



WORTHING BOROUGH
C O U N C I L

22 February 2022

**Worthing Council Meeting
22 February 2022**

Assembly Rooms

6.30 pm

Agenda

14 February 2022

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. Confirmation of Minutes

To approve the minutes of the Council Meeting held on the 14 December 2021, copies of which have been previously circulated.

4. Questions from the Public

Interim Director for Communities:
Tina Favier
Adur & Worthing Councils,
Town Hall, Chapel Road,
Worthing, West Sussex, BN11 1HA

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 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.

5. Announcements by the Mayor, Leader of the Council, Executive Members or the 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 (Pages 1 - 10)

To consider recommendations to the Council, details of which are set out in the attached items as 7A, 7B, 7C and 7D(i) and 7D(ii).

Full reports are available on the website as listed below:

	Executive / Committee	Date	Item
A	Licensing & Control Committee	24 January 2022	Statement of Licensing Gambling Act Policy
B	Joint Governance Committee	25 January 2022	Appointment of an External Auditor
C	Worthing Executive	31 January 2022	Budget Estimates 2022/23 and setting of 2022/23 Council Tax
D	Joint Strategic Committee	8 February 2022	(i) Joint Treasury Management Strategy Statement and Annual Investment Strategy 2022/23 to 2024/25, Adur District Council and Worthing Borough Council (ii) Worthing Local Plan

8. Suspension of Council Procedure Rules

The Council is asked to suspend Council Procedure Rules for consideration and determination of Item 9 on the agenda, where they conflict with the Budget Procedure Rules in accordance with paragraph 7.2 of the Budget Procedure Rules.

9. Council Tax 2022/23 (Pages 11 - 80)

To consider and set the Council Tax for 2022/23.

A separate budget pack, produced by the Director for Digital, Sustainability and Resources, shall be circulated as item 9, and the recommendation from the Executive, at item 7C, will also be considered as part of this item.

10. Council Tax Support Scheme - Additional discretionary discounts (Pages 81 - 86)

To consider a report by the Director for Digital, Sustainability and Resources, copy attached as item 10.

11. Report of the Leader on Decisions taken by the Executive (Pages 87 - 98)

To receive a report from the Leader as item 11. The report contains decisions taken by the Executive, Executive Members and 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 also 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 15.

(Note: Papers relating to items under 7 and 11 have been previously circulated and can be viewed on the Council's website)

12. Designation of Monitoring Officer (Pages 99 - 103)

To consider a report by the Head of Paid Service, copy attached as item 12.

13. Schedule of Meetings 2022/23 (Page 104)

To receive from the Proper Officer, the Interim 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 14.

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

14. 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 18 February at 12 noon.

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

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

15. Motion on Notice (Pages 105 - 108)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Russ Cochran, detailed as item 16.

16. Motion on Notice (Pages 109 - 114)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Jon Roser, detailed as item 17.

17. Motion on Notice (Pages 115 - 118)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Cathy Glynn-Davies, detailed as item 18.

18. Motion on Notice (Pages 119 - 122)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Edward Crouch, detailed as item 19.

Part B - Not for Publication - Exempt information Reports

None.

19. Pay Policy Statement 2021/2022 (Pages 123 - 150)

To consider a report by the Director for Digital, Sustainability and Resources, 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).).

For Democratic Services enquiries relating to this meeting please contact:

Neil Terry
Democratic Services Lead
01903 221073
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Geoff Wild
Interim Head of Legal Services
01903 221119
geoff.wild@adur-worthing.gov.uk



Council
22 February 2022
Agenda Item 7A

Extract from the minutes of the Licensing & Control Committee - 24 January 2022

LCCAB/014/21-22 Licensing Act 2005 - Statement of Licensing Gambling Act Policy

Before the Committee was a report by the Interim Director for Communities, copies of which had been circulated to all members, a copy of which is attached to the signed copy of these minutes as item 5. Members were invited to review the draft statement of licensing Policy and invite Council to adopt the updated policy.

The Licensing officer introduced the report to the committee, summarising proposed changes and representations received. Members were also given an overview of the changing situation regarding gambling with an increase of online gambling and a decrease in traditional betting shops, particularly with regards to legislation concerning fixed odds betting terminals.

The Committee discussed the report and agreed to recommend the policy to full Council for adoption.

Resolved

That the committee recommend the draft statement of licensing policy for adoption by Full Council.

(Link to the report on the website e.g. [Licensing & Control Committee A - 24 January 2022](#))

Extract from the minutes of the Joint Governance Committee - 25 January 2022

JGC/042/21-22 Appointment of External Auditor

The contract for external audit was due to come to an end in 2023 and the external auditor for the audit of the Councils' accounts for 2023/24 had to be appointed before the end of December 2022.

The report set out the approach to procuring a replacement supplier for the audit of the 2023/24 accounts and sought approval to use Public Sector Audit Appointments (PSAA) to procure a new supplier.

The recommendation was proposed by Councillor Steve Waight, seconded by Councillor Kevin Boram and unanimously supported by the Committee.

Resolved

The Joint Governance Committee recommended that Adur and Worthing Councils opt in to the Appointing Person arrangements made by the Public Sector Audit Appointments (PSAA) for the appointment of external auditors for the five years from 1st April 2023.

(Link to the report on the website e.g. [Joint Governance Committee - 25 January 2022](#))

Extract from the decision record of the Worthing Executive - 31 January 2022

W EX/004/21-22 Budget Estimates 2022/23 and setting of 2022/23 Council Tax

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

- The final revenue estimates for 2022/23 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2022/23, prior to its submission to the Council for approval on the 22nd February 2022. This would be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

The report outlined the medium term financial challenge through to 2026/27, discussed the continued impact that the pandemic was having on the Council's finances over the next year, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic asset investment. This had been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy was having a significant effect on how the Council would be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remained significant for 2023/24, however the delivery of the budget strategy would ensure that this was met.

These budgets reflected the Councils' ambitions set out in *Platforms for our Places: Going Further and 'And Then'*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updated members about the impact of the draft 2022/23 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 2023/24 and beyond;

- Highlighted the proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places: Going Further* and *And Then*;
- The proposals to invest in services outlined in Appendix 2;
- The Executive was asked to consider whether to increase Council Tax by 2.0% or by a lower amount.

The budget was analysed by the Executive Member portfolios. In addition, the draft estimates for 2022/23 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 did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner (PCC) had already been informed that the referendum criteria for this year was an increase of £10.00 per Band D property which would be equivalent to an increase of 4.65%. The proposed 2022/23 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2022. If the proposals were vetoed by the PCP, revised proposals would be considered by the Panel on the 14th February 2022 at which point the Commissioner would be in a position to confirm the Council Tax for 2022/23, just in time for Council on the 22nd February 2022.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care could increase Council Tax by up to a further 1% which could be increased by up to 3% where they opted to defer the flexibility that was available to them in 2021/22. Therefore, a Council Tax increase of between 3% and 6% for Councils with social care responsibilities was allowed for 2022/23.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 18 February 2022. The formal detailed resolution setting the overall Council Tax for next year would be presented directly to the Council Meeting on 22 February 2022.

Members were informed of an erroneous figure in the recommendations of the report at 2.1 (b). The net budget requirement figure of £13,784,570 should have read £13,784, 650.

The Executive Member for Resources thanked Officers for their work in preparing the budget, acknowledging this had been achieved in the most difficult of circumstances.

The report set out the final revenue estimates for 2022/23 and the medium term financial challenge to 2026/27. As discussed in previous years, the Council needed to be self-funding and as a result, had forged ahead in the key strategic areas of commercialisation, digital transformation and strategic asset investment, in order to

deliver the budget strategy. The Council's ambitions were set out in Platforms and in order to achieve these, the Council needed to plan carefully.

New income and savings had been identified for the next 5 years, including regeneration projects to increase employment space and additional housing and the service redesign programme which would deliver the digital strategy.

The Strategic Property Investment Fund continued to deliver with the December quarter rents paid in full. The diligent work undertaken to acquire these properties had proven to be transformational around the Council's budgets, enabling the delivery of services and growth. Work would continue to be undertaken with the commercial programme and the affordable homes working group would continue to lead on initiatives to improve the supply of affordable homes.

The report set out the details of the local government finance settlement, which was for 1 year, and confirmed the referendum principles and the Council's ability to increase Council Tax.

The Executive was asked to consider the level of increase in Council Tax for 2022/23 in view of the Council's requirements to balance its budget. The report detailed the financial implications of a Council Tax increase for the coming year and the years following to 2026/27. An increase of 2% would allow the Council to set a balanced budget, which was a statutory duty. In addition, the cumulative effect of steady rises in Council Tax would provide the Council with significant additional income over the longer term.

It should be noted that the Council was able to raise Council Tax by either 2% or £5 per annum. The Executive Member for Resources was recommending the lower figure of 2%. When comparing the increase with inflation, it was highlighted that over the last 10 years, Council Tax had increased by 14.5% in comparison to CPI over the equivalent period of 18.66%.

The Executive Member for Resources also confirmed that she was happy to support the service investment proposals at Appendix 2 to the report.

The Executive Member for Resources proposed the following:-

- 2.1(a) - that the Executive approve, the proposals to invest in services outlined in Appendix 2;
- 2.1(b) - that the Executive recommend to Council the draft budgets for 2022/23 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,784,650, which included provision for the proposals in Appendix 2;
- 2.1(c) - that the Executive recommend to Council a Council Tax increase of 2% for the municipal year 2022/23, equating to an average Council Tax bill for a Band D property of £252.36; and
- 2.1(d) - that the Executive approve a Council Tax Base of 39,610.50 for 2022/23.

The Leader seconded the proposal.

A recorded vote was taken, the results of which, are set out below:-

For: (5) - Councillors E Crouch, K Jenkins, H Mercer, E Sparkes and N Waight

Against: (0)

Abstentions: (0)

Decision

The Executive

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) **recommended to Council the draft budgets for 2022/23 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,784,650 which included provision for the proposals in Appendix 2;**
- (c) **recommended to Council an increase of 2% in Council Tax, making Band D £252.36 per annum for Worthing Borough Council's requirements in 2022/23, as set out in paragraph 5.10; and**
- (d) approved the Council Tax base of 39,610.50 for 2022/23 as set out in paragraph 12.3.

(Link to the report on the website e.g. [Worthing Executive - 31 January 2022](#))

Extract from the minutes of the Joint Strategic Committee - 8 February 2022

JSC/086/21-22 Joint Treasury Management Strategy Statement and Annual Investment Strategy 2022/23 to 2024/25, Adur District Council and Worthing Borough Council

The report asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2022/23 to 2024/25 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

Resolved

The Joint Strategic Committee:-

- i) approved the adoption of the TMSS and AIS for 2022/23 to 2024/25, incorporating the Prudential Indicators and Limits, and MRP Statements; and
- ii) **recommended the Prudential Indicators and Limits, and MRP Statements for approval by Worthing Council at its meeting on 22 February 2022, and by Adur Council at its meeting on 24 February 2022.**

(Link to the report on the website e.g. [Joint Strategic Committee - 8 February 2022](#))

Extract from the minutes of the Joint Strategic Committee - 8 February 2022

JSC/089/21-22 Worthing Local Plan

The report informed the Committee that Worthing Borough Council was required to prepare a Local Plan to establish local planning policies for the Borough. After a number of years of preparation, the Worthing Local Plan was entering the final stages towards adoption. The Local Plan had been submitted for examination in June 2021 and the hearing sessions were held in November 2021.

The report informed the Joint Strategic Committee of the stage reached, the receipt of the Inspector's post hearing advice letter and the schedule of modifications proposed to be published for public consultation.

A Member questioned whether there was scope for brownfield sites in Worthing to deliver 30% affordable homes. Officers advised that the evidence supported the viability argument on these sites. The plan sought to be realistic and the approach had been supported by the Inspector.

It was noted that the Council had fought the Chatsmore Farm appeal robustly. This site had been identified within the plan as one of the Borough's green gaps and the Councils, under this administration, would fight on behalf of residents, to ensure that greenspace at Chatsmore Farm, the Goring Gap and at Brooklands would not be developed on.

Resolved

That the Joint Strategic Committee:-

- i) noted the Inspector's Post Hearing Advice Letter;
- ii) noted the Schedule of Main Modifications and Schedule of Additional Modifications, including any additional recommendations from the Local Plan Inspector;
- iii) **recommended to Worthing Full Council the approval of the Schedule of Modifications for consultation; and**

- iv) approved the release of £70,000 from the Capacity Issues Reserve in 2022/23 for the examination costs.

(Link to the report on the website e.g. [Joint Strategic Committee - 8 February 2022](#))

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WORTHING BOROUGH
COUNCIL

COUNCIL MEETING
22nd February 2022
Agenda Item 9

Draft Revenue Budget 2022/23

If members have any queries regarding the detail behind the Revenue Budget, please contact Emma Thomas (01903 221232) or Sarah Gobey (01903 221221) prior to the meeting.

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1. REPORT TO THE EXECUTIVE
Budget Estimates 2022/23 and Setting of the 2022/23 Council Tax
2. APPENDIX 1
5 year forecast for Worthing Borough Council
3. APPENDIX 2
Proposals for investment in services
4. APPENDIX 3
Schedule of earmarked reserves
5. APPENDIX 4
Council Tax base for 2022/23
6. Recommendation from the Executive dated 31st January 2022
7. APPENDIX 5
Summary of Executive Member requirements and portfolio budgets (including summary of budget variations)
 - Summary of Executive Member Portfolios
 - Digital and Environment
 - Health and Wellbeing
 - Customer Services
 - Leader
 - Regeneration
 - Resources
8. APPENDIX 6
Prudential Indicators and MRP Policy - As recommended for approval by the Joint Strategic Committee on the 8th February 2022
9. COUNCIL TAX DETERMINATION 2022/23 - Draft report (final report to be provided following West Sussex County Council decision regarding Council Tax for 2022/23)



WORTHING BOROUGH
COUNCIL

Worthing Executive
31 January 2022

Key Decision [~~Yes~~/No]

Ward(s) Affected: All

Budget Estimates 2022/23 and setting of the 2022/23 Council Tax

Report by the Director for Digital, Sustainability & Resources

Officer Contact Details

Sarah Gobey, Chief Financial Officer, 01903 221221
sarah.gobey@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1 This report is the final budget report of the year, the culmination of the annual budgeting exercise, and asks members to consider:
- The final revenue estimates for 2022/23 including any adjustments arising from settlement;
 - An updated outline 5-year forecast; and
 - The provisional level of Council Tax for 2022/23, prior to its submission to the Council for approval on the 22nd February 2022. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.
- 1.2 The report outlines the medium term financial challenge through to 2026/27, discusses the continuing impact that the pandemic is having on our finances over the next year, and sets out performance in the key strategic areas of commercialisation, digital transformation and strategic asset investment. This has been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy is having a significant effect on how the Council will be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remains significant for 2023/24, however the delivery of the budget strategy will ensure that this is met.

- 1.3 These budgets reflect the Councils' ambitions set out in *Platforms for our Places: Going Further and 'And then'*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updates members about the impact of the draft 2022/23 settlement.
- 1.4 The major points raised within the report include:
- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for 2023/24 and beyond (see section 4);
 - Highlights the proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places - Going Further and And Then*;
 - Details the proposals to invest in services outlined in Appendix 2;
 - The Executive will need to consider whether to increase Council Tax by 2.0% or by a lower amount (section 5.10).
- 1.5 The budget is analysed by Executive Member portfolio. In addition, the draft estimates for 2022/23 have 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).
- 1.6 The Police and Crime Commissioner (PCC) has already been informed that the referendum criteria for this year is an increase of £10.00 per Band D property which would be equivalent to an increase of 4.65%. The proposed 2022/23 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2022. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 14th February 2022 at which point the Commissioner will be in a position to confirm the Council Tax for 2022/23 in time for Council on the 22nd February 2022.
- 1.7 The draft Local Government Settlement allows Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care can increase Council Tax by up to a further 1% which can be increased by up to 3% where they opted to defer the flexibility that was available to them in 2021/22. Therefore a Council Tax increase of between 3% and 6% for Councils with social care responsibilities is allowed for 2022/23.

1.8 The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 18th February 2022. The formal detailed resolution setting the overall Council Tax for next year will be presented directly to the Council Meeting on 22nd February 2022.

1.9 The following appendices have been attached to this report:

- (i) **Appendix 1** 5 year forecast for Worthing Borough Council
- (ii) **Appendix 2** Proposals for investment in services
- (iii) **Appendix 3** Estimated Reserves
- (iv) **Appendix 4** Council Tax base for 2022/23
- (v) **Appendix 5** Summary of Executive Member Portfolio budgets for 2022/23

2. Recommendations

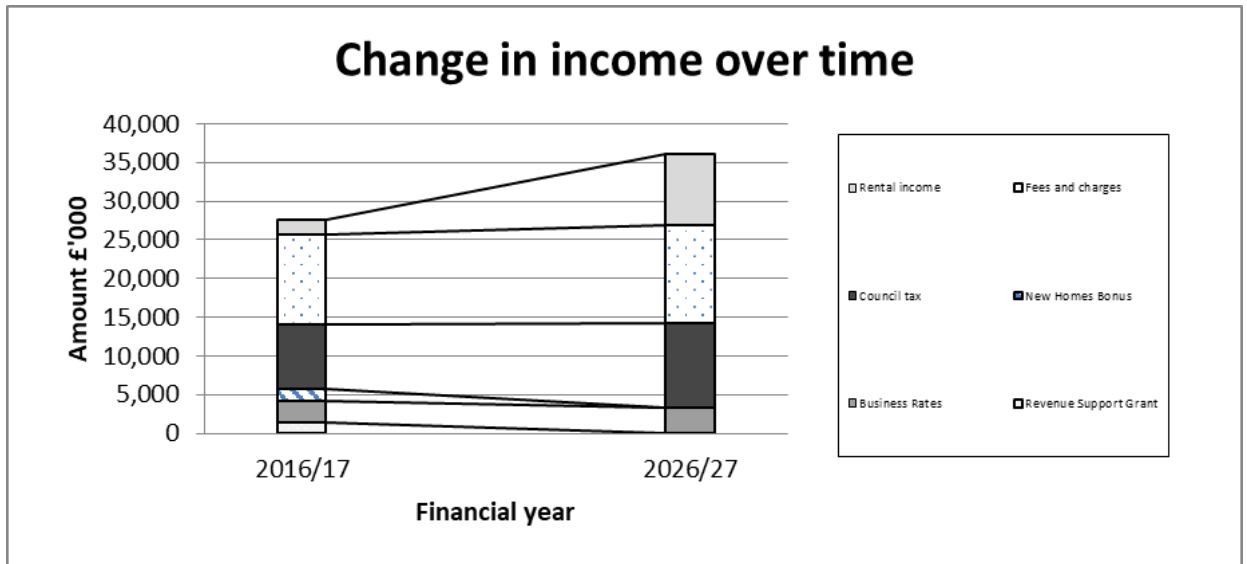
2.1 The Executive is recommended to:

- (a) Consider and approve, if agreed, the proposals to invest in services outlined in Appendix 2;
- (b) Agree to recommend to Council the draft budgets for 2022/23 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,784,650 which includes provision for the proposals in Appendix 2, subject to any agreed amendments; and
- (c) Consider which Band D Council Tax to recommend to Council for Worthing Borough Council's requirements in 2022/23 as set out in section 5.10
- (d) Approve the Council Tax base of 39,610.50 for 2022/23 as set out in paragraph 12.3.

