



## **COUNCIL MEETING**

**24 October 2016**





Communities Directorate

13 October 2016

**Council Meeting  
24 October 2016**

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**

- 1. Apologies for absence**
- 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 of the Council Thursday 21 July 2016, copies of each have been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

- 4. Questions 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 **Thursday 20th October at 12 noon.**

Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

For further information contact Julia Smith, Democratic Services Manager on [Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

**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 set out in the attached items as 7A and 7B. Recommendations under 7C and 7D will be circulated once the recommendations from the meetings have been published. Full reports are available on the website as listed below:

<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A	Joint Strategic 13 September 2016	i) 1st Capital Programme Projects Monitoring <a href="http://www.adur-worthing.gov.uk/media/media.141173.en.pdf">http://www.adur-worthing.gov.uk/media/media.141173.en.pdf</a>  ii) Outline Forecast 2017-18 and budget strategy <a href="http://www.adur-worthing.gov.uk/media/media.141175.en.pdf">http://www.adur-worthing.gov.uk/media/media.141175.en.pdf</a>  iii) Improving the supply of temporary accommodation <a href="http://www.adur-worthing.gov.uk/media/media.141178.en.pdf">http://www.adur-worthing.gov.uk/media/media.141178.en.pdf</a>

B	Joint Governance	27 September 2016	i) JIRP - Scheme of Members Allowances for Adur District Council <a href="http://www.adur-worthing.gov.uk/media/media.141427.en.pdf">http://www.adur-worthing.gov.uk/media/media.141427.en.pdf</a>
C	Joint Strategic	11 October 2016	i) Tackling Anti-Social Behavior relating to dogs: Updating our enforcement tools <a href="http://www.adur-worthing.gov.uk/media/media.141609.en.pdf">http://www.adur-worthing.gov.uk/media/media.141609.en.pdf</a>
D	Joint Governance Sub-Committee	17 October 2016	i) Appointment of Independent Persons for Standards Purposes  (exempt information report, Members requiring a copy should contact Democratic Services)

## 8. Report of the Leader on decisions taken by the Executive

To receive a report from the Leader as item 8. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. An updated report will be circulated once the Joint Strategic Committee decisions of 11 October have been published.

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 10.

(**Note:** Papers relating to items under 7 and 8 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/).)

## 9. Annual Senior Officer Pay Statement

To receive the Annual Statement from the Director of Digital and Resources as item 9.

## 10. 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 **Thursday 20 October at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.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


## 11. Motions on Notice

To receive from the Director for Communities, a Motion on Notice as item 11.

*(Once the Motion has been proposed and seconded, in accordance with Council Procedure Rule 14.5.1, the Motion will be referred to the Executive (as the Joint Strategic Committee).*

## Part B - Not for Publication – Exempt Information Reports

None.



Interim Director for Communities

## Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith  
Democratic Services Manager

01903 22 1150

[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Richard Burraston  
Senior Lawyer and Deputy Monitoring Officer

01903 22 1110

[richard.burraston@adur-worthing.gov.uk](mailto:richard.burraston@adur-worthing.gov.uk)

**JSC/037/16-17      1st Capital Investment Programme and Projects Monitoring  
2016/17**

Before the Committee was a joint report by the Director for Digital and Resources, 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 6.

The report updated the Joint Strategic Committee on the progress and expenditure position for the capital programme and provided an update on the progress of digital programming projects. The Committee noted the intention to include details of other important Council projects in future reports.

A Member asked whether the Housing Register could be accessible to view online? Officers advised that they had embarked on a programme of works to develop a new Housing Strategy which included a range of changes across the housing team. More information on this would be reported at a future meeting.

The Committee queried the necessity of the proposed replacement gas main as part of the Crematorium Driveway Works. Officers advised that several different problems needed to be addressed including:- the provision of an uninterrupted supply; improved capacity to enable the use of the facilities 3 existing burners; the future proofing of the supply to enable the facility to run up to 5 burners. It was also noted that further testing of the condition of the pipe was ongoing. Members were not satisfied that sufficient information had been provided to support this proposal and requested that a thorough technical response be brought to a future meeting. It was proposed, seconded and agreed that recommendation (b) bullet point 2 in the report, should not be approved at this time.

A Member challenged the £19,800 figure quoted for the replacement and resiting of the car park attendant's kiosk at the Crematorium. Officers agreed to revisit this proposal and value engineer the cost of replacing the kiosk.

