA took the important step of publishing its first set of statutory equality objectives, setting out our understanding of poverty and inequality and clear, measurable targets to improve it across the North of Tyne. In the context of our recovery from Covid, and against a backdrop of continued economic uncertainty, our objectives provide a vital framework for understanding how we are helping to make the North of Tyne economy a more inclusive rather than more divided one.

This report outlines how NTCA is measuring our progress against these targets and our progress within our first year. Overall progress is travelling in the right direction: staff confidence and awareness of equalities is high, we are helping more women, black and minority ethnic residents, and disabled people on the pathway to well-paid, secure jobs in line with our good work ambitions. We are working with local authorities, partner organisations and residents to not only consult on our plans of work but build and deliver programmes collaboratively. Poverty – in-work and for those without work – remains an overriding concern, especially as we recover from the pandemic and in the context of further economic uncertainty. This report tells the story of our progress so far and how NTCA will continue to work towards a fairer North of Tyne for everyone.

### Recommendations

The Cabinet is recommended to note the progress made on NTCA's Equality Objectives and wider equality and diversity ambitions.

#### 1. Background Information, Proposals and Timetable for Implementation

- 1.1 In June 2021 NTCA Cabinet formally approved our first set of equality objectives. NTCA is obliged to prepare, publish and report on these objectives under the Public Sector Equality Duty (April 2011) which requires public authorities to have due regard to the need to achieve the objectives of the Equality Act 2010. The objectives of the Act are for public bodies to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out activities.
- 1.2 NTCA worked in partnership the Equality and Human Rights Commission (EHRC) to develop objectives which reflected national good practice and covered both the responsibilities and expectations of our staff, and our ambitions for a more inclusive economy in the North of Tyne. This means an area where economic opportunity is available to all and NTCA's policies, programmes and projects all seek to consider and actively address different experiences of economic exclusion and disadvantage based on people's sex or gender, ethnic background or race, disability or age, as well as other equalities characteristics.
- 1.3 NTCA also formally adopted the socio-economic duty within our equalities and diversity policy, committing us to implementing additional responsibilities in relation to poverty and inequality under Section 1 of the 2010 Equality Act. This means that as a public authority we recognise that low or insecure income or living in a deprived area can have a direct and significant impact on people's life chances and outcomes in relation to jobs, learning and health. Our equality objectives make a public statement about our understanding of these issues and help make NTCA accountable for delivering work and interventions which help people who are furthest from opportunities to have a stake in the North of Tyne.

## 2. Progress Against Objectives

2.1 In line with good practice and advice from the EHRC NTCA agreed and published five corporate equality objectives in June 2021. The objectives were intended to describe NTCA's understanding of how protected characteristics and socio-economic disadvantage relate to disparities of economic experience and outcomes, as well as defining specific targets to drive performance in line with our ambitions for a more inclusive economy. The objectives, initial baselines and our performance against them is given below.

2.2 **Objective 1: Work force diversity:** We have a diverse team that reflects the demography of our area, including targets for representation from groups with protected characteristics.

2.3 **Progress:** NTCA currently employs 58 members of staff. The tables below compare the composition of the NTCA staff team with the wider North of Tyne community to identify how well we reflect everyone across our area.

<b>Gender</b>	<b>NTCA</b>	<b>North of Tyne</b>
Men	39.7%	49.5%
Women	60.3%	50.5%

<b>Ethnicity</b>	<b>NTCA</b>	<b>North of Tyne</b>
White	89.7%	93.6%
Other ethnic backgrounds	10.3%	6.4%

<b>Disability</b>	<b>NTCA</b>	<b>North of Tyne</b>
Disability	3.4%	24%
No declared disability	96.6%	65.5%

2.4 This data shows NTCA broadly reflects the wider North of Tyne community. While there appears to be under-representation of people with a declared disability within the workforce we know these results do not present a full picture. Based on informal discussions with staff we are closer in representation to the area average. Staff may choose not to disclose a disability due to past discrimination or find that the reporting categories do not match their experiences. To create a culture where everyone feels safe and confident to talk about their disability NTCA's Senior Management Team will keep this topic under review and identify ways in which declarations, reporting and confidence in the results can all be improved through a culture which is actively supportive of diversity and the benefits it brings.

2.5 In support of this objective, and in line with good practice for small and medium sized enterprises, NTCA also provides an annual report of its gender pay gap. The gender pay gap is a measure of disparity in pay between the average earnings of men and women in the same organisation. This is separate to the issue of equal pay which refers to differences in pay between men and women for work which is defined as equal. This report is from the end of the financial year 2021/22 and is based on a staff head of 53.

<b>Median Hourly Pay Gap</b>		
<b>Female</b>	<b>Male</b>	<b>Gap</b>
£21.56	£22.09	2.40%

This is a slight increase from a 0% median gap in 2020/21. NTCA recognises that discrepancies in gender pay rates can arise for a number of reasons. Annual reporting allows NTCA to understand change over time and consider whether action is required to address this gap, recognising that our workforce has become slightly weighted towards women compared to men in the same period.

2.1 **Objective 2: Staff confidence:** To improve the confidence of NTCA staff in relation to equalities, ensuring staff feel included and we have collective zero tolerance to all forms of discrimination.

- 2.2 **Progress:** NTCA uses 'pulse' surveys to understand the experience and expectations of staff. Repeated at regular intervals these surveys provide a good quality dataset through which to track staff reflections on their ability to understand and apply equalities thinking and practice.
- 2.3 Our pulse survey data shows that most staff are reasonably confident that NTCA is a place where everyone is treated fairly. Most people also feel they are quite confident in applying equalities thinking and practice in their work. This has been discussed with the Senior Management Team, policies and practices have been reviewed and it has been raised with the workplace representatives to seek to support colleagues should they have concerns. Into 2022/23 NTCA will continue to use our pulse surveys to track staff confidence and promote policies and behaviours which continue to make NTCA a fair, equitable and safe place to work.
- 2.4 **Objective 3: Employment levels amongst disadvantaged groups:** To increase the % of women, single parents, ethnic minorities, and disabled or Deaf residents in our jobs and skills programmes by 2% over 2 years.
- 2.5 **Progress:** To model our original projections for this objective we used Adult Education Budget (AEB) data covering over 18,000 learners. The table below demonstrates our progress.

