



COUNCIL MEETING

22 October 2015



Communities Directorate

13 October 2015

**Council Meeting
22 October 2015**

Queen Elizabeth II Room,
The Shoreham Centre, Pond Road,
Shoreham-by-Sea

**7:00pm
Agenda**

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

Part A

The Chairman will lead a minutes' silence for the victims of the Shoreham Air Show disaster on 22nd August 2015.

- 1. Apologies for absence**
- 2. Declarations of Interest**

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

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

- 3. Questions and Statements from the public**

To receive any questions from Members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes

for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the District except no question may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal or Standards determination

Public question time will last up to 30 minutes; questions will be taken in order of receipt. The deadline for submission of questions is Tuesday 20 October at 12 noon.

Questions to be submitted to democratic.services@adur-worthing.gov.uk

No prior notice of a Statement to Council is required.

For further information contact Julia Smith, Democratic Services Manager on Julia.smith@adur-worthing.gov.uk

4. Confirmation of Minutes

To approve the minutes of the meeting on Thursday 23 July 2015, 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/>

5. Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

7. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, details of which are attached as items 7A, 7B, 7C and 7D will be circulated before the meeting. Full reports are available on the website as listed below:

Executive / Committee	Date	Item
A Joint Overview and Scrutiny	16 July 2015	Annual Report http://www.adur-worthing.gov.uk/media/media.134884.en.pdf
B Joint Senior Staff	17 September	Review of the salary of the Chief Executive and Head of Paid Service http://www.adur-worthing.gov.uk/media/media.135878.en.pdf

C	Joint Governance	29 September	Digital recording of Council Meetings http://www.adur-worthing.gov.uk/media/media.136159.en.pdf
D	Joint Strategic	8 October	Devolution of Highways powers, Licensing of A board, tables & chairs http://www.adur-worthing.gov.uk/media/media.136347.en.pdf

8. Annual Pay Statement

To receive a report from the Director for Digital and Resources as item 8.

9. Councillor D Kennard - extension of six month attendance rule

To receive a report from the Director for Communities as item 9.

10. Report of the Leader on decisions taken by the Executive

To receive a report by from the Report by the Leader as item 10. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting.

There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under Item 11.

(Note: Papers relating to items under 7 and 10 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website [www.adur-worthing.gov.uk/.](http://www.adur-worthing.gov.uk/))

11. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is Tuesday 20 October at 12 noon. Questions to be submitted to democratic.services@adur-worthing.go.uk

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions can not be asked on the following

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

For Democratic Services enquiries relating to this meeting please contact:

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For Legal Services enquiries relating to this meeting please contact:

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Extract from the Joint Overview and Scrutiny Committee - 15 July 2015

JOSC/15-16/15 Joint Overview and Scrutiny Annual Report 2014/15

Before the Committee was a report by the Director for Digital and Resources, a copy of which had been circulated to all Members and a copy of which is attached to a signed copy of these minutes as item 8. As part of good practice and a requirement in the Council's Governance Action Plan, the Councils are required to produce a Joint Overview and Scrutiny Committee Annual report for 2014/15.

Members noted the annual report and asked that emphasis be placed on the opportunity for Members of the Public to come forward and ask for the committee to undertake a review.

Resolved:

- i) That the Joint Overview and Scrutiny Committee Annual report for 2014/15 be approved.
- ii) That the Annual report 2014/15 be submitted to Council for approval.

Extract from the Joint Senior Staff Committee 17 September 2015

JSnSc/013/15-16 Review of the salary of the Chief Executive and Head of Paid Service

The Committee had before it a report from the Director for Digital and Resources, a copy of which had been circulated and is attached to the signed copy of these minutes as item 6.

The report provided the rationale and evidence for a review of the salary of the Chief Executive of Adur and Worthing Councils. A salary review had been promised to the Chief Executive on appointment in April 2013.

The report described how the role had expanded over the last two years to meet the ambitions of the Councils in driving economic growth, activating communities and improving customer experience. The report also highlighted the Chief Executive's successful record of delivery and underlined the importance of retaining key talent in a period of significant challenge and opportunity.