3. INTRODUCTION

- 3.1 The Joint Strategic Committee considered the report 'Developing a revenue budget for 2022/23 at the time of a pandemic' on 13th July 2021. This report outlined the current financial context, the key budget pressures and the budget strategy for Adur and Worthing Councils. The report built on the strategy first proposed in 2015/16 whose strategic aim was to ensure that the Councils would become community funded by 2020 reliant, by then, only on income from trading and commercial activities, council tax and business rates.
- 3.2 To address the known pressures and to realise its ambitions set out in *Platforms for our Places*, the Councils have set-up several strategic programmes delivering new income and savings for the next 5 years:
- The Major Projects programme will lead on delivering regeneration projects to increase employment space and additional housing;
 - The Service Redesign programme leads on the delivery of the Digital Strategy and ensure that the benefits are realised from this programme of work;
 - The Strategic Asset Management programme will lead on delivering the income growth associated with the Strategic Property Investment Fund;
 - The Commercial programme develops initiatives to promote income growth from commercial services and seeks to improve the customer experience; and
 - The Affordable Homes Working Group leads on initiatives to improve the supply of affordable homes and to reduce the cost of temporary and emergency accommodation.
 - The Corporate Landlord programme which seeks to rationalise accommodation use and generate capital receipts from the sale of surplus assets and thereby reducing the costs associated with funding priority projects identified in *Platforms for our Place: Going Further*.
- 3.3 The successful delivery of our strategy fundamentally changes how the Council is funded while pursuing transformational approaches to how we deliver services and work with our partners. The Council is moving

increasingly away from government funding towards funding from the local community via Council Tax, and will become increasingly reliant on income from commercial activities over time. Between 2016/17 and 2026/27 income from locally controlled sources (including Council Tax) is expected to increase from £21.9m to £32.6m, whilst at the same time income controlled by central government (including a share of business rates) will reduce from £5.8m to £3.4m.



- 3.4 The subsequent report to the Joint Strategic Committee, on 7th December 2021 updated Members as to the latest budgetary information and the forecast shortfall was revised as follows:

Worthing Borough Council	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000
Overall shortfall – December forecast	1,190	3,039	3,782	4,527	5,227
Savings identified in December 2021	-1,136	-2,263	-3,038	-3,898	-4,758
Revised budget shortfall/ Surplus(-) as at December 2021	54	776	744	629	469

- 3.5 The 2022/23 savings proposals identified within the report amounted to £1,136,000.

- 3.6 Since the meeting in December, the Worthing Borough Council budget has been finalised and the last adjustments have been included subject to the final considerations about the level of Council Tax and any proposals to reinvest back into services. Overall, therefore, the current financial position of the Council for 2022/23 can be summarised as:

	£'000
Original 2022/23 budget surplus	1,154
<i>Changes to income from grants and taxation:</i>	
(a) Improvements to the income from Council Tax	-83
(b) Impact of current forecast Council Tax Collection Fund deficit / surplus (-)	58
(c) Improvement to business rate forecast	-27
(d) Increased government income to compensate for increase to National Insurance costs - continuation of lower tier grant.	-203
<i>Other changes:</i>	
(e) Impact of 1.25% National Insurance payments	202
(f) Reprofiting of capital programme	-50
(g) Impact of 2021/22 pay award and regradings	37
(h) Net committed growth items identified by Service Heads (See Appendix 2)	192
(i) Removal of contingency budget for committed growth	-90
Revised budget surplus as at 7th December 2021	1,190
<i>Impact of Settlement</i>	
Final change to business rate income following confirmation of the tariff and new multiplier and review of current income levels	6
One off funding:	
New Homes Bonus	-89
Reduction in Lower Tier Grant	82
Service Grant	-186
Budget deficit following settlement	1,003

	£'000
Budget Surplus following settlement	1,003
<i>Adjustment for final items identified</i>	
Final assessment of Council Tax income and the collection fund deficit for 2022/23	-11
Impact of new tipping charge contract	105
Further reduction in car parking income due to continued impact of pandemic on income.	189
Removal of revenues and benefits savings target - staff resources retained due to impact of Covid on work volumes.	26
Reprofiling of the capital programme	-169
Removal of contingency for new service investment proposals	-90
Revised Budget shortfall	1,053
Less: Net savings agreed in December	-1,136
Budget surplus based on a 2% Council Tax increase (before any further action is agreed)	-83

4. 2022/23 LOCAL GOVERNMENT FINANCE SETTLEMENT

- 4.1 The government published the provisional local government finance settlement for 2022/23 on 16th December 2021 via a written statement. Consultation on the provisional settlement closed on the 16th January 2022. This is a one-year settlement and in many ways is similar to the 2021/22 settlement.
- 4.2 Settlement confirmed the referendum principles set out above. The Councils will be able to increase Council Tax by up to 2% or £5.00 whichever is the lower.
- 4.3 Ministers will be re-starting the local government funding reforms in the Spring. This means that the Fair Funding Review and baseline reset are both going to be under consideration again, for possible implementation in 2023-24.
- 4.4 The impact of settlement can be summarised as follows:

- ***Revenue support grant and baseline funding***

The Council will receive no Revenue Support Grant in 2022/23. Since 2016/17 the Council has seen Revenue Support Grant fall by £1.4m and has received no grant since 2018/19.

Whereas baseline funding (minimum amount of retained business rates) has frozen this year in line with the business rate multiplier at £2,692,550.

However, councils will be compensated for the impact of freezing of business rates via grants and the net overall impact of this change is a loss of £6,000 in business rate income.

- ***Lower tier services grant (£111m nationally)***

This grant which is broadly distributed on the basis of need but also includes an element to support those with reductions in Core Spending Power. Worthing Borough Council will receive £120,780.

- ***Services Grant (£822m nationally)***

A new one-off 2022-23 Services Grant has been created to fund core services which is distributed using the 2013/14 Settlement Funding Assessment methodology. Worthing Borough Council will receive £185,618.

This funding will be excluded from any proposed baseline for transitional support as a result of any proposed system changes.

- ***New Homes Bonus***

New Homes Bonus (NHB) will continue for another year but the government very clearly intends to phase out the current scheme by 2023-24. For 2022-23, there is no change in the operation of the scheme: the scheme works in the same way and applies the same threshold (0.4%). The threshold means that NHB payments will only be made on an increase in the council tax base that exceeds 0.4%.

NHB allocations of £554m will be made nationally. This is a one off allocation in 2022/23 and the Council will receive an additional grant of £88,522.

Overall the Council is expected to use the following amounts in NHB to support the budget over the next few years.

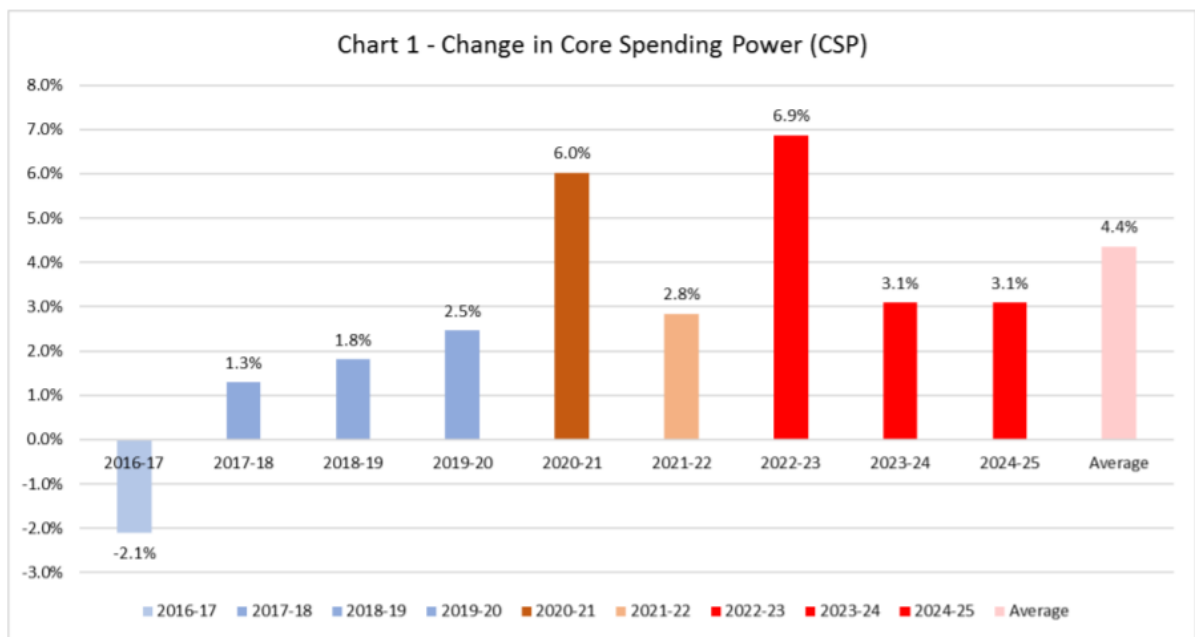
	2021/22	2022/23	2023/24 Onwards
	£'000	£'000	£'000
NHB used to support the budget			
Historic allocations	222		
2019/20 allocation	68	67	0
2021/22 allocation	118	0	0
2022/23 allocation		89	0
Total NHB used to support the budget	408	156	0
One off payment in 2020/21 used to fund projects.	0	0	0
Total New Homes Bonus	408	156	0

4.4 Changes to local government funding in 2023/24 and beyond:

The Fairer Funding Review and the changes to the Business Rate Retention Scheme have now been delayed until 2023/24 at the earliest. However, there is now an intention to review and update the funding system with a clear indication that transitional arrangements will be in place for historic funding allocations.

4.4 Summary of 2022/23 Local Government Settlement

- 4.4.1 In overall terms, the 2022/23 settlement revealed that Core Spending Power (CSP which is the total of council tax, business rates, and government grant) has increased by 6.9% in cash terms which is roughly equivalent to a 4.0% increase in real terms. This is the largest increase for some time and it is expected that CSP will continue to grow for the following two years following the increases announced as part of the Comprehensive Spending Assessment.



4.4.2 Members should be aware that the settlement figures quoted above are provisional only. The consultation period ended on 13th January 2022 with final settlement expected in February.

4.4.3 There were few significant changes at this late stage in previous years. If there are any significant changes arising from the final information members will be briefed before Council.

4.5 **Update on current Business Rate Retention Scheme**

4.5.1 The business rate retention scheme has now been in place for several years. There are two key features which members are reminded of:

- 1) There is a 'safety net' in place for any Council whose actual business rates income falls short of the target income for business rates. The safety net arrangements will be 7.5% of Baseline Funding which is equivalent to a maximum fall in income below the baseline funding level of £201,940.
- 2) A 'levy' is in place for any Council whose business rates exceed the target set. The levy will mean that the Council can keep 50p of every additional £1 generated over its share of the business rate target.

For each additional £100,000 raised the Council will keep the following amounts:

	Share of additional income	Additional Levy paid to treasury	Kept locally
	£'000	£'000	£'000
HM Treasury	50		
County Council	10	5	5
Borough Council	40	20	20
	100	25	25

4.5.2 The forecast for 2022/23 is currently being finalised. The 2022/23 NNDR return which underpins this forecast is due to be submitted by the 31st January 2022 and any substantial changes resulting from the final assessment of the business rate income will be managed through the business rate smoothing reserve which has been set up for this purpose.

4.5.3 The Collection Fund will have another deficit at the end of the current year, largely due to the additional Covid 19 (£5.8m) and other reliefs granted in the year together with a share of the losses incurred in 2020/21 that are now being recovered over a three year period. Overall a deficit of £8.4m will need to be recouped in 2022/23 which can be broken down as follows:

	2021/22 £'000	Share of 2020/21 loss £'000	Total to be recovered in 2022/23 £'000
Worthing Borough Council	3,113.9	256.2	3,370.1
West Sussex County Council	778.5	64.1	842.6
Government (HMT)	3,892.4	320.3	4,212.7
Total recovered	7,784.8	640.6	8,425.4

The Council has received compensation in 2021/22 for the additional reliefs granted. The losses, which can largely be attributed to the additional Covid reliefs, are funded from the business rate smoothing reserve in 2022/23 and 2023/24, the reserve was set up to address timing differences in the business rate system.

4.5.4 Looking further ahead, the generation of additional business rates is one of the solutions to the Council's ongoing financial pressures. Members will be aware that there are several schemes progressing which will create employment space. Examples include: Union Place, Grafton and Teville Gate.

4.5.5 Finally, it should be appreciated that there are still a number of risks associated with the business rate forecast:

- It is difficult to establish the number of appeals which are likely to come forward. There is no time limit on when an appeal might be lodged. However to date far fewer appeals have been received following the 2017 revaluation following the introduction of the new 'Check, Challenge, and Appeal' process by the VOA.
- Major redevelopments will temporarily reduce business rate income whilst the site is being redeveloped.
- Conversion of office blocks and retail space into accommodation will result in a permanent loss of income however, this will be mitigated to some extent by the additional Council Tax generated once the conversion is completed.

4.5.6 Consequently there could be significant swings in the amount of business rate income in any one year. However, any shortfall in income will be recovered in the following financial year. The Council will fully provide for any known backdated business rates appeals at the 2021/22 year end. To help mitigate these risks the Council has created a Business Rate smoothing reserve.

4.6 **Long term implications of current government policy**

4.6.1 The financing of local government has continued to change. We are moving from a grant based on need (Revenue Support Grant) to funding based on the delivery of homes (Council Tax) and the creation of employment space (Business Rate Retention Scheme). However, the proposed Fairer Funding Review and associated review of the Business Rate retention scheme will reset the position in the short term as business income will be re-distributed on the basis of need.

The income from Council Tax forms an increasingly significant proportion of the Council's overall taxation income over the next 5 years and so the decision regarding the annual increase has a greater strategic importance for both the current year and future years as well.

Breakdown of taxation income to the Council:

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Council Tax *	9,690	9,920	10,021	10,303	10,552	10,806
Business Rates **	3,409	3,366	2,932	3,248	3,316	3,384
Government grants***	0	0	0	0	0	0
New Homes Bonus	408	156	0	0	0	0
Total funding from taxation***	13,507	13,442	12,953	13,551	13,868	14,190

* Includes any surplus or deficit on the collection fund

** Includes the surplus or deficit on the collection fund and any levy account payment

*** Includes one-off Covid grants

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Council Tax	71.74%	73.80%	77.36%	76.03%	76.09%	76.15%
Business Rates	25.24%	25.04%	22.64%	23.97%	23.91%	23.85%
Government grants (incl New Homes Bonus)	3.02%	1.16%	0.00%	0.00%	0.00%	0.00%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

5.0 DRAFT REVENUE ESTIMATES 2022/23

5.1 Detailed budgetary work is now complete and the estimate of the budget requirement (net of any proposed transfers to reserves) is £13,784,650. This includes the savings and committed growth proposals agreed at the Joint Strategic Committee in December.

5.2 *Impact of the pandemic on the Council's budgets:*

5.2.1 As part of settlement the Council received a number of one-off grants particularly in relation to the pandemic. These include:

	£'000
Services Grant	185
Lower Tier grant	121
New Homes Bonus	156
Total allocated to support the budget	462

5.2.2 The pandemic will continue to impact on the Councils finances throughout 2022/23. Where these impacts have been able to be quantified, provision has been included in the draft budget. Nevertheless, depending on the speed of the roll out of the vaccination and the impact of any new variants of the illness, the rate at which income recovers is difficult to quantify with any certainty. Risk areas relating to the pandemic include:

- Fees and charges income, particularly in relation to car parks. Whilst throughout 2020/21 and in the first quarter of 2021/22 the Government has committed to providing 75% funding for any lost income, this support is no longer available. Consequently all future losses will have to be funded by the Council.
- Impact on homelessness caseload. There remains a risk that demand and associated costs may increase further over the coming year.
- Additional staffing costs. Currently there are a number of areas where it is proving difficult to recruit new staff, consequently there is increasing pressure on staffing budgets.

5.3 ***Delivering the Council's priorities:***

5.3.1 The budget is fundamental to realising the Council's ambitions set out in 'Platforms for our Places : Going further 2020-2023' and in 'And Then'. The budget enables the Council's role to lead and work with partners to develop our communities and our economies. Attached at Appendix 2 are some proposals for investment back into services to deliver the outcomes committed to in Platforms for our Places for member consideration.

5.3.2 The budget includes specific funding for the commitments outlined in Platforms for our Places. Examples include:

5.3.3 **Prosperous places**

The Council recognises the importance of ongoing investment in our places to ensure that they remain vibrant locations for social, economic and culture hubs for our communities. Budgets have been created to facilitate the delivery of major projects to enable the development of Worthing town centres and provide for additional employment land.

There is also investment through the capital programme, investing in facilities to improve the local economy.

5.3.4 Thriving People and Communities

The Council continues to see an increase in demand for our Housing Service, in particular from those who are experiencing homelessness. The Council has made funding available for new investments to acquire Council-owned temporary and emergency accommodation to improve the accommodation offered to clients and reduce the costs for the Council.

The Councils are also aware of the importance of our communities to have active lives and enjoy our parks and open spaces. Funding is proposed to improve parks and play areas throughout the area to promote health and wellbeing of our communities through the capital programme.

5.3.3 Tackling Climate Change and Supporting our Natural Environment

In July 2019 the Councils declared a climate emergency and developed a comprehensive Carbon Reduction Plan, outlining a set of ambitious and detailed actions designed to make the Councils carbon neutral by 2030.

Alongside the organisational work, the Councils have developed an area wide framework called SustainableAW which was published in December 2019. This was followed by a major community-led conference Zero2030 and a Climate Assembly process which provided a representative forum for residents over six one day sessions to engage with the climate and ecology challenge, creating ideas for action.

5.3.4 Good Services and New Solutions

Much of the Medium-Term Financial Strategy is underpinned by new approaches to how we design and deliver our services, and develop our commercial activities and investment portfolios. These approaches are not only designed to improve the financial sustainability of the Councils, but also the services that our communities, clients and customers experience. We will continue to invest in service improvement, using research and design methods to understand what needs to change in our services, working with staff to drive a customer first ethos and using our digital platforms to deliver simple, efficient digital service channels.

5.4 The final budget will be dependent on Members' consideration of the non-committed growth proposals, and the Council Tax increase that Members are prepared to support.

5.5 The key question of how the net budget requirement translates into the Council Tax charge can now be determined as the proposed details of the Local Government Finance Settlement have been received. Any final changes arising from settlement will be dealt with through the reserves. However, if

there is a significant reduction in government resources, in-year action will be needed to reduce the final impact on the reserves.

- 5.6 Details of all of the main changes in the base budget from 2021/22 to 2022/23 are at Appendix 1. A breakdown of each Executive Member's summary budget is attached in Appendix 5. The changes can be summarised briefly as follows:

	£'000	£'000
2021/22 Original Estimate		14,448
Add: General Pay and Price Increases		701
Add: Committed and Unavoidable Growth:		
Net reduction in Cost pressures relating to Covid 19	-978	
Impact of delivering Platforms	288	
Other committed growth	373	
Increased Expenditure as per 5 year forecast (net of any proposed use of reserves)	-317	
Reduced income	407	
Impact of Capital Investment and Development Programme	-219	-129
Less: Compensatory savings and additional Income:		
Compensatory savings	-182	
Additional income	0	-182
2022/23 budget prior to agreed savings		14,838
Less: Savings agreed by members		
Approved in December	-1,136	-1,136
Executive Member requirements		13,702
Potential contribution to reserves / amount available to invest in services (see Appendix 2)*		83
Potential budget requirement before external support		13,785
Collection fund deficit		76
2022/23 BUDGET REQUIREMENT		13,861
<p>* The planned contributions to and from the reserves are analysed in Appendix 3. The final amount will depend on the decisions made about the proposals to invest in services at Appendix 2 and the Council Tax increase.</p>		

- 5.7 The estimates reflect the Council's share of the Joint Strategic Committee budget. The allocation of the costs of joint services under the remit of the JSC has been the subject of an annual review this year for any significant changes.