	<b>2021 Academic Year - Number of enrolments</b>	<b>2021 - % of all enrolments</b>	<b>2022 Academic Year To Date – Number of enrolments</b>	<b>2022 Academic Year To Date - % of all enrolments</b>	<b>Overall change</b>
<b>Young people 16-24 yrs</b>	2,958	16%	3,475	16.59%	+0.57%
<b>Learning difference / disability</b>	2,950	16%	3,708	17.71%	+1.71%
<b>Black &amp; minority ethnic</b>	7,705	42%	8,014	38.27%	-3.73%
<b>Women</b>	10,804	60%	11,415	54.52%	-5.48%

- 2.6 NTCA progress against this target varies. Our number of 16-24 year old learners has slightly improved and we have helped a growing proportion of disabled learners. However, we have helped less people from Black and minority ethnic backgrounds and women, groups we know traditionally face additional barriers to the type of learning that can lead to good jobs. Due to the timing of this report the datasets compared are not exact matches (2021 – 12 months compared to 2022 – academic year to date only). This means the overall picture could change as the academic year progresses. In addition, using AEB data as a proxy set for the whole of NTCA does not present a true picture of all our interventions. For example, over 1,000 16-24 years olds across the North of Tyne have been supported by our Youth Employment Programme alone, in addition to the AEB data above.
- 2.7 This indicates that NTCA will need to work across 2022/23 to maintain progress where it has been achieved and take steps to ensure women and people from Black and minority ethnic backgrounds are a particular focus for existing and new interventions. This will meet our ambition to ensure groups often furthest from the labour market are given the right support to make good quality, secure work a reality. In line with the objective, by 2023 we will also be in a position to report on interventions for all NTCA investment activity.
- 2.8 **Objective 4: In-work Poverty:** To reduce the prevalence of in-work poverty within the North of Tyne by 5% by June 2025, with specific focus on women, workers from Black and minority ethnic backgrounds and disabled or Deaf residents.
- 2.9 **Progress:** Using the Office of National Statistics' Annual Survey of Hours and Earnings data we know that, as a baseline, 61,000 jobs in our area, or just over 16% of all jobs, earned below the

Real Living Wage (RLW) when our equalities objectives were set.<sup>1</sup> The RLW is independently calculated every year by the Living Wage Foundation to meet the cost of living and is higher than the National Living Wage.

January 2021 – December 2021		
Number of Jobs	Jobs paying below RLW	% Jobs below RLW
375,700	61,000	16.23

- 2.10 The picture presented by RLW data following the pandemic is complex. While the proportion of jobs earning below the RLW in the North of Tyne and wider North East has appeared to fall over the last three years, it does not factor in changes in the number of jobs overall. In 2021, the North of Tyne saw a reduction in the number of people in work of approximately 25,000. We know that low-skilled, low paid workers were more likely to lose their jobs during the pandemic. Therefore, a reduction in jobs paid below the RLW does not necessarily mean less people are experiencing poverty as they may have lost their jobs altogether. Of those workers in in-work poverty, the majority are still women (35,000 workers compared to 26,000 men).
- 2.11 Against this complex backdrop, and in the same period, NTCA has seen over 50 employers' sign-up to our Good Work Pledge, recognising the importance of well-paid, secure work, as well as becoming the first Combined Authority to launch a Child Poverty Intervention Fund. This report provides an opportunity for Cabinet to reaffirm its commitment to addressing poverty in all its forms, as a core feature of a more inclusive economy, and support more programmes which address the causes and not just the symptoms of poverty and poor quality work.
- 2.12 **Objective 5: Co-production and Co-design:** 15% of all products and projects in NTCA to be co-designed or co-produced by June 2023.
- 2.13 **Progress:** In line with good practice NTCA uses the National Co-production Advisory Group's ladder of participation to understand the role community consultation and engagement can play in different projects and activities.<sup>2</sup> This includes simple activities such as informing residents and stakeholders about our plans to more sophisticated approaches such as co-production, developing interventions in direct partnership with our residents (for example, NTCA's Poverty Truth Commission). At the beginning of this year NTCA conducted an internal staff survey to review our 90+ projects to see where and when they engaged with stakeholders, residents, and the wider community.
- 2.14 Overall, results from this baseline exercise were positive. 22% of responding staff defined their projects as co-designed or co-produced, exceeding the target set for June 2023. However, there was a weighting towards co-designing, or jointly developing project proposals and plans, rather than full co-production, the joint delivery of interventions in collaboration. Most projects were co-designed with local authorities or voluntary, community and social enterprise partners; a small number engaged with residents directly. In response to these initial results, in 2022/23 NTCA will continue to increase staff awareness, understanding and competency in relation to co-design and co-production, as well as repeating the survey to build a more detailed picture of NTCA's approach and impact.

### 3 Potential Impact on Objectives

<sup>1</sup> Annual Survey of Hours and Earnings, ONS <https://www.ons.gov.uk/surveys/informationforbusinesses/businesssurveys/annualsurveyofhoursandearningsashe> and The Real Living Wage Rate, Living Wage Foundation <https://www.livingwage.org.uk/what-real-living-wage>

<sup>2</sup> National Co-production Advisory Group, Co-production: It's a long-term relationship! <https://www.thinklocalactpersonal.org.uk/assets/COPRODUCTION/Ladder-of-coproduction.pdf>



3.1 NTCA is committed to “supporting and developing vibrant communities, which provide opportunities, choice and inspire pride. NTCA’s Inclusive Economy Policy Statement reinforces this by committing to developing an investment approach that links growth with inclusion. Our equality objectives are important tools with which to do this, recognising and understanding some of the root causes of inequality in the North of Tyne and working directly with residents to co-design and co-produce our responses.

#### **4 Key Risks**

4.1 NTCA now has an established framework against which to measure and understand the progress of our objectives. We will use this to review progress within the next year, actively inform any new programmes or projects we undertake and ensure this analysis is applied to our policy approach in 2022/23. This will include giving due consideration to other relevant groups which are not explicitly protected by the Equality Act 2010.

#### **5 Financial and Other Resources Implications**

5.1 There are no financial implications of this report.

#### **6 Legal Implications**

6.1 The Monitoring Officer has been consulted and has no comments to add.

#### **7 Equalities Implications**

7.1 The contents and recommendations of this report will directly deliver NTCA’s obligations in line with the Public Sector Equality Duty (April 2011) which requires public authorities to have due regard to the need to achieve the objectives of the Equality Act 2010. Our Equality Objectives 2021-25 enable NTCA to advance equality of opportunity between persons who share relevant protected characteristics and those who do not, contributing to an inclusive, thriving North of Tyne.

#### **8 Inclusive Economy Implications**

8.1 Our equality objectives will specifically support the following characteristics of a more inclusive economy:

- Participation – Our objectives, which include specific commitments to co-design, co-production and the active participation of all groups across the North of Tyne, directly support a people-centred approach to local economic development, aiming to offer people with protected characteristics in particular a greater say over their future.
- Equity – By better understanding the experiences, needs and barriers of people furthest from good jobs and opportunities, we will seek to ensure inequality declines, specifically in areas such as in-work poverty and financial exclusion.
- Growth – a clearer understanding of how some groups with protected characteristics experience systemic barriers to economic opportunities will ensure good jobs and skills are targeted at people from poorer communities and places in the North of Tyne, including our rural and coastal communities.

