



2 April 2014

**Council Meeting
10 April 2014**

The Council Chamber, Civic Centre,
Ham Road, Shoreham-by-Sea

**7:00pm
Agenda**

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

1. Questions and Statements by the Public

Members of the public are invited to ask questions and make statements about any matter for which the Council has a responsibility or which affects the District.

In accordance with Council Procedure Rule 11, each speaker is limited to 5 minutes and the total time for questions and statements is limited to 30 minutes.

2. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such as an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

3. Confirmation of Minutes

To approve the minutes of the meeting held on 20 February 2014, a copy of which has been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

4. Items Raised Under Urgency Provisions

To consider any items the Chairperson of the meeting considers to be urgent.

5. Announcements by the Chairperson, Leader, Cabinet Members and / or Head of Paid Service

To include presentations of the Community Angels awards

6. Questions from Members

To receive any questions from Members, in accordance with Council Procedure Rule 12.

7. Recommendations from the Executive and other Committees

To consider recommendations to the Council, details of which are attached as items 7 A, B, C and D. Full reports are available on the website. Recommendations not included here (under B) will be circulated separate from the agenda and published on the website.

	Committee or Executive Body	Date	Item
A	Joint Strategic Committee	05.03.2014	3 rd Capital, Revenue and Performance Monitoring 2013/14 http://www.adur-worthing.gov.uk/media/media,121773,en.pdf
B	Joint Strategic Committee	01.04.2014	Sussex Energy Saving Partnership http://www.adur-worthing.gov.uk/media/media,122585,en.pdf
Other Committee			
C	Joint Overview and Scrutiny	13.03.2014	Annual Work Programme http://www.adur-worthing.gov.uk/media/media,122030,en.pdf
D	Joint Governance and Audit Committee	20.3.2014	Proposed Revision of the Financial Regulations http://www.adur-worthing.gov.uk/media/media,122234,en.pdf

8. Report of the Leader

Report by the Leader, copy attached as item 8

9. Pay Policy Statement

Report by the Executive Head of Corporate and Cultural Services, attached as item 9.

10. South Downs National Park

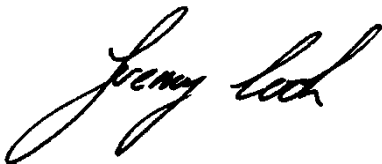
Report by the Executive Head of Planning, Regeneration and Wellbeing, attached as item 10.

11. Local Government Act 1972 - Section 84

To receive details of any resignation from the office of Councillor.

Part B - Not for Publication – Exempt Information Reports

None.



Executive Head of Corporate and Cultural Services

For Democratic Services enquiries relating to this meeting please contact:

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Democratic Services Manager

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For Legal Services enquiries relating to this meeting please contact:

Jeremy Cook
Executive Head of Corporate and Cultural Services

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Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will require the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

Minute Extract from Joint Strategic Committee – 5 March 2014

JSC/113/13-14 3rd Capital, Revenue Budget and Performance Monitoring 2013/14

Before the Committee was a report by the Executive Head of Financial Services copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 5.

The report updated the Committee with the latest expenditure and income projections for each Council in the current financial year 2013/14 and compared these with the Revenue Budget approved by both Councils on the 21st February 2013 (Adur District Council) and 19th February 2013 (Worthing Borough Council).

Information was also provided in respect of earmarked reserves and capital expenditure for the 2 constituent authorities.

The Committee noted the summary position outlined in paragraph 3.4 of the report and the respective outturns for Adur and Worthing Councils.

The Committee was advised that:-

- FIT4 Leisure continued to perform well and was likely to bring in an additional income of £689k;
- Worthing Investment Properties had an income shortfall of £200k which largely related to commercial property being empty but tenancies were being negotiated which would lessen the future impact;
- an overspend of £414,230 was expected in Worthing Parks for 2013/14 based on the latest estimate of the recharge from the Joint Grounds Maintenance service;
- the Refuse & Recycling Service was underspent.