Further details can be provided by request from Emma Thomas (Chief Accountant) or Sarah Gobey (Chief Financial Officer).

- 5.8 The projected deficit on the Council Tax element of the Collection Fund is estimated to be £931,070, of which £116,760 is the Borough Council share. The deficit carried forward from 2020/21 must be spread over the three years 2021/22 - 2023/24 and so an element of the deficit relating to 2020/21 will be recouped in 2023/24. Consequently, current deficit will be recouped as follows:

	2022/23	2023/24
	£	£
Worthing BC	-76,450	-40,310
West Sussex CC	-466,770	-246,120
Sussex Police CC	-66,410	-35,010
	<hr/>	<hr/>
	-609,630	-321,440

The deficit reflects the impact that the Pandemic is having on the amount of Council Tax Discounts claimed and the level of debt outstanding. The Government committed to support any 2020/21 deficits through the Local Taxation Compensation Scheme. The Council received a grant of £128,000 in 2020/21 which will be used over the three years to offset the losses incurred during the year.

- 5.9 Members are now faced with two questions:

- What level of Council Tax to set?
- Whether to accept the growth items detailed in Appendix 2?

The decisions made today will be reflected in the budget papers presented to Council.

5.10 **The Council Tax increase:**

- 5.10.1 The decision over the level of increase to the Council Tax influences not only the current budget but future budgets as well. Over the past 10 years, the Council Tax has been increased by 14.5 %, an average of 1.5% per year (in 2011/12 the average Band D tax was £216.00, in 2021/22 it was £247.41). Over the equivalent period, inflation (CPI) has been 18.66%.

5.10.2 The budget forecast currently assumes that Council Tax will increase by 2.0% in 2022/23. The most recent inflation index was 5.4% (CPI in December 2021) and so the forecast rate is significantly below current inflation rates.

5.10.3 A 2% uplift would only be a modest increase in the Council share of the bill for 2022/23. The table below details how the Council Tax will change as a result of a 1%, 1.5%, 1.8% and 2% increase.

	2021/22	Average annual increase for 2022/23			
		1%	1.5%	1.75%	2%
	£	£	£	£	£
Council Tax Band D	247.41	249.84	251.10	251.73	252.36
Annual increase		2.43	3.69	4.32	4.95
Weekly increase		0.06	0.07	0.08	0.09
Council Tax Band C	219.92	222.08	223.21	223.74	224.33
Average annual increase		2.16	3.59	4.12	4.41
Average weekly increase		0.04	0.07	0.08	0.08
Total additional Council Tax raised		95,470	145,360	168,940	194,870
Additional Council Tax raised over a 1% increase			49,890	73,470	99,400

5.10.4 Members should also be aware that the Police and Crime Commissioner has previously consulted on a £10.00 (4.65%) increase for their share of the overall bill. Whilst the level of increase to be set by the County Council is unknown at this stage, given the financial pressures that the County is under, there are indications that the increase will be close to the maximum permitted (3%). Consequently, the total overall increase in the Council Tax bill for a Band D property based on the Council opting to set the tax at the maximum allowed could be close to 3%:

	2021/22	2022/23 (Indicative only)	%
	£	£	
Worthing Borough Council	247.41	252.36	2.00%
West Sussex County Council	1,510.56	1,555.83	2.99%
Sussex Police and Crime Commissioner	214.91	224.91	4.65%
	1,972.88	2,033.10	3.05%

- 5.10.5 The decision to raise Council Tax influences not just the 2022/23 budget but future years and should be considered alongside the projected budget shortfalls for the next 5 years, as there are long term consequences to setting a Council Tax increase lower than the maximum permitted. This is particularly significant at the moment given the scale of the withdrawal of government funding the Council will contend with over the next 2 - 3 years following the introduction of the fairer funding review. Potentially the next few years are financially challenging with significant savings required in each financial year of:

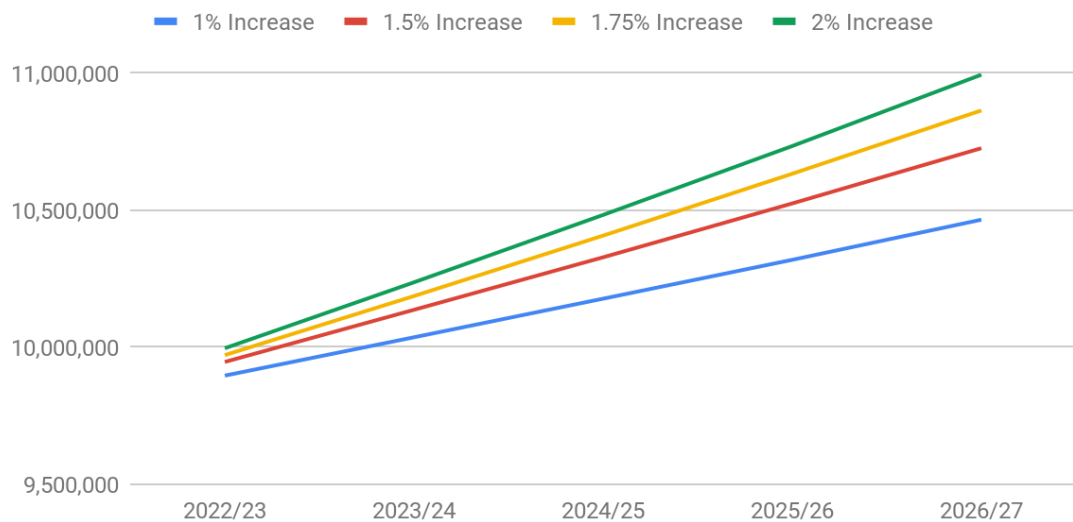
Estimated budget shortfall	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Annual saving	2,016	653	841	710
Cumulative Savings	2,016	2,669	3,510	4,220

- 5.10.6 The impact of changing the Council Tax by 1%, 1.5%, 1.75% and 2.00% annually would be as follows:

Total income	2022/23	2023/24	2024/25	2025/26	2026/27
	£	£	£	£	£
1% annual increase	9,896,290	10,036,080	10,176,850	10,318,570	10,464,910
1.5% annual increase	9,946,200	10,136,300	10,327,780	10,524,220	10,725,720
1.75% annual increase	9,971,150	10,186,410	10,406,830	10,632,460	10,863,360
2% annual increase	9,996,110	10,236,510	10,482,300	10,733,480	10,993,770

Over the longer term, a higher increase will give the Council significant additional income:

Worthing Borough Council - Long term impact of Council Tax increases



5.10.6 Members are asked to consider which level of Council Tax increase that they support. An increase of 2.00% would enable the Council to set a balanced budget and fund all of the proposals for investment in services recommended for approval in Appendix 2. However, if a lower rate is set, then additional savings will have to be identified to fund the financial consequences as it would be inappropriate to use the reserves to balance the budget.

5.10.7 At this late stage in the budget process, it would be difficult to make any decisions that result in service reductions as these should be the subject of consultation, however the option remains to defer projects or the proposed investments into services to generate an in-year saving and fund the desired level of Council Tax increase.

5.11 Summary of budget position

Depending on the choices made regarding the Council Tax increase and the new growth items; the overall budget position will be (based on a 2% increase):

Net budget requirement	£'000	£'000
Less:		13,702
Baseline Funding	-2,693	
Share of additional Business Rate income	-673	
Council Tax (2% increase)	-9,996	
Other grants	-499	
Collection Fund Deficit	76	-13,785
Budget surplus based on 2% Council Tax increase		-83
Maximum impact of accepting the growth items (Appendix 2)		83
Budget balanced at a 2% Council Tax increase		-

6.0 IMPACT ON FUTURE YEARS

- 6.1 The impact of the proposed changes on the overall revenue budget for the next 5 years is shown in Appendix 1 (which includes an assumed 2% tax increase for 2022/23 which is to be considered as part of this report). The settlement, together with the other agreed changes to the budget means that the Council is likely to face a minimum shortfall of:

	Expected shortfall (Cumulative)				
	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000
Budget shortfall prior to approving growth	1,053	3,069	3,722	4,563	5,273
Impact of accepting the growth items at appendix 2	83	83	83	83	83
Cumulative budget shortfall as per appendix 1	1,136	3,152	3,805	4,646	5,356
Less:					
Net savings identified in 2021/22 budget round	-1,136	-1,136	-1,136	-1,136	-1,136
Adjusted cumulative budget shortfall	-	2,016	2,669	3,510	4,220
Savings required each year	-	2,016	653	841	710

6.2 The continuation of the withdrawal of government funding has significant consequences for the Council . Looking ahead, the stimulation of the local economy and provision of additional housing will be two of the measures which will help protect the Council's services. There are potentially three benefits which flow from an improving economy and which will directly improve the council's financial position:

- Increased income from business rates which is discussed fully in section 4 above;
- Reduced cost of Council Tax benefits from any new jobs created;
- Additional Council Tax income from each new home;

6.3 However, these measures are unlikely to be enough. The Council has previously approved a budget strategy to:

- Generate £100k more commercial income per year;
- Rationalise the use of assets to reduce running costs and generate opportunities for disposal;
- Invest in new assets where these provide the opportunity to improve the local economy, the supply of housing or to reduce our carbon footprint;
- Promote efficiency whether this is through the digital strategy or by improving customer service; and
- Reducing the cost of temporary and emergency accommodation.

Overall, if the Council delivers upon the current budget strategy then the level of new initiatives required each year to balance the budget will reduce as follows:

	Expected shortfall per year			
	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000
Annual budget shortfall	2,016	653	841	710
Future savings from budget strategy:				
Investment in new assets	-452	-100	-100	-100
Commercial activities	-450	-450	-450	-450
Service and digital redesign	-120	-120	-120	-120
Asset rationalisation and disposal programme	-105	-105	-190	-190
Excess savings (-) / new savings initiatives to be identified	889	-122	-19	-150

- 6.4 With the delay to the fairer funding review, the challenge has now moved onto 2023/24 which becomes a more challenging year. Given the scale of savings that the Council needs to deliver from 2023/24 onwards, it is intended to do a full refresh of the strategy to ensure the Council meets the challenges of the next few years and continues to set a budget without reliance on reserves.

7.0 RESERVES

- 7.1 Sections 26 and 27 of The Local Government Act 2003 require the Council's Chief Financial Officer to comment on the adequacy of the Council's reserves. The reserves have therefore been reviewed in accordance with best practice.
- 7.2 To enable a view to be taken on the adequacy of reserves, Members need to be aware that, broadly speaking, there are two categories of revenue reserves relevant to the Council. The General Fund Working Balance which primarily is available to cushion the impact of uncertain cash flows and act as a contingency to meet unforeseen costs arising during a budget year (e.g. unexpected increases in the demand for services or losses in income); and Earmarked Reserves which are sums held for specific defined purposes and to meet known or predicted liabilities. Both categories of reserves can be used on a planned prudent basis to underpin the annual budget.
- 7.3 The Council's established policy is to maintain the General Fund Working Balance at between 6 – 10% of net revenue expenditure. The current balance as at 31st March 2021 is £1,543,370. The working balance was increased in 2019/20 to mitigate the additional risks that the Council is carrying in the light of the pandemic. The balance is 10.7% of net 2021/22 revenue expenditure and is in the upper part of the range of 6% -10% set by the Council. There are no plans to draw down from the working balance other than to fund any potential overspend from 2021/22 and if needed this reserve will be boosted over the next few years from any in-year underspend to ensure that it remains sufficient to manage risks.

The year-end level on the General Fund Working Balance for the foreseeable future, therefore, is estimated as follows:

		£'000	%
31.03.2021	Balance carried forward – per Final Accounts	1,543	10.7
31.03.2022	Use of reserves expected to fund the potential 2021/22 overspend.	1,332	9.7
31.03.2023	No planned drawdown or contribution expected	1,332	10.2
31.03.2024	No planned drawdown or contribution expected	1,332	9.7
31.03.2025	No planned drawdown or contribution expected	1,332	9.5

7.4 On the basis of the year-end figures above, and taking into account past performance and the acknowledged track record of sound financial management in this Council, I believe the working balance is adequate for its purpose. In forming this view I have considered the following factors:

1. The Government has provided additional funding for 2022/23.
2. The Council has created specific budgets to manage any void losses related to commercial property and where there are likely to be ongoing losses these have been built into the revenue budget.
3. Interest rates are extremely low at present (0.25% base rate) and this has been reflected in our budgets. A further fall in interest rates of 0.1% would cost the Council in a region of £9,000 in 2022/23 in lost investment income.
4. A pay award of 1% more than currently allowed for within the budget would cost the General Fund approximately £162,200.
5. Any use of the working balance would be difficult to recoup in the short term. Consequently, the reserve needs to be sufficient enough to cope with at least two years of adverse impacts.

Against this background, and especially given the current economic climate and the impact of the pandemic, it is important that the Council maintains its reserves at the planned amount for the foreseeable future.

7.5 However, with the planned expansion of commercial activity, especially the investment in commercial property, the council has taken two other measures to further manage risk and bolster the reserves:

- i) As part of the initiative to invest in commercial property, an element of the additional rent raised every year is being set aside into a specific reserve to manage void periods on these properties and to set aside resources to fund future investment needs. The annual provision will be £450,000 in 2022/23. This provision will be gradually built up over the next 5 years to a level of £850,000 per year by 2026/27.
- ii) Following the LGA peer review, there was a change in approach to the management of general inflation (excluding inflation on items such as salaries, rates, utilities, and contractual commitments). This is no longer allocated out this year but held centrally in the Corporate Management budget. This budget will be allocated out where the inflationary pressure can be demonstrated. Any unutilised budget at the year end will be transferred to the reserves and the budget offered up as a budget saving for the forthcoming year. This also provides a contingency budget for in-year pressures.

7.6 In the medium term, once the challenges of the next couple of years have been addressed, the council should review the position and take proactive steps to further bolster the overall reserves.

7.7 The estimated balance of general fund earmarked reserves as at 31st March, 2022 is £2,465,000 excluding the Business Rates Smoothing Reserve, any Section 106 sums held for future environmental improvements, grants, and any specific capital resources. Overall, the level of reserves held by the Councils is expected to change over the forthcoming years as follows:

	Balance as at 31st March				
	2021 Actual	2022 Est.	2023 Est.	2024 Est.	2025 Est.
	£'000	£'000	£'000	£'000	£'000
General Earmarked Reserves	3,552	2,465	2,998	3,631	4,401
Business Rates Smoothing Reserve	6,985	3,200	0	0	0
Grants and Contributions	1,437	1,437	1,437	1,437	1,437
Total earmarked reserves	11,974	7,102	4,435	5,068	5,838
General Fund Working Balance	1,543	1,332	1,332	1,332	1,332
Total reserves	13,517	8,434	5,767	6,400	7,170

A detailed schedule of the earmarked reserves is attached at Appendix 3. The significant risks to the overall budget and the Council's reserves are detailed below.

- 7.8 Given the relatively low level of reserves, it is now critical that these reserves be used only as a funding resource of last resort until such time as the reserve level has recovered to some extent. The Council has over the past year minimised new calls on such resources, utilising the ability to use capital receipts to fund initiatives to generate budget savings where possible.
- 7.9 In all probability, the Council will continue to have occasional opportunities to put money into earmarked reserves rather than solely to drawdown on a planned basis. Even without this, I believe the earmarked revenue reserves are adequate for their particular purposes provided that they are used sparingly.
- 7.10 However the size and nature of the risks to the overall budget leaves the Council with little room for using these reserves for new on-going spending initiatives. The Council should maintain its current policy of spending its scarce earmarked reserves on:
- supporting one-off rather than recurring revenue expenditure;
 - dealing with short-term pressures in the revenue budget; and
 - managing risk to the Council's budget.

8.0 SIGNIFICANT RISKS

- 8.1 Members will be aware that there are several risks to the Council's overall budget. These can be summarised as follows:-

(i) **Pandemic**

The risks associated with the pandemic are set out in detail in paragraph 5.2.2. However in summary we are expecting risks in a number of areas - income, cost of housing provision, impact on cost of contracts, and additional staffing costs. Wherever possible allowance has been built into the budget to accommodate these risks, but the scale of the challenge may be greater than expected.

(ii) **Withdrawal of funding by partners**

All budgets within the public sector are under scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, the council may lose funding for key priorities and be left with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources.

- (iii) **Income** - The Council receives income from a number of services which will be affected by demand particularly at the moment due to the impact of the pandemic. These include land charges, crematorium income, trade and green waste services, development control and now

business rates. Whilst known further reductions in income have been built into the proposed budgets for 2022/23: the pace of recovery may be slower than anticipated; income may fall further than expected; or new targets for commercial income may not be met.

The Council is investing in new commercial property, as leases expire there is an increased risk of loss of income from voids. To mitigate this risk the Council has introduced an annual provision for void rents which will be £450,000 in 2022/23. This will be increased annually in line with the level of investment in the property portfolio and the associated risk.

- (iv) **Inflation** - A provision for 2% inflation has been built into pay and non-pay budgets. Whilst the Bank of England inflation forecasts expect that inflation will gradually return to 2% in 2022/23, there is a risk that inflation will run at a higher rate than allowed for within the budget. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	162
Non-pay	135

- 8.2 The Council has an expected working balance of £1.3m and £2.5m of other earmarked reserves available in 2022/23 to help mitigate these risks.

9.0 CONSULTATION

- 9.1 The Council ran a detailed consultation exercise which supported the proposed five year budget strategy. In light of this, no consultation exercise was undertaken this year.
- 9.2 Officers and members have been consulted on the development of the budget.

10.0 UPDATE TO PRUDENTIAL INDICATORS

- 10.1 The Council's budget fully reflects the cost of financing the capital programme. Members have previously approved sufficient growth to accommodate the proposed capital programme. The Council has a fully funded capital programme and the associated revenue costs are built into the budget for 2022/23 and future years.
- 10.2 Under the Prudential Code of Practice and the capital finance system introduced in April 2004, the capital programme is based on the Council's assessment of affordability. This includes any new borrowing which the Council wishes to undertake.

10.3 The Code of Practice has been revised with a new code due to be introduced for 2023/24. The freedom for local authorities to set the scope and size of their capital plans remains unrestricted, but the prudential system processes have been strengthened to set out greater consideration of prudence, with sustainability and risk reporting improved through the governance procedures. There is also stronger guidance on commerciality which effectively prohibits solely commercial investment and requires the Council to regularly review current commercial investments. However this change was pressaged by the new rules surrounding borrowing from the PWLB and the Council has long since adapted its property investment criteria.

10.4 The Prudential Code of Practice requires the Council to set a series of indicators to show that the capital programme has due regard to affordability, sustainability and prudence. These are included with the annual Treasury Management Strategy Statement which is due to be considered by JSC on the 8th February 2022 and which will be included in the Council budget pack for approval.

11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER

11.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and Council Tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so Members will have authoritative advice available to them when they make their decisions. The Section requires Members to have regard to the report in making their decisions.

11.2 As Members are aware, local authorities decide every year how much they are going to raise from Council Tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the Council Tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient which has been considered in detail on section 7 of the report.

11.3 Overall view on the robustness of the estimates:

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates and the adequacy of reserves. The exceptions relate to:

(1) The provision of estimates for items outside of the direct control of the Council:

- Income from fees and charges in volatile markets particularly at the moment given the pandemic, e.g. car parks and development control fees.
- External competition and declining markets, particularly during a recession. E.g. Local land charges and building control fees.
- Changes to business rate income due to revaluations, redevelopments and increases in mandatory rate relief.

(2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.

(3) Initiatives and risks not specifically budgeted for.

It will therefore be important for members to maintain a robust budget monitoring regime during 2022/23.

