



WORTHING BOROUGH
COUNCIL

18 July 2017

**Council Meeting
18 July 2017**

Council Chamber
Town Hall, Chapel Road, Worthing

6.30pm

Agenda

10 July 2017

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

Part A

- 1. Apologies for absence**
- 2. Marine Ward - Resignation by Joan Bradley**

Council is invited to note the resignation on 18 May 2017 of Joan Bradley from the office of councillor of the Borough of Worthing.

- 3. Declarations of Interest**

Members and Officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting. If in doubt contact the Legal or Democratic Services representative for this meeting.

- 4. Questions from the public**

To receive any questions from members of the public addressed to any 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.

Questions may not 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 14 July 2017 at 12 noon.**

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

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

5. Confirmation of Minutes

To confirm the minutes of the Meeting of the Annual Council Meeting held on Friday 19 May 2017, previously circulated, a copy is available to view at: <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/council/>

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

7. Items raised under urgency provisions

To consider any items the Mayor has agreed are urgent.

8. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, as items 8A and 8B. Recommendations under 8B will be available when the minutes of that meeting have been published. Full reports are available on the website as listed below:

	Executive/Committee	Date	Item
A	Joint Governance Committee	27 June 2017	Proposed review of the Contract Standing Orders https://www.adur-worthing.gov.uk/media/ia,144818,en.pdf
B	Joint Strategic Committee	11 July 2017	Revenue Outturn Report https://www.adur-worthing.gov.uk/media/media,145065,en.pdf Capital and Projects Outturn for 2016/17 https://www.adur-worthing.gov.uk/media/media,145066,en.pdf Towards a sustainable future - Budget Strategy for the 2018/19 Budget https://www.adur-worthing.gov.uk/media/media,145067,en.pdf

Investing in Service Delivery -
Capital Strategy 2018/21

<https://www.adur-worthing.gov.uk/media/media.145068.en.pdf>

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

<https://www.adur-worthing.gov.uk/media/media.145069.en.pdf>

Fullbeck Avenue Development Site

<https://www.adur-worthing.gov.uk/media/media.145072.en.pdf>

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

To receive a report from the Leader as item 9. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. An updated report will be circulated once the Joint Strategic Committee decisions of 11 July have been published.

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

There are up to 15 minutes for Members to ask Executive Members 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 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/.)

10. Annual Pay Statement

To receive the Annual Statement from the Director of Digital and Resources 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 the order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is **Friday 14 July at 12 noon**. Questions to be submitted to democratic.services@adur-worthing.gov.uk

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The 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

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:

Julia Smith
Democratic Services Manager
01903 22 1150
Julia.smith@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Andrew Mathias
Senior Solicitor
01903 22 1032
andrew.mathias@adur-worthing.gov.uk



Extract from the Joint Governance Committee - 27 June 2017

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

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

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

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

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

Resolved,

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



WORTHING BOROUGH
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18 July 2017
Agenda Item 8B

Extracts from the Joint Strategic Committee - 11 July 2017

(Extracts from the Meeting will be published following publication of the minutes of the Joint Strategic Committee meeting of the 11 July 2017)



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

-

Executive Member for Resources

W/RES/009/16-17 National Non-Domestic Rates - Hardship Relief

JAW/008/16-17 Applications for VRs

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

JAW/003/17-18 Application for Compulsory Redundancy

Executive Member for Customer Services

-

Executive Member for the Environment

-

Executive Member for Health and Wellbeing

-

B. Decisions taken by the Joint Strategic Committee on 06.06.2017

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

Full details can be found: www.adur-worthing.gov.uk/your-council/

Items not appearing elsewhere on the agenda:

Resolved

That the Joint Strategic Committee:-

- noted that the Director for Communities, in consultation with the Worthing Executive Member for the Environment, has the delegated authority to approve the final procurement and award the contract up to the value of £850,000 allocated within the 2017/18 Capital programme, subject to satisfactory due diligence checks and agreement of design with the Environment Agency;
- authorised the release of budget up to a value of £850,000 for the reasons as outlined in paragraph 10.2 and as required by our financial regulations (B16);
- approved that officers continue to pursue a reduction in the Council's costs through seeking external financial contributions towards the total costs of the scheme;
- approved that officers liaise with the preferred bidder to finalise the future maintenance requirements for the lake and its surrounding area to enable an annual revenue budget to be costed and agreed for the lake's on-going maintenance needs;
- approved that once a scheme had been authorised, for officers to continue to engage with the local community over the future environmental management and maintenance of the Lake;
- approved that officers take active steps to support the setting up of a Friends of Brooklands Park group;
- approved that once a scheme had been authorised, that officers draft a site management plan for consultation and subsequent adoption;
- requested that a further report be brought on progress made to December's Joint Strategic Committee meeting.

Decision,

That the Joint Strategic Committee

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

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

Decision:

The Joint Strategic Committee noted the contents of the report.

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

Decision,

The Joint Strategic Committee

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

JSC/010/17-18 Worthing Capital Programme - South Downs Leisure Trust Athletics Track

Decision,

That the Joint Strategic Committee

- approved the refurbishment of the Worthing Leisure Centre Athletics Track at an estimated cost of £150,000, funded from a contingency for high priority capital schemes;
- approved the amendment of the 2017/18 Capital Investment Programme to include this scheme.

C. Decisions taken by the Joint Strategic Committee taken on the 11.07.17

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

D. Urgent Executive Decisions

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended). The following is reported to Council:-

JAW/004/17-18 Developing New Affordable Homes for Adur Residents

DforD&R-003-17-18 Renewal of Electricity and Gas Supply Contracts to Council sites

DforC/004/17-18 Adur Homes - Replacement Fire Doors

Councillor 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 or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.



Annual Pay Statement -

Report by the Director for Digital and Resources

1.0 Summary

- 1.1 This report seeks approval of the Pay Policy Statement 2017/18 which is a statutory requirement under Section 38 (1) of the Localism Act 2011. The statement will be updated on an annual basis.
- 1.2 The pay policy statement is set out in Appendix 1.

2.0 Background

- 2.1 The Council along with all other Local Authorities in England are required to prepare a Pay Policy Statement each year, 2012 was the first year these Statements had to be published.
- 2.2 The Localism Act includes an expression of the Government's aim that there is improved transparency about how public money is spent, including that of pay.
- 2.3 The Pay Policy Statement must articulate a Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ("chief officers") and its lowest paid staff.
- 2.4 The Councils are individual employers (albeit in a partnership arrangement with each other) and as such have the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for the local taxpayer.

3.0 Proposals

- 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 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. A Local Authority must prepare a Pay Policy Statement for each financial year setting out their policies relating to the remuneration of their Chief Officers, and of their lowest paid employees, and the relationship between the remuneration of its Chief Officers and other employees.
- 4.2 Section 39(2) Localism Act 2011 provides that a Pay Policy statement must be approved by a resolution of the Council before it comes into force.
- 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.
- 4.3 Section 112 Local Government Act 1972 provides that a Local Authority has the power to appoint Officers on such reasonable terms and conditions as the authority thinks fit, subject to section 41 Localism Act 2011, and in compliance with that Authority's Pay Policy statement for the year.

5.0 Financial implications

- 5.1 There are no financial implications to publishing the Pay Policy Statement.

6.0 Recommendation

- 6.1 Council is recommended to approve the Pay Policy Statement 2017/18 set out in Appendix 1.

Local Government Act 1972

Background Papers:

Openness and accountability in local pay: Guidance under section 40 of the Localism Act. DCLG February 2012.

Localism Act: Pay Policy Statements. Guidance for Local Authority Chief Executives
Supplementary Note 2. LGA / ALACE 1st March 2012.

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

Contact Officer:

Paul Brewer
Director for Digital and Resources
Worthing Town Hall
Direct Dialling No: 01903 221302
paul.brewer@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 Ensuring Value for Money and low Council Tax

2.0 Specific Action Plans

2.1 The Pay Policy Statement complements the Council's workforce development strategy and its Equalities and Diversity Action Plan.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 The Councils have implemented a Job Evaluation scheme designed to ensure equality in pay and remuneration.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 The report recommends adoption of a Policy that is consistent with legislation relating to Data Protection and the handling of personal information.

