



ADUR DISTRICT  
**C O U N C I L**

**22 February 2018**



**Council Meeting  
22 February 2018**

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

**7:00pm**

**Agenda**

12 February 2018

**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. 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 20 February 2018 at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

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

#### 4. Confirmation of Minutes

To approve the minutes of the Meeting of the Council on Thursday 14 December 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/>

#### 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.

Full reports are available on the website as listed below:

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A	Joint Strategic	1 February 2018	Joint Treasury Management Strategy Statement and Annual Investment Strategy 208/19 to 2020/21  <a href="https://www.adur-worthing.gov.uk/media/media.147643.en.pdf">https://www.adur-worthing.gov.uk/media/media.147643.en.pdf</a>
B	Executive	6 February 2018	Overall budget estimates and setting the Council Tax 2018/19  <a href="https://www.adur-worthing.gov.uk/media/media.147719.en.pdf">https://www.adur-worthing.gov.uk/media/media.147719.en.pdf</a>  (See item 12 below)

#### 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. 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 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. Pay Policy Statement**

To receive a report from the Director for Digital and Resources, attached as item 9.

**10. Schedule of Meetings 2018/19**

To approve the Schedule of Council meetings for 2018/19 presented by the Director for Communities, as Proper Officer, attached as item 10.

**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 February 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 cannot be asked on the following

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

**12. Council Tax 2018/19**

To consider and set the Council Tax for 2018/19

A separate budget pack produced by the Director for Digital and Resources is circulated as item 12, the recommendation from the Executive is detailed at item 7B is considered as part of this item.

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

For Legal Services enquiries relating to this meeting please contact:

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**Extract from Joint Strategic Committee - 1 February 2018**

**JSC/076/17-18      Joint Treasury Management Strategy Statement and Annual  
Investment Strategy 2018/19 to 2020/21, Adur District Council and  
Worthing Borough Council**

**Purpose**

The report asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2018/19 to 2020/21 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

**Summary of Discussion**

The Committee was advised that at the Joint Governance Committee meeting held on the 30 January 2018, Members identified that the Treasury Management Strategy Statement should cover the Councils capital investment in property as well as financial investments.

Members noted that the new CIPFA and Treasury Codes were intended to ensure that Councils had a clear understanding of the financial implications of capital spending plans, borrowing and the risks involved. The codes reinforced effective financial planning, option appraisal, strong governance and risk management all supporting good decision making. As a result, a more detailed Capital Strategy would be required, the contents of which were set out in Appendix C. Moving forwards, treasury reports would contain more information about non treasury investment, such as the purchase of property.

To assist with understanding these changes, training for Members had been arranged with the Councils treasury advisers on 19 June 2018.

**Resolution from Committee**

**The Joint Strategic Committee:-**

- (i) approved and adopted the Treasury Management Strategy Statement and Annual Investment Strategy for 2018/19 to 2020/21, incorporating the Prudential Indicators and Limits, and Minimum Revenue Provision (MRP) Statements;

- (ii) **recommended the Prudential Indicators and Limits, and MRP Statements for approval by Worthing Borough Council at its meeting on 20 February 2018, and by Adur District Council at its meeting on 22 February 2018.**

[JSC Report - Item 6 - 1 February 2018](#)



## **Extract from Executive - 6 February 2018**

### **Purpose**

The report detailed the Overall budget estimates required for 2018/19 and the recommendation to Council for the setting of the 2018/19 Council Tax.

### **Summary of Discussion**

The Executive had before it a report from the Director for Digital and Resources, attached to these minutes as item 6.

The report was the final report of the year in the annual budgeting exercise requesting members to consider:

The final revenue estimates for 2018/19 including any adjustments arising from settlement;

An updated outline 5-year forecast; and

The provisional level of Council Tax for 2018/19, prior to its submission to the Council for approval on the 22nd February 2018, subject to any proposals to change the draft revenue budget at the meeting

The report outlined the medium term financial challenge through to 2022/23, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. The budget strategy initiated 2 years ago was having a significant effect on how the Council would be funded in the future with increasing income generated from commercial income and rents.

The budgets reflected the decisions taken by Members to date in relation to agreed savings proposals and any committed growth. The report also updated members about the impact of the draft 2018/19 settlement.