A Councillor suggested that the meeting should be adjourned in order for the report to go before the Joint Overview & Scrutiny Committee to gain greater credibility. The Chairman advised that it was the role of the Joint Senior Staff Committee to undertake a job evaluation for the Head of Paid Service, not the Joint Overview and Scrutiny Committee.

The Committee noted the current level of salary and how it compared with Chief Executive salaries at other Shared Councils. It was acknowledged that the salary was below the lower quartile figure of £117,156.

A Councillor questioned whether the Committee needed to see the Chief Executive's contract to ascertain whether there was any contractual obligation to increase salary. The Chairman advised that if the Committee was to consider the contract, it would need to do so in closed session. For the purpose of transparency, the Chairman was not minded to go into closed session. It was noted that an assurance had been made, during the appointment process, that a revaluation of the role would be undertaken within 2 years of appointment.

Clarification was sought as to whether the salaries outlined in paragraph 2.9 of the report were all paid to Chief Executives from Joint / Shared Councils. Officers confirmed that the focus had been on the most directly comparable roles.

The Leaders of both Councils informed the Committee that a performance review had been undertaken earlier in the year and that the role of the Committee was to consider whether the Chief Executive's salary was fit for purpose in relation to the role being undertaken. It was noted that proposed revisions to the Chief Executive's Job Description had been appended to the report at Appendix A.

A Member stated that the report lacked credibility due to a lack of independence, as it had been written by a Director who reported directly to the Chief Executive. It was suggested that the report lacked balance as it focused primarily on positives and the assertion that the current salary of £104k was not a good salary, was challenged. The Member also requested that the Committee remember that the rest of the staff had been awarded a 1% pay increase and that the proposed rise in this case was 20%.

The Committee was advised that independent advice had been sought and that the decision regarding salary was for Members to take, not Officers. Job revaluations had also been carried out across the rest of the organisation.

A Member stated that the current Council Leadership Team had put the Council in a much better position to help and support people in very difficult circumstances and that there had been a very noticeable change in approach and direction to the organisation.

Resolved,

The Joint Senior Staff Committee

- 1) recommended to both Adur District Council and Worthing Borough Council an increase to the salary of the Chief Executive to £115,000 effective from 1st April 2015;
- 2) recommended to both Adur District Council and Worthing Borough Council that the revised job description for the role of Chief Executive, provided in Appendix A, be adopted.

Extract from the Joint Governance Committee - 29 September 2015

JGC/15-16/019 Recording of Council Meetings

Before the Committee was a report by the Director for Communities and the Solicitor to the Council, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 9.

The report reviewed the effectiveness of the digital voice recording trial of Worthing Borough Council's Full Council meetings and considered the future digital voice recording of all Adur and Worthing Councils' Full Council and Committee meetings.

The Openness of Local Government Bodies Regulations 2014 and the impact on the public right to film, record and blog from Council and Committee meetings was also reviewed.

A Member requested that the recordings of meetings be indexed in such a way that the listener could skip to any part of the meeting they were interested in. Officers agreed to investigate how this could be achieved.

Members debated the merits of audio and visual recordings and discussed the cost and practicality of live streaming. Officers anticipated that Digital Apprentices, from Northbrook College, could support the filming of meetings.

Concerns were raised about the recording of meetings in closed session. A Member sought assurances that these would be managed sensitively and securely. Officers advised that future recordings would need to be separated into open and closed session and reassured Members that all recordings of meetings in closed session would be managed accordingly.

It was proposed and seconded, that from January 2016, all Adur and Worthing Council & Committee meetings be recorded.

Resolved,

That the Joint Governance Committee:-

- 1) noted the outcome of the trial of digital voice recording of the Full Council meetings of Worthing Borough Council and recommend to Worthing Borough Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, on a permanent basis;
- 2) **recommended to Adur District Council the approval of digital voice recording of Full Council meetings, and uploading of such recordings onto the website, from January 2016;**
- 3) **recommended that all Adur and Worthing Council Committee meetings, including Part B Exempt Information Reports, be recorded.**

Extract from the Joint Strategic Committee - 8 October 2015

JSC/040/15-16 Devolution of some Highways powers from WSCC to Adur-Worthing Councils in regards of A Board and Tables and Chairs Licensing on the public highway

Before the Committee was a report by the Director for the Economy, 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 5.

The report set out a proposal from West Sussex County Council (the Highway authority) to transfer / devolve part of its Highway enforcement powers, under Section S115E of the Highways Act 1980, to Adur and Worthing Councils.

Members noted that West Sussex County Council had charged a one off fee of £412.00 for the first year and subsequently £220.00 per annum for a table and chairs licence. Concerns had been raised by Officers as to how the fee structure could work at a local level. Some smaller cafes, for instance, only had room for one small table and two chairs. It seemed more appropriate to consider fees in relation to square footage available and consideration was being given to a fee structure of £50.00 per square metre of highway land occupied for the placement of tables and chairs.

A Member questioned the level of charges and Officers advised that the charge would apply to tables and chairs on the highway only. An existing scheme was in place but at present, charging was inconsistent.

The report included a proposal to introduce a pilot scheme in Warwick Street, Worthing and the town centre, Shoreham initially; and following these areas, if successful, the pilot would then be rolled out across the borough. Officers agreed to consider the inclusion of Montague Place, Worthing in the pilot.

The importance of engaging with local businesses was discussed as was the cost of implementing and operating the scheme.

Decision

The Joint Strategic Committee:-

- 1) agreed the responsibility for the scheme be with the Executive Member for Environment in respect of Adur District Council and the Executive Member for Regeneration in respect of Worthing Borough Council;

- 2) agreed that the final detail of the scheme, including charges, be delegated to the Executive Member for Environment in respect of Adur District Council and the Executive Member for Regeneration in respect of Worthing Borough Council.**

PAY POLICY STATEMENT 2015/16

REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES

1.0 SUMMARY

- 1.1 This report seeks approval of the Pay Policy Statement 2015/16 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 Government's 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.

3.0 COMMENTARY

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.

	Chief Executive	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
April 2015	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%

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 2015/16 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.

Localism Act: Pay Policy Statements. Guidance for Local Authority Chief Executives Supplementary Note 2. LGA / ALACE 1st March 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 2015-16

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 2015-16, 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 5 (£13,500) 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/seniorstaff/>

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 5 (£13,500) - Spinal Column Point 11 (£15,207).

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

Apprentice: £2.73 per hour
Under 18 £3.79 per hour
18 – 20 £5.13 per hour
21 and over £6.50 per hour

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 Directors/Head 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 (Directors). 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

5.1 The median average salary of employees who are not Chief Officers is £21,734. The pay ratio between the median average and the salary of the Chief Executive is 1:5.

6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION

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

6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION

Scale	Spinal Column Point	Basic Pay	Total
		£	£
1	5	13,500	16,528
	6	13,614	16,674
	7	13,715	16,805
	8	13,871	17,006
	9	14,075	17,269
	10	14,338	17,609
	11	15,207	18,731
2	11	15,207	18,731
	12	15,523	19,139
	13	15,941	19,678
3	14	16,231	20,053
	15	16,572	20,493
	16	16,969	21,005
	17	17,372	21,526
4	18	17,714	21,968
	19	18,376	22,822
	20	19,048	23,690
	21	19,742	24,586
5	22	20,253	25,245
	23	20,849	26,015
	24	21,530	26,894
	25	22,212	27,775
6	26	22,937	28,710
	27	23,698	29,693
	28	24,472	30,692

ADUR DISTRICT COUNCIL PAY POLICY STATEMENT - FINANCIAL YEAR 2015-16

6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION

Scale	Spinal Column Point	Basic Pay	Total
		£	£
SO1	29	25,440	31,941
	30	26,293	33,043
	31	27,123	34,114
SO2	32	27,924	35,149
	33	28,746	36,210
	34	29,558	37,258
PO1	33	28,746	36,210
2	34	29,558	37,258
3	35	30,178	38,058
4	36	30,978	39,091
5	37	31,846	40,212
6	38	32,778	41,414
7	39	33,857	42,808
8	40	34,746	43,956
9	41	35,662	45,138
10	42	36,571	46,312
11	43	37,483	47,489
12	44	38,405	48,680
13	45	39,267	49,792
14	46	40,217	51,019
15	47	41,140	52,210
16	48	42,053	54,033
17	49	42,957	55,231