#### **9 Climate Change Implications**

9.1 There are no climate change implications for this report.

#### **10 Consultation and Engagement**

10.1 The Mayor as Cabinet member has been consulted on all aspects of this report. NTCA is grateful for the continued support of the EHRC in developing its equality objectives in line with good practice nationally, to ensure NTCA is works to be an exemplar Combined Authority in this area.

## 11 Appendices

None

## 12 Background Papers

NTCA Equality Objectives 2021 – 2025, June 2021

## 13 Contact Officers

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## 14 Glossary

Adult Education Budget	AEB
Equality and Human Rights Commission	EHRC
North of Tyne Combined Authority	NTCA
Real Living Wage	RLW



**Subject:** Scrutiny Annual Report  
**Report of:** Overview and Scrutiny Committee  
**Portfolio:** All

## Report Summary

The report informs Cabinet of the work of NTCA's Overview and Scrutiny Committee in 2021/22.

## Recommendations

Cabinet is recommended to

1. Note and make any comments on the Annual Scrutiny Report.
2. Note that the use of the urgent decision power has not been required in the 2021/22 municipal year.

### 1. Annual Scrutiny Report

1.1 Effective scrutiny arrangements are an essential component of local democracy, enhancing accountability and transparency of decision making and enabling local councillors to represent the views of their constituents. The NTCA Overview and Scrutiny Committee was established to enable local Councillors, on behalf of their communities, to scrutinise and challenge the Cabinet and the Mayor and to consider matters of strategic importance to residents within the North of Tyne area with a view to influencing their decisions.

1.2 The Centre for Public Scrutiny's (now known as the Centre for Governance and Scrutiny) Good Scrutiny Guide and the Statutory Guidance on Overview and Scrutiny Committees refer to an Annual Scrutiny Report. Whilst the context of the reference relates to local authorities and the importance of ensuring that Council and not just the Executive are aware of the work of Overview and Scrutiny, for Combined Authorities the Statutory Guidance states:

"In order to maintain awareness of scrutiny at the Combined Authority and provoke dialogue and discussion of its impact, the business of scrutiny should be reported to the Combined Authority board". (paragraph 11 j, page 10)

1.3 The Annual Scrutiny report is intended to illustrate to the public and Cabinet the Committee's approach to its work in 2020/21, how the committee has developed and the impact it has made.

1.4 The Overview and Scrutiny Committee agreed the Annual Report at its meeting on 15 March 2022 and for the report to be submitted to Cabinet in June 2022 for its information.

1.5 The Overview and Scrutiny Annual Report is attached as appendix 1.

### 2. Urgent Decisions Taken in 2021/22

2.1 NTCA's Cabinet Rules of Procedure ("Standing Orders") provide, where a decision needs to be taken urgently and it is not practical to convene a quorate meeting of the Cabinet, then the Head of Paid Service is authorised to take that decision. Standing Orders also provide that the use of such urgent action powers shall be the subject of an annual report to Cabinet.

2.2 In accordance with the Cabinet-Scrutiny Protocol, decisions taken under any of the urgency provisions are also reported to the last Overview and Scrutiny Committee meeting of the municipal year.

2.3 No urgent decisions were made by NTCA or the North East LEP in 2021/22 (as NTCA is the accountable body of the North East LEP, their decisions would fall under this provision) and this was reported to the 15 March 2022 meeting of the Overview and Scrutiny Committee.

2.4 As no urgent decisions were taken there is nothing to report to Cabinet on this matter for 2021/22.

### **3. Potential Impact on Objectives**

The Overview and Scrutiny Committee can investigate, influence, report and recommend ways to strengthen policies, improve services, ensure best value for money and secure long-lasting positive benefits for local people.

### **4. Key Risks**

4.1 There are no risks associated with the noting of this report.

### **5. Financial and Other Resources Implications**

5.1 There are no financial or new resource implications arising from this report.

### **6. Legal Implications**

6.1 The NTCA is required to have an Overview and Scrutiny Committee and a designated Scrutiny Officer. There are no direct legal implications arising out of the recommendations in this report.

### **7. Equalities Implications**

7.1 There are no direct equalities implications arising out of the recommendations in this report. The Overview and Scrutiny Committee is mindful of its duty under the Public Sector Equality Duty and when undertaking scrutiny of a particular topic looks to see that any policy/event/decision eliminates discrimination, harassment and victimisation; advances equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and fosters good relations between persons who share a relevant protected characteristic and persons who do not share it; and also considers the implications for people from different socio-economic backgrounds/low pay as a protected characteristic.

### **8. Inclusive Economy Implications**

8.1 There are no direct inclusive economy implications arising out of the recommendations in this report. The Overview and Scrutiny Committee is mindful of the NTCA's inclusive economy ambitions and the five characteristics of an inclusive economy: participation; equity; growth; stability and sustainability and when undertaking scrutiny of a particular topic looks to see that any policy/event/decision has taken these fully into account.

### **9. Climate Change Implications**

9.1 There are no direct climate change implications arising out of the recommendations in this report. The Overview and Scrutiny Committee is mindful that the NTCA's and the three constituent Local Authorities have declared a Climate Emergency and when undertaking scrutiny of a particular topic looks to see that any policy/event/decision has taken climate change fully into account.

### **10. Consultation and Engagement**

10.1 As the Overview and Scrutiny Annual report is a retrospective piece of work, consultation on its contents has been with the Chair and Vice Chair of the Committee and officers. It was agreed by the whole committee on 15 March 2022.

### **11. Appendices**

11.1 Appendix 1 – NTCA Scrutiny Report 2021/2022

## **12. Background Papers**

NTCA Overview and Scrutiny Committee work programme 2021/22

[Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities](#)

[Centre for Public Scrutiny \(now the Centre for Governance and Scrutiny\) \*Good Scrutiny Guide\*](#)

[The Combined Authorities \(Overview and Scrutiny Committees, Access to Information and Audit Committees\) Order 2017](#)

[NTCA Constitution](#)

[Minutes of the Overview and Scrutiny Committee Meeting held 15 March 2022](#)

## **13. Contact Officers**

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## **14. Glossary**

NTCA North of Tyne Combined Authority

CfGS Centre for Governance and Scrutiny

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**March 2022**



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## Foreword from the Chair

Welcome to the 2021-22 Annual Report from the North of Tyne Combined Authority (NTCA). This report highlights the work carried out by the committee over the last year, in what was another coronavirus pandemic affected year.

