



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

**22 July 2021**



**Adur Council Meeting  
22 July 2021**

QEII Room, Shoreham Centre

**7.00 pm**

**Agenda**

**14 July 2021**

**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 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 questions 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 minute; questions will be taken in order of receipt. The deadline for submissions is Tuesday 20 July 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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Interim Director for Communities:  
Tina Favier  
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 20 May 2021, copies of which have been previously circulated.

#### 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 (Pages 1 - 6)

To consider recommendations to the Council, details of which are set out in the attached items as 7A-7F. Full reports are available on the website as listed below: extracts 7C to 7F were not available at the time of publication and will be circulated separately.

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
7 A	Joint Overview and Scrutiny Committee	10.06. 21	<a href="#">Joint Overview and Scrutiny Committee Annual Report 2020/21</a>
7 B	Joint Senior Staff Committee	07.07. 21	<a href="#">Benchmark salary review and proposed recruitment process for the post of Chief Executive and Head of Paid Service</a>
7 C	Joint Strategic Committee	13.07. 21	<a href="#">Financial Performance 2020/21 - Revenue outturn</a>
7 D	Joint Strategic Committee	13.07. 21	<a href="#">Developing a revenue budget for 2022/23 at the time of a pandemic</a>
7 E	Joint Strategic Committee	13.07. 21	<a href="#">Financial Performance 2020/21 - Capital and Projects Outturn</a>
7 F	Joint Strategic Committee	13.07. 21	<a href="#">Investing in our Future – Capital Strategy 2022/25</a>

#### 8. Pay Policy Statement for 2020/21 (Pages 7 - 18)

To consider a report by the Director for Digital, Sustainability and Resources, copy attached as item 8

#### 9. Councillor attendance and the six month rule (Pages 19 - 22)

To consider a report by the Director from Communities, copy attached as item 9

#### 10. Report of the Leader on decisions taken by the Executive (Pages 23 - 26)

To receive a report from the Leader. The report contains executive decisions 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 asked under 'Members Questions under Council Procedure Rule 12'

#### **11. Members question time 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 July at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Councils 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. Motion on Notice (Pages 27 - 30)**

To consider a report by the Director for Communities, copy attached as item 12

#### **13. Motion on Notice 2 (Pages 31 - 34)**

To consider a report by the Director for Communities, copy attached as item 13

Tina Favier  
Interim Director for Communities

#### **Recording of this meeting**

The Council will be live streaming this meeting, including public question time. A 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).

to this meeting please contact:

Chris Cadman-Dando  
Democratic Services Officer  
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Email [chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk)

this meeting please contact:

Maria Memoli  
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ADUR DISTRICT  
COUNCIL

Council  
22 July 2021  
Item 7

## **Recommendations from Executive and Committees**

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**Extract from the minutes of the Joint Overview & Scrutiny Committee - 10 June 2021**

**JOSC/007/21-22 Joint Overview and Scrutiny Committee Annual Report 2020/21**

The report before members set out the draft Annual report for the Committee covering the 2020/21 Municipal year in accordance with the terms of the Councils' constitutions.

The Committee debated the content of the report and agreed that the Comms team be asked to promote the report's publication

**Resolved:**

1. That the Committee approved the Joint Overview and Scrutiny Committee Annual report for 2020/21; and
- 2. That the Annual report be submitted to the Adur and Worthing Council meetings in July 2021 for approval.**

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**Extract from the minutes of the Joint Senior Staff Committee - 7 July 2021**

**JSnSC/006/21-22 Benchmark salary review and proposed recruitment process for the post of Chief Executive and Head of Paid Service**

The report provided the rationale and evidence for the review of the salary of the Chief Executive of Adur and Worthing Councils, required in advance of recruitment activities for the role.

The report also provided an overview of the recruitment and selection process for the new Chief Executive.

The Committee considered the current Annual Appraisal Process, noting that it was undertaken by the Leaders of both Adur and Worthing Councils every 12 months and which had not previously resulted in an increase in salary.

Members also gave consideration to the recruitment market for Local Authority Chief Executive's, flexibility in the delivery of performance related pay, the types of contract that could be offered and requested that the current Job Description be shared with the Committee in advance of the proposed recruitment process.

Members expressed their support for a move to a salary range as opposed to a spot salary.

The recommendations in the report were proposed by Councillor Humphreys, seconded by Councillor Parkin and unanimously supported by the Committee.