The major points raised within the report included:

A full update on the impact of settlement; the Council should prepare itself for a continuation of the reduction in Government resources for another 2-5 years (see section 4.2 of the report) ;

The Executive would need to consider whether to increase Council Tax by maximum level possible 3% or by a lower amount (paragraph 5.10 of the report) ; and, finally

The Executive needed to consider the proposals to invest in services outlined in Appendix 2

The budget was analysed by Executive Member portfolio. In addition, the draft estimates for 2018/19 had been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner consulted on an increase to the Council Tax for 2018/19 of £5.00 or 3.25%. Following the greater flexibility on Council Tax levels announced as part of settlement, the final increase recommended to the Sussex Police and Crime Panel (PCP) was £12.00 which is equivalent to a 7.8% increase. The proposed 2018/19 budget was approved by the PCP on 19th January 2018.

The Chancellor's Autumn Budget in November 2017 contained very little new news on Local Government.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 3% which is in addition to the 3% Council Tax increase allowed specifically to support adult social care services. Therefore a maximum Council Tax increase of 6% for Councils with social care responsibilities is allowed.

The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 16th February 2018. The formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 22nd February 2018.

The following appendices had been been circulated as attachments to the report : **Appendix 1** 5 year forecast for Adur District Council, **Appendix 2** Proposals for investment in services, **Appendix 3** Estimated Reserves, **Appendix 4** Council Tax base for 2018/19, **Appendix 5** Summary of Executive Member Portfolio budgets for 2018/19 and **Appendix 6** Glossary of terms used.

The Director for Digital and Resources spoke of the challenges in local government highlighting the successes and considerable progress made by the Council in delivering the aims of Platforms for Our Places. Highlighting the continuing pressures of homelessness addressed through the housing strategy and the successes in leading the gigabit and digital transformation programmes.

Page 30 of the report forecast the change in income over the next few years with the reduction in the RSG and how the Council was meeting the challenge by a combination of increasing fees and charges and rental income - there was uncertainty around business rates; plenty of challenges but achievable.

The Head of Finance announced that the Final Settlement had been published that day however it contained few changes and was very similar to the provisional announcement. An additional £150M had been made available for social care and some additional allocations to Councils with responsibility for rural services. She also warned Members about the uncertainty around the Business Rates retention scheme and the Fairer Funding

Review which is the subject of a current government consultation. A report will be presented to the Joint Strategic Committee on the proposed consultation response in March.

The Deputy Leader spoke on the report commenting on the efforts by officers to resolve the funding shortfall, he commented on the growth items that were needed to ensure services in the future. As Executive Member for Resources he proposed a 2.96% increase in Council tax which was seconded by Councillor Simmons.

The Head of Finance mentioned that there was an amendment to the recommendations, detailed in paragraph 12.3 (c) Special Expenses, the following needed to be included in the recommendation to Council as (iv):

**‘recommend** to Council the special expenses of £18.18 per Band D equivalent charged in all areas of the District except Lancing;’

### **Decision the Executive**

(i) Approved the investment in services detailed at Appendix 2;

(ii) Agreed to **recommend** to Council the draft budgets for 2018/19 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £8,570,810 subject to the amendments in (i) and the level of Council Tax agreed,

(iii) Agreed to **recommend** to Council an increase of 2.96% making Band D for Adur District Council’s requirements in 2018/19 as set out in paragraph 5.10 an average of £ 290.79 per annum.

(iv) Agreed to **recommend** to Council the special expenses of £18.54 per Band D equivalent dwelling is to be charged in all areas of the District except Lancing;

### **Reason for Decision**

Statutory requirement to set a budget

### **Alternative options considered**

As detailed in the report.

Report link: <https://www.adur-worthing.gov.uk/media/media.147719.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](http://www.adur-worthing.gov.uk/committee/agendas-minutes.htm)

#### **Leader**

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#### **Executive Member for Regeneration**

JAW/010/17-18 Worthing Community Infrastructure Levy - Instalment Policy

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

JAW/012/17-18 Adur Civic Centre Phase 1: Office Development -  
Construction Contract

JAW/013/17-18 Application for Compulsory Redundancy

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

JAW/014/17-18 Supporting the delivery of Affordable Homes in Worthing -  
35 Parkfield Road

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

JAW/008/17-18 Self-Management of Halewick Lane Allotments

JAW/011/17-18 60 Brighton Road, Shoreham - Car Parking Review

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

JAW/009/17-18 Food Service Delivery Plan for 2017-18

## **B. Decisions Taken by the Joint Strategic Committee on 9 January 2018**

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/068/17-18 Delivering Platforms for our Places: Progress Report June - December 2017**

Before the Committee was a report by the Chief Executive, 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.