In June 2021 the committee met face to face for the first time since the first lockdown began in March 2020 and continue to do so, even though we were still socially distanced, masked for protection from the virus and greatly benefitted from the vaccine made available for the whole Kingdom.



As a new member it was an honour to be elected as Chair and I thank Gregah Roughead for his dedication and high standards set as founding and former chair and to all former, present and substitute members for their work and commitment. As Chair I am grateful to Councillor Linda Wright, as Vice Chair, for her support during the year and thank the officers of NTCA and those from our constituent local authorities and partner organisations for their work and support.

The work and dedication during these years of the Combined Authority has resulted in NTCA having effective governance, a proactive and collaborative Cabinet-Scrutiny relationship. Despite the political differences on committee we have worked well together on the work of the NTCA and represent the three local authorities.

The attendance and engagement on members has been good across the year, with substitute members ably filling in when required. Unfortunately, we have had our first inquorate meeting, in February 2022. Whilst this was disappointing, we were only one short, and it is not expected to become a regular issue.

We are approaching an interesting time in the life of the NTCA in light of the Levelling Up White Paper and our work next year will play an important part in its evolution and next steps. Whatever structural changes or devolution deals are proposed for the region, it is our job to ensure those would benefit all our communities in the North of Tyne area.



A handwritten signature in black ink, which appears to read 'Catherine Seymour'.

Councillor Catherine Seymour  
Chair of the Overview and Scrutiny Committee

## Overview and Scrutiny Committee Members 2021/22



Cllr Les Bowman  
Northumberland County  
Council



Cllr Stephen Fairlie  
Newcastle City Council



Cllr Margaret Hall  
North Tyneside Council



Cllr Janet Hunter  
North Tyneside Council



Councillor Joe Kirwin  
North Tyneside Council



Councillor Paul Scott  
Northumberland County  
Council



Cllr Catherine Seymour  
(Chair)  
Northumberland County  
Council



Cllr Greg Stone  
Newcastle City Council



Cllr Linda Wright  
(Vice Chair)  
Newcastle City Council

## The Scrutiny Year

Scrutiny at a combined authority level will necessarily look and feel different to local authority scrutiny due to the strategic nature of the Combined Authority and the role of the Mayor. North of Tyne has one Overview and Scrutiny Committee which can investigate, influence, report and recommend ways to strengthen policies, improve services, ensure best value for money and secure long-lasting positive benefits for local people.

Councillor Catherine Seymour was appointed the Chair of the Committee at the beginning of the municipal year and in June 2021 the committee met face to face for the first time since the coronavirus pandemic hit in March 2020. Since then, all the meetings have been face to face.

The work programme agreed by the committee at its June meeting has been met, including reports on the COVID-19 response and recovery plans, Co-Production, the Green New Deal and the Citizens Assembly outcomes; the work of the North East LEP; the Investment Fund, budget monitoring and the budget proposals; the first full year of the devolved Adult Education Budget and its achievements and outcomes; the Gateway Review; the Poverty Truth Commission and updates on the work of the Inclusive Economy Board and the Housing and Land Board.

Members of the committee have been kept informed of progress of the work of the NTCA, other meetings in the region and matters of interest by monthly Scrutiny Briefings. As the committee has five meetings a year this is particularly useful in keeping members informed between formal meetings.

Attendance at the meetings in the year has been good with the participation of substitute members when required, however there was the first inquorate meeting in the lifetime of the committee on 8 February 2022. The meeting only needed one more member to attend to be quorate and whilst noted, it is not anticipated to be a regular occurrence.

Members received a refresh of Treasury Management training in January 2022 and completed a short survey on how they viewed the NTCA. Responses were received across Overview and Scrutiny and Audit and Standards Committees, with all questions averaging a score above 4 out of 5. It was noted that for the question *Members are respected by officers and are properly informed about programmes and projects* all responders marked a 5. Of course not all responses scored so highly and, in consultation with the Chair and Vice Chair, we will take steps to improve these for our next survey.

Members of the public, Councillors or officers can make suggestions for issues to be considered by the Overview and Scrutiny Committee in the future by emailing the team at [scrutiny@northoftyne-ca.gov.uk](mailto:scrutiny@northoftyne-ca.gov.uk)

Details of all matters considered by the Overview and Scrutiny Committee can be viewed on the NTCA website at <https://www.northoftyne-ca.gov.uk/who-we-are/committees/>

## Holding Decision Makers to Account

The Elected Mayor, Jamie Driscoll, attended the Overview and Scrutiny Committee in October to provide an update on the delivery of his commitments. This meeting was themed on climate change and carbon reduction and included reports on the Green New Deal and the Citizens Assembly on Climate Change.

There are also regular meetings between the Mayor and the Chair and Vice Chair of the Overview and Scrutiny Committee.

At each meeting of the committee this year a Cabinet member has attended to provide an update on their portfolio area of work and the agendas for these meetings have been focused on areas within their portfolios.

Each report to the committee includes a paragraph which demonstrates how the project/policy/decision relates to or impacts on NTCA's inclusive economy ambitions; equalities; climate change; and consultation and engagement. All additional information requested at meetings has been provided in a timely and comprehensive manner and officers who have attended the meetings or been requested to provide information have actively engaged with the committee and the scrutiny process.

## Pre-scrutiny work

### NTCA Gateway Review

In October 2021 the committee were taken through the Gateway Review Process by the NTCA Principal Investment Programme Manager and the Chief Finance Officer. NTCA's first Gateway Review is due to be complete by end of March 2023 and will focus on the Investment Fund and not include the other devolved funds. Members were taken through the evaluation, analysis, challenge and approval process and the delivery milestones. The committee approved the approach and timescales as presented and looked forward to receiving further reports as the work progressed.

### The NTCA Budget 2021-2022

In accordance with the Budget and Policy Framework Rules of Procedure (Part 3.2 of the Constitution) Cabinet must present to the Overview and Scrutiny Committee the budget setting process, the initial proposals and have regard to any recommendations and/or observations from the Overview and Scrutiny Committee when finalising the Authority's budget.

At its October 2021 meeting the Overview and Scrutiny Committee received a report on the 2022-2026 Financial Planning and Budget Process which provided information in relation to the proposed 2022-26 Financial Planning and Budget process, including the development of a Medium-Term Financial Strategy (MTFS), the development of the detailed budgets for 2022-23 and the timetable for key decision milestones and dates for the setting of the budget.

