



ADUR DISTRICT
COUNCIL

20 July 2023

Director for Sustainability & Resources
Paul Brewer
Adur & Worthing Councils
Town Hall, Chapel Road
Worthing, West Sussex BN11 1HA

**Adur Council Meeting
20 July 2023**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

7.00 pm

Agenda

12 July 2023

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

Part A

1. Apologies for Absence

2. Declarations of interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

3. Questions from the public

To receive any questions from members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the District except no questions may be asked on

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

Public question time will last up to 30 minute; questions will be taken in order of receipt.

The deadline for submissions is **17th July 2023 at 12 noon**. Questions to be submitted to democratic.services@adur-worthing.gov.uk

4. Confirmation of Minutes

To approve the minutes of the Annual Council Meeting held on Thursday 18th May 2023, copies of which have been previously circulated.

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

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent

7. Recommendations from the Cabinet and Committees to Council (Pages 7 - 14)

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

Full reports are available on the website as listed below:

	Cabinet/Committee	Date	Item
A	Joint Audit & Governance Committee	30 May 2023	Joint Audit & Governance Committee Appointments: Parish Councillors
B	Joint Overview and Scrutiny Committee	8 June 2023	Annual JOSOC report 2022/23
C	Adur Joint Strategic Sub-Committee	15 June 2023	Acquisition of leasehold properties on the Southwick Estate to support estate improvement
D(i)	Joint Strategic Committee	11 July 2023	Financial Performance 2022/23 - Revenue outturn
D(ii)	Joint Strategic Committee	11 July 2023	Developing a revenue budget for 2024/25 in difficult economic circumstances
D(iii)	Joint Strategic Committee	11 July 2023	Investing for our future - Capital Strategy 2024/27

8. Report of the Leader on Decisions taken by the Cabinet (Pages 15 - 20)

To receive a report from the Leader as item 8. The report contains decisions taken by the Cabinet Members, the Joint Strategic Committee and the Adur Joint Strategic Sub-Committee since the last Full Council meeting.

There is up to 15 minutes for Cabinet Members to make any statements on the report.

There will also be up to 15 minutes for Cabinet Members to respond to questions on the report; these questions will not be the same as any asked under 'Members Questions under Council Procedure Rule 12'.

9. Pay Policy Statement 2022/23 (Pages 21 - 34)

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

10. Members question time under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is 17th July 2023 at 12 noon. Questions to be submitted to democratic.services@adur-worthing.gov.uk

Questions received can be asked of the following:

- a) The Chairman
- b) A Member of the Cabinet
- c) The Chairman of any Committee
- d) The Councils representative on any outside body

Questions cannot be asked on the following

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

11. Motion on Notice (Pages 35 - 38)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Robina Baine, detailed as item 11.

12. Motion on Notice (Pages 39 - 44)

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Gabe Crisp, detailed as item 12.



Paul Brewer
Director for Sustainability & Resources

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:

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Extract from the minutes of the Joint Audit & Governance Committee - 30 May 2023

JAGC/009/23-24 Joint Audit & Governance Committee Appointments: Parish Councillors

This report advised Members of the Joint Audit & Governance Committee of the nominations from Lancing Parish Council and Sompting Parish Council for Parish representatives to be appointed to the Joint Audit & Governance Committee as co-opted Members in accordance with the Constitution.

Resolved

The Joint Audit and Governance Committee:-

1. Noted the nomination from Lancing Parish Council of the appointment of Cllr Mike Mendoza as a Co-Opted Member of the Joint Audit & Governance Committee for 23/24 and **recommended the appointment to Adur District Council and Worthing Borough Council;**
2. Noted the nomination from Sompting Parish Council of the appointment of Cllr Paul Mansfield as a Co-opted Member of the Joint Audit & Governance Committee for 23/24 and **recommended the appointment to Adur District Council and Worthing Borough Council.**

(Link to the report on the website e.g. [Joint Audit & Governance Committee - 30 July 2023](#))



Extract from the minutes of the Joint Overview & Scrutiny Committee - 8 June 2023

JOSC/00x/23-24 Annual JOSC report 2022/23

The Committee had a report before it, attached as item 10, which had been circulated to all Members and is attached to a signed copy of these minutes.

The report set out the draft Annual report for the Committee covering the 2022/23 Municipal year in accordance with the terms of the Councils' constitutions.