Members were pleased to note the positive news in relation to Business Rates outlined in paragraph 3.5.1 of the report.

Members expressed disappointment with the position in regards to Grounds Maintenance, as outlined in paragraph 3.5.5 of the report, which suggested that the level of income had been overestimated and was unachievable. Officers informed the Committee that Grounds Maintenance was more of an issue in Worthing than it was in Adur. There had been some delays in implementation with the joint service taking longer to bed in than had been expected and the level of anticipated savings may have been too ambitious.

Decision:

That the Joint Strategic Committee:-

- (a)
- noted the report and projected outturn position for the Joint, Adur and Worthing revenue Budgets and proposed use of reserves;
 - with respect to the revenue budget, approved the virement as detailed in paragraph 3.7 of the report.
- (b) **With respect to the Capital Investment Programme for Adur District Council:-**
- **noted the reprofiling of the Adur District Council capital schemes and the possible reprofiling of capital schemes;**
 - **recommended to Council the amendment to the 2014/2015 Capital Investment Programme to include the contribution of £20,000 to Lancing United Football Club for the provision of a new changing rooms building at Croshaw Recreation Ground (Boundstone Lane);**
 - **recommended to Council the amendment to the 2013/2014 Capital Investment Programme to include the replacement of the boilers at Commerce Way funded from the underspends in the Capital Investment Programme as advised;**
 - **recommended to Council an amendment to the 2014/2015 Adur Homes Capital Investment Programme to include the Community Action Solution ICT software funded from underspends in the 2013/2014 Adur Homes Capital Investment Programme as advised.**
- (c) With respect to the Capital Investment Programme for Worthing Borough Council:-
- noted the reprofiling of the Worthing Borough Council capital budgets and the possible reprofiling of capital schemes as advised;
 - approved an amendment to the 2014/2015 Capital Investment Programme to increase the affordable housing contribution to Worthing Homes, partly funded by an off-site housing contribution as advised;
 - recommended to Council the amendment to the 2013/2014 Capital Investment Programme to include the replacement of the boilers at Commerce Way funded from the underspends in the Capital Investment Programme as advised.
- (d) noted the updated risk register and the performance monitoring items.

Local Government Act 1972
Background documents:

Agenda and minutes of Joint Strategic Committee 5 March 2014



**Council
10 April 2014
Agenda Item 7B**

Minute Extract from Joint Strategic Committee – 1 April 2014

The minute extract will follow on publication of the minutes of this meeting.

**Local Government Act 1972
Background documents:**

Agenda and minutes of Joint Strategic Committee – 1 April 2014

Minute Extract from Joint Overview and Scrutiny Committee – 13 March 2014

JOSC/13-14/75 Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2013/14

Before the committee was a report by the Policy Officer, a copy of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as item 12. This report outlined progress on the work contained in the 2013/14 Joint Overview and Scrutiny Committee Work Programme.

A Member raised concerns over the Chief Executive's use of urgency powers in an agreement with NCP Car parks and the powers delegated to individual officers. It was felt that an item should be added to the work programme concerning the 'emergency / urgency powers that lie with the Chief Executive, how these decisions are made and under which circumstances they are applicable.' The Chairman asked that the Chief Executive be invited to the next available meeting to address the issue.

Members discussed the letting and management of commercial contracts and identified perceived weaknesses. It was agreed that the issue be added to the work programme.

Resolved:

- i) That the progress in implementing the Work Programme for 2013/14 be noted;
- ii) That an item be added to the work programme concerning 'emergency / urgency powers that lie with the Chief Executive, how these decisions are made and under which circumstances they are applicable';
- iii) That an item be added to the work programme concerning the 'letting and management of commercial contracts';
- iv) **That the committee recommend to the respective meetings of Full Council that the Joint Overview and Scrutiny Committee Work Programme for 2014/15 be endorsed.**

**Local Government Act 1972
Background documents:**

Agenda and minutes of Joint Overview and Scrutiny Committee – 13 March 2014

Minute Extract from Joint Governance and Audit Committee – 20 March 2014

JGAC/047/13-14 Proposed Revision of the Financial Regulations

Before the Committee was a report by the Executive Head of Financial Services, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 7.