Before the Committee was the second, 6 monthly, report on the Councils' Implementation of *Platforms for our Places*, which (along with the Progress Report at Attachment A) outlined the progress made and challenges experienced during the period June - December 2017.

Members noted that there continued to be real progress on many of the 135 commitments made by the Councils with 14 now being completed, many in progress and only one identified as 'red' (having significant difficulties in implementation).

An overview of the Councils progress was provided in paragraph 4.2 of the report, identifying the significant progress made on prominent commitments in each of the five platforms.

The Director for the Economy updated Members in relation to Stagecoach. The Committee noted that Stagecoach had appointed agents who were working with the Council on the viability of the existing site i.e. the Bus Station and on the alternative site, Decoy Farm. Officers were looking at Decoy Farm in much more detail, to determine how quickly a site could be brought together which was capable of delivering Stagecoach's needs. The Committee were advised that additional capacity may be required in order to provide the project management focus which had been given to other major schemes.

Adur Members acknowledged the outstanding work conducted by Officers in order to get the Adur District Council Local Plan approved at Full Council on the 14 December 2017.

The issue of empty homes in the District of Adur was raised by a Member who requested a greater focus on identification and bringing them back into use. It was noted that the Councils had had significant success in bringing empty homes back into use and Officers were requested to share the number of Adur Homes brought back into use with the Committee.

A Member sought clarification of the timeline for delivering the Public Health Strategy (PHS) and challenged the level of progress made in regards to the Temporary Accommodation Strategy. Offices advised that the PHS was being drafted and would be completed in the Spring. There were challenges in relation to Temporary Accommodation, however, the Councils had identified up to 60 units of Temporary and Emergency Accommodation over the last few months. If leases were signed in the next couple of months, those units would be coming online very quickly. It was noted that the Councils had also acquired 7 properties that had up to 19 bedrooms to provide longer term, temporary accommodation for families. A number of other properties were in the pipeline and Officers were speaking to partners across West Sussex to see how they could work more collectively.

### **Decision,**

The Joint Strategic Committee

- noted the progress made and challenges experienced during the implementation of *Platforms for our Places* over the period June - December 2017;
- requested a further report in July 2018 outlining the progress for the period January - June 2018;
- requested that the report in July 2018 include a review of the commitments identified in *Platforms for our Places* and that in the light of completion of a number of these commitments, appropriate additional commitments are added in consultation with relevant Executive Members against each of the Platforms;
- agreed to refer this report to Joint Overview and Scrutiny Committee for its consideration.

### **JSC/069/17-18      Response to the JOSC Youth Engagement Report**

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 6.

The report sought to address the issues / recommendations and any financial / legal considerations for each recommendation contained in the Youth Engagement Scrutiny Report in order to assist the Executive in providing a formal response to the Joint Overview and Scrutiny Committee.

Members welcomed the report and acknowledged the importance of engaging with all young people as they were the Councils customers of the future.

### **Decision:**

The Joint Strategic Committee agreed:-

- 2.1 In relation to JOSC Recommendation One** - that the Councils support and encourage the Youth Councils to work with Community Works, with a view to enabling funding for their Support Worker to continue after the current one year funding ends;
- 2.2. In relation to JOSC Recommendation Two** - that the Councils review their web pages and social media interaction with young people;
- 2.3 In relation to JOSC Recommendation Three** - that there should be Young People Member Champions;
- 2.4 In relation to JOSC Recommendation Four** - that the Councils work with the Youth Councils and Young People Member Champions, to identify key policies that are being reviewed that the Youth Councils will be consulted on;
- 2.5 In relation to JOSC Recommendation Five** - that Council Officers work with the Youth Council and others to review their priorities and assess whether these are viable.

#### **JSC/070/17-18 Adur Infrastructure Contributions - the Way Forward**

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 7.

The report discussed the current system for obtaining infrastructure contributions in the Adur Local Plan area (Adur District, minus the South Downs National Park); the work which had been undertaken so far on the Community Infrastructure Levy (CIL); and options for the future.

It was recommended that no further work was undertaken on CIL, but that the current approach of using solely planning obligations should be maintained until there was greater certainty as to whether the Government would proceed to an alternative to CIL as outlined in the Expert Panel Report accompanying the recent Housing White Paper.