11.4 The Chief Financial Officer's overall view of the robustness of the estimates is, therefore, as follows:

The processes followed are sound and well established and identical to those that produced robust estimates in the past. The Council has also demonstrated that it has a sound system of financial management in place.

12.0 COUNCIL TAX SETTING

12.1 The Council is obliged to raise the balance of its resources, after allowing for any government grant and business rates, to finance the General Fund Revenue Budget from its local Council Taxpayers. The Council Tax for Worthing Borough Council will be added to the Precepts from West Sussex County Council and the Sussex Police and Crime Commissioner to form a combined Council Tax to levy on the taxpayers of Worthing. This will be formally approved by Council on the 22nd February 2022 via a report on the Council Tax Determination.

12.2 Once the Executive has reached a decision on the Total Budget Requirement it wishes to recommend to the Council for the 2022/23 Budget, the resulting Council Tax for the Borough can be set. This takes into account the Total Aggregate External Finance (Government grants and Business Rates contributions) and any contribution to or from the local Collection Fund.

12.3 Worthing Borough Council:

- (a) The following table shows the net sum to be raised from local Council Taxpayers in 2022/23 prior to the consideration of the budget proposals. This is based on 2.0% Council Tax increase, which is lower than the maximum increase (£5.00) permitted without triggering the requirement for a referendum:

	£	£
Net 2022/23 Budget *		13,701,410
Less: Aggregate External Finance		
Baseline Funding	-2,692,550	
Additional Retained Business Rate income	-867,380	
Share of Business Rate deficit net use of reserves	194,000	
New Homes Bonus	-155,670	
Lower Tier Services Grant	-120,780	
Services Grant	-185,610	
Local Tax Guarantee Scheme - use of set aside grant	-37,000	
Contribution to the Collection Fund surplus (as per paragraph 5.8)	76,450	
		-3,788,540
Minimum amount to be raised from Council Tax		9,912,870
Net additional impact of proposals identified in Appendix 2 if all approved		83,240
Amount to be raised from Council Tax based on 2.0% Council Tax		9,996,110

- * 2022/23 budget requirement after any contribution to or from reserves required to balance the budget or any further increase to Council Tax.

Within section 5 of the report, members are given the options for the Council Tax and approving the service investment proposals.

- (b) Council Tax Base

The Council's Tax base for 2022/23 is 39,610.5 Band D equivalent properties. There is an increase to the current year base of 39,131.0 which is due to a decreasing level of Council Tax discounts. The full calculation of the tax base is shown in Appendix 4.

(c) Worthing Borough Council Band D Council Tax

In Section 5.10, the options for the Council Tax increase are discussed in detail. An average Council Tax increase of 1.24% will ensure that the Council has a balanced budget, an average increase of 2.00% will lever in sufficient additional resources to fund the service investment proposals recommended for approval at Appendix 2 and deliver a balanced budget.

12.4 West Sussex County Council and Sussex Police Authority

- (a) The County Council requirements are expected to be confirmed on 18th February, 2022.
- (b) The proposed Police and Crime 2022/23 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2022.

	2021/22 £	2022/23 £
West Sussex County Council	1,510.56	t.b.c
Sussex Police Authority	214.91	t.b.c
TOTAL	1,724.47	t.b.c.

- 12.5 The final figures for all authorities will be incorporated into the formal Council Tax setting resolution to be presented to the Council at its meeting on 22nd February 2022.

13.0 LEGAL IMPLICATIONS

- 13.1 The Local Government Act 2003 requires that the Council sets a balanced budget. This report demonstrates how Worthing Borough Council will meet this requirement for 2022/23.

14.0 CONCLUSION

- 14.1 This has been another challenging year in which the Council has had to address a budget shortfall of £1.136m whilst contending with a pandemic. The Government is providing more support in 2022/23 however much of this support is one-off in nature. To meet this challenge the Council has identified £1.136m of savings and is now in the position to set a balanced budget.

- 14.2 With the further delay to the Fair Funding Review, the financial challenge now moves to 2023/24. It is now clear that the Government does intend to introduce some reform of local government funding for 2023/24 although there may well be some form of transitional relief as we move from one funding system to another. Consequently we must prepare the Council for the impact of the review and so the 2023/24 budget round will again be difficult as the Council grapples with the impact of reducing government funding, the continued impact of the Pandemic on our finances and the building capacity to invest in the initiatives detailed in Platform for our Places. Consequently, the strategy of delivering commercial income growth and business efficiencies continues to play a vital role in balancing the budget. Nevertheless, given the scale of the potential challenges ahead, a refreshed budget strategy will be presented in July next year which will bring forward new savings initiatives.
- 14.3 Provided we continue to deliver on our agreed budget strategy, the Council will become increasingly financially resilient over the next 5-10 years as government funding reduces and we become largely funded by our community through Council Tax, retained Business Rates and income from our commercial services.
- 14.4 The aims of 'Platforms for our Places' are critical to our success. Developing the local economy to increase employment space and local jobs together with the provision of new homes is one of the strategic measures that the Council can take to protect its longer term financial interests, however there will inevitably be some difficult days ahead as the Council seeks to address the remaining budget shortfall.
- 14.5 There will need to be a sharp focus on financial health over the next couple of years whilst we balance the budget and rebuild the reserves. However, we must not forget that the Council has a good track record in dealing with such challenges
- 14.6 Finally, in preparing the strategy and forecast for 2022/23 an assessment was carried out of the significant risks and opportunities which may have an impact on the Council's budget. Where quantifiable, the budget has been adjusted accordingly but it is important to acknowledge that there are still some risks to the overall position which may have to be funded from reserves. Members will continue to receive regular budget monitoring reports and updates to the Council's 5-year Medium Term Financial Plan, to ensure that the financial challenges ahead are effectively met.

Local Government Act 1972

Background Papers:

Report to the Joint Strategic Committee 13th July 2021 'Developing a revenue budget for 2022/23 at the time of a pandemic '

Report to the Joint Strategic Committee 7th December 2021 'Towards a sustainable financial position - Budget update '

Report to the Joint Strategic Committee 7th December 2021 'Investing in our Places : Capital Programme 2021/22 to 2023/24'

Local Authority Finance (England) Settlement Revenue Support Grant for 2022/23 and Related Matters: MHCLG Letters and associated papers of 16th December 2021.

2021 Spending Review – On-the-day briefing

Local Government Act 2003 and Explanatory Note

"Guidance Note on Local Authority Reserves and Balances" – LAAP Bulletin No. 77 - CIPFA -published in November 2008

Statement of Accounts 2020/21

Report to Joint Strategic Committee 7th December 2021 – 2nd Revenue Budget Monitoring Report (Q2)

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SUSTAINABILITY AND RISK ASSESSMENT

1. ECONOMIC

Matter considered and no issues identified

2. SOCIAL

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

Matter considered and no issues identified

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

Matter considered and no issues identified

3. ENVIRONMENTAL

Matter considered and no issues identified

4. GOVERNANCE

Matter considered and no issues identified

WORTHING BOROUGH COUNCIL Revenue Budget Summary Statement 2021/22 - 2026/27						
	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
Net Spending to be Financed from Taxation	£'000	£'000	£'000	£'000	£'000	£'000
Base budget	14,448	14,448	14,448	14,448	14,448	14,448
(a) Annual Inflation						
Estimated inflation		484	965	1,444	1,914	2,393
Impact of 2021/22 pay rise		15	15	15	15	15
Impact of new increase to national insurance (1.25%)		202	206	210	214	218
(b) One -off / non-recurring items						
Local Elections (held every other year - deferred in 2020/21 due to the pandemic)		(50)	-	-	-	(50)
(c) Impact of Covid 19 pandemic						
Delay to Fairer Funding Review - Homeless funding in current form to continue for 2022/23		-	272	272	272	272
Final cost of support for leisure provision		(198)	(198)	(198)	(198)	(198)
Council Tax Support - discretionary reliefs		(133)	(133)	(133)	(133)	(133)
Covid 19 contingency budget		(647)	(647)	(647)	(647)	(647)
(d) Impact of funding 'Platforms'						
Measures to reduce waste - Impact of the Environment bill		-	128	128	128	128
Refurbishment of High Street Car Park - Financing costs		4	50	259	259	259
Refurbishment of Buckingham Road car park - Financing costs		132	132	132	132	132
Brooklands improvement programme - net costs		20	27	43	43	43
Bike share scheme		52	89	89	89	89
Heat Network		-	-	121	121	121
Lido superstructure repairs		80	80	80	80	80
General provision for future impact of major projects		-	-	284	484	684
(e) Treasury Management						
Financing costs - General Programme		(60)	254	328	705	1,015
Impact of AW workspaces project		(159)	(159)	(159)	(159)	(159)
Investment income		-	(41)	(97)	(170)	(261)
(g) Other items						
Triennial pension valuation - Reduction in contributions		(132)	(186)	(189)	(189)	(189)
Building maintenance - scale up budget		50	100	100	100	100
Impact of increasing demand on homelessness budgets						
Fall out of one-off Housing funding		120	120	120	120	120
Reduction in income associated with the recovery of housing benefit overpayments.		100	100	100	100	100
Increase in tipping charges due to new contract		105	105	105	105	105
Unachieved saving in 2021/22 due to impact of pandemic		26	26	26	26	26
Reduction in car parking income due to extended pandemic measures.		187	94	-	-	-
Removal of hardship funding following introduction of new Council Tax Support Scheme		-	(39)	(39)	(39)	(39)
Allowance for committed growth items approved in December		192	282	372	462	552
(h) Approved Growth items						
Provision for new growth items (see appendix 2).		83	173	263	353	443
Total Cabinet Member Requirements	14,448	14,921	16,263	17,477	18,635	19,667

WORTHING BOROUGH COUNCIL
Revenue Budget Summary Statement 2021/22 - 2026/27

	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Total Cabinet Member Requirements b/fwd	14,448	14,921	16,263	17,477	18,635	19,667
Income from Business rates:						
Baseline funding	2,693	2,693	2,747	2,802	2,858	2,915
Add: Net retained additional business rates	716	867	441	446	458	469
Add: Share of surplus /deficit (-) net of use of reserves	-	(194)	(256)			
Total business rate income	3,409	3,366	2,932	3,248	3,316	3,384
Council Tax income	9,681	9,996	10,237	10,483	10,736	10,994
Impact of removal of Council Tax Support			(176)	(180)	(184)	(188)
Income from grants and contributions:						
New homes bonus (2018/19- 2021/22)	222		-	-	-	-
New homes bonus (2019/20 - 2022/23)	68	68		-	-	-
New homes bonus (2021/22)	118		-	-	-	-
New homes bonus (2022/23)		88				
Total New Homes Bonus	408	156	-	-	-	-
Lower Tier Services Grant	203	121	121	121	121	121
Local tax compensation scheme	55	37	37			
Covid 19 Funding Allocation	550					
Covid 19 Funding - Council Tax Support Grant	133					
Services Grant		185				
Collection fund surplus/deficit (-)	9	(76)	(40)		-	-
Total other grants and contributions	1,358	423	118	121	121	121
Total Income from Taxation	14,448	13,785	13,111	13,672	13,989	14,311
AMOUNT REQUIRED TO BALANCE BUDGET	-	1,136	3,152	3,805	4,646	5,356
Savings / Initiatives identified to date:						
Strategic Property Investment Fund						
Future property developments		200	400	600	800	1,000
Provision for future voids and repairs		(100)	(200)	(300)	(400)	(500)
Wellbeing centre and car park - net of debt charges		-	352	352	352	352
Commercial and Customer Activities		354	804	1,254	1,704	2,154
Service and Digital redesign programme		3	123	243	363	483
Corporate Landlord Programme		105	210	315	505	695
Other efficiency savings (net of growth)		184	184	184	184	184
Impact of new financing method		390	390	390	390	390
Total savings initiatives identified to date		1,136	2,263	3,038	3,898	4,758
Cumulative savings still to be found/ (surplus)		-	889	767	748	598
Annual savings still to be found		-	889	(122)	(19)	(150)

		<i>Expected cost (cumulative)</i>								
		2022/23			2023/24			2024/25		
Service reinvestment proposal	Grade	<i>Joint (memo only)</i>	Adur	Worthing	<i>Joint (memo only)</i>	Adur	Worthing	<i>Joint (memo only)</i>	Adur	Worthing
Democratic Services Officer										
Additional capacity to support the new Committee and additional meetings now required.	7	39,970	15,990	23,980	47,960	19,180	28,780	47,960	19,180	28,780
Assistant Waste Manager										
Additional capacity within the waste team to support the introduction of the requirements of the Environment Act	8	54,830	19,740	35,090	54,830	19,740	35,090	54,830	19,740	35,090
Transformation / delivery programme manager										
Additional capacity to support the redesign of the organisation and subsequent transformation programme.	12	96,680	48,340	48,340	96,680	48,340	48,340	96,680	48,340	48,340
Less: Contribution from the HRA (50% in 2022/23 and 2023/24)		-48,340	-24,170	-24,170	-48,340	-24,170	-24,170			
Plant Heritage Officer										
Part of the HLF commitment to ongoing maintenance of Highdown Gardens. The post is to be funded from fundraising via the Trust.	5	44,050	0	44,050	44,050	0	44,050	44,050	0	44,050
Less: Contribution from the Trust		-44,050	0	-44,050	-44,050	0	-44,050	-44,050	0	-44,050
Overall cost of new proposals		143,140	59,900	83,240	151,130	63,090	88,040	199,470	87,260	112,210

	Balance as at 01.04.21	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.22	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1. CAPACITY ISSUES RESERVE Purpose: The Capacity Issues Reserve was set up in 2005/06 to give the Council scope to deal with a range of cost pressures expected to arise from 2006/07 onwards.	1,614	-	(649)	965	131	-	1,096
2. INSURANCE RESERVE Purpose: The Insurance Reserve was established in 1993/94 to develop risk management, fund self-insurance and to achieve longer-term revenue savings.	206	26	(30)	202	30	(30)	202
3. JOINT HEALTH PROMOTION Purpose: The Joint Health Promotion reserve was established in 2005 with funding received from the local Primary Care Trust for health promotion projects.	1	-	(1)	-	-	-	-
4. PROPERTY INVESTMENT RISK RESERVE Purpose: To offset future void rental periods in investment properties and to provide for future maintenance of the commercial property portfolio.	450	-	-	450	450	-	900
5. LEISURE LOTTERY & OTHER PARTNERSHIP Purpose: The Leisure, Lottery & Other Partnerships Reserve was established in 1995/96 to assist in financing capital schemes attracting substantial support from the National Lottery distributor bodies & other funding agencies & organisations. This reserve is currently earmarked for support to the Museum Redevelopment bid & the Football Foundation bid.	28	-	-	28	-	(28)	-

C = Capital Contribution

SCHEDULE OF EARMARKED RESERVES

APPENDIX 3

	Balance as at 01.04.21	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.22	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
6. MUSEUM RESERVE Purpose: The Museum Reserve was established in 1993/94 to support the overall service aims of the Museum and Art Gallery on occasions where annual budgets do not allow the work of the Museum and Art Gallery to progress in a manner which will contribute to achieving these aims.	106	-	-	106	-	(20)	86
7. THEATRE CAPITAL RESERVE Purpose: Established in 2013/14 to fund refurbishment and other works for all of WBC's theatres.	58	TBC	TBC	58	TBC	TBC	58
8. SPECIAL AND OTHER EMERGENCY EXPENDITURE Purpose: The Special and Other Emergency Expenditure Reserve was set up to fund strategic or unforeseen one-off expenditure, which may arise.	3	-	-	3	-	-	3
9. GRANTS & CONTRIBUTIONS* Purpose: The reserve is used to hold grants or contributions which have been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date.	1,437	-	-	1,437	-	-	1,437
10. BUSINESS RATES SMOOTHING RESERVE Purpose: This reserve is intended to smooth the impact of timing differences in the business rate system largely due to in-year changes to business rate reliefs .	6,985		(3,784)	3,201	-	(3,201)	-

* Contribution to be confirmed at the year-end

[illegible]

PROPERTY ANALYSIS AND CALCULATION OF TAX BASE - Budget Year 2022/23										
Properties	Band A -	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Dwellings	0	8,142.00	11,445.00	13,108.00	9,632.00	5,556.00	2,399.00	917	30	51,229.00
Less: Exemptions	0	-209	-223	-160	-118	-70	-22	-13	0	-815
	0	7,933.00	11,222.00	12,948.00	9,514.00	5,486.00	2,377.00	904	30	50,414.00
Disabled Relief Adjustment (net)	8	31	19	-10	13	-29	7	-22	-17	0
Chargeable Dwellings	8	7,964.00	11,241.00	12,938.00	9,527.00	5,457.00	2,384.00	882	13	50,414.00
Broken down as follows:										
Full Charge	5	2,569.00	6,101.00	8,740.00	6,918.00	4,228.00	1,924.00	720	11	31,216.00
25% Discount (Including Adj for SP dis)	3	5,362.00	5,102.00	4,170.00	2,586.00	1,210.00	417	132	0	18,982.00
50% Discount	0	2	9	11	15	15	41	29	2	124
Second Homes 0% discount	0	67	100	109	87	58	23	9	2	455
Empty receiving 0% discount	0	225	201	123	68	27	17	8	1	670
100% Discount LT Empty	0	16	13	9	5	2	0	0	0	45
0% Discount (Long Term Empty Homes)	0	15	16	8	3	2	2	1	0	47
Total Equivalent Number of Dwellings	7.25	6,621.50	9,964.00	11,889.00	8,871.00	5,148.00	2,261.25	835.5	12	45,609.50
Total Equivalent Number of Dwellings (after family annexe)	7.25	6,617.25	9,964.00	11,889.00	8,871.00	5,148.00	2,261.26	835.5	12	45,605.26
Reduction in tax base due to Council Tax Support	1.7	1,169.84	1,204.16	853.71	313.71	94.22	18.37	3.99	0	3,659.71
Adjusted equivalent total dwellings	5.55	5,447.41	8,759.84	11,035.29	8,557.29	5,053.78	2,242.89	831.51	12	41,945.55
<u>Band D Equivalents</u>										
Revenue Support Settlement	3.1	3,631.60	6,813.20	9,809.10	8,557.30	76,176.80	3,239.70	1,385.80	24	39,640.60
Add: Forecast new homes	0	28.3	36.2	41.8	38	91.7	2.2	1.7	0	239.9
Less: Adjustments for Losses on Collection, and Void Properties	0	0	0	0	270	0	0	0	0	270
COUNCIL TAX BASE	3.1	3,659.90	6,849.40	9,850.90	8,325.30	6,268.50	3,241.90	1,387.50	24	39,610.50

WORTHING BOROUGH COUNCIL:

The following appendices have been updated to reflect the recommendations from the Executive as laid out in the Record of Decisions.

Decision

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) recommended to Council the draft budgets for 2022/23 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,784,650 which included provision for the proposals in Appendix 2;
- (c) recommended to Council an increase of 2% in Council Tax, making Band D £252.36 per annum for Worthing Borough Council's requirements in 2022/23, as set out in paragraph 5.10; and
- (d) approved the Council Tax base of 39,610.50 for 2022/23 as set out in paragraph 12.3.