**Resolved,**

**That the Joint Senior Staff Committee**

- 1. recommended to Adur and Worthing Full Councils that an increase is applied to the salary of the Chief Executive and Head of Paid Service, being a range from £134,000 rising to £155,000; and**

2. agreed the proposed recruitment process for the Chief Executive and Head of Paid Service.



## **PAY POLICY STATEMENT 2020/21**

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

#### **1.0 SUMMARY**

- 1.1 This report seeks approval of the Pay Policy Statement 2019/20, 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	4	0	12
April 2019	1	3	0	14
April 2020	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 note the Pay Policy Statement 2020/21 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  
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Email: [paul.brewer@adur-worthing.gov.uk](mailto: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 2020-21**

**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 2020-21, 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 pay scale as at 1st April 2020 is spinal column point 1 (£17,842) 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 63 spinal column points within the grade ranges 1 (lowest) to 13 (highest). The Adur District Council payscale also has a spot salary - spinal column point 62, which was introduced for one particular Head of Service role that was evaluated as higher than grade 13. This spot salary was calculated based on the average incremental amounts between the spinal column points in grade 13.

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 2020 is £125,406 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 1 (£17,842 as at 1st April 2020) - Spinal Column Point 3 (£18,562 as at 1st April 2020).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2020:

Apprentice:	£4.15 per hour
16 - 17	£4.55 per hour
18 – 20	£6.45 per hour
21 - 24	£8.20 per hour
25 and over	£8.72 per hour

### **4.3 Bonuses**

Additional duties and Special merit 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.

- 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.. 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 Hampshire 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 supplement to attract high quality applicants. The Council's market supplements 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 £25,481. The pay ratio between the median average and the salary of the Chief Executive is 1:4.92.

#### **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 2020**

**APPENDIX 1**

GRADE	SCP	2019/20 SALARY	2020/21 SALARY
			£
1	1	17,364	17,842
	2	17,711	18,198
	3	18,065	18,562
2	4	18,426	18,933
	5	18,795	19,312
	6	19,171	19,698
3	7	19,554	20,092
	8	19,945	20,493
	9	20,344	20,903
	10	20,751	21,322
	11	21,166	21,748
4	12	21,589	22,183
	13	22,021	22,627
	14	22,462	23,080
	15	22,911	23,541
	16	23,369	24,012
	17	23,836	24,491
5	18	24,313	24,982
	19	24,799	25,481
	20	25,295	25,991
	21	25,801	26,511
	22	26,317	27,041
	23	26,999	27,741
	24	27,905	28,672
	25	28,785	29,577
6	26	29,636	30,451
	27	30,507	31,346
	28	31,371	32,234
	29	32,029	32,910
	30	32,878	33,782
	31	33,799	34,728
7	32	34,788	35,745
	33	35,934	36,922
	34	36,876	37,890
	35	37,849	38,890
8	36	38,813	39,880
	37	39,782	40,876
	38	40,760	41,881
	39	41,675	42,821
	40	42,683	43,857
9	41	43,966	45,175
	42	45,014	46,252
	43	46,068	47,335
	44	47,075	48,370

<b>GRADE</b>	<b>SCP</b>	<b>2019/20 SALARY</b>	<b>2020/21 SALARY</b>
			<b>£</b>
<b>10</b>	<b>45</b>	<b>48,078</b>	<b>49,400</b>
	<b>46</b>	<b>49,078</b>	<b>50,428</b>
	<b>47</b>	<b>50,306</b>	<b>51,689</b>
	<b>48</b>	<b>51,564</b>	<b>52,982</b>
	<b>49</b>	<b>52,852</b>	<b>54,305</b>
<b>11</b>	<b>50</b>	<b>55,793</b>	<b>57,327</b>
	<b>51</b>	<b>57,994</b>	<b>59,589</b>
	<b>52</b>	<b>61,474</b>	<b>63,165</b>
	<b>53</b>	<b>64,096</b>	<b>65,859</b>
<b>12</b>	<b>54</b>	<b>65,801</b>	<b>67,611</b>
	<b>55</b>	<b>67,710</b>	<b>69,572</b>
	<b>56</b>	<b>69,672</b>	<b>71,588</b>
	<b>57</b>	<b>71,694</b>	<b>73,666</b>
<b>13</b>	<b>58</b>	<b>72,169</b>	<b>74,154</b>
	<b>59</b>	<b>74,263</b>	<b>76,305</b>
	<b>60</b>	<b>76,415</b>	<b>78,516</b>
	<b>61</b>	<b>78,632</b>	<b>80,794</b>
	<b>62</b>	<b>77,090</b>	<b>80,910</b>
<b>SPOT (13+)</b>	<b>63</b>	<b>80,910</b>	<b>83,135</b>

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Adur Council  
22 July 2021

## ADUR DISTRICT COUNCIL

### **Councillor attendance and the six month rule**

### **Report by the Director for Communities**

### **Executive Summary**

#### **1. Purpose**

1.1 Local Government legislation provides that a Councillor will cease to be a Member of a Local Authority if they fail to attend a meeting of the Council for a period of six months without approval for their absence.