The Committee noted that CIL would not bring any additional financial benefits from certain strategic allocations and therefore accepted that it was futile to change systems at this point.

It was proposed and seconded that the Committee approve Option 2: Not to progress CIL, but to maintain the current s106 regime until an alternative to CIL is introduced by government.



Members requested that Officers deliver a more transparent way of recording s106 monies and publish this information on the Councils website.

**Decision,**

The Joint Strategic Committee agreed the recommendation made by the Adur Planning Committee on 24 July 2017, that Option 2 of that report be taken forward, i.e. not to progress the proposed Community Infrastructure Levy (CIL) for Adur, but to maintain the current s106 regime until an alternative to CIL is introduced by the Government.

**C. Decisions Taken by the Joint Strategic Committee on 1 February 2018**

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*

None

**D. Decisions taken by the Executive on 6 February 2018**

**A EX/009/17-18 Housing Revenue Account – Budget 2018/19**

The Executive had before it a joint report from the Director for Digital and Resources and the Director for Communities, attached to these minutes as item 5.

The report set out the financial challenges for the Housing Revenue Account and asked Members to set the rent levels and services charges for 2018/19. The report also considered some of the strategic challenges facing the Housing Revenue Account over the next few years and the impact that these would have on the next 30 years. Members were reminded that the rent limitation announced in 2015/16 continues to have a profound effect on the financial viability of the Housing Revenue Account. However it was expected that this would end in 2019/20 allowing the HRA's finances to become more sustainable in the future.

Attached to the report were 3 Appendices, the proposed budget for 2018/19, 30 year financial forecast and the HRA Treasury Management Strategy.

The Head of Finance reminded the Executive of the effect of the change in 2012/13 when the Government ended the Housing Subsidy system and Council financed its independence with a £51m loan. The new system was to provide Councils with greater freedom over rent levels, however a change in central government policy in 2015/16 now means that the Secretary of State, rather than the Council, set the rent levels. The cost of that change in government policy was detailed in page 5 of the report. In 2021 the Council would regain the ability to increase rent levels however

this is to be limited to CPR +1%. A 30 year Business Plan in Appendix 2 identifies the impact of the rent levels in the future.

The Executive Member for Customer Services spoke on the rent limitations and the likely deficit by 2020/2021 of £1.9M that would have to be addressed. Officers were looking at contracts and other spending to ensure value for money. He thanked all Officers for their continuing efforts and hard work.

### **Decision the Executive**

(i) considered and approved the Housing Revenue Account (HRA) estimates for 2018/19,

(ii) Noted that the rents of Council Dwellings would decrease by 1.0% reducing the average council dwelling rent by £0.91 to £90.44 per week as detailed in paragraph 6.3

(iii) determined the level of associated rents and charges with effect from week one of 2018/19 as follows:-

(a) **Rents of Council garages** – agreed an increase of 3.0% to £9.96. (currently £9.67 per week), plus VAT for non-Council tenants) (Para. 6.6 of the report)

(c) **Service Charges** - delegated to the Head of Housing and Chief Financial Officer in consultation with the Executive Member for Customer Services, the setting of the service charges (Para. 9.2 of the report)

(iv) Approved the HRA Treasury Management Strategy contained in Appendix 3 to the report.

### **Reason for Decision**

To set the rent level for 2018/19

### **Alternative options considered**

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## **E. 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](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 2018/19**

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

#### **1.0 SUMMARY**

- 1.1 This report seeks approval of the Pay Policy Statement 2018/19 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	Heads of Service
Pre Partnership	2	4	17	0
1 <sup>st</sup> April 2008	1	3	10	0
June 2009	1	2	10	0
March 2010	1	2	9	0
May 2011	1	2	8	0
August 2011	1	2	7	0
April 2014 (revised structure)	1	4	0	13
April 2018 (latest structure)	1	3	0	12

- 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 2018/19 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.

Minutes of the respective Council meetings in February 2012 – Worthing Borough Council 21 February and Adur 23 February.

### **Contact Officer:**

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Director for Digital and Resources  
Worthing Town Hall  
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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 Equalities Policy.

### **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 2018-19

### 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 2018-19, 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 3; 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:

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

The pay awarded to Chief Officers is based on a spot salary with no grade range or incremental progression. Salary is subject to the same percentage pay award agreed as part of the National Local Government pay bargaining process. The spot salary for Chief Officers was based on market testing undertaken by an Independent Consultant and was implemented on 1st April 2008. The salary of the Chief Executive as at 1st April 2017 is £117,311 full time equivalent, 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 from 1st April 2018:

Apprentice:	£3.70 per hour
Under 18	£4.20 per hour
18 – 20	£5.90 per hour
21 - 24	£7.38 per hour
25 and over	£7.83 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 £24,174. The pay ratio between the median average and the salary of the Chief Executive is 1.4853.

#### **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
27		24,174
28		24,964
29		25,951
30		26,822
31		27,668
6		32
	33	29,323
	34	30,153
	35	30,785
	36	31,601
	37	32,486
	7	38
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

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
May 2018		1	2	3 E	4	7 B/H	8	9	10	11	14	15	16	17 C(A)	18 C(A)	21	22	23	24	25	28 B/H	29	30 PC	31 JGC	
June					1	4 PC	5 *JSC	6	7	8	11 LC	12	13	14	15	18	19	20	21 JOSC	22	25 LCC	26	27 PC	28	29
July	2	3	4	5	6	9 PC	10 *JSC	11	12	13	16	17 C	18	19 C	20	23	24	25 PC	26 JOSC	27	30	31 JGC			
Aug			1	2	3	6 PC	7	8	9	10	13	14	15	16	17	20	21	22 PC	23	24	27 B/H	28	29	30	31
Sept	3	4	5	6	7	10 PC	11 *JSC	12	13	14	17	18	19 PC	20 JOSC	21	24 LC	25 JGC	26	27	28					
Oct	1	2	3	4	5	8 PC	9 *JSC	10	11	12	15	16	17 PC	18 JOSC	19	22 LCC	23	24	25	26	29	30 C	31		
Nov				1 C	2	5 PC	6 JSC	7	8	9	12	13	14	15	16	19	20	21 PC	22	23	26	27 *JGC	28	29 *JOSC	30
Dec	3 PC	4 JSC	5	6	7	10 LC	11 C	12	13 C	14	17	18	19 PC	20	21	24	25 B/H	26 B/H	27	28	31				
Jan 2019		1 B/H	2	3	4	7 PC	8 JSC	9	10	11	14 LCC	15	16	17	18	21	22 *JGC	23 PC	24 *JOSC	25	28	29	30	31 JSC	
Feb					1	4 Exec	5 Exec	6	7	8	11 PC	12	13	14	15 WS	18	19	20	21	22	25	26 C(TS)	27 PC	28 C(TS)	
March					1	4 LC	5 JSC	6	7	8	11 PC	12	13	14	15	18	19	20	21 *JOSC	22	25	26 *JGC	27 PC	28	29
April	1	2 JSC	3	4	5	8 PC	9	10	11	12	15 LCC	16	17	18	19 B/H	22 B/H	23 C	24 PC	25 C	26	29	30			
May			1	2 E	3	6 B/H	7	8	9	10	13	14	15	16 C(A)	17 C(A)	20	21	22	23	24	27 B/H	28	29	30	31

Adur District Council Meetings (7.00pm)		Worthing Borough Council Meetings (6.30pm)		Joint Meetings (6.30pm)	
<b>C</b>	Council (A = Annual, TS = Tax Setting)	<b>C</b>	Council (A = Annual, TS = Tax Setting)	Adur District and Worthing Borough Councils:	
<b>Exec</b>	Executive	<b>Exec</b>	Executive	<b>JOSC</b>	Joint Overview and Scrutiny Committee
<b>PC</b>	Planning Committee	<b>PC</b>	Planning Committee	<b>JSC</b>	Joint Strategic Committee
<b>LC</b>	Licensing Committee	<b>LCC</b>	Licensing Control Committee	<b>JGC</b>	Joint Governance Committee
				<b>CJC</b>	CenSus Joint Committee
				<b>JSfC</b>	Joint Staff Committee
				<b>JSSC</b>	Joint Senior Staff Committee
<b>PCCP</b>	Police Crime & Commissioner Panel (tbc)	<b>E</b>	Elections - Polling Day		
<b>WS</b>	West Sussex Tax Setting Meeting	<b>B/H</b>	Bank Holiday		

\* = Joint Meetings Held at Worthing Borough Council  
**CJC** - Meetings to be at Mid Sussex District Council