**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;

- approved the amendment to the 2016/2017 Capital Investment Programme to include the external funding secured for Play Area improvements at Hamble Recreation Ground as detailed in paragraph 4.3.1;
- approved the one-off virement of £35,000 from the Disabled Facilities Grant Budget to the Discretionary Home Repairs Budget to fund grant requests carried forward from 2015/2016 as advised in paragraph 4.3.3.
- **recommended to the Council the creation of an Adur Homes Capital Responsive Capital Repairs Budget of £30,000 funded initially from virements from the Adur Homes Central Heating Installation and External Works 2016/2017 programmes of works as outlined in paragraph 4.3.2.**

(b) With respect to the Capital Investment Programme for Worthing Borough Council

*Not included as relates to Worthing Borough Council*

(c) *Not a matter for Council*



**JSC/038/16-17      Outline Forecast 2017/18 to 2021/22 and Budget Strategy**

Before the Committee was a report by the Director for Digital and Resources, 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 aimed to set out how council funding was expected to change over the next few years, outlining the revenue forecast and setting out our strategic response, creating the conditions to be self-financing by 2020/21. With the detailed budget proposals for 2017/18 coming forward to Joint Strategic Committee in December, the report set out the broader context for the detailed work that was well underway.

**Decision,**

The Joint Strategic Committee:-

- (a) noted the report and the outline 5-year forecasts in Appendix 2;
- (b) approved the proposed budget process as set out in section 8 of the report;
- (c) **recommended to Adur and Worthing Councils to approve the Budget Strategy for 2017/18, outlined in Section 9 of the report.**



**JSC/042/16-17      Improving the Supply of Temporary Accommodation**

Before the Committee was a report by the Director for Communities, 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 11.

The report focused on the rising national pressures around homelessness and the lack of local emergency and temporary accommodation. It set out key proposals for the way in which Adur and Worthing Councils' could meet their obligations and tackle the pressures on the system, which include; management and capacity issues, and increasing the supply of more cost effective emergency and temporary accommodation.

The Committee were advised that the range of measures proposed would provide more appropriate, sustainable and efficient solutions for future emergency and temporary accommodation.

Members acknowledged that the pressures on housing was immense and resulted from a lack of housing stock and that potentially, there was more scope for building in Adur than there was in Worthing.

Concerns were raised about the appointment of additional staff and clarification was sought as to how they could improve the situation. Officers advised that a benchmarking exercise identified that the number of cases being processed by members of staff was very high. It was suggested that additional staff would improve the situation and provide greater resilience.

Officers advised that a significant amount of time was being spent in emergency accommodation which was very expensive. The Committee noted that the Councils needed to speed up the assessment of cases and move tenants into either temporary or alternative accommodation.

The Committee were advised that para 5.3 should be amended to read:- *'appraisals will be approved for WBC by the Leader in consultation with the Executive Member for Customer Services and for ADC by the Executive Member for Resources in consultation with the Executive Member for Customer Services'*.

**Decision,**

The Joint Strategic Committee:

- (i) approved the recruitment of two additional staff for 12 months at a

cost to the Councils of £76,000 which was to be funded from the reduction in temporary accommodation costs and overtime payments. The reduction in time in emergency interim accommodation and overtime payments are to be assessed during this time to ensure that the posts represent value for money;

- ii) approved the market testing of the provision of emergency interim accommodation and private sector leasing schemes, via a procurement exercise within 12 months, to see whether there are other suppliers in the local area who could offer similar value accommodation to that detailed;
- iii) **recommended that Adur and Worthing Councils approve an invest-to-save capital budget for the acquisition of emergency interim or temporary accommodation funded from prudential borrowing as follows:-**
  - **Adur District Council £1.2m; and**
  - **Worthing Borough Council £1.8m**
- iv) approved exploring the formation of an independent housing company with a broad strategic remit which would also provide temporary accommodation for the Councils;
- v) note the implications and risks associated with the Welfare Report to be brought back to the Joint Strategic Committee in October 2016.

**JGC/16-17/026      Joint Independent Remuneration Panel Report on the  
Scheme of Members Allowances for Adur District Council**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 13.

The Committee received a report from the Joint Independent Remuneration Panel (JIRP) on Members allowances for Adur District Council, for the municipal year 2017/18, which recommended that Adur District Council (via the Joint Governance Committee) consider the adoption of one of two options outlined in the report.