Cabinet met on 30 November 2021 to consider the initial draft budget for NTCA for 2022/23 and the medium-term financial plan for the period 2023/24 to 2025/26. On 7 December 2021 the Overview and Scrutiny Committee met to receive the draft budget proposals and accompanying information which included a draft budget in

respect of the Corporate Budget, Investment Fund, Adult Education Budget and the Brownfield Housing Fund. As NTCA is the accountable body for the North East LEP and Invest North East England (INEE) the report also included those proposals.

As part of its scrutiny of the proposals the committee held a workshop in January 2022, attended by the Chief Finance Officer. Information on what had changed since the December meeting was presented and the members discussed the proposals and asked questions.

The committee acknowledged the challenge of engaging the public with the NTCA's budget and welcomed the Chief Finance Officer's assurances that it was also important to the team. Members made suggestions on how this could be improved, including seeking support from the local authorities, as they have an engaged audience, by including a link to the NTCA budget proposals on their website. Overall the committee was satisfied with the budget proposals and made no recommendations on the individual elements.

At Cabinet on 25 January 2022 Cabinet agreed with the committee that a good way to broaden the number who saw the proposals would be to include information on each of the constituent authorities' own websites. The Chief Finance Officer agreed to take this proposition forward as part of next year's consultation programme.

## Relationship Building

By the end of the municipal year, the Chair and Vice Chair will have met informally with the Mayor on six occasions to discuss the Forward Plan and the work of the NTCA. This regular discussion helps to keep the committee informed of progress being made on projects between formal meetings and creates a good working relationship between scrutiny and the executive.

As the Accountable Body for the North East LEP, the Chair, Lucy Winskell O.B.E., and the Chief Executive, Helen Golightly O.B.E., have both stated a willingness to share information and present to the committee when required and attended the December meeting of the committee.

The work of the Poverty Truth Commission (PTC) has begun this year with the aim of exploring and responding to the unique effects of economic exclusion in the North of Tyne as a result of the coronavirus pandemic. It is expected that the PCT will run for two years and Children North East are the delivery partners for the project. Members of Overview and Scrutiny have had the opportunity to connect community organisations that they may work with/be aware of to the PTC to ensure NTCA gets a broad representation of the reality of all our residents' daily lives. The networks and relationships subsequently built with those organisations will help inform all future work as part of the co-production, co-design approach that NTCA is taking.

## Looking Forward

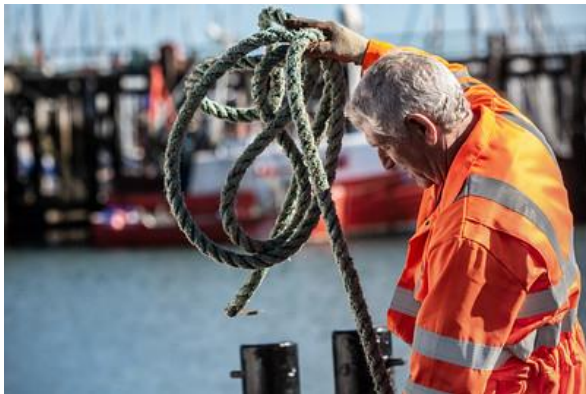
An increasingly important barrier to delivering an inclusive economy for all North of Tyne residents is the high rate of child poverty in our area, 22% of children in the North of Tyne live in poverty with more than half of those children in working households – families without the financial resilience to cope with economic shocks. In June 2021, Cabinet approved investment in the development and delivery of a Child Poverty Prevention programme to address some of the symptoms and root

causes of child poverty in the area. The programme is intended to run until July 2023 and has three stated goals. The committee is very interested in this important work and will be monitoring its progress during 2022-23.

The publication of the Levelling Up White Paper at the beginning of February 2022 and its announcement of new funding and powers from Government is an important milestone in the development of the NTCA. The committee received a presentation on the White Paper from the NTCA Managing Director at its March meeting and will use that as a springboard to inform its work programme for 2022/23.

Once the committee membership is appointed for 2022-23 a workshop will be held to discuss the work programme and ways of working for the year ahead and set its own priorities.

## Useful Websites



[North of Tyne Combined Authority](#)

[Centre for Governance and Public Scrutiny](#)

[Local Government Association](#)

[North East Combined Authority](#)

[The North East Local Enterprise Partnership](#)

[Levelling Up White Paper](#)

## Contact Officers

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**Subject: NTCA Pay Policy Statement**  
**Report of: Director of Policy and Performance**  
**Portfolio: All**

## Report Summary

This report provides information relating to NTCA's Pay Policy Statement and outlines the Statutory Officer roles at the Authority and which officers occupy those roles at the Authority.

## Recommendations

Cabinet is recommended to

1. Approve the NTCA Pay Policy Statement attached at Appendix A; and
2. Note the confirmation of NTCA's Statutory Officers as set out in paragraphs 2.2 to 2.5.

### 1. NTCA Pay Policy Statement

- 1.1 Local authorities are required to produce a statutory Pay Policy Statement. This is a statement of practice to demonstrate that their decisions on pay are fair, consistent and equitable across their workforce. Combined authorities are not required to produce their own PPS.
- 1.2 NTCA produced a Pay Policy in September 2019 as recognised good practice and as an opportunity to make a public statement of intent about NTCA's pay arrangements and its commitment to 'good work' and to openness and transparency in setting pay and grading for staff.
- 1.3 Since adopting the Pay Policy Statement NTCA has become an accredited Living Wage Employer and has developed into a more mature organisation and now it is considered an appropriate time to revisit the policy and update the information it provides.
- 1.4 NTCA's Pay Policy Statement sets out:
  - The remuneration of NTCA's Chief Officers;
  - The remuneration of NTCA's lowest-paid employees;
  - The relationship between the remuneration of its Chief Officers and those who are not Chief Officers; and
  - what the Authority defines as the "lowest-paid" employees and why it has chosen to adopt this definition.
- 1.5 The draft Pay Policy Statement for NTCA is set out at Appendix A.

### 2. NTCA Statutory Officers

- 2.1 NTCA is required to appoint the statutory officers as set out below
  - a) The Head of Paid Service who is responsible for the corporate and overall strategic management of the Authority's staff in accordance with section 4 of the Local Government and Housing Act 1989.
  - b) The Chief Finance Officer Chief is appointed under section 73 of the Local Government Act 1985 to ensure the proper conduct of the Authority's financial affairs.

- c) The Monitoring Officer is appointed under section 5 of the Local Government and Housing Act 1989 to advise on the scope of powers and authority to take decisions, and report on decisions or omissions which have led or may lead to illegality or maladministration.
- d) Scrutiny Officer – Section 9 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires NTCA to appoint one of its officers (who cannot also be an officer of one of the constituent councils) as the scrutiny officer of the Overview and Scrutiny Committee to promote the role of the Overview and Scrutiny Committee.