The report proposed a revision to the financial regulations used by both Adur District Council and Worthing Borough Council. The revised financial regulations would form part of the Constitutions of both Councils. It was considered necessary to:

- Update the financial regulations in relation to new job titles;
- Review the approval processes with a view to reducing unnecessary bureaucracy in light of the streamlined democratic processes;
- Review the approved virement limits; and
- Address any recommendations raised by internal audit in the course of its work.

The main changes proposed were outlined in paragraph 3.2 of the report.

The Committee were informed that the provisions had been the subject of consultation with both Cabinet Members for Resources, and the feedback received from them had been built into the proposals.

The Committee noted that carry forward of unspent budget of up to £20,000 would be approved by the Councils' S151 Officer in consultation with the relevant cabinet member early in the new financial year once the outturn position was known. The Committee were informed that currently, officers had to wait until the Joint Strategic Committee meeting in late May / June before carry forwards could be approved. This had caused problems when work needed to be progressed early in the new financial year.

Members sought clarification in regards to the process associated with new capital schemes. Officers advised that the process was set out in section 5 of the regulations dealing with virement limits.

Members questioned the position in regards to write-offs, in particular, if there were large volumes of write offs, how would the Councils keep a check of the totals being written off?

Officers advised that nominated officers, who were responsible for collection income, would be able to write off small amounts of up to £100.00 where it was no longer economic to pursue the debt. The Committee noted that at present, all write offs had to be signed off by the section 151 officer. The proposals would provide a full audit trail and speed up the process.

Resolved,

The Joint Governance and Audit Committee recommended to both Adur and Worthing Councils that the revised Financial Regulations be approved.

Local Government Act 1972

Background documents:

Agenda and minutes of Joint Governance and Audit Committee – 20 March 2014

Report of the Leader on Decisions taken by Cabinet Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the despatch of the agenda for the last Council Meeting . Full details can be found on the Cabinet Members and Portfolios, Reports and Decisions webpage. www.adur-worthing.gov.uk/committee/agendas-minutes.htm

Leader

JAW/018/13-14 Crown Civil Engineering Ltd – Use of Adur & Worthing Council's Logo and Future use of the Councils Logo(s)

Cabinet Member for Regeneration

REG/023/13-14 Employment Land Review Update for the Adur District

JAW/016/13-14 Provision of Empty Property Service to Arun District Council

Cabinet Member for Resources

RES/008/13-14 Review of Insurance Reserve and Insurance Risk Management

RES/017/13-14 Write Offs

RES/018/13-14 Rate Relief Applications

RES/021/13-14 Write Offs

JAW/017/13-14 Proposed Voluntary Redundancy

JAW/019/13-14 Proposed Voluntary Redundancy

JAW/020/13-14 Proposed Voluntary Redundancy

Cabinet Member for Customer Services

CSE/013/13-14 Proposed Disabled Adaptation

Cabinet Member for the Environment

ENV/020/13-14 Maintenance of Grinstead Lane Roundabout

ENV/025/13-14 Fees and Charges report 2014/2015

Cabinet Member for Health and Wellbeing

HAW/019/13-14 Brighton Marina to River Adur Flood and Coastal Erosion Risk Management

HAW/022/13-14 Adur Competitive Community Grants Budget 2013/14 Round 3

HAW/024/13-14 Fees and Charges Report 2014/2015

B. Decisions Taken by the Joint Strategic Committee on 05 March 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/114/13-14 Progress Report on New Ways of Working / Accommodation Project

Decision:

That the Joint Strategic Committee:-

- a) noted the progress contained in the report; and
- b) authorised the Strategic Director to appoint an external organisation, in accordance with the Councils' Contract Standing Orders, to conduct an independent review as to whether

C. Decisions Taken by the Joint Strategic Committee on 01 April 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

Details of the decisions taken will follow.

D. Urgent Decisions Taken by the Executive

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 require that Council be informed when an executive decision is taken under special circumstances and the call-in procedure is waived.