A Member of the Committee stated that they did not agree with the proposals on the grounds that the Allowances were already at an acceptable level.

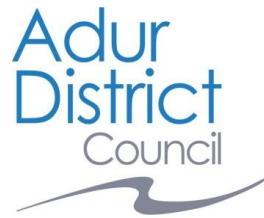
Another Member expressed their support for the proposals and acknowledged the importance of the work undertaken by JIRP.

The Committee thanked Officers and Independent Members of the Joint Independent Remuneration Panel for their report.

**Resolved,**

The Joint Governance Committee considered the report and recommendations of the Joint Independent Remuneration Panel and recommended that Adur District Council adopt Option 2 as the level of Members' Allowances payable for the municipal year 2017/18.





**Council**  
**24 October 2016**  
**Agenda Item 7C**

**(will be circulated when Joint Strategic Committee draft minutes published)**





**(will be published when the Joint Governance Sub-Committee draft minutes are published)**



## **Report of the Leader on Decisions taken by the Executive, 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**

REG/006/16-17 Submission of the Adur Local Plan

#### **Executive Member for Resources**

RES/001/16-16 Write Offs

RES/004/16-16 Rate Relief Applications

RES/005/16-17 Write Offs

RES/007/16-17 Efficiency of Service

RES/008/16-17 Proposed Voluntary Redundancies

JAW/002/16-17 The replacement of the Financial Management System

#### **Executive Member for Customer Services**

-

#### **Executive Member for the Environment**

JAW/003/16-17 Introduction of a Voluntary Code of Practice for Professional Dog Walkers

#### **Executive Member for Health and Wellbeing**

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### **B. Decisions Taken by the Joint Strategic Committee on 13 September 2016**

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

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

**JSC/036/16-17      1st Revenue Budget Monitoring 2016/17 (Q1)**

**Decision:**

The Joint Strategic Committee noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves.

**JSC/039/16-17      Response to Business Rate Retention Consultation**

**Decision,**

The Joint Strategic Committee considered and approved the proposed consultation responses outlined in appendixes 1 and 2.

**JSC/040/16-17      The Importance of the Collection of Council Tax and Business Rates**

**Decision,**

The Joint Strategic Committee noted the contents of the report.

**JSC/041/16-17      Council Tax Support - Impact of the 2015/16 Scheme and Public Consultation in Respect of the 2017-18 Scheme**

**Decision,**

The Joint Strategic Committee:-

- (i) noted the content of the report;
- (ii) agreed that determination of the questions to form the basis of a public consultation, to be conducted in respect of the schemes of Adur District Council and Worthing Borough Council for 2017/18, be delegated to the Head of Revenues and Benefits in consultation with the relevant Executive Member for Resources.

**C.      Decisions Taken by the Joint Strategic Committee on 11 October 2016**

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

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

(to follow)

## **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:

Officer decision (DforD&R/004/1617) Tender for the Riverside Car Park

Officer decision ((DforDR/005/1617) Tender for installation of Gas Central Heating (Sompting)

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](http://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 2016/17**

### **REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES**

#### **1.0 SUMMARY**

- 1.1 This report seeks approval of the Pay Policy Statement 2016/17 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.

- 3.3. 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.

	<b>Chief Executive</b>	<b>Directors</b>	<b>EHoS</b>
Pre Partnership	2	4	17
1 <sup>st</sup> 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
April 2016	1	4	0

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

<b>Post</b>	<b>Adur</b>	<b>Worthing</b>
Chief Executive	50%	50%
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 2016/17 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:**

Paul Brewer  
Director for Digital and Resources  
Worthing Town Hall  
Direct Dialling No: 221302  
Email: paul.brewer@adur-worthing.gov.uk

## **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 complements the Council's 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 Council's 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 2016-17

### 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 2016-17, 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; 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 6 (£14,514.00) 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 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 (Appendix 1) to the Single Pay Structure (Appendix 2). Under the Single Pay Structure, Adur District Council determined a local pay

framework and the overall number of grades is 13 with 67 spinal column points within the grade ranges 1 (lowest) to 13 (highest).

As part of the job evaluation process, each employee who is not a Chief Officer will be placed on one of the 13 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 salary of the Chief Executive is £115,000 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 6 (£14,514.00) - Spinal Column Point 11 (£15,507.00).