- 2.2 Dr. Henry Kippin was designated as the Head of Paid Service by Cabinet on 8 June 2021 and his position amended from Director of Economic Growth to Managing Director. In keeping with the language used by other combined authorities and to reflect common usage it is proposed to refer to Dr. Kippin's position as Chief Executive from this point onwards.
- 2.3 Janice Gillespie, North Tyneside Council's Director of Resources, has acted as the Interim Chief Finance Officer for NTCA since November 2018 through a part-time secondment agreement. As this has been an arrangement which has worked well it is proposed to drop the 'interim' from the job title but to continue the secondment arrangement with North Tyneside Council until further notice.
- 2.4 John Softly, Assistant Director of Legal Services at Newcastle City Council, has acted as the Interim Monitoring Officer for NTCA since November 2018 through a part-time secondment agreement. As this has been an arrangement which has worked well it is proposed to drop the 'interim' from the job title but to continue the secondment arrangement with Newcastle City Council until further notice.
- 2.5 Elizabeth Kerr, Principal Governance and Scrutiny Manager, was appointed the Authority's Scrutiny Officer when she joined the Authority in April 2019 and remains so.

### **3. Potential Impact on Objectives**

NTCA considers 'good work' to be work which provides job security, skills, progression opportunities and a decent standard of living and launched its Good Work Pledge in 2020. The Pay Policy Statement is part of how NTCA demonstrates 'good work' principles and its values and commitment to openness and transparency.

### **4. Key Risks**

- 4.1 There are no risks associated with the recommendation in this report.

### **5. Financial and Other Resources Implications**

- 5.1 There are no financial or new resource implications arising from this report which cannot be met from within existing budgets.

### **6. Legal Implications**

- 6.1 NTCA is not required to publish a Pay Policy Statement but is doing so as good practice. The NTCA is required to appoint/designate the statutory officers named in this report. There are no direct legal implications arising out of the recommendations in this report.

### **7. Equalities Implications**

- 7.1 NTCA's publishing a Pay Policy Statement is a key part of the Authority demonstrating its commitment to equality in all its forms and openness and transparency. The NTCA is mindful of its duty under the Public Sector Equality Duty and adopted Equalities Objectives in 2021 to enable it to advance equality of opportunity between persons who share relevant protected characteristics and those who do not.

## **8. Inclusive Economy Implications**

- 8.1 There are no direct inclusive economy implications arising out of the recommendations in this report. NTCA's Pay Policy Statement supports its Corporate Plan cross-cutting theme of an Inclusive Economy which ensures its work is underpinned by people, communities and inclusive economic growth.

## **9. Climate Change Implications**

- 9.1 There are no direct climate change implications arising out of the recommendations in this report.

## **10. Consultation and Engagement**

- 10.1 NTCA's Pay Policy has been benchmarked against the constituent authorities' Pay Policy Statements and has been discussed with the three constituent authorities, Cabinet members and the Mayor.

## **11. Appendices**

Appendix A – NTCA Pay Policy Statement.

## **12. Background Papers**

Local Government Act 1985

Local Government and Housing Act 1989

Local Authorities (Standing Orders) (England) Regulations 2001

Localism Act 2011

The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017

NTCA Constitution

## **13. Contact Officers**

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## **14. Glossary**

NTCA North of Tyne Combined Authority

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## **Fair Pay**

### **Pay Policy Statement for the financial year 2022/23**

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## **Foreword**

### **Fair Pay: A Pay Policy Statement for the North of Tyne Combined Authority**

Good quality work is at the heart of what the North of Tyne Authority is here to deliver. Secure jobs, offering fair living wages, with opportunities for career progression and good terms and conditions should be available for everyone.

This is the North of Tyne's Pay Policy Statement, covering 2022/23. It shows our commitment to openness and transparency in setting pay and grades for our staff, and our commitments on key issues such as the real Living Wage.

Our Pay Policy Statement provides a lens through which the North of Tyne Combined Authority can scrutinise issues of pay equality, including average salaries levels and gender pay gap reporting – and, crucially, act on any disparities identified.

We intend to set an example for other organisations to follow.

**Jamie Driscoll**  
**Elected Mayor, North of Tyne Combined Authority**

## **1. Introduction**

This Pay Policy Statement sets out the Combined Authority's policies for the financial year relating to: -

1. The remuneration of its Head of Paid Service;
2. The remuneration of all other employees; and
3. The relationship between the remuneration of its Chief Officers and all other Combined Authority employees

The statement also includes the Combined Authority's policies relating to:

1. The level and elements of remuneration for each Chief Officer
2. How that remuneration is dealt with on recruitment of Chief Officers
3. The approach to the payment of Chief Officers when ceasing to hold office by the Combined Authority, and;
4. The publication of and access to information relating to remuneration of Chief Officers.

This Pay Policy Statement also describes how the Combined Authority defines the term "lowest-paid employees" and why it has adopted that definition. In addition, it contains information about the median salary across the Combined Authority's salary range.

The Pay Policy Statement comprises a collation and summary of the Combined Authority's existing policies and data relating to the remuneration of its Chief Officers and lowest paid employees. It also contains information on the Combined Authority's Gender Pay Gap Analysis.

## **2. Purpose and Aim of Policy**

This policy articulates the Combined Authority's pay arrangements which are designed to motivate and reward its employees to achieve high levels of performance in delivering services for the benefit of its communities and partners. The Policy is also intended to demonstrate the Combined Authority's wish to have pay arrangements that provide value for money, are transparent, fair and provide consistency and equality for its employees. It further supports our approach to staff engagement, with openness and transparency in respect of remuneration and financial reward at all levels of the organisation.

## **3. Scope and Data Protection**

The Policy Statement includes remuneration details about the Combined Authority's Chief Officers and its other employees.

Employees are engaged on terms and conditions that are based on nationally determined terms and conditions for Head of Paid Services, Chief Officers and local government employees. The Policy Statement also makes reference to the Combined Authority's local pay and grading structures.



With regards to data protection, the information contained within the Policy does not engage the Data Protection Act as it does not concern data relating to a particular individual, unless the information is already in the public domain.

#### **4. Employee Structure, Grades and Governance Arrangements**

##### **4.1 Chief Officers**

Definition: –

The term Chief Officer means:

- a) The Head of Paid Service<sup>1</sup>
- b) The Monitoring Officer<sup>2</sup>
- c) Any Statutory Chief Officer which means-
  - the Section 73 Officer responsible for financial administration<sup>3</sup>
- d) Any non-statutory Chief Officer, which means –
  - any Director or Senior Officer for whom the Head of Paid Service is directly responsible

It does not include any person whose duties are solely secretarial or clerical or otherwise in the nature of support services

Therefore, the term “Chief Officer” includes the following employees of North of Tyne Combined Authority:

- The Head of Paid Service
- 1 Director
- 1 Monitoring Officer
- 1 Section 73 Officer
- 2 Heads of Service

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<sup>1</sup> As defined in section 4(1) of the Local Government and Housing Act 1989. At NTCA the Chief Executive is the designated Head of Paid Service.