The following is reported to Council:

Nil

Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 require that Council be informed when a Key Decision is taken by the executive for which the publicity requirements under the Regulations have not been met.

The following is reported to Council:

Nil

Councillor Neil Parkin
Leader of the Council

Local Government Act 1972 Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.

Pay Policy Statement 2014/15

Report by the Executive Head of Corporate and Cultural Services

1.0 Summary

1.1 This report seeks approval of the Pay Policy Statement 2014/15 which is a statutory requirement under Section 38 (1) of the Localism Act 2011. The statement will be updated on an annual basis.

1.2 The pay policy statement is set out in Appendix 1.

2.0 Background

2.1 The Council along with all other Local Authorities in England are required to prepare a Pay Policy Statement each year, 2012 was the first year these Statements had to be published.

2.2 The Localism Act includes an expression of the Governments aim that there is improved transparency about how public money is spent, including that of pay.

2.3 The Pay Policy Statement must articulate a Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ("chief officers") and its lowest paid staff.

2.4 The Councils are individual employers (albeit in a partnership arrangement with each other) and as such have the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for the local taxpayer.

3.0 Commentary

3.1 In producing the Pay Policy Statement (attached as Appendices 1) account has been taken of the fact that the partnership arrangement is between Adur District Council and Worthing Borough Council. However separate Pay Policy Statements have been produced for the two Councils.

3.2 In undertaking the analysis of pay, (in particular the pay ratio between the median average salary of staff who are not chief officers and the Chief Executive) officers

who form part of the shared service structure are treated as the Council's employees for the purpose of this exercise.

- 3.3. In paragraph 2.4, reference is made to the Council developing an approach to pay that seeks to achieve value for money. Since the introduction of Partnership working there has been a significant reduction in the size of the Councils Management Team.

	C/Ex	S/Directors	EHoS
Pre Partnership	2	4	17
1 st April 2008	1	3	10
June 2009	1	2	10
March 2010	1	2	9
May 2011	1	2	8
August 2011 (current structure)	1	2	7
April 2014	1	4	0

- 3.4 A cost allocation mechanism is in place for the Councils Management Team as follows:

Post	Adur	Worthing
Chief Executive	50%	50%
Strategic Directors	50%	50%

- 3.5 At the publication of this report negotiations for the 2014/15 pay settlement are on-going, Officers will report at the meeting on the current position however the Committee may wish to note that there could be some changes to the information in the Policy presented to the respective Councils as negotiations progress.

4.0 Legal

- 4.1 The Pay Policy Statement is a statutory requirement under Section 38 (1) of the Localism Act 2011.
- 4.2 DCLG guidance on the Pay Policy Statement advises that the Secretary of State does not consider that the statement engages the Data Protection Act as they contain general principles underpinning decisions on pay and not personal data.

5.0 Financial implications

- 5.1 There are no financial implications to publishing the Pay Policy Statement.

6.0 Recommendation

- 6.1 Council is recommended to approve the Pay Policy Statement 2014/15 set out in Appendix 1.

Local Government Act 1972

Background Papers:

Openness and accountability in local pay: Guidance under section 40 of the Localism Act. DCLG February 2012.

Contact Officer:

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Schedule of Other Matters

1.0 Council Priority

1.1 Ensuring Value for Money and low Council Tax

2.0 Specific Action Plans

2.1 The Pay Policy Statement compliments the Councils Workforce Development Strategy and its Equalities & Diversity Action Plan.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 The Councils have implemented a Job Evaluation scheme designed to ensure equality in pay and remuneration.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 The report recommends adoption of a Policy that is consistent with legislation relating to Data Protection and the handling of personal information.

7.0 Reputation

7.1 Failure to publish a Pay Policy Statement could result in negative reputational damage to the Councils

8.0 Consultations

8.1 Matter considered and no issues identified

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 The Councils approach to pay is undertaken in a Partnership Agreement between Adur District Council and Worthing Borough Council.