1.2 This report seeks the Council's approval for the absence of a Councillor from meetings

#### **2. Recommendations**

2.1 That Adur District Council approves Councillor Simmons' absence from Council meetings for a 6 month period from 18 August 2021 to 18 February 2022

#### **3. Background**

3.1 Councillors Simmons last attended a formal meeting of the Council on 18 February 2021, and has been unable to attend a meeting of the Council, it's

Committees, Sub-Committees or Joint Committees since that date, as a result of a serious health condition

- 3.2 Formal approval of Councillor Simmons' absence is sought from the Council. Should such approval be given, it would prevent the 'six month rule' applying and prevent him ceasing to be a Member of the Council on 18 August 2021.

#### **4.0 Issues to Consider**

- 4.1 Cllr Simmons suffered from a serious health matter in 2020 and is recuperating. Cllr Simmons managed to attend Full Council on the 18 February, however, Officers have been informed by the relevant group Leader that Cllr Simmons is unlikely to be able to attend the Council meeting on the 22 July 2021 due to ongoing health concerns which would mean that Cllr Simmons would fall foul of the six month rule and cease to be a Councillor. Therefore a six month absence extension is being sought.

#### **5.0 Proposals**

- 5.1 Council are asked to approve the absence of Councillor Simmons for six months (from the 18 August) until the 18 February 2022

#### **6.0 Legal**

- 6.1 The Local Government Act 1972, Section 85 requires that 'if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority'.

#### **7.0 Financial implications**

- 7.1 There are no additional costs arising from this report.

**Local Government Act 1972**

**Background Papers:**

Minutes Adur District Council Meeting 18 February 2021

**Contact Officer:**

Chris Cadman-Dando  
Democratic Services Officer

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## **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 Decisions webpage](#) .

#### **Leader**

LDR/009/20-21	Sompting Parish Neighbourhood Plan
LDR/001/21-22	Representing the Council in the Community - appointments to outside organisations
JAW/032/20-21	Solar Together Sussex - 2nd Auction

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

JAW/001/21-22	Open Space Standards
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#### **Executive Member for Resources**

JAW/034/20-21	Award of Microsoft Enterprise Licence Agreement
JAW/003/21-22	Voluntary Redundancy
RES/002/21-22	Irrecoverable Debts – overpaid Housing Benefit

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

JAW/033/20-21	Call Centre Contract for Community Alarm
JAW/002/21-22	Refurbishment Scheme at 7-9 Albion Street

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

JAW/031/20-21	Arboriculture Provision Contract
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#### **Executive Member for Health and Wellbeing**

## **B. Decisions Taken by the Joint Strategic Committee on 8 June 2021**

### **JSC/005/21-22 Covid Funding and use of the Chief Executive's Urgency Powers**

The report outlined how Adur and Worthing Councils had applied for and subsequently been awarded a very significant grant allocation from the Contain Outbreak Management Fund (COMF). This was a ring-fenced fund focusing on delivering extensive and much needed public health outcomes for Adur and Worthing Residents in relation to Covid-19. In addition, the councils applied for Rough Sleeper Initiative (RSI) and had been awarded further funds that were ring fenced for delivery of rough sleeper services, support and accommodation with an allocation to support any surges in accommodation demand.

The report reflected the necessity for responsive and fast moving public service responses during the pandemic the funding awarded had to be fully spent by 31st March 2022. To ensure that the Councils could meet this challenging timescale, the Chief Executive had been called upon to use his powers to make an urgent decision and this report advised Members of the Executive of the executive decisions made, and asked for their endorsement of the decision.

Members welcomed the funding and wished to place on record the Committee's thanks to Officers for the programme of work outlined.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and unanimously supported.

#### **Decision**

The Joint Strategic Committee noted the contents of the report and endorsed the decisions made by the Chief Executive.