<sup>2</sup> As defined in section 5(1) of the Local Government and Housing Act 1989;

<sup>3</sup> Section 73 refers to Section 73 of the Local Government Act 1985. Position also referred to as the Chief Finance Officer.

## 4.2 Senior Managers' Salary Scales

The senior management pay structure consists of 6 grades each of 3 incremental salary points. The grades are applicable to jobs above the NJC local government pay spine (as amended locally) and below that of Director.

The JNC and JNC for Chief Officers pay review date is 1 April each year.

Increments are granted on 1 April each year in accordance with the policy for NJC staff.

The Senior Management Pay structure is:

**Table 1**

Job Title	Level	Grade	SCP	SALARY
				01/04/2022
Lead Asst Director	6	SM6	3	£104,885.00
		SM6	2	£101,877.00
		SM6	1	£98,774.00
Asst Director	5	SM5	3	£95,435.00
		SM5	2	£92,654.00
		SM5	1	£89,955.00
Head of Service	3	SM3	3	£79,032.00
		SM3	2	£76,727.00
		SM3	1	£74,492.00
Principal Adviser	2A	SM2A	3	£71,177.00
		SM2A	2	£69,105.00
		SM2A	1	£67,092.00
Service Manager	2	SM2	3	£63,241.00
		SM2	2	£61,403.00
		SM2	1	£59,612.00
Senior Specialist/ Advisor	1	SM1	3	£56,270.00
		SM1	2	£54,636.00
		SM1	1	£53,039.00

\*NB Job title is not necessarily an indicator of senior management pay grade.

### 4.3 Chief Officer and Deputy Chief Officer Job Titles, Pay Bands & Grade

**Table 2**

<b>Job Title</b>	<b>FTE</b>	<b>Salary Range (£)</b>	<b>Grade/Pay Point</b>
Head of Paid Service (Chief Executive)	1.0	£142,467 - £153,426	N/A
Director of Policy & Performance	1.0	£110,409 - £131,507	N/A
Monitoring Officer	0.2	Secondment	SM5
Section 73 Officer	0.2	Secondment	Grade 23*
Head of Inclusive Growth	1.0	£74,492 - £79,032	SM3
Chief Economist	1.0	£74,492 - £79,032	SM3

\* North Tyneside Council Pay Scale

### 4.4 Combined Authority governance arrangements for the appointment of all Chief Officers

The Combined Authority's Cabinet has responsibility for the establishment, deletion and authorisation of the pay and grading of new Chief Officer and Deputy Chief Officer Posts.

### 4.5 Combined Authority governance arrangements for the payment of all Chief Officers

All Chief Officers (with the exception of the Section 73 Officer and Monitoring Officer) are appointed to a spot salary within a three-point grade with no automatic right of progression. The specific incremental range for each post will be determined at the point of advertisement and be within the Directors' range. Any progression will be determined in line with the achievement of agreed objectives and a review of individual performance against these targets. Responsibility for progression within the grade is with the Head of Paid Service.

### 4.6 Senior Managers' Salary Scales – JNC Officers

The grades are applicable to jobs above the NJC local government pay spine (referred to as grades N1 to N11 below) and below Director level. Each grade has its own incremental steps each equating to approximately 3%.

The JNC and JNC for Chief Officers pay review date is 1 April each year. Increments are granted on 1 April each year for staff on grades SM1 to SM6 in accordance with the policy for NJC staff.

The Combined Authority uses the nationally recognised Local Government Association (LGA) Senior Manager job evaluation system to evaluate the pay and grading of JNC Senior Management posts in the organisation. This evaluation is outsourced to the LGA and the North East Regional Employers' Organisation (NEREO), and the Authority retain confidential records of the decision-making process and supporting evidence. The underpinning rationale for the establishment of JNC Senior Management posts below Director are published on the Combined Authority's HR Intranet.

#### **4.7 Pay Structure for Combined Authority Officers below JNC Senior Manager Level (Green Book NJC Employees)**

All directly employed NJC Combined Authority Officers below JNC Senior Manager level have been evaluated using the Gauge job evaluation system and have been assimilated to one single pay and grading structure and occupy grades N1 to N11.

In 1997 each local authority was charged with reviewing its pay and grading practices to ensure they were "transparent" and free from gender bias. This was known as the "single status" process. The Combined Authority's pay and grading structure follows this guidance and uses job evaluation for determination of grades.

The Combined Authority has adopted a local spinal column of salary points. This is normally up-rated each year on 1 April following collective agreement by the National Joint Combined Authority on the annual pay claim. There will be a new pay scale effective from 1 April 2022, but this has not yet been agreed. Negotiations at a national level are continuing but agreement has not yet been reached. Any increase will be back dated to 1 April 2022 when agreed.

### **5. Median Salary**

The median salary as of 1 April 2022 across the Combined Authority's salary range is £42,614. This represents the middle point across all salaries paid at the Combined Authority. The average median salary in the North East is £27,646 (Annual Survey of Hours and Earnings, Office for National Statistics 2021).

### **6. Gender Pay Gap Reporting**

All organisations who employ more than 250 employees are required to report gender pay gap information on an annual basis. The Combined Authority does not meet this threshold in terms of a 'mandatory reporting' requirement but, as a commitment to ensuring equality in pay for men and women, reviews the median gender pay<sup>4</sup> gap on 31<sup>st</sup> March each year.

The data for this reference period is as follows:

Woman's hourly rate is £21.56 whilst the male hourly rate is £22.09 giving a median GPG of 2.40%

At the 'snapshot' date for the above data, the Combined Authority employed 53 staff.

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<sup>4</sup> The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

North of Tyne Combined Authority does not operate any performance related pay or bonus schemes and therefore has no bonus gender pay gap.

We are totally committed to equal pay and a single status pay arrangement is in place for the Combined Authority to ensure we rate and pay jobs objectively and fairly, according to relative value. Our job evaluation process means we have a fair and transparent means of paying staff regardless of gender and we support the maintenance of a Foundation Living Wage, ensuring the gap between our highest and lowest paid employee is minimised.

## **7. Lowest Paid Salary and Foundation Living Wage**

The Combined Authority defines the lowest paid full-time equivalent salary in the organisation as the lowest Spinal Column Point within the local pay and grading structure of directly employed staff.

