



ADUR DISTRICT
C O U N C I L

20 July 2017

**Council Meeting
20 July 2017**

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

**7:00pm
Agenda**

12 July 2017

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

Part A

- 1. Apologies for absence**
- 2. Mash Barn Ward - Resignation by David Lambourne**

Council is invited to note the resignation on 5 July 2017 of David Lambourne from the office of councillor of the District of Adur.

- 3. 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 an interest becomes apparent during the meeting.

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

- 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 **Tuesday 18 July at 12 noon.**

Director for Communities:
Mary D'Arcy 01903 221300
Adur & Worthing Councils,
Town Hall, Chapel Road,
Worthing, West Sussex, BN11 1HA

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

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

5. Confirmation of Minutes

To approve the minutes of the Annual Meeting of the Council Thursday 18 May 2017, 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/>

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

7. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

8. 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 8A. Recommendations under 8B will be circulated once the recommendations from the Joint Strategic meeting on 11 July have been published. Full reports are available on the website as listed below:

Executive/Committee	Date	Item
A	Joint Governance	27 June 2017
		Proposed revision to Contract Standing Orders https://www.adur-worthing.gov.uk/media/media.144818.en.pdf
B	Joint Strategic	11 July 2017
		(i) Revenue Outturn Report https://www.adur-worthing.gov.uk/media/media.145065.en.pdf
		(ii) Capital and Projects Outturn for 2016/17 https://www.adur-worthing.gov.uk/media/media.145066.en.pdf
		(iii) Towards a sustainable future - Budget Strategy for the 2018/19 Budget https://www.adur-worthing.gov.uk/media/media.145067.en.pdf
		(iv) Investing in Service Delivery - Capital Strategy 2018/21 https://www.adur-worthing.gov.uk/media/media.145068.en.pdf

(v) Building the Councils' Investment Portfolios: An update and future direction for Strategic Investment Fund

https://www.adur-worthing.gov.uk/media/media_145069.en.pdf

(vi) Developing New Affordable homes for Adur Residents - Additional contribution to Worthing Homes

https://www.adur-worthing.gov.uk/media/media_145070.en.pdf

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

To receive a report from the Leader as item 9. 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 July 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 12.

(Note: Papers relating to items under 8 and 9 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/))

10. Decision making by Adur District Council 2017/18

To consider a report by the Director for Communities as item 10

11. Annual Pay Statement

To consider a report by the Director for Digital and Resources as item 11.

12. 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 18 July at 12 noon**. Questions to be submitted to 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

Part B - Not for Publication – Exempt Information Reports

None.



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

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

Extract from the meeting of the Joint Governance Committee

<https://www.adur-worthing.gov.uk/media/media.144818.en.pdf>

JGC/013/17-18 Proposed Revisions to Contract Standing Orders

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

The report proposed some further amendments to the Joint Contract Standing Orders to reflect the new procurement strategy recently agreed at Joint Strategic Committee, provide some clarification on the requirements to advertise on the National Contracts Finder, and some guidance regarding the standstill period.

The Committee were also asked to note revised definitions for Key and Exempt Decisions, as circulated in advance of the meeting, which replaced general consideration 3, from page 6 of the Contract Standing Orders.

Resolved,

That the Joint Governance Committee considered the proposed amendments and recommended to Adur and Worthing Councils that the amended Contract Standing Orders, be approved

Extract from the meeting of the Joint Strategic Committee

(i) Revenue Outturn Report

<https://www.adur-worthing.gov.uk/media/media.145065.en.pdf>

Extract from the meeting of the Joint Strategic Committee

(ii) Capital and Projects Outturn for 2016/17

<https://www.adur-worthing.gov.uk/media/media.145066.en.pdf>

Extract from the meeting of the Joint Strategic Committee

(iii) Towards a sustainable future - Budget Strategy for the 2018/19 Budget
<https://www.adur-worthing.gov.uk/media/media.145067.en.pdf>

Extract from the meeting of the Joint Strategic Committee

(iv) Investing in Service Delivery - Capital Strategy 2018/21
<https://www.adur-worthing.gov.uk/media/media.145068.en.pdf>

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(v) Building the Councils' Investment Portfolios: An update and future direction for Strategic Investment Fund

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Extract from the meeting of the Joint Strategic Committee