### **JSC/006/21-22 Sussex Bay: Restoring our marine and estuarine habitats, supporting our coastal communities**

The report set out a long term vision for estuarine, coastal and marine nature restoration at scale in Sussex, aimed at attracting investment into various "blue" habitats, and supporting revitalised, and sustainable coastal industries, enhanced recreation opportunities and ecotourism.

The report also sought support for the Sussex Bay concept and the next stage of development work.

The Committee noted that a report would be presented at it's July meeting providing a progress update across the whole SustainableAW programme. This would include an update on the Shepherds Mead restoration project, the Worthing Heat Network and the many smaller projects led by the councils and also

communities, that demonstrated a wide ranging response to the climate and biodiversity crisis in its neighbourhoods.

Consideration was given to the funding of the project, kelp certification, measuring biomass in the local area and the prevention of seaweed deposits on the beach.

Members welcomed the report and expressed their support for the innovative proposals.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Emma Evans and unanimously supported.

## **Decision**

The Joint Strategic Committee :

- 2.1. Endorsed the Sussex Bay approach to build a delivery model for marine, coastal and estuarine habitat restoration at scale, creating the exciting prospect of Sussex Bay as a “destination” and new economic opportunity.
- 2.2. Noted that by developing Sussex Bay, Adur & Worthing Councils had an opportunity to create local carbon offsetting opportunities for multiple organisations, while meeting its own carbon neutral 2030 target through blue carbon offsetting.
- 2.3. Noted the excellent progress on a natural capital seabed lease with The Crown Estate, the first of its kind in the UK, and agreed to the release of £50k of project development funds (from existing budgets) to commence the legal and financial work to set up a trial kelp blue carbon investment product.
- 2.4. Noted the £75k of funds already offered by a local organisation seeking carbon offsetting options (agreement in process), and the financial support committed by the Blue Marine Foundation for the September launch event, circa £10k.
- 2.5. Approved a budget virement of £85,000 to create funding for the project part funded from within existing budgets and part funded from external funding
- 2.6. Requested, subject to progress, a report as early as the July JSC, recommending approval for incorporation of a new legal entity, Sussex Bay.

## **C. Joint Strategic Committee - 13 July 2021**

*Decisions will be published following publication of the minutes of the Joint Strategic Committee meeting on the 13 July 2021.*

**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 may contain exempt information and not fully published on the websites.

Councillor Neil Parkin  
Leader of the Council





ADUR DISTRICT  
COUNCIL

Council  
22 July 2021

Ward(s) Affected: All

## Motion on Notice 1

## Report by the Director for Communities

## Executive Summary

### 1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Gabe Crisp.
- 1.2. Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

### 2. Recommendations

- 2.1. The Council is asked to determine the motion as set out in Annex A to this report.

### 3. Context

- 3.1 A motion on notice has been received from Councillor Gabe Crisp, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.

3.4 The motion before Council is declaratory in nature, as defined in para 14.4.4 of the Council's Procedure Rules. Therefore, it may be considered and debated by the Full Council without being automatically referred to a future meeting, as defined in para 14.4.5 of the Council's Procedure Rules, or, being referred to the Executive or Committee without debate, as defined in paragraphs 14.4.1, 14.4.2 and 14.4.3 of the Council's Procedure Rules.

#### **4. Issues for consideration**

4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules and are debated under rules set out under part 16 of the Council procedure rules and the Council is asked to debate the motion under these rules accordingly.

#### **5. Financial Implications**

5.1 The motion is declaratory in nature and therefore there are no direct financial implications.

#### **6. Legal Implications**

6.1 As the motion is declaratory in nature, there are no direct legal implications arising from it.

#### **Background Papers**

None

#### **Officer Contact Details:-**

Chris Cadman-Dando

Democratic Services

01903 221364

chris.cadman-dando@adur-worthing.gov.uk

## Motion to Adur Council to Note the Climate and Ecological Emergency Bill

### Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1.2°C from pre-industrial levels and the natural world has reached crisis point, with [28% of plants and animals](#) currently threatened with extinction.

Unless we drastically change course, the world is set to exceed the Paris Agreement's safe 1.5°C limit. Pledges like the Paris Agreement and updated emissions targets are not legally binding. The gap between pledges and policies leaves the world on course for catastrophic warming of [near 3%](#). As the [2018 report](#) by the Intergovernmental Panel on Climate Change (IPCC) made clear, every half a degree makes a world of difference: severe climate impacts with 1.5°C of warming, such as extreme weather patterns causing flooding and heat waves, get *significantly* worse with 2°C. According to the IPCC, limiting heating to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

The UK is [one of the most nature-depleted countries in the world](#) and more than one in seven of our plants and animals face extinction and more than 40% are in decline. We have lost [95% of our hedgehogs](#). The UK needs a legally-enforceable nature target so that by 2030 nature is visibly and measurably on the path of recovery, in line with the [Global Goal for Nature](#) and the [Leaders' Pledge for Nature](#) .