North of Tyne Combined Authority is a Foundation Living Wage employer, this demonstrates its commitment to support good work and fair wages, as outlined in its Inclusive Economy Policy Statement. This means no North of Tyne Combined Authority employee is paid less than the Foundation Living Wage.

The Foundation or 'real' Living Wage rate is reviewed annually in November.

## **8. Paying Market Supplements**

Market supplements will only be considered when all other means of improving recruitment and retention have been exhausted. A market supplement is an additional payment to the basic salary of a post where the labour market pressures indicate a need for a supplementary increase in pay. Market supplements will only be considered in exceptional circumstances where a clear business rationale has been identified and the recruitment or retention issues are due to relative labour market pay.

Market supplements will be issued for a maximum 12-month fixed term period and the temporary, annually renewable nature of the payment will be made clear to the employee as part of their statement of terms and conditions.

A Director must submit a business case outlining the need for a market supplement and the supporting evidence for this decision. This must be authorised by the Head of Paid Service and the Monitoring Officer.

The business must contain the following:

- The number of posts affected
- All posts who are assigned to that job code
- The projected costs
- Risk analysis of the recruitment/retention scenario.

The decision to award or extend a market supplement will only be agreed where robust evidence is provided to substantiate the business case.

In order to defend any potential equal pay claim we must be able to justify any difference between work which is rated equivalent or of equal value. This difference needs to be genuinely evidenced through labour market forces and regular review. A review of all market supplements will take place in time for a decision to be made before the end of the 12-month period. To ensure timescales are met, the review

should start 9 months after the start date of the market supplement.

Should a decision be made to not award, extend a market supplement or extend at a reduced rate then the employee will be informed of this by their manager. There will be no right of appeal.

The Combined Authority may also award discretionary payments in line with the Recognition Payment Policy.

## **9. The Combined Authority's approach towards payment of Chief Officers ceasing to hold office or ending employment with the Combined Authority**

The Combined Authority has an agreed policy in relation to all Combined Authority officers whose employment is terminated and ways that employment could come to an end including the following:

- Death in Service
- Dismissal
- Expiry of Fixed Term Contracts
- Managing a Workforce Reorganisation
- Redundancy
- Resignation
- Retirement

Our policies provide a clear, fair and consistent approach towards ending employment.

Payments to Chief Officers ceasing to hold office or ending their employment with the Combined Authority will normally be in line with the terms of their contract of employment and laid down by the NJC National Agreement for the employment of Chief Officers.

Redundancy payments are paid in accordance with the Combined Authority's Redundancy Scheme.

In relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales Regulations) 2006, the Combined Authority does not routinely utilise these Regulations to offer discretionary compensation for relevant staff in the event of redundancy but utilises the established policy on Early Retirement/Voluntary Redundancy as the key determinant of severance levels.

## **10. Public Sector Exit Payments**

Following revocation of the £95,000 cap on public sector exit payments in February 2021, further detail has not yet been provided on the reintroduction of different legislation to cap or place additional limits on certain public sector exit payments.

## **11. Contracts for Services and IR 35**

In some circumstances, for example where there is a need for interim support to provide cover for a substantive post, the Authority will consider if it is necessary to engage individuals with reference to the Combined Authority's Short-Term Vacancy Policy.

Individuals are sourced through an appropriate process, ensuring that the Authority is able to demonstrate the maximum value for money in securing the relevant service.

In accordance with the IR35 rules which determine off-payroll working rules for clients, workers and their intermediaries, where a worker is engaged via an intermediary personal service company, the responsibility for assessing their income tax and national insurance liability lies with the Authority, along with responsibility for deducting and paying the correct income tax.

## **12. Future Potential Recommendations**

Future pay policy recommendations will continue to be underpinned by the principles of public sector delivery and a commitment to fairness; and this Pay Policy Statement is an evolving document that will continue to be developed and be responsive to the emerging position regarding remuneration. A strategic approach to pay and rewards is adopted by the Combined Authority to ensure we can recruit and retain appropriate staff and drive service improvement.

Any NJC pay proposals negotiated between national employers and the collective trade unions would alter the current pay spine and would need to subsequently be reflected in the current pay scales. The Combined Authority's Pay Policy will be amended to reflect any agreed changes as and when these are agreed through negotiation.

As we continue to develop new ways of working and innovative working arrangements, we will capture these in our family friendly/work life balance policies and salary sacrifice schemes, which enhance the non-salary elements of our staff benefits offer.

## **13. Trade Union Consultation**

The Combined Authority acknowledges and welcomes the role that the Trade Unions play in working with us to build a strong industrial relations climate and we are committed to working in partnership with the Trade Unions. Therefore, in the event that the Combined Authority aims to change its existing local or national pay and grading arrangements we will consult with the recognised Trade Unions and fully involve them through communication, consultation and negotiation around remuneration policies.

## **14. Evaluation and Review**

This Pay Policy will be subject to evaluation and further review by the Combined Authority in line with each new financial year.

**N1 to N11 Pay Structure**

**Appendix 1**

<b>Pay Group</b>	<b>SCP</b>	<b>01/04/2022</b>
		17,842
<b>N01</b>	1	
<b>N02</b>	2	18,198
<b>N03</b>	3	18,562
<b>N03</b>	4	18,933
<b>N04</b>	5	19,312
<b>N04</b>	6	20,043
<b>N04</b>	7	20,443
<b>N04</b>	8	20,852
<b>N05</b>	13	23,023
<b>N05</b>	14	23,484
<b>N05</b>	15	23,953
<b>N05</b>	16	24,432
<b>N05</b>	17	24,920
<b>N06</b>	20	26,445
<b>N06</b>	21	26,974
<b>N06</b>	22	27,514
<b>N06</b>	23	28,227
<b>N06</b>	24	29,174
<b>N07</b>	25	30,094
<b>N07</b>	26	30,984
<b>N07</b>	27	31,894
<b>N07</b>	28	32,798
<b>N07</b>	29	33,486
<b>N08</b>	30	34,373
<b>N08</b>	31	35,336
<b>N08</b>	32	36,370
<b>N08</b>	33	37,568
<b>N08</b>	34	38,553
<b>N09</b>	35	39,570
<b>N09</b>	36	40,578
<b>N09</b>	37	41,591
<b>N09</b>	38	42,614
<b>N10</b>	39	43,570
<b>N10</b>	40	44,624
<b>N10</b>	41	45,648
<b>N10</b>	42	46,662
<b>N10</b>	43	47,665
<b>N11</b>	44	48,679
<b>N11</b>	45	49,708
<b>N11</b>	46	50,757
<b>N11</b>	47	51,830