7.0 Reputation

7.1 Failure to publish a Pay Policy Statement could result in negative reputational damage to the Councils.

8.0 Consultations

8.1 Matter considered and no issues identified

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 The Council's approach to pay is undertaken in a Partnership Agreement between Adur District Council and Worthing Borough Council.

WORTHING BOROUGH COUNCIL PAY POLICY STATEMENT – FINANCIAL YEAR 2017-18

1.0 PURPOSE

1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out Worthing Borough Council's policies relating to the pay of its workforce for the financial year 2017-18, in particular:

- (a) The remuneration of its Chief Officers;
- (b) The remuneration of its 'lowest paid employees';
- (c) The relationship between:
 - (i) The remuneration of its Chief Officers and;
 - (ii) The remuneration of its employees who are not Chief Officers.

2.0 DEFINITION

2.1 For the purpose of this Pay Policy, the following definitions will apply:

- (a) 'Pay' in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments;
- (b) To enable meaningful comparison of posts, the Council uses full-time equivalent salaries as set out in its pay structure;
- (c) 'Chief Officer' refers to the following roles within Worthing Borough Council:
 - (i) Chief Executive, as Head of Paid Service;
 - (ii) Directors x 4; these officers are members of the Council's Leadership Team.

2.2 'Lowest paid employees' refers to those staff employed 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 £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.

As part of the job evaluation process, each employee who is not a Chief Officer will be placed on one of the 13 grades based on the job evaluation of their role. The employees can progress to the salary range maximum of their grade subject to assessment of their performance as part of on-going supervision and performance management practices.

Pay awards are considered annually for staff as part of the National Local Government pay bargaining process.

4.0 REMUNERATION - LEVEL AND ELEMENT

4.1 Salaries

The group of Chief Officers (2.1), is paid outside of the Council's pay framework, which applies to all other employees. The Joint Senior Staff Committee determines the terms and conditions of Chief Officers, subject to the approval, by Council of salaries in excess of £100,000.

Further details of the Joint Senior Staff Committee can be found at

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

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

Details of the remuneration of Chief Officers is published in the Council's statement of accounts which can be accessed at the following web address:
<http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/>

4.2 'Lowest paid employees'

Each lowest paid employee is paid within the salary range for Grade 1, Spinal Column Point 6 (£15,014.00 as at 1st April 2017) - Spinal Column Point 11 (£15,807.00 as at 1st April 2017).

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

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

4.3 Bonuses

Honoraria payments can be made to staff, not including Chief Officers, as one-off payments in recognition of duties and/or acting-up duties undertaken that is additional to that expected from the normal day-to-day work. The size of the award paid to employee(s) is commensurate with the work being rewarded. Honoraria payments are approved by the Directors/Head of Service.

4.4 Other pay elements Chief Officers are subject to the same performance management process as the lowest paid employees and employees who are not

Chief Officers: including annual performance and development review (appraisal) and routine supervision. Chief Officers do not receive any incremental progression.

- 4.5 Charges, fees or allowances Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policy.

The following allowances and benefits are available to staff and Chief Officers:

- (a) Health insurance (closed to new entrants);
- (b) Life assurance (closed to new entrants);
- (c) Long service increments (closed to new entrants);
- (d) Salary sacrifice scheme;
- (e) Benefits such as arranging group or staff discount schemes;
- (f) Child care provision or allowances;
- (g) Discounted sports facilities/benefits;
- (h) Membership of professional organisations where such membership is necessary for the carrying out of their employment.

Election duty payments are made to the Returning Officer (Chief Executive) and the Deputy Returning Officers (Directors). The pay for these roles is set out nationally for National Elections and for Local Elections, the scale is set jointly by West Sussex Local Authorities.

4.6 **Pension**

All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme.

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 £16,123. The pay ratio between the median average and the salary of the Chief Executive is 1:7.28.

6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION

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

PAY SPINE FROM 1ST APRIL 2017

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

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