Resolved

The Joint Overview & Scrutiny Committee

1. Approved the Joint Overview and Scrutiny Committee Annual report for 2022/23; and
- 2. Recommended that the report be submitted to the Adur and Worthing Council meetings in July 2023 for approval.**

(Link to the report on the website e.g. [Joint Overview & Scrutiny Committee - 8 June 2023](#))



Extract from the minutes of the Adur Joint Strategic Sub-Committee - 15 June 2023

JSS-C(A)/11/23-24 Acquisition of leasehold properties on the Southwick Estate to support estate improvement

The report before Members followed the extensive consultation work being undertaken with residents examining options for the future of the Southwick Estate, the increasing demand for emergency and temporary accommodation (EA/TA) in Adur, and the Council's commitment to owning and managing its own stock of EA/TA. The report outlined the advantages of purchasing leasehold properties on the Southwick Estate to help meet the increasing demand for EA/TA whilst also supporting longer term estate improvement, and the proposed process for doing so.

Agreement was sought from Members for the process of identifying and acquiring leasehold properties by the Council on the Southwick Estate for temporary use as Emergency and Temporary Accommodation as well as approval of a budget released from £2.25m to enable swift purchase of eligible properties.

Members welcomed the report and explored ways in which properties could be purchased and refitted.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Approves the principle of acquisition of leasehold properties on the Southwick Estate to enable the council to fulfil its statutory housing duties under S188 and S193 of the Housing Act 1996, using the methodology and approach set out in the body of this paper.
2. **Recommends to Adur District Council to approve a budget of £2,250,000 to enable the acquisition of up to 10 homes on the Southwick Estate to facilitate the redevelopment of the estate and to provide temporary accommodation in the interim. This is to be funded from £0.9m retained right to buy receipts and £1.35m from borrowing.**

3. Delegates authority to the Head of Housing to approve the purchase of specific properties identified under this initiative and to enter into all contracts to acquire the properties and deliver any improvements required.

(Link to the report on the website e.g. [Adur Joint Strategic Sub-Committee - 15 July 2023](#))



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Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/00x/23-24 Financial Performance 2022/23 - Revenue outturn

Details to follow the Joint Strategic Committee meeting on the 11th July

Resolved

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))



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Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/052/23-24 Developing a revenue budget for 2024/25 in difficult economic circumstances

Details to follow the Joint Strategic Committee meeting on the 11th July

Resolved

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))



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Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/00x/23-24 Investing for our future - Capital Strategy 2024/27

Details to follow the Joint Strategic Committee meeting on the 11th July

Resolved

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))

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

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the dispatch of the agenda for the last Ordinary Council Meeting. Details can be found on the Cabinet Members Decisions webpage.

Leader

- **A/LDR/011/22-23 Fire Door Replacement Contract
- **A/LDR/002/23-24 Additional Capacity in Adur Homes
- **JAW/002/23-24 Emergency Accommodation Contract Award
- JAW/005/23-24 South Downs National Park Authority Appointment
- A/LDR/001/23-24 Representing the Council in the Community - Appointments to Outside Organisations

Cabinet Member for Regeneration and Strategic Planning

- A/REG/010/22-23 Levelling Up and Regeneration Bill: Reforms to National Planning Policy

Cabinet Member for Finance & Resources

- JAW/021/22-23 Education & Compliance Redundancy
- JAW/022/22-23 Grant funding for the HyCrem Project
- JAW/004/23-24 Redundancies

Cabinet Member for Adur Homes and Customer Services

None

Cabinet Member for Environment and Leisure

- JAW/001/23-24 Adur Car Park Tariff Review
- JAW/003/23-24 Procurement of 2 RCVs

Cabinet Member for Communities and Wellbeing

- JAW/019/22-23 Adur and Worthing Community Transport Grants Allocation of funds for 2022/23
- JAW/020/22-23 Adur Community Grants

* *The Adur Cabinet Member abstained as this was a matter relating to Worthing*

*** Decision taken by the Leader in the absence of the Cabinet Member for Adur Homes and Customer Services*

B. Decisions taken by the Adur Joint Strategic Sub-Committee on 15th June 2023

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

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/6/23-24 Lancing Business Park - Business Improvement District: Supporting the Fourth Term

The report before Members advised of the Lancing Business Park's proposal to ballot businesses located within the existing Lancing Business Park Business Improvement District (BID), with a view to furthering the term of the BID to 2028.