Adur District Council Pay Policy Statement - Financial Year 2014-15

1.0 Purpose

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out Adur District Council's policies relating to the pay of its workforce for the financial year 2014-15, in particular:

- (a) The remuneration of its Chief Officers;
- (b) The remuneration of its 'lowest paid employees';
- (c) The relationship between:
 - (i) The remuneration of its Chief Officers and;
 - (ii) The remuneration of its employees who are not Chief Officers.

2.0 Definition

- 2.1 For the purpose of this Pay Policy, the following definitions will apply:

- (a) 'Pay' in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments;
- (b) To enable meaningful comparison of posts, the Council uses full-time equivalent salaries as set out in its pay structure;
- (c) 'Chief Officer' refers to the following roles within Adur District Council:
 - (i) Chief Executive, as Head of Paid Service;
 - (ii) Directors x 4; and

These officers are members of the Council's Leadership Team.

- 2.2 'Lowest paid employees' refers to those staff employed within Grade 1 on the Council's pay framework.

The above definition for the 'lowest paid employees' has been adopted because Grade 1 is the lowest grade on the Council's pay framework. The bottom point on the payscale is spinal column point 4 (£12,145) per annum. This excludes apprenticeships/trainee posts where we are guided by National Minimum Wage requirements.

- 2.3 'Employee who is not a Chief Officer' refers to all staff who are not covered under the Chief Officer group above (2.1). This includes the 'lowest paid employees'.

3.0 Pay Framework Remuneration Levels

- 3.1 Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each Council has responsibility for balancing these factors and each Council faces its own unique challenges on opportunities in doing so and retain flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

3.2 Pay Framework

It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief Officers are made in an open and accountable way and that there is a verifiable and accountable process for recommending the levels of top salaries. Adur District Council's current pay framework for staff other than Chief Officers who are working jointly for Adur District Council and Worthing Borough Council was approved on 3rd February 2009 by the Joint Staff Committee and is based on the National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service.

Further details of the Joint Staff Committee can be found at:

<http://www.adur-worthing.gov.uk/committee/>

Adur District Council's current pay framework for staff employed by Adur but not working jointly with Worthing Borough Council and on Grades 1 to PO1 and M Grade Band 6 to Band 4 has been in operation for many years.

Adur District Council's current pay framework for staff employed by Adur but not working jointly with Worthing Borough Council as set out in Table 1 was agreed by the Corporate Resources Committee in June 2002.

3.3 Job Evaluation

Where staff are working in a joint service between Adur District Council and Worthing Borough Council, grades are determined in line with National Guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all local authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

Adur District Council has adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. A programme of job evaluation is on-going linked to the creation of a shared services structure with Worthing Borough Council.

As part of the job evaluation assimilation process, staff below Chief Officer moved from the Adur pay spine (Table 1) to the Single Pay Structure (Table 2). Under the Single Pay Structure, Adur District Council determined a local pay framework and the overall number of grades is 11 with 55 spinal column points within the grade ranges 1 (lowest) to 11 (highest).

As part of the job evaluation process, each employee who is not a Chief Officer will be placed on one of the 11 grades based on the job evaluation of their role. The employees can progress to the salary range maximum of their grade subject to assessment of their performance as part of on-going supervision and performance management practices.

Pay awards are considered annually for staff as part of the National Local Government pay bargaining process.

4.0 Remuneration - Level and Element

4.1 Salaries

The group of Chief Officers (2.1), is paid outside of the Council's pay framework, which applies to all other employees. The Joint Senior Staff Committee determines the terms and conditions of Chief Officers, subject to the approval, by Council of salaries in excess of £100,000.

Further details of the Joint Senior Staff Committee can be found at:

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/senior-staff/>

The pay awarded to Chief Officers is based on a spot salary with no grade range or incremental progression. Salary is subject to the same percentage pay award agreed as part of the National Local Government pay bargaining process. The spot salary for Chief Officers was based on market testing undertaken by an Independent Consultant and was implemented on 1st April 2008. The Chief Officers have received no pay awards since the establishment of Management Team in April 2008. The salary of the Chief Executive is £104,283 with additional payments for the role of Returning Officer at elections.