(vi) Developing New Affordable homes for Adur Residents - Additional contribution to Worthing Homes

<https://www.adur-worthing.gov.uk/media/media.145070.en.pdf>



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.

www.adur-worthing.gov.uk/committee/agendas-minutes.htm

Leader

HAW/LDR/017/16-17(2) Adur Competitive Community Grants Budget 2016/17 Round 2 (CHAT)

Executive Member for Regeneration

-

Executive Member for Resources

RES/023/16-17 Write Offs

RES/025/16-17 Irrecoverable Debts

RES/026/16-17 Write Offs

JAW/008/16-17 Applications for VRs

JAW/001/17-18 Applications for VR - Development Management, Planning and Development

JAW/003/17-18 Application for Compulsory Redundancy

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 06 June 2017

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/007/17-18 Achieving value through a responsible procurement strategy

Decision,

That the Joint Strategic Committee

- approved the Sustainable Procurement Strategy set out in appendix A to the report;
- approved the direction of travel in developing a strategic procurement function and delivery of initiatives outlined in the report;
- requested that quarterly reports be provided to both Executive Members of Resources and a progress report be provided to the Committee in 12 months time.

JSC/008/17-18 Staying secure in a digital world

Decision:

The Joint Strategic Committee noted the contents of the report.

JSC/009/17-18 Scrutiny Major Projects Working Group Report

Decision,

The Joint Strategic Committee

- thanked the Working Group for their report and requested that Officers ensure that an appropriate, validated toolkit was used for managing projects moving forwards;
- requested that a report be brought back to the Committee in December 2017, providing an update on projects undertaken in partnership with West Sussex County Council, outlining the methods of project management applied along with the lessons learned from any completed projects.

C. Decisions Taken by the Joint Strategic Committee on 11 July 2017

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

Decisions from this meeting were not available at the time this document went to print.

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:

JAW/004/17-18 Developing New Affordable Homes for Adur Residents
DforD&R-003-17-18 Renewal of Electricity and Gas Supply Contracts to Council sites
DforC/004/17-18 Adur Homes - Replacement Fire Doors

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.



Decision making by Adur District Council - 2017-18

Report by the Director for Communities

1.0 Summary

- 1.1 To note the resignation of Councillor Ken Bishop from the UKIP group on the Council and the effect of this resignation on the political balance on the Council.
- 1.2 To appoint various Councillors to the vacant seats on Committees arising from this resignation, as indicated by the respective Group Leaders.
- 1.3 The recent resignation from the office of Councillor by David Lambourne may result in a by-election which could require that the Council re-calculates the political balance at a future Council meeting.

2.0 Background

- 2.1 At the Annual Meeting of Council in May, Council determined a number of matters related to decision making by the Council until May 2018. This report is referenced here: <https://www.adur-worthing.gov.uk/media/media.144392.en.pdf>
- 2.2 Councillor Bishop resigned from UKIP on 27 May 2017. Councillor Bishop was appointed to the UKIP seats on the Planning and Joint Governance Committees.
- 2.3 David Lambourne resigned his office on 5 July 2017.
- 2.3 Decision making is governed by the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to Executive arrangements.

2.4 The new calculation of the political balance of the Authority is

Number of seats on Council:		Proportion of seats
16	Conservative	55.17%
2	SBRA / Independent	6.90%
6	UKIP	20.69%
3	Labour	10.34%
1	Independent	3.45%
1	Vacant	3.45%

3.0 Proposals

- 3.1 Council to note the revised political balance on the Council, as 2.4 above.
- 3.2 The effect of the revised political balance is the loss of 1 UKIP seat on a 10 seat committee (Licensing Committee) which on a percentage basis is allocated to the Labour Group.
- 3.3 Having resigned from the UKIP group and not joining another Group Cllr Bishop is not entitled to any seats on committees.
- 3.4 The UKIP Group need to give notice of the replacement group members to the Planning Committee and the Joint Governance Committee.
- 3.5 The Labour Group need to give notice of the member to the seat on the Licensing Committee. The Labour Group may wish to revisit its current representation on Committees to facilitate the take up of the Licensing seat. The Labour member, and any substitute member, will need to have licensing training before attending and determining matters.
- 3.6 A by-election in the Mash Barn Ward could alter the political balance and a further re-calculation of seats.