Reason for Decision

Statutory requirement to set a budget

WORTHING BUDGET 2022/2023

Summary of Executive Member Portfolios



WORTHING BOROUGH
COUNCIL

APPENDIX 5

EXECUTIVE PORTFOLIO	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
Digital and Environment	3,379,150	3,754,520
Health and Wellbeing	1,892,870	1,913,960
Customer Services	5,634,910	5,665,820
Leader	1,556,460	918,280
Regeneration	2,650,230	2,782,630
Resources	705,820	95,650
Support Services Depreciation Not Charged To Services	359,540	732,220
NET SERVICE EXPENDITURE	16,178,980	15,863,080
Credit Back Depreciation / Impairments	(3,804,240)	(4,160,610)
Minimum Revenue Provision	1,986,790	1,995,930
	14,361,530	13,698,400
Transfer to / from Reserves	86,250	86,250
Investment in Services to be Approved	-	-
Total budget requirement before external support from government	14,447,780	13,784,650
Baseline Funding	(2,692,550)	(2,692,540)
Additional business rate income	(716,440)	(673,380)
Lower Tier Services Grant	(202,840)	(120,780)
Local Tax Guarantee Scheme	(55,390)	(37,000)
Services Grant		(185,620)
Covid 19 Funding Allocation	(549,590)	-
Covid 19 Funding - Council Tax Support Grant	(132,980)	-
Other unfenced grants (New homes bonus)	(407,590)	(155,670)
Contribution to/ (from) Collection Fund	(9,000)	76,450
Amount required from Council Tax	9,681,400	9,996,110
Council Tax Base	39,131.0	39,610.5
Average Band D Council Tax - Worthing Borough	247.41	252.36
% increase	2.00%	2.00%

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
DIRECTOR OF THE ECONOMY		
South Downs Leisure	1,298,740	1,334,500
	1,298,740	1,334,500
Head of Place and Economy		
Markets	-	(6,120)
	-	(6,120)
Head of Business and Technical Services		
Flood Defence	21,020	21,720
Public Conveniences	374,820	385,320
	395,840	407,040
DIRECTOR FOR COMMUNITIES		
Head of Environment		
Allotments	26,030	27,350
Cemeteries	91,400	97,020
Crematorium	(1,843,600)	(1,888,550)
Parks	1,888,300	1,877,760
Abandoned Vehicles	1,800	1,800
Clinical Waste	(630)	9,530
Recycling	304,470	438,970
Refuse	773,370	836,710
Street Cleansing (includes Pest Control and Graffiti)	721,620	796,320
Trade Refuse	(371,470)	(302,740)
Vehicle Workshop	-	-
	1,591,290	1,894,170
Head of Wellbeing		
Pollution Control	93,280	124,930
	93,280	124,930
TOTAL ENVIRONMENT PORTFOLIO	3,379,150	3,754,520

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
DIRECTOR FOR THE ECONOMY											
South Downs Leisure	74,400	7,090	320,310	-	-	(90,460)	(73,550)	237,790	44,080	1,052,630	1,334,500
Head of Place and Economy											
Markets	-	-	-	-	-	-	(6,120)	(6,120)	-	-	(6,120)
Head of Business and Technical Services											
Flood Defence	-	2,030	-	-	-	-	-	2,030	19,690	-	21,720
Public Conveniences	-	9,350	277,310	-	-	-	(650)	286,010	7,510	91,800	385,320
DIRECTOR FOR COMMUNITIES											
Head of Environment											
Allotments	-	8,650	16,080	-	-	-	(50)	24,680	-	2,670	27,350
Cemeteries	-	209,060	136,860	-	17,630	-	(285,980)	77,570	-	19,450	97,020
Crematorium	261,930	159,690	556,550	10	200,980	-	(3,336,850)	(2,157,690)	196,010	73,130	(1,888,550)
Parks	-	142,710	1,234,740	-	118,310	-	(181,460)	1,314,300	241,020	322,440	1,877,760
Abandoned Vehicles	-	-	-	-	1,800	-	-	1,800	-	-	1,800
Clinical Waste	-	9,530	-	-	-	-	-	9,530	-	-	9,530
Recycling	-	317,210	-	-	-	1,400	-	318,610	-	120,360	438,970
Refuse	-	493,820	-	-	-	-	-	493,820	155,680	187,210	836,710
Street Cleansing	-	1,059,370	-	-	-	-	(347,570)	711,800	-	84,520	796,320
Trade Refuse	-	380,940	-	-	858,170	-	(1,612,300)	(373,190)	-	70,450	(302,740)
Vehicle Workshop	-	-	-	-	-	-	-	0	-	-	0
Head of Wellbeing											
Pollution Control	-	96,970	-	-	35,170	-	(9,580)	122,560	-	2,370	124,930
	261,930	2,889,330	2,221,540	10	1,232,060	1,400	(5,774,440)	831,830	619,910	974,400	3,754,520
Percentage Direct Cost	4%	44%	34%	0%	19%	0%					

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
DIRECTOR FOR COMMUNITIES		
Worthing Festival	3,620	3,680
	3,620	3,680
Head of Housing		
Housing Standards	163,260	170,080
	163,260	170,080
Head of Wellbeing		
Community Centres & Grants	478,920	478,380
Community Safety	321,600	332,730
Food Safety & Health & Safety	261,230	264,920
Licensing	127,000	135,970
Public Health & Regulation inc Dog Control	454,280	429,090
	1,643,030	1,641,090
DIRECTOR OF THE ECONOMY		
Head of Business and Technical Services		
Bus Shelters, Drainage, Footway Lighting	82,960	99,110
	82,960	99,110
TOTAL HEALTH AND WELLBEING PORTFOLIO	1,892,870	1,913,960

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
DIRECTOR FOR COMMUNITIES											
Worthing Festival	-	-	3,200	-	480	-	-	3,680	-	-	3,680
Head of Housing											
Housing Standards	-	168,400	-	-	1,680	-	-	170,080	-	-	170,080
Head of Wellbeing											
Community Centres & Grants	-	163,070	19,400	-	167,810	-	-	350,280	125,670	2,430	478,380
Community Safety	-	186,810	4,020	-	19,980	-	-	210,810	121,920	-	332,730
Food Safety & Health & Safety	-	181,890	-	-	650	-	(140)	182,400	82,520	-	264,920
Licensing	-	250,800	-	-	3,930	-	(234,110)	20,620	115,350	-	135,970
Public Health & Regulation inc Dog Control	-	164,640	-	-	-	-	110	164,750	254,780	9,560	429,090
DIRECTOR FOR THE ECONOMY											
Head of Business and Technical Services											
Bus Shelters, Drainage, Footway Lighting	-	-	92,540	-	-	-	-	92,540	6,570	-	99,110
	0	1,115,610	119,160	0	194,530	0	(234,140)	1,195,160	706,810	11,990	1,913,960
Percentage Direct Cost	0%	78%	8%	0%	14%	0%					

CUSTOMER SERVICES PORTFOLIO



WORTHING BOROUGH
COUNCIL

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
DIRECTOR FOR COMMUNITIES		
Head of Housing		
Housing including Homelessness	2,053,500	2,224,770
Housing Strategy	116,810	119,110
Housing Improvement Assistance	121,850	122,320
	2,292,160	2,466,200
Head of Wellbeing		
Community Centres	2,950	3,010
	2,950	3,010
DIRECTOR OF THE ECONOMY		
Culture client	2,465,020	2,465,570
	2,465,020	2,465,570
Head of Business & Technical Services		
Wedding venue	(13,860)	(13,860)
	(13,860)	(13,860)
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES		
Chief Finance Officer		
Fraud, Verification & Adjudication	165,900	33,900
	165,900	33,900
Head of Revenues and Benefits		
Revenues Includes Non Domestic Rates	260,060	286,530
Benefits	462,680	424,470
	722,740	711,000
TOTAL CUSTOMER SERVICES PORTFOLIO	5,634,910	5,665,820

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
DIRECTOR FOR COMMUNITIES											
Head of Housing											
Housing including Homelessness	112,350	767,270	283,270	-	3,098,720	275,840	(2,497,440)	2,040,010	184,760	-	2,224,770
Housing Strategy	-	-	-	-	-	-	-	0	119,110	-	119,110
Housing Improvement Assistance	-	119,350	-	-	-	-	(45,790)	73,560	48,760	-	122,320
Head of Wellbeing											
Community Centres	-	-	2,840	-	-	-	-	2,840	-	170	3,010
DIRECTOR FOR THE ECONOMY											
Director for the Economy											
Culture client	32,260	6,080	178,050	-	11,720	1,466,290	-	1,694,400	440,790	330,380	2,465,570
Head of Business & Technical											
Wedding venue	-	-	-	-	-	-	(13,860)	(13,860)	-	-	(13,860)
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES											
Chief Finance Officer											
Fraud, Verification & Adjudication	-	-	-	-	93,900	-	(60,000)	33,900	-	-	33,900
Head of Revenues and Benefits											
Revenues	-	488,100	-	-	93,820	-	(557,980)	23,940	262,590	-	286,530
Benefits	-	582,510	-	-	30,839,380	-	(31,529,170)	(107,280)	531,750	-	424,470
	144,610	1,963,310	464,160	0	34,137,540	1,742,130	(34,704,240)	3,747,510	1,587,760	330,550	5,665,820
Percentage Direct Cost	0%	5%	1%	0%	89%	5%					

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
CHIEF EXECUTIVE OFFICE		
Performance and Scrutiny & Covid budget	644,000	(3,000)
	644,000	(3,000)
DIRECTOR FOR COMMUNITIES		
Head of Wellbeing		
Democratic Services - Members & Mayoral	444,270	485,650
	444,270	485,650
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES		
Sustainability		
Energy and Sustainability	112,070	124,450
	112,070	124,450
Head of Customer & Digital Services		
Elections	356,120	311,180
	356,120	311,180
TOTAL LEADER PORTFOLIO	1,556,460	918,280

WORTHING - THE LEADER PORTFOLIO - 2022/2023 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
CHIEF EXECUTIVE	£	£	£	£	£	£	£	£	£	£	£
Head of Communications											
Performance and Scrutiny inc Covid Budget	-	-	-	-	(3,000)	-	-	(3,000)	-	-	(3,000)
DIRECTOR OF COMMUNITIES											
Head of Wellbeing											
Democratic Services	296,220	173,210	-	1,210	15,010	-	-	485,650	-	-	485,650
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES											
Sustainability											
Energy & Sustainability	-	124,450	-	-	-	-	-	124,450	-	-	124,450
Head of Customer & Digital											
Elections	33,000	138,180	3,090	-	56,980	-	(5,600)	225,650	84,410	1,120	311,180
	329,220	435,840	3,090	1,210	68,990	0	(5,600)	832,750	84,410	1,120	918,280
Percentage Direct Cost	39%	52%	0%	0%	8%	0%					

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES		
Head of Customer & Digital Services		
Parking	(711,700)	(690,810)
	(711,700)	(690,810)
DIRECTOR FOR COMMUNITIES		
Head of Environment		
Lido/Pier/Southern Pavillion	184,220	279,880
Foreshores	678,200	637,490
	862,420	917,370
DIRECTOR OF THE ECONOMY		
Head of Business and Technical Services		
Emergency Planning & Business Continuity	34,650	31,870
Coastal Protection, Street Nameplates, Pedestrian Precincts	151,600	154,180
Seats & Public Clock	13,920	14,200
	200,170	200,250
Grants		
Commit to Culture	95,990	102,810
	95,990	102,810
Head of Planning & Development		
Planning Policy	403,720	420,390
Development Control	871,380	911,950
Building Control	152,030	165,340
	1,427,130	1,497,680
Head of Place & Economy		
Economic Development (including Tourism)	500,470	479,580
	500,470	479,580
Head of Major Projects & Investment		
Major Projects	275,750	275,750
	275,750	275,750
TOTAL REGENERATION PORTFOLIO	2,650,230	2,782,630



WORTHING - REGENERATION PORTFOLIO - 2022/2023 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES	£	£	£	£	£	£	£	£	£	£	£
Head of Customer & Digital Services											
Parking	-	458,770	733,660	1,070	205,180	-	(3,018,980)	(1,620,300)	287,930	641,560	(690,810)
DIRECTOR OF COMMUNITIES											
Head of Environment											
Lido/Pier/Southern Pavillion	-	-	273,000	-	5,740	-	(114,060)	164,680	-	115,200	279,880
Foreshores	-	235,310	369,740	3,800	31,790	-	(470,430)	170,210	189,450	277,830	637,490
DIRECTOR OF ECONOMY											
Head of Business and Technical Services											
Emergency Planning & Business Continuity	-	8,380	-	-	-	-	-	8,380	23,430	60	31,870
Coastal Protection, Street Nameplates, Pedestrian Precincts	-	-	109,520	-	4,890	-	(25,770)	88,640	46,890	18,650	154,180
Seats & Public Clock	-	-	14,200	-	-	-	-	14,200	-	-	14,200
Grants											
Commit to Culture	95,840	-	-	-	-	-	-	95,840	-	6,970	102,810
Head of Planning & Development											
Planning Policy	-	211,150	-	-	19,790	-	-	230,940	189,450	-	420,390
Development Control	-	1,001,380	-	-	50,190	5,380	(563,290)	493,660	418,280	10	911,950
Building Control	-	364,720	-	-	4,020	-	(407,850)	(39,110)	204,450	-	165,340
Head of Place & Economy											
Economic Development (including Tourism)	-	160,000	9,150	-	135,230	-	(161,650)	142,730	308,800	28,050	479,580
Head of Major Projects & Investment											
Major Projects	-	-	-	-	275,750	-	-	275,750	-	-	275,750
	95,840	2,439,710	1,509,270	4,870	732,580	5,380	(4,762,030)	25,620	1,668,680	1,088,330	2,782,630
Percentage Direct Cost	2%	51%	32%	0%	15%	0%					

SERVICE	ESTIMATE 2021/2022	ESTIMATE 2022/2023
	£	£
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES		
Chief Financial Officer		
Corporate Management	3,107,260	2,886,020
Treasury Management	2,271,650	2,036,180
	5,378,910	4,922,200
DIRECTOR OF THE ECONOMY		
Head of Business and Technical Services		
Administrative Buildings	(790)	(800)
Meadow Road Depot	190	1,770
	(600)	970
Head of Major Projects & Investment		
Estates - Core Estate & New Investments	(4,659,200)	(4,818,590)
	(4,659,200)	(4,818,590)
Head of Planning & Development		
Land Charges	(13,290)	(8,930)
	(13,290)	(8,930)
TOTAL RESOURCES PORTFOLIO	705,820	95,650



WORTHING - RESOURCES PORTFOLIO -2022/2023 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£
DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES										
Chief Finance Officer										
Corporate Management	1,860,670	454,780	(50,270)	370,860	-	(144,850)	2,491,190	394,830	-	2,886,020
Treasury Management	-	-	-	2,597,120	-	(560,940)	2,036,180	-	-	2,036,180
DIRECTOR OF ECONOMY										
Head of Business and Technical Services										
Administrative Buildings	-	-	-	-	-	(800)	(800)	-	-	(800)
Meadow Road Depot	-	20,780	61,850	3,390	80	(103,610)	(17,510)	-	19,280	1,770
Head of Major Projects & Investment										
Estates - Core Estate & New Investments	-	26,040	492,870	27,340	-	(5,614,890)	(5,068,640)	14,060	235,990	(4,818,590)
Head of Planning & Development										
Land Charges	-	78,860	-	46,710	-	(195,460)	(69,890)	60,960	-	(8,930)
	1,860,670	580,460	504,450	3,045,420	80	(6,620,550)	(629,470)	469,850	255,270	95,650
Percentage Direct Cost	31%	10%	8%	51%	0%					

PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY

1. THE CAPITAL PRUDENTIAL INDICATORS 2022/23 – 2024/25

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

1.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts.

The tables below summarise the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a financing or borrowing need.

WORTHING BOROUGH COUNCIL

Capital expenditure	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£m	£m	£m	£m	£m
Non-HRA	17.744	52.068	74.896	3.811	3.332
TOTAL	17.744	52.068	74.896	3.811	3.332
Financed by:					
Capital receipts	1.211	0.184	0.918	0.000	0.089
Capital grants and contributions	7.328	6.541	6.385	0.888	0.856
Revenue Reserves & contributions	2.361	1.979	2.398	3.761	3.997
Net financing need for the year	6.844	43.364	65.195	(0.838)	(1.610)

1.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historical outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so the underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long term liabilities (e.g. finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently does not have any such schemes within the CFR. The Council is asked to approve the CFR projections below:

WORTHING BOROUGH COUNCIL

Capital Financing Requirement (£m)	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
CFR – non-HRA	65.338	109.444	175.400	175.344	174.534
CFR - strategic	70.294	69.552	68.791	68.010	67.210
Total CFR	135.632	178.996	244.191	243.354	241.744
Movement in CFR	6.844	43.364	65.195	(0.837)	(1.610)
Movement in CFR represented by					
Financing need for the year	9.054	44.900	67.364	2.757	2.221
Less: MRP/VRP and other financing movements	(2.210)	(1.536)	(2.169)	(3.594)	(3.831)
Movement in CFR	6.844	43.364	65.195	(0.837)	(1.610)

- 1.3 Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates the activities within well-defined limits. One of these is that the Council needs to ensure that the gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2022/23 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Chief Financial Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Worthing BC External Debt £m	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Debt at 1 April	(128.071)	(137.725)	(177.077)	(242.272)	(241.435)
Expected change in Debt	(9.654)	(39.352)	(65.195)	0.837	1.610
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000
Actual gross debt at 31 March	(137.725)	(177.077)	(242.272)	(241.435)	(239.825)
The Capital Financing Requirement	135.632	178.996	244.191	243.354	241.744
Under/(over) borrowing	(2.093)	1.919	1.919	1.919	1.919

Within the above figures the level of debt relating to commercial property is:

Worthing B C	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
External Debt for commercial activities / non-financial investments					
Actual debt at 31 March £m	(70.294)	(69.552)	(68.791)	(68.010)	(67.210)
Percentage of total external debt %	51%	39%	28%	28%	28%

1.4 Treasury Indicators: limits to borrowing activity

The operational boundary - This is the limit which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

WORTHING BOROUGH COUNCIL

Operational boundary £m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Debt re Worthing Homes	10.0	10.0	10.0	10.0
Debt re GB Met	5.0	4.5	4.3	4.0
Other Debt	167.0	229.5	229.5	227.0
Other long term liabilities	1.0	1.0	1.0	1.0
Total	183.0	245.0	244.8	242.0

The authorised limit for external debt - This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limits:

WORTHING BOROUGH COUNCIL

Authorised limit £m	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Debt re Worthing Homes	10.0	10.0	10.0	10.0
Debt re GB Met	5.0	4.5	4.3	4.0
Other Debt	172.0	233.0	233.0	230.0
Other long term liabilities	1.0	1.0	1.0	1.0
Total	188.0	248.5	248.3	245.0

- 1.5 **Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the following treasury indicators and limits:

WORTHING BOROUGH COUNCIL

MAXIMUM PROPORTION OF PRINCIPAL SUMS INVESTED > 365 DAYS			
	2022/23	2023/24	2024/25
Principal sums invested > 365 days	50%	50%	50%

1.6 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

WORTHING BOROUGH COUNCIL

Worthing	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	%	%	%	%	%
Non-HRA Commercial activities	4.95 (7.82)	5.50 (11.87)	8.40 (15.39)	8.33 (15.78)	8.36 (15.09)
TOTAL	(2.87)	(6.37)	(6.99)	(7.45)	(6.73)

1.7 Maturity structure of borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits. Neither Council has any variable rate borrowing.

The Council is asked to approve the following treasury indicators and limits:

Limits to maturity structure of fixed interest rate borrowing 2022/23		
	Lower Limit	Upper Limit
Under 12 months	0%	35%
12 months to 2 years	0%	40%
2 years to 5 years	0%	75%
5 years to 10 years	0%	75%
10 years to 20 years	0%	75%
20 years to 30 years	0%	75%
30 years to 40 years	0%	75%
40 years to 50 years	0%	75%

2. MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT

- 2.1 The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although they are also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP).