Details of the remuneration of Chief Officers is published in the Council's statement of accounts which can be accessed at the following web address:

<http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/>

4.2 'Lowest paid employees'

Each lowest paid employee is paid within the salary range for Grade 1, Spinal Column Point 4 (£12,145) - Spinal Column Point 11 (£14,733).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows:

Apprentice: £2.65 per hour

Under 18 £3.68

18 – 20 £4.98

21 and over £6.19

4.3 Bonuses

Honoraria payments can be made to staff, not including Chief Officers, as one-off payments in recognition of duties and/or acting-up duties undertaken that is additional to that expected from the normal day-to-day work. The size of the award paid to employee(s) is commensurate with the work being rewarded. Honoraria payments are approved by the Executive Heads of Service.

4.4 Other pay elements

Chief Officers are subject to the same performance management process as the lowest paid employees and employees who are not Chief Officers: including annual performance and development review (appraisal) and routine supervision. Chief Officers do not receive any incremental progression.

4.5 Charges, fees or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policy. The following allowances and benefits are available to staff and Chief Officers:

- (a) Health insurance (closed to new entrants);
- (b) Life assurance (closed to new entrants);
- (c) Long service increments (closed to new entrants);

- (d) Salary sacrifice scheme;
- (e) Benefits such as arranging group or staff discount schemes;
- (f) Child care provision or allowances;
- (g) Discounted sports facilities/benefits;
- (h) Membership of professional organisations where such membership is necessary for the carrying out of their employment;

Election duty payments are made to the Returning Officer (Chief Executive) and the Deputy Returning Officers (Strategic Directors, Executive Head of Corporate & Cultural Services). The pay for these roles is set out nationally for National Elections and for Local Elections, the scale is set jointly by West Sussex Local Authorities.

4.6 Pension

All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme. Locally this scheme is administered by West Sussex County Council.

4.7 Severance Payments

The following types of severance payments can be made to staff:

- (a) Compulsory redundancy;
- (b) Voluntary redundancy;
- (c) Efficiency of the service;
- (d) Added pension benefit on leaving employment due to redundancy or efficiency of the service;
- (e) Conversion of lump sum compensation payment into additional Local Government Pension Scheme membership;
- (f) Voluntary early retirement;
- (g) Flexible retirement;
- (h) Exceptional compassionate grounds.

If there is less than a four week period between someone being made redundant from another Council and joining Adur District Council, they will be required to repay their redundancy to their previous employer. If the break is greater than 4 weeks, their continuous service is broken.

4.8 New starters joining the Council

Employees new to the Council will normally be appointed to the first Spinal Column Point of the salary range for their grade. Where the candidates' current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The grade will be determined by the Job Evaluation Scheme.

In professions where there is a particular skill shortage, as a temporary arrangement, it may be necessary to consider a market pay premium to attract high quality applicants. The Council's market pay provisions are subject to annual review.

5.0 Relationship between remuneration of Chief Officers and employees who are not Chief Officers

The median average salary of employees who are not Chief Officers is £25,849. The pay ratio between the median average and the salary of the Chief Executive is 4.04.

6.0 Pay Policy Review Statement Review and Publication

Any changes to the Pay Policy must be subject to agreement by the Council. A Pay Policy Statement will be published each year.

Table 1: Adur Pay Spine from 1st April 2014

SCALE	SCP	SALARY	SCALE	SCP	SALARY		
1	4	12145	PO1	33	27849		
	5	12312		2	34	28636	
	6	12489		3	35	29236	
	7	12787		4	36	30011	
	8	13189		5	37	30851	
	9	13589		6	38	31754	
	10	13874		7	39	32800	
	11	14733		8	40	33661	
				9	41	34549	
	2	11		14733	10	42	35430
		12		15039	11	43	36313
13		15444	12	44	37206		
			13	45	38042		
3	14	15725	14	46	38961		
	15	16054	15	47	39855		
	16	16440	16	48	40741		
	17	16830	17	49	41616		
4	18	17161	M Grades				
	19	17802					
	20	18453	Band 6	Bottom	24,991		
	21	19126		Top	33,712		
5	22	19621	Band 5	Bottom	29,883		
	23	20198		Top	39,880		
	24	20858					
	25	21519	Band 4	Bottom	36,264		
6				Top	46,048		
	26	22221					
	27	22958					
	28	23708					
SO1	29	24646					
	30	25472					
	31	26276					
SO2							
	32	27052					
	33	27849					
	34	28636					