4.0 Legal

- 4.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business
- 4.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 4.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.

4.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Cabinet and Committees in Councils that have adopted Executive arrangements.

5.0 Financial implications

5.1 There are no direct financial implications arising from this report.

6.0 Recommendation

6.1 That the Council notes the resignation of Councillor Bishop from the UKIP Group and the resulting changes to the Political Balance on the Council as detailed at 2.4 in the report

6.2 That Council approves the following committee changes by the UKIP Group:

Councillor Paul Graysmark becomes a member of the Planning Committee
Councillor Geoff Patmore becomes a member of the Joint Governance Committee

6.3 That Council approves the following committee change by the Labour Group:

Councillor Les Alden becomes a member of the Licensing Committee

6.4 That the Council notes that the result of a by-election in the Mash Barn Ward may require that the political balance is recalculated at a future meeting of the Council.

Local Government Act 1972

Background Papers:

Local Government Act 1972

Local Government and Housing Act 1989

Local Government Act 2000

Local government and Public Involvement in Health Act 2007

Knowles on Local Authority Meetings – A manual of Law and Practice

Adur District Constitution adopted in October 2014

Email from Councillor Bishop dated 27 May 2017

Email exchange with Councillor Patmore 8 and 9 June

Email exchange with Councillor Alden 9, 12 and 20 June

Resignation email from David Lambourne 5 July

Contact Officer:

Julia Smith

Democratic Services Manager

Town Hall, Worthing

01903 221150

Julia.smith@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 Platform 5 Leadership of our places

2.0 Specific Action Plans

2.1 (A) Matter considered and no issues identified
(B) Matter considered and no issues identified

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Committees must take proper account of the Council's duties to promote compliance with the convention rights scheduled in the Human Rights Act 1988, to reduce crime and disorder and to promote equalities

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 Matter considered and no issues identified

8.0 Consultations

8.1 Group Leaders advised of the revised political balance and the effect on seats on committees.

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 Committee structure of Adur District Council contains a number of Joint Committees with Worthing, Horsham and Mid-Sussex Councils

PAY POLICY STATEMENT 2017/18

REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES

1.0 SUMMARY

- 1.1 This report seeks approval of the Pay Policy Statement 2017/18 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 Appendix 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.

	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
April 2016	1	4	0
April 2017	1	4	0

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

Post	Adur	Worthing
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 2017/18 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 2017-18

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 2017-18, 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 as at 1st April 2017 is spinal column point 6 (£15,014.00) 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

The Council has adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. All posts have been subject to the evaluation process which ensures that the grade for each role is determined on a consistent basis. 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 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 as at 1st April 2017 is £117,311 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 (£15,014.00 as at 1st April 2017) - Spinal Column Point 11 (£15,807.00 as at 1st April 2017).

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

Apprentice:	£3.50 per hour
Under 18	£4.05 per hour
18 – 20	£5.60 per hour
21 - 24	£7.05 per hour
25 and over	£7.50 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 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 £22,658.00. 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.

PAY SPINE FROM 1ST APRIL 2017

Grade	Spinal Column Point	Basic Pay
		£
1	6	15,014
	7	15,115
	8	15,246
	9	15,375
	10	15,613
	11	15,807
2	12	16,123
	13	16,491
	14	16,781
	15	17,072
	16	17,419
	17	17,772
3	18	18,070
	19	18,746
	20	19,430
	21	20,138
4	22	20,661
	23	21,268
	24	21,962
	25	22,658
5	26	23,398
	27	24,174
	28	24,964
	29	25,951
	30	26,822
	31	27,668
6	32	28,485
	33	29,323
	34	30,153
	35	30,785
	36	31,601
	37	32,486
7	38	33,437
	39	34,538
	40	35,444
	41	36,379
8	42	37,306
	43	38,237
	44	39,177
	45	40,057
	46	41,025
9	47	42,259
	48	43,266
	49	44,279
	50	45,247

Grade	Spinal Column Point	Basic Pay
		£
10	51	46,211
	52	47,173
	53	48,353
	54	49,562
	55	50,800
11	56	53,626
	57	55,742
	58	59,087
	59	61,607
12	60	63,246
	61	65,080
	62	66,967
	63	68,910
13	64	69,367
	65	71,379
	66	73,448
	67	75,578