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

Apprentice:	£3.30 per hour
Under 18	£3.87 per hour
18 – 20	£5.30 per hour
21 and over	£7.20 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 candidate's' 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 £22,212.00. The pay ratio between the median average and the salary of the Chief Executive is 1:5.18.

### **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.

## ADUR PAY SPINE FROM 1ST JANUARY 2015

Scale	Spinal Column Point	Basic Pay	Total
		£	£
<b>1</b>	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
<b>2</b>	11	15,207	18,731
	12	15,523	19,139
	13	15,941	19,678
<b>3</b>	14	16,231	20,053
	15	16,572	20,493
	16	16,969	21,005
	17	17,372	21,526
<b>4</b>	18	17,714	21,968
	19	18,376	22,822
	20	19,048	23,690
	21	19,742	24,586
<b>5</b>	22	20,253	25,245
	23	20,849	26,015
	24	21,530	26,894
	25	22,212	27,775
<b>6</b>	26	22,937	28,710
	27	23,698	29,693
	28	24,472	30,692



## ADUR PAY SPINE FROM 1ST JANUARY 2015

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

## APPENDIX 2

**ADUR DISTRICT COUNCIL - JOINT PAY SCALES FROM 1ST APRIL 2016**

Single pay spine 2016-17		from 01/04/2016		
GRADE	SCP	ANNUAL	MONTHLY	HOURLY
		01/04/2016	AMOUNT	RATE
1	6	14514	1209.50	7.5230
	7	14615	1217.92	7.5753
	8	14771	1230.92	7.6562
	9	14975	1247.92	7.7619
	10	15238	1269.83	7.8983
2	11	15507	1292.25	8.0377
	12	15823	1318.58	8.2015
	13	16191	1349.25	8.3922
	14	16481	1373.42	8.5425
	15	16772	1397.67	8.6934
	16	17169	1430.75	8.8991
	17	17547	1462.25	9.0951
3	18	17891	1490.92	9.2734
	19	18560	1546.67	9.6201
	20	19238	1603.17	9.9716
4	21	19939	1661.58	10.3349
	22	20456	1704.67	10.6029
	23	21057	1754.75	10.9144
	24	21745	1812.08	11.2710
5	25	22434	1869.50	11.6281
	26	23166	1930.50	12.0076
	27	23935	1994.58	12.4061
	28	24717	2059.75	12.8115
	29	25694	2141.17	13.3179
	30	26556	2213.00	13.7647
6	31	27394	2282.83	14.1990
	32	28203	2350.25	14.6184
	33	29033	2419.42	15.0486
	34	29854	2487.83	15.4741
	35	30480	2540.00	15.7986
	36	31288	2607.33	16.2174
	37	32164	2680.33	16.6715
7	38	33106	2758.83	17.1597
	39	34196	2849.67	17.7247
	40	35093	2924.42	18.1896
	41	36019	3001.58	18.6696
8	42	36937	3078.08	19.1454
	43	37858	3154.83	19.6228
	44	38789	3232.42	20.1054
	45	39660	3305.00	20.5568
	46	40619	3384.92	21.0539
9	47	41841	3486.75	21.6873
	48	42838	3569.83	22.2041
	49	43841	3653.42	22.7240
	50	44799	3733.25	23.2205
10	51	45753	3812.75	23.7150
	52	46706	3892.17	24.2090
	53	47874	3989.50	24.8144
	54	49071	4089.25	25.4348
	55	50297	4191.42	26.0703
11	56	53095	4424.58	27.5205
	57	55190	4599.17	28.6064
	58	58502	4875.17	30.3231
	59	60997	5083.08	31.6164
12	60	62620	5218.33	32.4576
	61	64436	5369.67	33.3989
	62	66304	5525.33	34.3671
	63	68228	5685.67	35.3644
13	64	68680	5723.33	35.5987
	65	70672	5889.33	36.6312
	66	72721	6060.08	37.6932
	67	74830	6235.83	38.7864

**Motion on Notice -**

'This council resolves to enter discussions with Southern Railway with a view to developing a scheme to add the Brighton-Chichester Railway line to the concessionary travel pass held by elderly and disabled Adur citizens'.

Proposed by Councillor Les Alden

Seconded by Councillor Sami Zeglam

Relevant Council Policies:

Local Government Act 1972

Background papers:



