



WORTHING BOROUGH  
COUNCIL

**20 February 2018**



**Council Meeting  
20 February 2018**

Council Chamber  
Town Hall, Chapel Road,  
Worthing

**6.30pm**

**Agenda**

**9 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 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 Member 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 Borough, except no questions may be asked in relation to

- 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 the order of receipt. The deadline for submission of questions is **Friday 16 February 2018 at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

#### 4. Confirmation of Minutes

To approve the minutes of the Council Meeting held on Tuesday 19 December 2017, copies of which have been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/council/>

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

#### 6. Items raised under urgency provisions

To consider any items the Mayor 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	Joint Treasury Management Strategy Statement and Annual Investment Strategy 2018/19 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	5 February	Overall budget estimates and setting the Council Tax 2018/19  <a href="https://www.adur-worthing.gov.uk/media/media,147660,en.pdf">https://www.adur-worthing.gov.uk/media/media,147660,en.pdf</a>  (See item 8 below)

#### 8. 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 8, the recommendation from the Executive at item 7B is considered as part of this item.

#### 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. There will be up to 15 minutes for Executive Members to

make any statements on the report. There will be 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 7 and 9 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website <https://www.adur-worthing.gov.uk/meetings-and-decisions/>)

#### **10. Pay Policy Statement**

To receive a report from the Director for Digital and Resources, attached as item 10.

#### **11. Schedule of Meetings 2018/19**

To receive from the Proper Officer, the Director for Communities, the schedule of meetings for the Council and other meetings in the next Municipal Year. A copy of the schedule is attached as item 11.

The Council is invited to formally approve the dates for its meetings and to note the proposed meeting dates for Committees.

#### **12. Members Questions under Council Procedure Rule 12**

Members question time will last up to 30 minutes, with questions being taken in the order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is **Friday 16 February 2018 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 Mayor
- 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 in relation to the following:

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

#### **13. Motions on Notice**

##### **Motion from Councillor Cooper on Cycling**

To consider a Motion on Notice submitted by the Proper Officer on behalf of Councillor Cooper detailed at item 13.

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

None.



Director for Communities

## Recording of this meeting

The Council will be voice recording this 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:

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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 - 5 February 2018**

**W EX/004/17-18 Worthing Overall Budget Estimates 2018/19 and Setting of 2018/19 Council Tax**

**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 by the Director for Digital and Resources, attached to the signed record of these decisions as item 4.

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 20th 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 19<sup>th</sup> 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 16<sup>th</sup> February 2018. The formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 20<sup>th</sup> February 2018.

The following appendices had been been circulated as attachments to the report : **Appendix 1** 5 year forecast for Worthing Borough 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 introduced the report highlighting the momentum in the Council's ongoing agenda; there were significant challenges and uncertainties to be faced. A three year business growth plan was being developed

for commercial investments as well as investing in some services to support the challenges.

The Head of Financial Services explained that the Settlement details had been delayed but were expected by the end of the week. As soon as details were known these would be shared.

In discussing the proposed budget a question was raised on the hardship fund; had the current budget been allocated and if so the possibility of increasing the value of the fund to help as many residents as possible. The Officer responded that the fund had been well subscribed with nearly all funds committed. Any increase in the fund would need an agreement by WSCC as 75% of the fund was that Council's share. It was agreed that it was feasible to look at this but currently the amount was set at the right level.

There was a concern expressed by the Customer Services Portfolio holder that this service area was now spread across all Directors where previously it had a Director lead; it was felt that there needed to be a high level focus on services for customers and residents.

The Leader stated that customer services was paramount for residents with Platforms for Our Places and the budget setting out a programme of work embracing customers. He was optimistic that the current initiatives, Teville Gate and Union Place would be seen as supporting customers and residents to improve the Borough.

The Director for Digital and Resources explained that a piece of development work was being undertaken which would focus on customer service, the work would commence in the contact centre and face to face service points.

The Deputy Leader welcomed the balanced budget which had growth in certain areas and fully supported the Platforms for Our Places. There was no complacency about what the next 12 months would bring when considering the amount of Council Tax needed; the proposals gave scope for growth to meet demands. Homelessness was highlighted as an area under constant review.

The Executive Member for Digital and Resources also highlighted the positive investments in services, however he drew attention to known financial uncertainties, specifically around the impact of the Homelessness Reduction Act and emerging pressure around homelessness generally in the Borough. He explained that the Executive must take a proportionate and prudent approach to the risk management in the budget. He proposed that the recommendation for the Council Tax 2018/19 be an increase of 2.96 % which was an increase of 0.13p per week for the Borough. The Deputy Leader seconded the proposal.

### **Decision the Executive**

(i) Approved the proposals to invest in services outlined in 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 £13,433,340 subject to the approval of the proposals outlined above and the final agreed rate of Council Tax;**

**(iii) Agreed to recommend to Council an increase of 2.96% making Band D for Worthing Borough Council's requirements in 2018/19 as set out in paragraph 5.10 of £ 231.30 per annum.**



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

**A Decisions Taken by Individual Executive Members**

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting. Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/cabinet-member-decisions/>

**Leader**

-

**Executive Member for Regeneration**

W/REG/003/17-18 Affordable Housing and the impact of changes made to national planning guidance

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

**Executive Member for Digital and 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**

*Items related to Adur District Council are not reproduced on this agenda*

Full details can be found: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

The matters not appearing elsewhere on the 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. Officers 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.

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

*Items related to Adur District Council are not reproduced on this agenda*

Full details can be found: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

The matters not appearing elsewhere on the agenda:

**JSC/075/17-18 Revenue Budget Estimates for 2018/19**

Before the Committee was a report by the Director for Digital & 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 5.

The report was the final budget report of the year resulting from the culmination of the annual budgeting exercise and asked members to consider:

- the final revenue estimates for 2018/19 including any adjustments arising from settlement;
- an updated outline 5-year forecast.



The budgets reflected the decisions taken by Members to date in relation to agreed savings proposals and any committed growth.

Members were asked to consider the proposals to invest in services outlined in Appendix 2, these were also included in the individual Councils budget reports.

The budget was analysed by Executive Member portfolio. In addition, the draft estimates for 2018/19 had been prepared, 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 Committee noted that the respective Adur and Worthing 2018/19 Estimates and Council Tax setting reports were due to be considered by the Worthing Executive on Monday 5 February 2018 and the Adur Executive on Tuesday 6 February 2018. Both the Estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

The report included the following appendices:-

- (i) Appendix 1 - 5 year forecast for the Joint Strategic Committee
- (ii) Appendix 2 - Proposals for investment in services
- (iii) Appendix 3 - Summary of Executive Member Portfolio budgets for 2018/19

A Member sought clarification regarding 'additional capacity for the Major Projects Team' and where this would be directed. Officers advised that there would be no reduction in capacity to support projects in Adur.

It was noted that the Head of Major Projects post would be instrumental in the delivery of major projects and key infrastructure, with the majority of work being undertaken on Worthing sites. Therefore, it was proposed that the post be funded as follows:-

- Adur District Council - £3,440;
- Worthing Borough Council - £65,310.

### **Decision,**

The Joint Strategic Committee

- (a) considered and approved the proposals to invest in services outlined in Appendix 2;
- (b) agreed to the proposed 2018/19 budget detailed in Appendix 3, subject to any growth proposals approved by members.

## **JSC/077/17-18      Community Infrastructure Levy - Governance Arrangements**

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 Committee were advised that Worthing Borough Council had introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that was needed to support growth. The Council had adopted its Charging Schedule for CIL in February 2015 and implementation of the levy commenced in October 2015. The Council now had an overarching responsibility for the allocation of CIL monies and reporting the amount of money collected and spent.

It was noted that although the issue of CIL governance had been considered at a high level in previous reports, it was now the right time for the Council to establish a clear CIL Governance structure to oversee the collection, auditing and spending of CIL monies.

The report proposed the key governance arrangements for the delivery of infrastructure through CIL. It then summarised some of the additional issues that would be resolved once those mechanisms were in place. The protocols proposed would ensure that CIL was managed in an open way and in accordance with the CIL regulations.

The Committee noted that the Countywide Health & Wellbeing Board had recently received a paper about development across West Sussex and its impact on a variety of health issues, particularly community pharmacy. It was suggested that community pharmacy be considered alongside other healthcare facilities under the Regulation 123 list.

### **Decision,**

The Joint Strategic Committee

- i) agreed to the broad principles set out in the report for future CIL governance arrangements,
- ii) agreed to establish a Joint Officer Member Board, as set out in paragraph 2.6;
- iii) agreed the timeline and process of the preparation of the Infrastructure Business Plan as set out in Appendix 2; and
- iii) agreed that 5% of CIL collected should be ring fenced to pay for administering the collection and monitoring of CIL spend.

## **JSC/078/17-18      Costume Research Centre - Museum Proposal**

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 8.

The report proposed to kick start the museum development by completing works on the Costume Research Centre at the Museum, allowing the nationally significant collection to be moved to the new location on the ground floor, making it accessible to TV and film companies, fashion houses, historic researchers, students of costume and fashion. This would enable the development of a new income stream for the Museum.

The Committee was informed that this key element of the Museum's development would demonstrate a commitment to the larger project and increase the success of external funding bids to trusts.

This was one of the first external funding bids to the Clore Foundation and if successful, works could begin in the summer 2018.

Members expressed support for the proposals.

### **Decision,**

The Joint Strategic Committee

- i) approved the release of £50,000 from the Leisure Lottery and other Partnerships Reserve to enable the Costume Research Centre to be completed in the next six months and amend the capital programme accordingly;
- ii) noted that this will establish a new element of work for the museum giving the team the ability to respond positively to the many requests for access to the collection creating unique opportunities for students and a new income stream from the commercial bookings.
- iii) Note that having the space refurbished prior to the main building works will give a space for talks, workshops and consultation when the majority of the building is potentially closed between September 2019 - July 2020.

### **JSC/080/17-18 Shoreham Airport**

Before the Committee was an exempt 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 10.

The report concerned the lease of Shoreham Airport, the freehold of which was owned jointly by Worthing Borough Council (one third) and Brighton & Hove City Council (two thirds).

Revised Heads of Terms were tabled for the Committee's consideration.

The Committee were advised that recommendation 2.3 should be amended to read 'in consultation with the Leader of Worthing Borough Council' rather than 'in consultation with the Leaders of Adur and Worthing Councils'.

### **Decision,**

The Joint Strategic Committee

- 2.1 agreed in principle to the grant of four new 350 year head leases as detailed on the Plan at Appendix 1 in return for:
  - 2.1.1 the payment of the outstanding deferred consideration owed;
  - 2.1.2 the payment of a lease premium to be apportioned across the four new leases (value to be determined by an external valuer);
  - 2.1.3 change of uses and other terms altered as per the heads of terms;
- 2.2 noted that a joint external valuation of the above premium for the proposed lease structures is being commissioned with Brighton & Hove City Council and that the outcome of this will inform the final premium agreed;
- 2.3 delegated agreement of the detailed lease terms and all other steps necessary to enable the proposals outlined in this report to proceed to the Director for the Economy in consultation with the Leader of Worthing Borough Council.

### **D. Urgent Decisions taken by the Executive**

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

The following is reported to Council:

Nil

Councillor Daniel Humphreys  
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 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 Council's 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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## **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.

## **WORTHING BOROUGH 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 Worthing Borough 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 Worthing Borough 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 on the national minimum wage (NMW) for their age which is the lowest point on the Council's pay framework.

The above definition for the 'lowest paid employees' has been adopted because the NMW is the lowest grade on the Council's pay framework. The bottom point on the pay scale as at 1st April 2017 is spinal column point 6 (£15,014.00) per annum.

- 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.

Worthing Borough Council's current pay framework for staff other than Chief Officers who are working jointly for Worthing Borough Council and Adur District 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/>

Alternatively, Worthing Borough Council's current pay framework for staff employed by Worthing, but not working jointly with Adur District Council who have not been transferred on to the single pay structure arrangements are paid in accordance with a scheme that has been in effect for many years.

### **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.

Worthing 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 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.

#### 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 Worthing Borough 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 £19,430. The pay ratio between the median average and the salary of the Chief Executive is 1:6038.

### **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.





APPENDIX 1

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



	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





### **Motion on Notice from Councillor Cooper**

In October 2013 the Council accepted a Motion in support of promoting cycling across the Borough. This Motion seeks to build upon that agreement and asks the Council to support the recently formed Walking & Cycling Action Group in their work to:

- Map current cycle and walking routes in Worthing. Suggest improvements to these routes and additional routes not currently in place
- Ensure that Worthing Borough has a comprehensive Local Cycling and Walking Implementation Plan (LCWIP) by the end of FY 2018/19
- Partner with other directorates across the Council to ensure that Active Travel is embedded in key considerations for the Borough such as the development of a new Local Plan.

This Motion also calls to call upon West Sussex County Council, acting as the Highway Authority, to take the necessary steps to liaise with stakeholders such as the Worthing Cycle Forum, to discuss ways in which relevant section 106 monies currently held and allocated to cycle schemes, together with future allocated sums, can be used in Worthing in order to improve the cycling experience in the town in line with current Government expectations.”

Proposed by: Cllr Cooper

Seconded by: To be advised

Local Government Act 1972

Background papers:

Email from Councillor Cooper 5 and 9 February 2018

Email to Councillor Cooper on 7 February from the Democratic Services Manager