Councillor Debbie Kennard – extension of six month attendance rule

Report by the Director for Communities

1.0 Summary

- 1.1 Councillor Debbie Kennard last attended a formal meeting of the Council on 21 May 2015, due to ongoing ill health Councillor Kennard is unable to attend to official duties.
- 1.2 Formal approval of Councillor Kennard's absence over the six month rule is sought on her behalf from Council.

2.0 Background

- 2.1 Councillor Kennard last attended a formal meeting of Council on 21 May 2015, (the Annual Meeting of the Council); her attendance is recorded in the minutes. The Leader announced at the Council meeting on 23 July the serious nature of Councillor Kennard's illness and her attendance for tests at Harefield Hospital.
- 2.2 Councillor Kennard carries out her District Councillor duties with endeavour and commitment, she is also an elected member of West Sussex County Council. Her ward duties have been covered by the other Buckingham Ward Councillor, Councillor Emma Evans.
- 2.3 Councillor Kennard's six month attendance would be calculated from 21 May, which is 20 November 2015.

3.0 Proposals

- 3.1 Council is invited to consider approving Councillor Kennard's absence from Official duties and attendance at meetings for a period of up to six months, to May 2016, which is the end of her current 4 year term of office.
- 3.2 If Council does not officially approve Councillor Kennard's absence then the vacancy will be declared on 20 November 2015.

4.0 Legal

- 4.1 The Local Government Act 1972, Section 85 requires that 'if a member of a local authority fails throughout a period of six consecutive months from the date of his

last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority’.

- 4.2 Calculation of Councillor Kennard’s six month attendance is from full Council on 21 May to 20 November 2015.

5.0 Financial implications

- 5.1 There are no additional costs to approving Councillor Kennard’s continuing absence.
- 5.2 In principle where a casual vacancy occurs within six months of the date on which a councillor would have retired (9 May for Councillor Kennard) the vacancy can be filled at the next scheduled district election, these are due on 5 May 2016.

6.0 Recommendation

- 6.1 That Councillor Kennard’s continuing absence is approved by Council,
- 6.2 That Councillor Kennard’s absence be approved up to the end of her current term of office as a Councillor in May 2016

Local Government Act 1972 Background Papers:

Minutes of the Annual Council meeting on 21 May 2015

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Schedule of Other Matters

1.0 Council Priority

1.1 This report does not link to any Corporate Priority

2.0 Specific Action Plans

2.1 None

3.0 Sustainability Issues

3.1 Matter considered.

4.0 Equality Issues

4.1 Matter considered and included within the report

5.0 Community Safety Issues (Section 17)

5.1 Matter considered, no issues identified

6.0 Human Rights Issues

6.1 Matter considered

7.0 Reputation

7.1 Council will need to consider any reputational damage of not extending the six month rule for Councillor Kennard due to her ill-health and convalescence.

8.0 Consultations

8.1 Director for Communities, Leader of the Council, Returning Officer

9.0 Risk Assessment

9.1 Should Council not agree to extend the six month attendance rule then Council will need to consider the resulting vacancy in Buckingham Ward; Councillor Kennard's term of office ends in May 2016. This is covered in paragraph 5.2.

10.0 Health & Safety Issues

10.1 Matter considered, no issues identified.

11.0 Procurement Strategy

11.1 Matter considered, no issues identified

12.0 Partnership Working

12.1 Matter considered, no issues identified

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

A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting . Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage.

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/cabinet-member-decisions/>

Leader

-

Executive Member for Regeneration

-

Executive Member for Resources

RES/001/15-16 - Write Offs

RES/005/15-16 - Request for Early Termination of Employment in the interests of Efficiency of the Service

JAW/003/15-16 - Efficiency of Service – Customer Services

JAW/004/15-16 - Proposed Voluntary Redundancies

Executive Member for Customer Services

Executive Member for the Environment

-

Executive Member for Health and Wellbeing

B. Decisions Taken by the Joint Strategic Committee on 15 September 2015

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/032/15-16 1st Revenue Budget Monitoring 2015/16

Decision:

The Joint Strategic Committee:

1. noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves (Appendix 1b and 2b);
2. approved the transfer of £15,627.40 from the Tenants Partnership Compact Development Reserve to the HRA Discretionary Assistance Fund.