Table 2: Single Pay Spine from 1st April 2014

GRADE	SCP	ANNUAL	GRADE	SCP	ANNUAL
1	4	12145	6	32	27052
	5	12312		33	27849
	6	12489		34	28636
	7	12787		35	29236
	8	13189		36	30011
	9	13589		37	30851
	10	13874	7	38	31754
11	14733	39		32800	
2	12	15039	8	40	33661
	13	15444		41	34549
	14	15725		42	35430
	15	16054		43	36313
	16	16440		44	37206
	17	16830	45	38042	
3	18	17161	9	46	38961
	19	17802		47	40134
	20	18453		48	41090
	21	19126		49	42051
4	22	19621	10	50	42970
	23	20198		51	43886
	24	20858		52	44801
	25	21519		53	45921
5	26	22221	11	54	47068
	27	22958		55	48245
	28	23708		56	50928
	29	24646		57	52939
	30	25472		58	56115
	31	26276		59	58508

Ward: [Insert details]

South Downs National Park Authority Scheme of Delegation

Report by the Executive Head of Planning, Regeneration and Wellbeing

1.0 Summary

- 1.1 This report seeks authority to enter into an Agency Agreement with the South Downs National Park Authority (SDNPA) under S.101 of the Local Government Act 1972 to enable Adur District Council to continue to determine planning applications on behalf of the Park Authority. The current agreement and scheme of delegation expired on 31st March 2014.

2.0 Background

- 2.1 On 12 November 2009, the Secretary of State for the Environment, Food and Rural Affairs announced the creation of a new National Park for the South Downs and confirmed its boundary. The South Downs National Park designation came into force on 31 March 2010. A National Park Authority Establishment Team was set up to help lead the way for a National Park Authority (NPA) to sit from April 2010 with full powers in April 2011, when it became the Planning Authority for the South Downs National Park.
- 2.2 Due to the size of the South Downs National Park and the number of planning applications received within it, it was considered that a scheme of delegation should be drawn up whereby a significant number of planning applications would be delegated to the relevant Local Authorities to be determined on behalf of the NPA. The principle of offering this scheme of delegation to local authorities was approved by the shadow NPA on 15 June 2010.
- 2.3 Adur and Worthing Full Councils resolved to enter into an agreement with the South Downs National Park in July 2011. The agreement was for 3 years expiring on 31st March 2014. The delegation arrangements have worked well albeit there are a few applications within the South Downs National Park. Generally Adur and Worthing Councils have determined approximately 20 applications per annum since the Agency Agreement was set up.

3.0 Proposals

- 3.1 The scheme of delegation is very similar to before in that all minor applications (approximately 4000 per annum across the SDNP) would be dealt with by Adur and Worthing and all major applications (approximately 150 per annum across the

SDNP) would be dealt with by the NPA. The national definition of a major planning application is detailed in the GDPO and is as follows:

- A residential development comprising 10 or more dwellings, or where the site is 0.5 hectare or more; or
- Any other use where the proposed floorspace is 1,000 square metres or more, or the site area is 1 hectare or more.

A minor planning application is defined as any type of planning application that does not fall within the definition of a 'major planning application'.

However, the SDNPA can also 'call-in' any non-major application it considers likely to be of significance to the SDNP and it may also delegate major applications that it doesn't consider to be of significance to the SDNP.