DLUHC regulations have been issued which require the full Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision.

For Worthing Borough Council, the MRP relating to built assets under construction will be set aside once the asset is completed. If any finance leases are entered into, the repayments are applied as MRP.

The Council is recommended to approve the following MRP Statement:

2.2 General Fund

For non-HRA capital expenditure after 1st April 2008 the MRP will be calculated as the annual amount required to repay borrowing based on the annuity method: equal annual payments of principal and interest are calculated, with the interest element reducing and the principal element increasing over the life of the asset as the principal is repaid. The interest is based on the rate available to the Council at the beginning of the year in which payments start and the MRP is calculated as the amount of principal, so that by the end of the asset's estimated life the principal is fully repaid (the Asset Life Method). The option remains to use additional revenue contributions or capital receipts to repay debt earlier.

An exception was agreed in the 2015/16 Treasury Management Strategy Statement: the Chief Financial Officer has discretion to defer MRP relating to debt arising from loans to Registered Social Landlords (RSLs) to match the profile of debt repayments from the RSL and other public bodies. RSLs normally prefer a maturity type loan as it matches the onset of income streams emanating from capital investment with the timing of the principal debt repayment. The deferral of MRP to the maturity date would therefore mean that MRP is matched at the same point as the debt is repaid, and is therefore cash (and revenue cost) neutral to the Council.

If concerns arise about the ability of the borrower to repay the loan, the Chief Financial Officer will use the approved discretion to make MRP as a “prudent provision” from the earliest point to ensure that sufficient funds are set aside from revenue to repay the debt at maturity if the RSL defaults.

Worthing had no debt prior to 1 April 2008. The MRP policy is applied to capital expenditure funded from borrowing from 1 April 2008. Worthing also has discretion in the application of MRP in respect of capital loans to approved Counterparties (currently Worthing Homes and GB Met College).

In addition to the above policy, it is also recommended that where the Council purchases a property to facilitate a development whether via a Compulsory Purchase Order or via a negotiated arrangement with the intention of disposing of the property to a development partner, no MRP shall be provided for the first three years. Any capital receipt received for the land shall be used to repay the associated debt. This change to the policy was initially approved by Council in July 2021



2022/23 COUNCIL TAX RESOLUTION

REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES

1.0 SUMMARY

- 1.1 The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2022/23.

2.0 BACKGROUND

- 2.1 The Localism Act 2011 made significant changes to the Local Government Finance Act 1992, and requires the billing authority to calculate a council tax requirement for the year.
- 2.2 The Chancellor introduced a new social care precept which allowed those Councils with responsibility for Adult Social Care an additional annual increase in Council Tax. This flexibility is available to West Sussex County Council and for 2022/23 is capped at an additional 1%.
- 2.3 Since the meeting of the Executive the precept levels of other precepting bodies have been received or are still to be confirmed. These are detailed in the paragraphs below.

3.0 PROPOSALS

3.1 Worthing Borough Council

The Worthing Borough Council Precept for 2022/23 is detailed in the Appendix A and totals **£9,996,110**. The increase in the average Band D Council Tax for Worthing Borough Council is **2.0%** and results in an average Band D Council Tax figure of **£252.36** for 2022/23.

- 3.1.1. Section 30(1) of the Local Government Finance Act 1992 requires the Council to set an amount of Council Tax each financial year for each category of dwelling in its area. Worthing Borough Council, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11th March in the financial year preceding that for which the Council Tax is set.

- 3.1.2 These amounts are based on the Council's own budget, plus shares of the budget for West Sussex County Council and The Police and Crime Commissioner for Sussex, all divided by the tax base. At its meeting on 31st January 2022, the Executive approved the tax base for the Worthing Borough Council for 2022/23 totalling **39,610.5** Band D equivalents.
- 3.1.3 For the purpose of calculating council tax, dwellings are allocated to valuation bands and the amount of Council Tax paid for dwellings in each band is calculated using nationally set weightings for each band.
- 3.1.4 Since the meeting of the Executive on 31st January 2022, the precept levels of the other precepting bodies have been received or are still to be confirmed:

West Sussex County Council

West Sussex County Council are due to set their precept at the Council meeting on 18th February 2022. Once confirmed an updated report will be provided for the Worthing Borough Council meeting.

The Police and Crime Commissioner for Sussex

The Police and Crime Commissioner for Sussex met with the Police and Crime Panel who approved the Commission proposal on 9th February 2022. The Council has now received the precept notification of **£8,908,795.31**. This results in a Band D Council Tax of **£224.91**.

3.2 Explanatory Note

- 3.2.1 The Act specifies the calculations required and the resolution is structured to meet those requirements. The resolution is divided into the following sections:

a) Council Tax Base (Resolution 1)

This resolution stipulates the Council Tax Base for the forthcoming financial year, as agreed by the Executive at its meeting on 31st January 2022.

b) Council Tax Requirement (Resolution 2)

This resolution sets the Council's own Council Tax Requirement for the purpose of setting council tax. It represents the amount of council tax that the Council must collect from the council tax payers in its area to fund the budget for its own activities for the forthcoming year.

The Council Tax Requirement is calculated by taking the Council's Net Revenue Budget for 2022/23 of **£13,784,650**, and deducting the aggregate of the amount of support the Council receives from the government in the form of Baseline Funding and Additional Business Rate income, and transfers to or from the Collection Fund, and other government funding.

c) Basic Amount of Council Tax (Resolution 3)

This resolution sets the Basic Amount of Council Tax for the Council's area.

d) Precepts of Major Precepting Authorities (Resolution 4)

As a billing authority, the Council also collects council tax in its area on behalf of West Sussex County Council and The Police and Crime Commissioner for Sussex. The amount that they precept is based on their Council Tax Requirement, divided between West Sussex districts and boroughs in proportion to the number of Band D equivalent dwellings in each district/borough area.

e) Setting of Council Tax (Resolution 5)

This resolution sets out the total amount of council tax payable for each category of dwelling, including the basic amount for the Council's area plus the amounts precepted by West Sussex County Council (to be confirmed) and The Police and Crime Commissioner for Sussex.

4.0 CONCLUSIONS

4.1 The recommendations of the Executive are set out in the formal Council Tax Resolution in Appendix A.

4.2 If the formal Council Tax Resolution at Appendix A is approved, the total Band D Council Tax will be as follows:

	2021/22 £	2022/23 £	Increase %
Worthing BC	247.41	252.36	2.00
West Sussex County Council total split as below:	1,510.56	TBC	TBC
West Sussex County Council –			
Core Precept	1,340.87	TBC	
Sussex Police and Crime Commissioner	214.91	224.91	4.65
TOTAL	1,972.89	TBC	TBC

5.0 RECOMMENDATION

- 5.1 Council is recommended to approve the formal Council Tax resolution for Worthing Borough Council at Appendix A including the Council's specific Council Tax for 2022/23 which is to be **£252.36** for a Band D equivalent property.

Background Papers

Budget Estimates 2022/23 and the setting of 2022/23 Council Tax Report submitted to the Executive on 31st January 2022;

Local Government Finance Act 1992;

<http://www.legislation.gov.uk/ukpga/1992/14/contents>

Localism Act 2011

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5959/1896534.pdf

Local Authority Finance (England) Settlement Revenue Support Grant for

2020/21 and Related Matters: DCLG Letters and associated papers of 23rd

December 2019.

<https://www.gov.uk/government/speeches/provisional-local-government-finance-settlement-2020-to-2021-statement>

Council Tax (Demand Notices) (England) (Amendment) Regulations 2020

<https://www.gov.uk/government/publications/council-tax-information-letter-14-january-2020>

WORTHING BOROUGH COUNCIL – COUNCIL TAX RESOLUTION

The council is recommended to resolve as follows:

1. It be noted that on 31st January 2022, the Executive calculated the Council Tax Base 2022/23 as **39,610.5** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)];
2. That the Council Tax requirement for the Council’s own purposes for 2022/23 is **£9,996,110**.
3. That the following amounts be calculated by the Council for the year 2022/23 in accordance with Sections 31 to 36 of the Act:
 - (a) **£75,437,575** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
 - (b) **£65,441,465** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) **£9,996,110** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R), in the formula in Section 31B of the Act).
 - (d) **£252.36** being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, basic amount of its Council Tax for the year.
 - (e) **£0.00** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
 - (f) **£252.36** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.



WORTHING BOROUGH
COUNCIL

Council
22 February 2022

Ward(s) Affected: All

Council Tax Support Scheme - Additional discretionary discounts

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

- 1.1 The Councils have received notification from our County Council that they would like to support an extension of the Council Tax additional discounts of £150.00 per working age claimant in 2022/23
- 1.2 This report seeks approval to replicate the additional covid related support given to working age CTS claimants in 2020/21 and 2021/22 of an additional council tax discount of up to £150.00 per household.

2. Recommendations

- 2.1 Council is recommended to approve an additional discretionary discount of up to £150.00 per household for working age claimants with the principles detailed in paragraph 4.3.

3. Context

- 3.1 As part of the Government's ongoing support to local residents throughout the pandemic, the Government provided the Councils with Council Tax Hardship Funding in 2020/21 which was intended to give each working age household claiming CTS up to an additional £150.00 discount on their Council Tax bill. Where a taxpayer's liability for 2020-21 was, following the application of the current local council tax support scheme, less than £150, then their liability would be reduced to nil. Where a taxpayer's liability for 2020-21 was nil, no reduction to the council tax bill will be available.
- 3.2 The Government announced a new Council Tax Support Grant for 2021/22 as part of Local Government Finance Settlement. The allocations, £111,060 for Adur District Council and £132,980 for Worthing Borough Council. The County Council received approximately £6.6m. This grant was then used to support an extension of the Council Tax discretionary scheme for 2021/22.
- 3.3 The Councils have been approached in early February by the County Council with the offer of significant funding towards replicating this scheme in 2022/23 so that we can collectively continue to support those households in most need.
- 3.4 This initiative will help address the issues currently being identified through the Proactive project

4. Issues for consideration

- 4.1 Working with colleagues in the County Council, an opportunity has arisen to replicate the additional discretionary payment of £150.00 given in 2020/21 and 2021/22. Members are asked to approve a similar scheme for 2022/23.
- 4.2 The additional Council Tax discounts will support vulnerable working age residents helping these households to minimise debt and stay housed. The additional discount will also ensure that the Council is not collecting small sums from households who struggle to fund these bills at this time, avoiding the need to write off small uncollectable debts.
- 4.3 The current scheme provides for a £150 discount to all working age Council Tax Support claimants. Claimants need not apply for the discount which will be automatically applied. It is recommended that these requirements be replicated for the 2022/23 scheme.

- 4.4 If the Councils wish for the additional discount to be applied as part of the annual billing run, then a decision will need to be made by 22nd February for Worthing Borough Council and 24th February 2022 for Adur District Council.
- 4.5 Whilst the discount can be applied at any time, if the decision is made after these dates, the Council will have to rebill our Council Tax claimants causing additional work, cost and confusion for our residents.

5. Engagement and Communication

- 5.1 Officers from the County Council have been involved in developing these plans.
- 5.2 Executive Members and Officers have been consulted on the feasibility of this initiative.

6. Financial Implications

- 6.1 Based on the impact of the additional discount of £150.00 in 2021/22, the cost is expected to be approximately:

2022/23	Adur £'000	Worthing £'000
Estimate for 2022/23	180	660
Contribution from the District / Borough Council	31	92
Contribution from the County Council	149	568

- 6.2 Adur District Council can fund its share of the cost of the proposed scheme from the Covid contingency budget.
- 6.3 Worthing Borough have a Council Tax Hardship scheme which has been recently increased to £199,000. It is proposed to use this budget to support the delivery of the £150.00 discount to all working age claimants.
- 6.4 In parallel, the Council will continue to use the Council Tax Hardship Fund to target those most in need as this can run alongside the blanket discount. The remaining funding (£107k) would be able to support the removal of Council Tax completely from households in crisis (39), at risk (119) and struggling (240) and give us flexibility to support a number of other households who emerge as in difficulty during the year.

7. Legal Implications

7.1 Section 13A(1)(c) of the Local Government Finance Act 1992 provides that a billing authority may reduce the account of council tax that a person is liable to pay to such an extent as the billing authority thinks fit.

Background Papers

- Report to the Joint Strategic Committee - Covid Benefit Measures impact on Vulnerable Residents 9th February 2021.
- Local Government Finance Settlement papers
<https://www.gov.uk/government/publications/covid-19-emergency-funding-for-local-government/covid-19-funding-for-local-government-in-2021-to-2022-policy-paper>
- COVID-19 hardship fund 2020-21 - Local Authority Guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/919743/COVID-19_Council_Tax_Hardship_Fund_Guidance.pdf

Officer Contact Details:-

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Chief Financial Officer

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

The proposal is targeted at working age people and families with low income, helping support this group of residents during the pandemic.

2.2 Equality Issues

Whilst the support is targeted at working aged claimants, this is in light of the more generous CTS scheme for older people which has remained protected by the government.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Matter considered and no issues identified.

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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 dispatch of the agenda for the last Ordinary Council Meeting. Full details can be found on the Executive Members Decisions webpage

Leader

None

Executive Member for Regeneration

W/REG/008/21-22 CIL Neighbourhood Fund

JAW/018/21-22 Letting of contract for groundworks and footpath at Teville Gate

Executive Member for Resources

W/RES/007/21-22 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

JAW/017/21-22 Housing Services Transformation specialist HR Resource

Executive Member for Customer Services

None

Executive Member for Digital and Environmental Services

JAW/015/21-22 Award of Contract for disposal of commercial waste

JAW/016/21-22 Procurement of Contract for the supply of tyres for Council Fleet

Executive Member for Health and Wellbeing

None

B. Decisions taken by the Joint Strategic Committee on 11 January 2022

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

Full details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSC/075/21-22 Platforms for our Places: Going Further 6 Month Progress Report for July to December 2021

“Platforms for our Places: Going Further” was the Council’s ambitious strategic programme designed to help create the healthy, prosperous and well connected communities Worthing residents and businesses had told the Council they wanted to see.

The report updated the Joint Strategic Committee, describing the ongoing strong progress made by the Council in achieving these commitments over the past 6 months.

The report reflected the Council’s shift from pandemic ‘response’ to ‘Autumn and Winter recovery’ and described the continuing impact of the pandemic on local communities. Whilst progress against some of the commitments had slowed because of the pandemic, most were on track and some had accelerated.

The Council continued to embed the lessons it had learned from the pandemic, using these to better support local communities and advance the Council’s strategic ambitions.

Moving forward, the Council would be gathering learning from the Platforms activity in order to feed into the next strategy cycle.

A Member asked the following questions in relation to Platform 3. Officers agreed to provide written responses following the meeting which would also be shared with the Committee membership:-

- Solar Together :- during the second round over 400 households in Adur and Worthing registered an interest to have PV and/or battery storage installed in their homes. How many households had taken it up?
- LAD Grant Programme :- 900 homes across the South East had benefited. How many of these were in Worthing?
- Nature Restoration and Protection :- The bullet point at the bottom of page 37 of the agenda pack stated ‘The Councils were also part of a wider project across West and East Sussex. The locations selected to be a part of this project includes Steyne Gardens, Kingston Beach and Buckingham Park with links to the Local Nature Partnership and Health objectives across the region.

All aspects of these projects are connected with the local communities and key stakeholders and will define a baseline assessment of the natural conditions of these locations and then work alongside the local community to create a set of recommendations that will include how to fund them'. What was this project and was the Council going to fund it?

Officers agreed to provide written responses to the questions following the meeting. The Leader of Adur District Council requested that the responses also be shared with the Committee membership.

Another Member asked the following questions in relation to the report;

- Paragraph 6.25 of the report considered recycling rates across Adur and Worthing. What were the actual figures and how did the Councils compare with other authorities?
- Paragraph 6.28 of the report considered leadership support for senior managers. Was there any information on the outcomes for those managers in terms of progression, promotion etc?

Officers agreed to provide written responses to the questions following the meeting. The Leader of Adur District Council requested that the responses also be shared with the Committee membership.

The Committee welcomed the report and congratulated Officers for all of the work undertaken over the last 18 months in particularly difficult circumstances.

The recommendation, as set out in the report, was unanimously supported by the Committee.

Decision

The Joint Strategic Committee noted and considered the "Platforms for our Places: Going Further" 6 months progress report (July to December 2021) and agreed to refer the report to the Joint Overview and Scrutiny Committee for its consideration.

JSC/076/21-22 Proactive interventions to support low income residents

This report updated the Committee, describing changes in the national and local context since the last report; the Proactive team's progress since then; the ways in which this work has been connected to other pandemic related support and outlined next steps. It also included the financial impacts that residents had experienced over the months this work had been underway.

A Member asked questions in relation to the cost of the 'Lift' tool, the contact methods used to reach residents, plans for ongoing support when Covid funding ended and which partner organisations cases were being referred to. Officers advised that the cost of the system was £35k per annum which included the Lift tool and benefits calculators for residents and staff. There wasn't a timeline for the

dataset's inclusion of Universal Credit information, however, there was a lot of work being undertaken by Policy in Practice to include this and the situation would be monitored closely over the coming 6 to 12 months. In regards to Covid funding, the Councils had been working on the basis that the funding was available until the end of March 2022. The Councils had recently been advised that part of it could be carried forward to the summer but were awaiting a response in regards to the remainder of this funding. It was also noted that cases were referred onto a range of other organisations and Officers would provide additional data following the meeting.

During discussion, Members sought clarification in regards to the inclusion of St Nicholas and Buckingham Wards in the 'top 5' wards with the highest percentage of households who were 'not coping'. Officers agreed to arrange a briefing session for Members with a deeper dive into the Lift Programme Tool and for Policy in Practice to come and answer some of the more in depth questions.

The Committee also considered the tracking of costs per intervention, tracking of gender engagement figures, the importance of data analysis and requested that an update be brought back to the Committee in 6 months rather than 12 months as proposed in the report.

Decision

The Joint Strategic Committee noted the contents of the report and requested that the Interim Director for Communities report back in 6 months on progress with the roadmap / next steps outlined.

JSC/0077/21-22 Council Tax Support Schemes for Worthing Borough Council in respect of 2022/23 & 2023/24

The report related to the Council Tax Support schemes for Worthing Borough Council in respect of 2022/23 and 2023/24. It had been produced following the decision made by the Joint Strategic Committee on 7 December 2021 that officers should provide further details about options for:-

Enhancing the budget for discretionary awards during 2022/23; and
Removing the £5.00 weekly restriction from 1 April 2023 and the associated timescales.

A Member queried the timeline for consultation with precept bodies, suggesting that this commence sooner than May 2022. Officers advised that the consultation was in respect of the 2023/24 scheme and that it could commence sooner, if requested by Members.

Clarification was sought in relation to the number of households that would be supported by the additional discretionary awards totalling £100k. It was noted that an additional investment of £100k into the hardship fund would support between 760 households (at £260) and 1,300 households (at £150). This would provide support to

all customers identified in the 'struggling', 'at risk' and 'in crisis' categories whilst also providing a safety net for those currently coping but whose circumstances may change. It was noted that the cost of providing support (at £260) to all Working Age Council Tax Support customers, of which there were currently 3,328, would require a budget of around £870k which would equate to an 8.7% increase in Council Tax. The Council was limited to an increase in Council Tax of 2% due to the referendum criteria.

Decision

The Joint Strategic Committee

1. noted the content of the report;
2. approved an accelerated commencement of the consultation with the precepting bodies for the development of the 2023/24 Council Tax Support scheme;
3. noted that a further report would be presented to Committee in June outlining the options for a new scheme and the public consultation approach; and
4. approved the release of £100,000 from the Capacity Issues Reserve to increase the hardship fund for 2022/23.