Council notes that:

- I. Many local authorities are playing an important role in the UK taking action to achieve net zero carbon emissions, and to protect and revitalise local wildlife and natural habitats.
- II. Parliament in May 2019 declared an Environment and Climate Emergency and this Council declared a Climate Emergency in July 2019 after receiving a petition signed by more than 1000 local residents.
- III. Adur Council's Climate Emergency relates only to the 1% of Carbon emissions which result from council buildings and the actions of council staff and officers.

- IV. 99% of Carbon emissions in Adur are not under the direct control of ADC but ADC has a key role in leading the way by example, trialing new technologies and publicising it's work to raise awareness of what is possible locally.
- V. There is a Bill before Parliament—the [Climate and Ecological Emergency Bill](#) (published as the “Climate and Ecology Bill”), which, if it became law, would require the government to develop a strategy to address the emergency that would ensure:
  - A. the **ecological emergency is tackled shoulder to shoulder with the climate crisis** in a joined-up approach;
  - B. the **Paris Agreement** is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement **-1.5°C**.
  - C. the **Leaders Pledge for Nature** is enshrined into law to ensure that the **UK's ecosystems are protected and restored** with a focus on biodiversity, soils and natural carbon sinks;
  - D. the UK takes **full responsibility for our entire greenhouse gas footprint** (ie consumption emissions plus shipping, flights and land-based transport) by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume;
  - E. the UK takes **full responsibility for our ecological footprint** so that we protect health and resilience of ecosystems along both domestic and our global supply chains;
  - F. an **independent, temporary Climate and Nature Assembly** is set-up, representative of the UK's population, to engage with the UK Parliament and UK Government to help develop the **emergency strategy**.



Council  
22 July 2021

Ward(s) Affected: All

## **Motion on Notice 2**

## **Report by the Director for Communities**

## **Executive Summary**

### **1. Purpose**

- 1.1. The report before Council sets out a motion received from Councillor Debs Stainforth and seconded by Councillor Sharon Sluman
- 1.2. Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

### **2. Recommendations**

- 2.1. The Council is asked to determine the motion as set out in Annex A to this report.

### **3. Context**

- 3.1 A motion on notice has been received from Councillor Debs Stainforth, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.

3.4 The motion before Council is declaratory in nature, as defined in para 14.4.4 of the Council's Procedure Rules. Therefore, it may be considered and debated by the Full Council without being automatically referred to a future meeting of Full Council, as defined in para 14.4.5 of the Council's Procedure Rules, or, being referred to the Executive or Committee without debate, as defined in paragraphs 14.4.1, 14.4.2 and 14.4.3 of the Council's Procedure Rules.

#### **4. Issues for consideration**

4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules and are debated under rules set out under part 16 of the Council procedure rules and the Council is asked to debate the motion under these rules accordingly.

#### **5. Financial Implications**

5.1 The motion is declaratory in nature and therefore there are no direct financial implications.

#### **6. Legal Implications**

6.1 As the motion is declaratory in nature, there are no direct legal implications arising from it.

#### **Background Papers**

None

#### **Officer Contact Details:-**

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Democratic Services

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**Domestic violence motion**

This Council recognises that violence against women and girls can include, or be linked to, domestic abuse. This is often a hidden crime unreported to the police and although both men and women are affected, incidence and severity are much greater for women.

Domestic and family violence can affect well-being and developmental growth of children and teenagers both in the short and long term. The Coronavirus pandemic has further caused what one worker described as 'an epidemic beneath a pandemic'. The charity Refuge reports that in the year between February 2020 and March 2021 72% of calls to their helpline were from women who said they were experiencing violence and abuse, and nearly a fifth said their abuser had threatened to kill them.

Tragically, statistics show that more female homicide victims are killed by a partner or ex-partner than by strangers.

It is imperative we learn from and act on the weaknesses in our systems and structures the pandemic has so starkly exposed. The Council has a well-developed network of support via the Wellbeing team, which includes Early help and Wellbeing, the Housing needs team plus links with Worth, West Sussex specialist services and the Women's accommodation support officer. This Council together with all parts of society should play their part in tackling domestic violence'

Proposer: Debs Stainforth  
Seconder: Sharon Sluman

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