- 3.2 In practice the scheme of delegation that has operated for the last 3 years has worked well and Planning Officers have worked well with the SDNP Link Officer in resolving any 'sensitive' applications within the boundaries of the park. Examples of 'call-in' applications include the renewal of various temporary permissions at the Cement Works and the conversion of a barn to a function room at Hill Barn Golf Course.
- 3.3 It is considered, therefore, that there are no objections to entering into a new agreement with the SDNP and to extend the current arrangements. It should be noted, however, that some authorities have withdrawn from the Agency Agreement notably Arun District Council although Arun were dealing with considerably more SDNP applications than Adur and Worthing.
- 3.4 The SDNP has also submitted a Service Level Agreement which sets out a series of performance management measures and procedures. This includes reference to pre-application charging procedures and timescales for determining planning applications. The measures are reasonable and in many instances accord with the procedures adopted across Adur and Worthing.

4.0 Legal

- 4.1 S101 of the Local Government Act 1972 permits the Council to enter into an agreement with the SDNP under which the Council agree to undertake certain functions on their behalf. The authority to enter into an agreement of this nature rests with Full Council.

5.0 Financial implications

- 5.1 Under the Agency Agreement the Council's costs for providing planning functions for the SDNP can be recovered. Monitoring of the financial arrangements over the last few years has indicated that full cost recovery has generally been secured. There is some doubt about whether all of the Officer time originally involved with resolving various administrative and IT issues has been recovered. However, it was perhaps inevitable that there would be some initial teething problems. In this respect, the SDNP is the first National Park in the Country to have a scheme of delegation in place.
- 5.2 One interesting issue that is covered in the new agreement is that relating to appeal costs. The draft agreement states that the SDNP will only reimburse any adverse costs awarded against the Council if the original decision was either made by an

Officer under delegated powers or by a Committee reaching a decision in accordance with an Officer's recommendation. In all other cases, including a Committee decision taken against an Officer's recommendation, costs are to be borne by the Council. It should be noted that costs are only awarded at an appeal if either party has acted unreasonably (for Local Authorities this is often on the grounds that a refusal reason cannot be justified).

6.0 Recommendation

- 6.1 (i) To agree to enter into the S101 Agency Agreement for a further 3 year period, and
- (ii) To agree to enter into the Service Level Agreement for the provision of a Development Management Service on behalf of the SDNP.

Local Government Act 1972 Background Papers:

None.

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Schedule of Other Matters

[To be completed on all reports. If no issues are identified under a heading then it should read "Matter considered and no issues identified."]

1.0 Council Priority

1.1

- Working together with the SDNPA for the benefit of the South Downs will help to promote a clean, green environment.
- Given the recreational benefits of the South Downs, working with the SDNPA for the benefit of the Downs will help to support and contribute to the health and well-being of the area.

2.0 Specific Action Plans

2.1 (A)

- Working with the SDNPA will meet the aim of increasing opportunities to work in partnership with other organisations.

(B)

- Working with the SDNPA in determining planning applications will help to meet the Government aim of conserving and enhancing the natural beauty, wildlife and cultural heritage of National Parks as set out in the Environment Act 1995 and PPS7: Sustainable Development in Rural Areas.

3.0 Sustainability Issues

3.1 Working with the SDNPA in determining planning applications will help to secure environmental, social and economic benefits for the SDNP.

4.0 Equality Issues

4.1 Matters Considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matters Considered and no issues identified.

6.0 Human Rights Issues

6.1 Matters Considered and no issues identified.

7.0 Reputation

7.1 It is considered that planning applications determined at local level would be preferable than decisions being taken directly by the SDNP and this would enhance the reputation of both Councils.

8.0 Consultations

8.1 The SDNPA have consulted local authority officers, portfolio holders from each Council and members of the SDNPA on the original scheme of delegation.

9.0 Risk Assessment

9.1 Matters Considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matters Considered and no issues identified.

11.0 Procurement Strategy

11.1 Matters Considered and no issues identified.

12.0 Partnership Working

12.1 The proposed scheme of delegation and legal agreement would promote partnership working with the SDNPA.