JSC/078/21-22 Worthing Pier - Emergency Works

The report provided an update to the Committee on the direct award of a contract for emergency works to the Pier and landing stage sub-structure under Standing Orders 8.3 Special Circumstances and Emergencies - 8.3.3 for Emergency Works, and updated the Committee on the ongoing situation.

Decision

The Joint Strategic Committee

1. noted the award of the contract for emergency works to the Pier and landing stage sub-structure under Standing Orders 8.3 Special Circumstances and Emergencies - 8.3.3 for Emergency Works; and
2. noted the ongoing emergency works in available tidal windows to the Pier and landing stage sub-structures.

JSC/079/21-22 Referral of Motion on Notice from Worthing Borough Council

The report set out a motion (attached as Appendix 1) referred from the meeting of Worthing Borough Council on the 14th December 2021. Members of the Joint Strategic committee were asked to consider and determine the Motion. The Committee was advised that it could either support the motion and ask for further

work to be carried out in this regard, or, it could reject the motion.

Councillor Emma Taylor attended the meeting to present the motion to the Committee.

Members thanked Cllr Taylor for her motion, acknowledging that its sentiment was well meaning. However, Members highlighted that the motion requested a number of things that the Council and existing legislation already did and the Committee paid tribute to the Council's Housing Staff who were providing excellent support and advice through initiatives such as the Opening Doors Project.

Therefore, it was proposed by Councillor Kevin Jenkins and seconded by Councillor Ed Crouch that the motion be rejected.

Decision

That the Joint Strategic Committee rejected the motion.

C. Decisions taken by the Joint Strategic Committee on 8 February 2022

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

Full details can be found by clicking on this [link](#)

The matters not appearing elsewhere on the agenda:-

JSC/084/21-22 Chief Executive's use of Urgency Powers during the Covid-19 Pandemic

The report updated the Committee on the latest wave of Coronavirus (Omicron) which necessitated the Government taking urgent action in the pre-christmas period. In late December, the Council was informed of a new business grant scheme targeted at those businesses who were most severely affected by this new variant.

To ensure the swift distribution of funds, the Chief Executive had been called upon to use her urgency powers to approve a budget virement and this report advised Members of the Executive of the executive decision made, and asked for their endorsement of those decisions.

A Member asked whether it was possible to find out how the process of grant allocation had been experienced by local businesses in Worthing. Officers advised that the deadline had been extended until the 18th March 2022 and that informal feedback suggested that both the grants and the process for allocation had been well received. The Councils had been able to design their own process, as they had the right technology in place to do so, which enabled an application process that was

user centred and applicable for businesses. The Councils would seek more structured feedback at a later date.

Members congratulated officers for getting the grants out to businesses and the recommendation, as set out in the report, was unanimously supported by the Committee.

Decision

That the Joint Strategic Committee

1. noted the content of the report and endorsed the decision made by the Chief Executive;
2. delegated authority to the Chief Financial Officer to adjust the budget for any future fully funded government covid relief schemes.

JSC/085/21-22 Final Revenue Budget Estimates for 2022/23

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

- The final revenue estimates for 2022/23 including any adjustments arising from settlement; and
- 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. The budgets were still to be adjusted for the proposals to invest in services detailed in Appendix 2 which were considered by the Adur and Worthing Executives the previous week.

The budget was analysed by Executive member portfolio. In addition, the draft estimates for 2022/23 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension cost adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The respective Adur and Worthing 2022/23 Estimates and Council Tax setting reports had already been considered by the Worthing Executive on 31st January 2022 and the Adur Executive on 1st February 2022. Both the estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

Officers advised that since writing the report, the Councils had received full settlement which had resulted in the following marginal changes:-

- Adur District Council was better off by £570; and
- Worthing Borough Council was better off by £2,400.

As a result, Officers were not proposing to amend the budget papers going before the Full Council meetings later in the month.

A Member questioned whether Officers were satisfied that an inflation figure of 2% was sufficient. The Committee was informed that it was difficult to be absolutely certain. The biggest element of inflation that the Councils experienced was with pay. Settlement was still awaited for the 2021/22 pay award by the negotiating body and that pay award was expected to be 1.75%. Officers advised that looking ahead to next year, it was likely that most Councils would struggle to offer more than 2% but the Councils would have to wait and see how the negotiations went. There was some risk to the Councils energy budgets going forward, but the Councils had to a certain extent mitigated that risk by committing to short fixed term contracts, so weren't expecting to experience those inflationary pressures until the latter part of 2022/23. In addition, there were inflation provisions within the budget to help mitigate against those increases.

The Committee acknowledged that these were financially challenging times and these financial pressures were unlikely to ease in the near future when the outcome of the pandemic was better understood. The reports mapped out where the 2 Councils were in paragraph 3.3 of the report, setting out the strategic programmes the Councils had established to deliver new income and savings for the next 5 years. These included the Major Projects programme which would lead on delivering regeneration projects to increase employment space and additional housing and the Strategic Asset Management programme which would lead on delivering the income growth associated with the Strategic Property Investment Fund.

Decision

The Joint Strategic Committee:-

1. noted the proposals to invest in services outlined in Appendix 2 which were considered at the Executive meetings in early February; and
2. noted the proposed 2022/23 budget detailed in Appendix 3. The respective Council shares had been approved by the Adur and Worthing Executives. The budget would be adjusted for any changes to the Investment in Service proposals.

JSC/087/21-22 Celebrating the Queen's Platinum Jubilee

The report updated members on the proposed programme of activities to celebrate the Queen's Platinum Jubilee and to release funding to support the proposed programme of events.

A Member questioned whether the local programme of events, designed by the Councils, was in keeping with how local residents would like to celebrate the platinum jubilee. Officers advised that there were some activities that the Councils would be coordinating, at the behest of the palace or the national programme. Otherwise, the approach is to create a toolkit that enables residents to organise what they want to do.

It was noted that road closure fees had been waived on all four days of the celebrations, to enable residents to hold street parties and that a significant number of applications had already been forthcoming.

In regards to tree planting, it was suggested that in Adur, residents would like to see this spread wider across the District rather than just being in Buckingham Park. Officers advised that this work dovetailed with work around a community tree planting scheme which was wider.

It was suggested that the Councils arrange another media release to promote the celebrations and remind residents that the closure date for applications was the 15th April.

Decision

The Joint Strategic Committee:-

1. endorsed the proposed programme of celebrations; and
2. approved the release of funding to allow for the delivery of the programme from the Capacity Issues Reserve of each Council as follows:
 - i. Adur District Council £20,000
 - ii. Worthing Borough Council £28,500

JSC/088/21-22 Union Place - selection of preferred developer

The report advised the Committee on the outcome of a successful marketing exercise for the Union Place site and sought the Committee's approval to progress negotiations with Roffey Homes regarding the development of the site for the purpose of delivering new homes, cinema, parking and employment space.

The report recommended that members approved Roffey Homes Ltd as the preferred development partner and that the scheme should be progressed by way of a Joint Venture Partnership between the organisations.

The report also outlined the key areas of negotiation, business case development and financial implications of the proposal that needed to be resolved in a further report to the Committee.

A Member questioned whether there was evidence to support the suggestion that

residents wanted extended cinema provision at Union Place. Officers advised that there was strong support for a cinema on the site. A study had identified there was demand for a further 3 to 5 additional screens in the town and that there were 100,000 trips taken by Worthing residents, out of the town, to access similar cinema provision in Brighton and Chichester. It was noted that the average spend of a cinema goer was £35 per trip, so it had been estimated that for the number of trips identified, £3.5m was leaving the Worthing economy. The option put forward enabled the Council to keep the cinema option on the table whilst providing an opportunity to review the demand for cinema post pandemic.

It was also noted that Worthing Theatres and Museum strongly supported the provision of a cinema at Union Place.

Clarification was sought in relation to the impact of not taking back the NCP car park and the lack of hotel provision in the plans. Officers advised that the scheme was deliberately phased in two parts. It was recognised that getting hold of the NCP part was a costly challenge for the Council. It required NCP to come to the table and negotiate, as an organisation, NCP were known to be difficult to negotiate with. As a result, the Council had undertaken two viability appraisals, both of which had been shown to stack up. The hotel was a strong aspiration for the site, however, a number of hotel operators had been approached and there was no real strong interest in the site. It was felt that demand was taken up by existing hotels in the town.

The Committee also gave consideration to LCRs role in the proposals, the length of NCPs lease and the number of affordable units delivered through the proposals.

It was noted that the site had been vacant for a considerable period of time and that Roffey Homes had a strong record of delivery in the town. Support was expressed for the Joint Venture approach proposed and the Committee requested that an update be brought back to the next meeting of the Joint Strategic Committee on the 1st March 2022.

Decision

That the Joint Strategic Committee:-

1. noted the progress made in developing and enabling the site since the most recent update to the Joint Strategic Committee in November 2018 including the successful grant of planning permission and marketing of the site for a delivery partner;
2. agreed that Roffey Homes be the Council's preferred development partner for Union Place;
3. delegated authority to the Head of Major Projects & Investment to negotiate with Roffey Homes the most appropriate way to bring forward any potential

development, noting that the current preferred option by Roffey Homes was for a Joint Venture; and

4. noted that a report would be brought back to the Joint Strategic Committee for consideration detailing the final proposed documents, and to seek any required authorisations to continue with the proposed Joint Venture arrangement, with an update to be provided on the 1st March 2022.

Local Government Act 1972

Background papers

(Reports and decisions are available on the Council's website or as indicated in each of the paragraphs above)

Councillor Kevin Jenkins
Leader of the Council

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Council
22 February 2022

Ward(s) Affected: All

Designation of Monitoring Officer

Report by the Head of Paid Service

Officer Contact Details Officer Contact Details:-

Paul Brewer
Director for Digital, Sustainability & Resources
07881 323471
paul.brewer@adur-worthing.gov.uk

1. Purpose

- 1.1. The purpose of this report is to formally designate the Council's Monitoring Officer.

2. Recommendations

- 2.1. The Council is recommended to designate Geoff Wild as the Council's Monitoring Officer with effect from 25th February 2022.

3. Context

- 3.1 The current Head of Legal Services and Monitoring Officer, Maria Memoli, will leave the employment of Adur District Council on 24th February 2022. The secondment arrangement between Adur District Council and Worthing Borough Council in respect of the statutory Monitoring Officer appointment will terminate on the same date.

- 3.2 It is therefore necessary for both Worthing Borough Council and Adur District Council to make a statutory appointment of a Monitoring Officer, effective from 25th February 2022.

4. Issues for consideration

- 4.1. The Council has a duty under section 5(1) of the Local Government and Housing Act 1989 to designate one of its Officers as the Monitoring Officer to be responsible for specific statutory functions. The Monitoring Officer may not be the Head of Paid Service or the section 151 Officer.
- 4.2 The Council's Constitution provides that the Head of Legal Services is also the Monitoring Officer. However, the designation of the Head of Legal Services to the statutory role of Monitoring Officer is not automatic in law and the designation must be confirmed by the Council.
- 4.3 The duties and responsibilities of the Monitoring Officer are summarised in the Council's Constitution, including the Monitoring Officer Protocol, and also in section 5 Local Government and Housing Act 1989.
- 4.4 The Joint Senior Staff Committee is responsible for undertaking the recruitment and selection process for the Head of Legal Services and for recommending to Council whom to designate as Monitoring Officer. It is anticipated that such a recruitment and selection process will be undertaken later in 2022 by the Joint Senior Staff Committee, who are likely to make an appointment to the post of Head of Legal Services, after consulting with the Executive, and a recommendation to full Council on a further designation of Monitoring Officer in due course.
- 4.5 However, in the interim period, it is proposed that an experienced interim Monitoring Officer and Head of Legal Services be appointed. A selection process has been undertaken by the Chief Executive (Head of Paid Service) and the Director for Digital, Sustainability & Resources, with the support of the Monitoring Officer. A contractual agreement has been entered into for the temporary services of Geoff Wild to lead the Legal Services section to provide support in the next period.
- 4.6 This report therefore recommends that each Council designate Geoff Wild as the Council's Monitoring Officer from 25th February 2022 until such time as a recommendation for an alternative designation is

forthcoming from the Joint Senior Staff Committee.

5. Engagement and Communication

- 5.1 The Head of Paid Service has been consulted throughout the recruitment process.
- 5.2 The Director for Digital, Sustainability & Resources has undertaken engagement with the legal services team, and other officers to gather insights and feedback in the development of a draft work plan for the interim Head of Legal Services and Monitoring Officer.

6. Financial Implications

- 6.1 A contract has been entered into with a Recruitment Agency for the services of Geoff Wild for 4 days per week. The contract is expected to last 6 months with an additional budget requirement of £44,800.
- 6.2 The additional cost will be funded from the Councils' inflation contingency budgets.

7. Legal Implications

- 7.1 The legal requirements for the Council to have an officer correctly appointed to and holding the role of Monitoring Officer is set out in the body of the report. The role does not need to be held by an employee of the Council in law.

Background Papers

None

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified

2. Social

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

The Monitoring Officer has a critical role in ensuring compliance of the authority, and its members and officers, with equalities legislation

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

The Monitoring Officer has a critical role in ensuring compliance of the authority, and its members and officers, with human rights legislation

3. Environmental

Matter considered and no issues identified

4. Governance

The Monitoring Officer is the guardian of the lawfulness of decision making, ensuring that the authority and its members and officers adhere to high standards of behaviour and conduct.



WORTHING BOROUGH
COUNCIL

Worthing Council
22 February 2022

Ward(s) Affected: All

Pay Policy Statement 2021/2022

Report by the Director for Digital, Sustainability and Resources

Officer Contact Details

Paul Brewer
Director for Digital and Resources
Worthing Town Hall
01903 221302
paul.brewer@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1 This report seeks approval of the Pay Policy Statement 2021/22, 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. Recommendations

- 2.1 That the Council is recommended to note the Pay Policy Statement 2021/22 set out in Appendix 1.

3. Context

- 3.1 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.

- 3.2 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.
- 3.3 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.
- 3.4 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.

4. Issues for consideration

- 4.1 In producing the Pay Policy Statement (attached as Appendix 1) account has been taken of the fact that the partnership arrangement is between Worthing Borough Council and Adur District Council. However, separate Pay Policy Statements have been produced for the two Councils.
- 4.2 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.
- 4.3. 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 st 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
April 2021	1	3	0	13

- 4.4 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%

5. Financial Implications

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

7. Legal Implications

- 6.1 The Pay Policy Statement is a statutory requirement under Section 38 (1) of the Localism Act 2011.
- 6.2 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.

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.

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 Councils' Equalities Policy.

3.0 SUSTAINABILITY ISSUES

- 3.1 Matter considered and no issues identified.

4.0 EQUALITY ISSUES

- 4.1 The Council has 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 Council.

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 2021-22**

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 District Council's policies relating to the pay of its workforce for the financial year 2021-22, 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.
 - (iii) The Council's Monitoring Officer
 - (iv) The Council's Section 151 Officer

- (v) Any non administrative roles which directly report into the Chief Executive

- 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 2021 is spinal column point 1 (£17,842) per annum. This excludes apprenticeships/trainee posts where we are guided by National Minimum Wage requirements.

As the Cost of Living Increase for 1st April 2021 is still pending the pay scales currently remain the same as dated 1st April 2020.

- 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:

<https://democracy.adur-worthing.gov.uk/mgCommitteeDetails.aspx?ID=162>

Worthing Borough Council's current pay framework for staff employed by Worthing, but not working jointly with Adur District 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.

Worthing Borough Council determined a local pay framework and the overall number of grades is 13 with 61 spinal column points within the grade ranges 1 (lowest) to 13 (highest). The Worthing Borough 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://democracy.adur-worthing.gov.uk/mgCommitteeDetails.aspx?ID=162>

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 2021 is £125,406 full time equivalent, with additional payments for the role of Returning Officer at elections.

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.

A review of the salary of the Chief Executive was undertaken in 2021/22 with a new pay scale proposed in the range from £134,000 rising to £155,000. This was approved by Adur District Council on the 22nd July 2021 and the new Chief Executive whose appointment was approved by Council on 19th October 2021 is paid £134,000.

The Council publishes details of all senior officer salaries including Chief Officers within the statement of the accounts in compliance with the requirements of the transparency code. Details can be accessed at the following web address:

<http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/> .

All staff are paid directly. Staff may ask for part of their salary to be paid into the pension fund to support their future retirement in accordance with the Council's Pensions Discretions policy. No payment arrangements which might be viewed as tax avoidance will be countenanced.

Currently the approved remuneration for 2021/22 for each of the Chief Officers is:

	£
Director of Communities	£102,493
Director of Digital, Sustainability and Resources	£102,333
Director of Economy	£100,326
Head of Housing	£74,154 - £80,794
Transformation Programme Manager	£67,611 - £73,666
Director of Coastal West Sussex Partnership	£49,400 - £65,859

Head of Communications	£49,400 - £54,305
Administration Manager	£39,880 - £43,857
Policy Officer	£35,745 - £38,890
Data Lead	£30,451 - £34,728

This is pending agreement of the approved annual pay increase which is yet to be agreed for 2021/22.

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 2021) - Spinal Column Point 3 (£18,562 as at 1st April 2021).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2021:

Apprentice: £4.30 per hour
Under 18 £4.62 per hour
18 – 20 £6.56 per hour
21 - 22 £8.36 per hour
23 and over £8.91 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. The Chief Officers are subject to the same remuneration policies as all the other Council employees including termination payments, and other payments as detailed in the Council's Pay and Reward Policy.

- 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.

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.

The Council will allow staff to take flexible retirement where they can access up to 80% of their previous salary and their pension benefits in accordance with the LGPS Pension Framework.

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.

All redundancy and efficiency of service payments are approved by the Executive Member for Resources.

Any severance packages with a value of over £100,000 will go to Full Council for approval.

The Council's Joint Staff Committee approved the Managing People Change Policy on 24th July 2018, which sets out the Council's approach to redundancy; this policy applies to all staff, including Chief Officers.

4.8 New starters joining the Council

The Council approves the payscales for all council roles, including those for the Chief Executive and the Directors.

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.

The Council's Contract Standing Orders provides detail regarding not re-employing anyone within 6 months of them leaving.

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 £23,079. The pay ratio between the median average and the salary of the Chief Executive is 1:5.81.

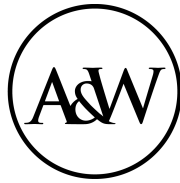
6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION

- 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 2021 **APPENDIX 1**
COST OF LIVING INCREASE FOR 1st APRIL 2021 STILL PENDING

GRADE	SCP	2020/21 SALARY	2021/22 SALARY
			£
1	1	17,842	17,842
	2	18,198	18,198
	3	18,562	18,562
2	4	18,933	18,933
	5	19,312	19,312
	6	19,698	19,698
3	7	20,092	20,092
	8	20,493	20,493
	9	20,903	20,903
	10	21,322	21,322
	11	21,748	21,748
4	12	22,183	22,183
	13	22,627	22,627
	14	23,080	23,080
	15	23,541	23,541
	16	24,012	24,012
	17	24,491	24,491
5	18	24,982	24,982
	19	25,481	25,481
	20	25,991	25,991
	21	26,511	26,511
	22	27,041	27,041
	23	27,741	27,741
	24	28,672	28,672
	25	29,577	29,577
6	26	30,451	30,451
	27	31,346	31,346
	28	32,234	32,234
	29	32,910	32,910
	30	33,782	33,782
	31	34,728	34,728
7	32	35,745	35,745
	33	36,922	36,922
	34	37,890	37,890
	35	38,890	38,890
8	36	39,880	39,880
	37	40,876	40,876
	38	41,881	41,881
	39	42,821	42,821
	40	43,857	43,857
9	41	45,175	45,175
	42	46,252	46,252
	43	47,335	47,335
	44	48,370	48,370

GRADE	SCP	2020/21 SALARY	2021/22 SALARY
			£
10	45	49,400	49,400
	46	50,428	50,428
	47	51,689	51,689
	48	52,982	52,982
	49	54,305	54,305
11	50	57,327	57,327
	51	59,589	59,589
	52	63,165	63,165
	53	65,859	65,859
12	54	67,611	67,611
	55	69,572	69,572
	56	71,588	71,588
	57	73,666	73,666
13	58	74,154	74,154
	59	76,305	76,305
	60	78,516	78,516
	61	80,794	80,794
	62	80,910	80,910
SPOT (13+)	63	83,135	83,135



ADUR & WORTHING COUNCILS

Adur Council
Date

Ward(s) Affected: All

Pay Policy Statement 2021/2022

Report by the Director for Digital, Sustainability and Resources

Officer Contact Details

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Director for Digital and Resources
Worthing Town Hall
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Email: paul.brewer@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1 This report seeks approval of the Pay Policy Statement 2021/22, 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. Recommendations

- 2.1 That the Council is recommended to note the Pay Policy Statement 2021/22 set out in Appendix 1.