JSC/033/15-16 1st Capital Investment Programme & Projects Monitoring 2015/16

Decision:

The Joint Strategic Committee: (a) With respect to the Capital Investment Programme for Adur District Council:

- noted the reprofiling of the Adur District Council capital schemes advised in paragraph 4.2 and Appendix 3, and the likely slippage of capital schemes as listed in paragraph 4.3;
- approved the amendment to the 2015/2016 Capital Investment Programme to include the purchases of community alarm equipment funded from the Community Alarm Service Trading Account as detailed paragraph 4.4.1;
- approved the amendment to the 2015/2016 Capital Investment Programme to include the purchase of the CenSus Capita Modules for Revenues Benefits funded from a revenue contribution as advised in paragraph 4.4.2;
- agreed the funding of the additional costs of £47,000 required for the Riverside Car Park, Lower Beach, enhancements from the ringfenced capital receipts for Shoreham Renaissance, whilst Officers pursue West Sussex County Council to fund the additional costs and fees.

JSC/034/15-16 Southwick Leisure Centre Renewal of Defective Boilers

Decision:

The Joint Strategic Committee approved the replacement of the boilers at Southwick Leisure Centre.

C. Decisions Taken by the Joint Strategic Committee on 8 October 2015

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/041/15-16 Review of the Salary of the Chief Executive and Head of Paid Service

Decision

The Joint Strategic Committee agreed to release the budget required for the change to the terms and conditions of the Chief Executive post.

JSC/042/15-16 A Review of the current partnership arrangements for the delivery of the Adur Revenues & Benefits Service

Decision

The Joint Strategic Committee:-

- 1) authorised the Director for Customer Service to investigate the potential advantages, disadvantages, risks and opportunities of Adur District Council withdrawing from the CenSus partnership;
- 2) requested the Director for Customer Service to provide a further report detailing the outcome of the investigations;
- 3) approved the cost of a project manager for the period of one year to support the project at a cost of £64,300 (including on-costs) which was to be funded from the Capacity Issues Reserve of each Council as follows:

○	Adur District Council	£57,870
○	Worthing Borough Council	£6,430

JSC/043/15-16 Adur Homes Regeneration programme: the Proposed Redevelopment of Cecil Norris House, Shoreham

Decision

The Joint Strategic Committee

- 1) approved the redevelopment of the site currently occupied by Cecil Norris House, as a scheme dedicated for older people;
- 2) approved the statutory Home Loss Payments of £5,300 and a discretionary Disturbance Payment capped at £1,500 for all tenants currently living in Cecil Norris House;
- 3) approved priority Band A status to all tenants currently living at Cecil Norris House;

- 4) approved the 'Right to Return' for all tenants currently living at Cecil Norris House, seeking to return once the scheme is completed;
- 5) approved the Decant Policy that would apply to Cecil Norris House, included in appendix 1;
- 6) delegated decisions relating to the future development at the Cecil Norris House site, (up to and including submission of plans; support and assistance to residents; and partnerships and contracts in relation to the development to the Head of Housing, in consultation with the Adur Executive Member for Customer Services.

JSC/044/15-16 The Shoreham Centre: The New Community & Civic Centre

Decision

That the Joint Strategic Committee

- 1) noted progress and the planned opening of the refurbished Shoreham Centre, the ongoing negotiations with the Council's voluntary sector partners and the creation of the new Adur Civic Presence;
- 2) noted the proposed use of underspends from the 2015/16 Capital Investment Programme to fund the additional works required;
- 3) approved a compensation payment of up to £25,000 funded from underspends within the Business and Technical Services Adur budgets. The final details are to be agreed in consultation with the Cabinet Member for Resources.

D. Urgent Decisions Taken by the Executive

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended.

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.