3. Context

- 3.1 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.

3.2 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.

3.3 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.

3.4 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.

4. Issues for consideration

4.1 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.

4.2 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.

4.3. 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 st 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
April 2021	1	3	0	13

4.4 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%

5. Financial Implications

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

Finance Officer: Sarah Gobey

Date: 9th February 2022

6. Legal Implications

6.1 The Pay Policy Statement is a statutory requirement under Section 38 (1) of the Localism Act 2011.

6.2 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.

Legal Officer: Geoff Wild

Date: 14th February 2022

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.

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 Councils' Equalities Policy.

3.0 SUSTAINABILITY ISSUES

- 3.1 Matter considered and no issues identified.

4.0 EQUALITY ISSUES

- 4.1 The Council has 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 Council.

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 2021-22**

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 2021-22, 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.
 - (iii) The Council's Monitoring Officer
 - (iv) The Council's Section 151 Officer

- (v) Any non administrative roles which directly report into the Chief Executive

- 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 2021 is spinal column point 1 (£17,842) per annum. This excludes apprenticeships/trainee posts where we are guided by National Minimum Wage requirements.

As the Cost of Living Increase for 1st April 2021 is still pending the pay scales currently remain the same as dated 1st April 2020.

- 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 61 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://democracy.adur-worthing.gov.uk/mgCommitteeDetails.aspx?ID=162>

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 2021 is £125,406 full time equivalent, with additional payments for the role of Returning Officer at elections.

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.

A review of the salary of the Chief Executive was undertaken in 2021/22 with a new pay scale proposed in the range from £134,000 rising to £155,000. This was approved by Adur District Council on the 22nd July 2021 and the new Chief Executive whose appointment was approved by Council on 28th October 2021 is paid £134,000.

The Council publishes details of all senior officer salaries including Chief Officers within the statement of the accounts in compliance with the requirements of the transparency code. Details can be accessed at the following web address:

<http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/> .

All staff are paid directly. Staff may ask for part of their salary to be paid into the pension fund to support their future retirement in accordance with the Council's Pensions Discretions policy. No payment arrangements which might be viewed as tax avoidance will be countenanced.

Currently the approved remuneration for 2021/22 for each of the Chief Officers is:

	£
Director of Communities	£102,493
Director of Digital, Sustainability and Resources	£102,333
Director of Economy	£100,326
Head of Housing	£74,154 - £80,794
Transformation Programme Manager	£67,611 - £73,666
Director of Coastal West Sussex Partnership	£49,400 - £65,859

Head of Communications	£49,400 - £54,305
Administration Manager	£39,880 - £43,857
Policy Officer	£35,745 - £38,890
Data Lead	£30,451 - £34,728

This is pending agreement of the approved annual pay increase which is yet to be agreed for 2021/22.

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 2021) - Spinal Column Point 3 (£18,562 as at 1st April 2021).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2021:

Apprentice: £4.30 per hour
Under 18 £4.62 per hour
18 – 20 £6.56 per hour
21 - 22 £8.36 per hour
23 and over £8.91 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 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. The Chief Officers are subject to the same remuneration policies as all the other Council employees including termination payments, and other payments as detailed in the Council’s Pay and Reward Policy.

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.

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.

The Council will allow staff to take flexible retirement where they can access up to 80% of their previous salary and their pension benefits in accordance with the LGPS Pension Framework.

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.

All redundancy and efficiency of service payments are approved by the Executive Member for Resources.

Any severance packages with a value of over £100,000 will go to Full Council for approval.

The Council's Joint Staff Committee approved the Managing People Change Policy on 24th July 2018, which sets out the Council's approach to redundancy; this policy applies to all staff, including Chief Officers.

4.8 New starters joining the Council

The Council approves the payscales for all council roles, including those for the Chief Executive and the Directors.

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.

The Council's Contract Standing Orders provides detail regarding not re-employing anyone within 6 months of them leaving.

5.0 RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND EMPLOYEES WHO ARE NOT CHIEF OFFICERS

- 5.1 The median average salary of employees who are not Chief Officers is £24,491. The pay ratio between the median average and the salary of the Chief Executive is 1:5.47.

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 2021 **APPENDIX 1**
COST OF LIVING INCREASE FOR 1st APRIL 2021 STILL PENDING

GRADE	SCP	2020/21 SALARY	2021/22 SALARY
			£
1	1	17,842	17,842
	2	18,198	18,198
	3	18,562	18,562
2	4	18,933	18,933
	5	19,312	19,312
	6	19,698	19,698
3	7	20,092	20,092
	8	20,493	20,493
	9	20,903	20,903
	10	21,322	21,322
	11	21,748	21,748
4	12	22,183	22,183
	13	22,627	22,627
	14	23,080	23,080
	15	23,541	23,541
	16	24,012	24,012
	17	24,491	24,491
5	18	24,982	24,982
	19	25,481	25,481
	20	25,991	25,991
	21	26,511	26,511
	22	27,041	27,041
	23	27,741	27,741
	24	28,672	28,672
	25	29,577	29,577
6	26	30,451	30,451
	27	31,346	31,346
	28	32,234	32,234
	29	32,910	32,910
	30	33,782	33,782
	31	34,728	34,728
7	32	35,745	35,745
	33	36,922	36,922
	34	37,890	37,890
	35	38,890	38,890
8	36	39,880	39,880
	37	40,876	40,876
	38	41,881	41,881
	39	42,821	42,821
	40	43,857	43,857
9	41	45,175	45,175
	42	46,252	46,252
	43	47,335	47,335
	44	48,370	48,370

GRADE	SCP	2019/20 SALARY	2020/21 SALARY
			£
10	45	49,400	49,400
	46	50,428	50,428
	47	51,689	51,689
	48	52,982	52,982
	49	54,305	54,305
11	50	57,327	57,327
	51	59,589	59,589
	52	63,165	63,165
	53	65,859	65,859
12	54	67,611	67,611
	55	69,572	69,572
	56	71,588	71,588
	57	73,666	73,666
13	58	74,154	74,154
	59	76,305	76,305
	60	78,516	78,516
	61	80,794	80,794
	62	80,910	80,910
SPOT (13+)	63	83,135	83,135

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	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	2 B/H	3	4	5 E	6 C	9	10	11	12	13	16	17	18	19 C(A)	20 C(A)	23	24	25 PC	26	27	30	31 JGC			
June			1	2 B/H	3 B/H	6 PC	7 JSC*	8	9 JOSC A CLF	10	13	14	15	16	17	20 LC	21	22 PC	23	24	27 LCC	28 LGA	29 LGA	30 LGA	
July					1	4 PC W CLF	5 JSC*	6	7	8	11	12	13	14 JOSC	15	18	19 C	20 PC	21 C	22	25	26	27	28 JGC	29
Aug	1	2	3	4	5	8 PC	9	10	11	12	15	16	17	18	19	22	23	24 PC	25	26	28 B/H	30	31		
Sept				1	2	5 PC	6 JSC*	7	8	9	12 LC	13	14	15 JOSC	16	19 LCC	20	21 PC	22	23	26	27 JGC	28	29	30
Oct	3 PC	4 JSC*	5	6	7	10	11	12	13 JOSC	14	17	18 C	19 PC	20 C	21	24	25	26	27	28	31 LC				
Nov		1	2	3	4	7 PC	8 JSC	9	10	11	14 LCC	15	16 PC	17	18	21	22	23	24 JOSC*	25	28	29 JGC*	30		
Dec				1	2	5 PC	6 JSC	7	8	9	12 C	13 PC	14	15 C	16	19	20	21	22	23	26 B/H	27 B/H	28	29	30
Jan 2023	2 B/H	3	4	5	6	9 PC	10 JSC	11	12	13	16 LC	17	18	19 JOSC*	20	23 LCC	24 JGC*	25 PC	26	27	30	31			
Feb			1 Exec	2 Exec	3	6 PC	7 JSC*	8	9	10	13	14	15	16	17 WS	20	21 C(TS)	22 PC	23 C(TS)	24	27	28			
March			1	2	3	6 PC	7 JSC*	8	9	10	13 LC	14	15	16 JOSC*	17	20	21	22 PC	23 JGC*	24	27 LCC	28 JSC*	29	30	31
April	3 PC	4	5	6	7 B/H	10 B/H	11	12	13	14	17	18 C	19 PC	20 C	21	23	25	26	27	28					
May	1 B/H	2	3	4 E	5 C	8	9	10	11	12	15	16	17	18 C(A)	19 C(A)	22 PC	23	24	25	26	29 B/H	30 JGC	31 PC		

Adur District Council Meetings (7.00pm)		Worthing Borough Council Meetings (6.30pm)		Joint Meetings (6.30pm)	
C	Council (A = Annual, TS = Tax Setting)	C	Council (A = Annual, TS = Tax Setting)	Adur District and Worthing Borough Councils:	
Exec	Executive	Exec	Executive	JOSC	Joint Overview and Scrutiny Committee
PC	Planning Committee	PC	Planning Committee	JSC	Joint Strategic Committee
LC	Licensing Committee	LCC	Licensing Control Committee	JGC	Joint Governance Committee
				JSfC	Joint Staff Committee
				JSSC	Joint Senior Staff Committee
PCCP	Police Crime & Commissioner Panel (tbc)	E & C	Elections - Polling Day / Count		
WS	West Sussex Tax Setting Meeting	B/H	Bank Holiday		LGA Annual Conference, Harrogate CC
A CLF	Adur County Local Forum (7.00pm)				School Holidays
W CLF	Worthing County Local Forum (7.00pm)				

* = Joint Meetings Held at Worthing Borough Council



WORTHING BOROUGH COUNCIL

Council
22 February 2022

Ward(s) Affected: All

Motion on Notice

Report by the Interim Director for Communities

Officer Contact Details:-

Neil Terry

Democratic Services Lead

01903 221073

neil.terry@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Russ Cochran which has been seconded by Councillor Bob Smytherman.
- 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. That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee.

3. Context

- 3.1 A motion on notice has been received from Councillor Russ Cochran, (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 Borough.
- 3.3 The motion before Council contains a subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.4 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.5 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules.

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

None.

Annex A

The Council to note the declination of Football in the Senior Game locally and how we as the council can better protect it.

Many involved at all levels of the game are very concerned moving forward as the pandemic has stunted any recovery in the game

Local pitch use has hit rock bottom, the council officers can provide a record of use and income before and after covid hit this will now display how much of an impact it has had.

The council has recently provided some great and valuable investment in one area, to one club but now it emerges more Football clubs require the same level of investment, through not only parity but for sustainability, to help us better identify these needs we can position ourselves better with a few simple actions.

Therefore I submit a Proposal to Create 'Worthing football forum' to provide better support for the towns clubs and the council to commit to ensuring as much as possible is being done for the local game, by using such a thing as a vehicle, any potential 'Worthing Local Football Forum' which is set up will then provide a better foundation locally by encompassing youth, senior, veterans, Womens', Girls and disability inclusive teams, the wider game is the bigger picture, involvement from club representatives, Sussex County FA, Council officers, councillors, Football foundation and Leagues, from youth to senior.

For the good of the health benefits it provides, use of public spaces, community and cultural aspects it brings, this council has a duty to better support the national game locally from all grassroots levels upwards.

Proposed: Rus Cochran

Seconded: Bob Smytherman



WORTHING BOROUGH COUNCIL

Council
22 February 2022

Ward(s) Affected: All

Motion on Notice

Report by the Director for Communities

Officer Contact Details:-

Neil Terry

Democratic Services Lead

01903 221073

neil.terry@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Jon Roser which has been seconded by Councillor Emma Taylor.
- 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. That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee.

3. Context

- 3.1 A motion on notice has been received from Councillor Jon Roser, (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 Borough.
- 3.3 The motion before Council contains a subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.4 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.5 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules.

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

None.

Motion on Fairtrade

This council notes that:

The FAIRTRADE Mark was launched in the UK over 25 years ago. Worthing received Fairtrade Town status in 2005.

- Since 1994, consumer demand for Fairtrade has grown thanks to the efforts of grassroots campaigners, and pioneering Fair Trade businesses.
- There are now over 600 Fairtrade Communities in the UK and more than 2,000 globally.
- As a result of Fairtrade commitments from mainstream brands and retailers, the UK Fairtrade market is now one of the biggest in the world.
- Global Fairtrade sales in the year before the pandemic generated £166 million in Fairtrade Premium. Farmers in 73 countries have invested this money in their communities, increasing business productivity and contributing to the achievement of the global Sustainable Development Goals (SDGs).
- Despite this positive news, exploitation remains rampant in global supply chains. More than 40 million people are trapped in modern slavery, including forced labour, and 152 million young people in child labour. Hundreds of millions more are earning less than a living income or wage.
- This council believes that:
- Fairtrade and the wider Fair Trade movement has a significant contribution to make towards ending exploitation in global supply chains and achieving the SDGs.
- The recently agreed International Fair Trade Charter <https://wfto.com/fair-trade/charter-fair-trade-principles> should be welcomed, with its vision of transforming trade to work for people and planet.
- The Fairtrade principles of paying a 'premium' that is wholly managed by farmers and workers themselves, and of minimum prices to protect producers from market volatility, are crucial to systemic change.
- Public bodies, including local authorities, should support ethical procurement policies, using their purchasing power to support Fairtrade and ensure their supply chains, at home and abroad, are free of exploitation, including modern slavery.
- Companies operating through global supply chains should go further and take steps to require the payment of living wages and achievement of living incomes for all.

This council resolves to:

- Renew its commitment to 'Fairtrade Community' status, to support the Fairtrade Steering Group in its work towards keeping Fairtrade status for the area and developing activities around the goals in the future and to making Council employees, aware of the Council's policy on Fairtrade

- Actively promote Fairtrade locally, through support for local groups, in the media including social media, and events, including during Fairtrade Fortnight.
- Support local Fairtrade Schools, colleges and Universities, and actively promote Fair Trade teaching materials in local schools and educational institutions.
- Celebrate and incentivise businesses championing Fairtrade products in the local community.
- Review its procurement policy, including its catering offer, to ensure that Fairtrade produce is chosen wherever possible, and that Fair Trade considerations are included as a preference in any contracts going out to tender.

Proposer: Cllr Jon Roser

Seconder : Cllr Emma Taylor

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WORTHING BOROUGH COUNCIL

Council
22 February 2022

Ward(s) Affected: All

Motion on Notice

Report by the Director for Communities

Officer Contact Details:-

Neil Terry

Democratic Services Lead

01903 221073

neil.terry@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Cathy Glynn-Davies.
- 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. That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee.

3. Context

- 3.1 A motion on notice has been received from Councillor Cathy Glynn-Davies, (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 Borough.
- 3.3 The motion before Council contains a subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.4 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.5 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules.

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

None.

Yesterday 3rd February, the Chancellor announced a £200 'rebate' on the cost of energy. The money on offer is a levy, not a rebate, and will need to be repaid as an extra charge on future bills. The New Economics Foundation have performed modelling which demonstrates that the poorest 10% of families will still be £450 worse off on average, even after the £150 Council Tax Rebate also announced yesterday. This ploy benefits the energy suppliers and maintains their profit margins.

Polly Toynbee, in The Guardian, points out that the Council Tax rebate 'does nothing more than shift the payment of this temporary relief to local authorities'. It may result in this Council having to agree a substantial increase in Council Tax charges in the next financial year, or cut services, already under pressure, to the bone.

I have been contacted by a resident incensed at this underhand ploy to put their household in debt to the Government. A petition has been created as follows:

'A loan towards the increase in fuel prices will put me in debt to this government. I do not have credit or loans and do not wish to be in debt to this government. Whilst this will obviously be a short-term fix for the millions of people who can't afford the increases. It's being misleadingly reported as a rebate. There needs to be a different approach. My petition to the Government is to ask them to rethink their proposal so that those of us who can afford the increase pay it, and the savings can be GIVEN to those most in need.'

The French Government is taxing energy company EDF £8.4 bn to cover the increase in the cost of energy to consumers in France. It is also capping electricity costs at 4%. It is a fact that energy companies such as EDF are making record profits and are paying out record dividends.

I propose that this Council reject the Chancellor's proposal and refuse to pay the £150 Council Tax Rebate unless funds are forthcoming from the Exchequer to cover it. I also call upon this Council to ask the Chancellor to reconsider the energy loan system, and instead place a tax upon energy companies to subsidise energy to those most in need and place a cap on energy costs in this country.

Proposed: Cathy Clynn-Davies



WORTHING BOROUGH COUNCIL

Council
22 February 2022

Ward(s) Affected: All

Motion on Notice

Report by the Director for Communities

Officer Contact Details:-

Neil Terry

Democratic Services Lead

01903 221073

neil.terry@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1. The report before Council sets out a motion received from Councillor Edward Crouch which has been seconded by Councillor Hazel Thorpe.
- 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. That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee.

3. Context

- 3.1 A motion on notice has been received from Councillor Edward Crouch, (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 Borough.
- 3.3 The motion before Council contains a subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.4 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.5 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules.

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules.

Background Papers

None.

Habitat enhancements in new buildings

1. This Council recognises the ecological crisis that threatens the natural world and its causes which include the consequences of climate change. Droughts, fires, floods, storms and heat waves, together with increased urbanisation and pollution have all resulted in significant loss of natural habitat for birds, insects and other wildlife
2. This council recognises that pollinators, such as bees, play an essential role in food production, accounting for up to £440m of added value in UK agriculture, equivalent to 13% of all UK farming income. The bee population has been in alarming decline in recent years due to a number of factors. These include the use of toxic pesticides, herbicides, and the uprooting of vegetation notably of hedges.
3. While natural habitats continue to decline, this Council supports the introduction of enhanced habitat features into the built environment by requiring their inclusion in all new buildings in the borough.
4. Examples of schemes adopted in other local authorities include “bee bricks” which provide ready-made habitat for bees in the form of a masonry brick; and “swift boxes” that are specially designed as nesting spaces for this threatened species.
5. This council requests that the Director for the Economy presents an options report to the next available Joint Strategic Committee meeting to enable a scheme to be adopted and amendments made to the relevant local planning policy document(s)

Proposed: Cllr Edward Crouch, Deputy Leader

Seconded: Cllr Hazel Thorpe

Sources:

<https://www.rsb.org.uk/policy/policy-issues/environmental-sciences/bees>

<https://www.rspb.org.uk/our-work/conservation/conservation-and-sustainability/safeguarding-species/swiftmapper/are-your-swifts-under-threat/>