In the new BID Term of the BID, Members were asked to use the opportunity to maintain the positive working partnership between Lancing Business Park and the Council. It was recommended that Members ensured both parties continue to work collaboratively to support economic growth and enhance the reputation of all parties involved

Decision

1. The Sub-Committee supports the proposal for a fourth term of the Lancing Business Park BID for a period of four years and seven months to commence on 1st September 2023.
2. That the Sub-Committee authorises the Director for Place to:-
 - A. Receive the regulatory Notice for Lancing Business Park's fourth BID Term and to work with Civica to hold the new Bid Term ballot.
 - B. Vote 'yes' in the support of the BID for any Council properties associated with the BID levy threshold.
 - C. Authorise the Director for Place to finalise the terms of, and enter, into the BID Agreement with Lancing Business Park

JSS-C(A)/7/23-24 Strategic Approach: Children and Young People

The purpose of the report before Members was to outline how Adur District Council would deliver an inclusive and ambitious strategic approach to work with and for children and young people.

The purpose of the outlined strategic approach was to set out how Adur Council, as a would develop a responsive, proactive and constructive space whereby children and young people were actively engaged and involved as citizens and were visible in all aspects of the Council's core business, which can be evidenced through co-design and co-production.

The paper recognised that much of the direct responsibilities for children and young people sat with other organisations, therefore the principles set out in the report were focused on where the Council could influence or support others to deliver, where collaboration maximised potential and development opportunities. The Council was committed to evolving and innovating to increase our effectiveness and reach, leveraging in funds that embed our ambitions and being steadfast in our own continual improvement, and being able to evidence outcomes and impacts.

To embed plans for children and young people in Adur, strong participatory foundations would be built through a co-designed partnership roadmap. This would move the Council beyond initiative-led activities, to develop sustainable forms of participation that were visible in organisational ethos, culture, infrastructure and in decision making processes.

Members noted the importance of the report given that 20% of the population were classified as young people and the Authority provided important services for this section of society.

Decision

The Adur Sub Committee of the Joint Strategic Committee resolved

1. That a framework be adopted for our work with and for children and young people of Adur, as set out in section 4.
2. That officers continue to develop a live roadmap and that this is reviewed with the Cabinet Member for Communities and Wellbeing.
3. That it be noted that the Council will work with key members of our community to further develop our Worthing specific framework so that we have a definable evidence base to our work for and with children and young people and can measure both outcomes and impacts.

JSS-C(A)/8/23-24 Western Harbour Arm Flood Defence Project

The report before the Sub-Committee set out a practical solution to ensure that vital flood defences were provided in a vulnerable location at the Western Harbour Arm in Shoreham to enable work to proceed on-site. To achieve this, authorisation would be required by Members to extinguish Restricted Byway 3157 ("RB3157") at Stowes Hard in Shoreham.

The extinguishment of the RB3157 would reduce and prevent the integrity of the floodwall from being compromised, minimising its vulnerability and risk to flooding and ongoing costs for management and maintenance requirements.

Members were given background to the RB3157 and it was explained why it was necessary to extinguish it for the benefit of improving flood protection in Shoreham. Members were also given alternative options to ensure suitable public access could be maintained

Members discussed the report and expressed concern at the loss of the Byway and public hard without seeking an alternative. It was agreed that

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the implications and processes associated with the extinguishment of RB 3157.
2. Notes that a further report will be presented back to the Joint Strategic Committee Sub-Committee setting out the next key steps, necessary budget and timescales required to deliver the Flood Defence project.
3. Delegates authority to the Assistant Director for Regenerative Development to make a formal application to extinguish RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration.
4. Delegates authority to the Assistant Director for Regenerative Development not to proceed with the Diversion Order that was made on the 8th March 2021 in respect of RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration

JSS-C(A)/9/23-24 Regulatory Compliance Notice for Adur Homes

The report updated Members about the Regulatory Compliance Notice issued by the Regulator of Social Housing in relation to Adur Homes. The Notice followed the self referral to the Regulator reported to the Committee on 23rd of March 2023. Adur Homes has been found to be non-compliant with the 'Homes Standard' in relation to the provision of decent homes and in meeting building health and safety requirements. Adur Council had accepted the findings of the notice issued by the Regulator on the 26th April 2023.

The report set out further how the Council would comprehensively respond to issues to bring the Council back into regulatory compliance and to deliver quality services to the tenants and leaseholders of Adur Homes.

Members welcomed the report and work being undertaken to respond to bring the Council back to regulatory compliance.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the Regulatory Notice issued to Adur Council detailing the failure in regard to meeting the Home Standard
2. Notes the acceptance by Adur Council of the findings of the Regulatory Notice
3. Notes work already underway to remedy relevant areas of non-compliance
4. Notes the development of a Housing Improvement Plan to ensure that Adur Homes becomes fully compliant with regulatory standards, and that sets out a timetable for this work.

JSS-C(A)/10/23-24 New Leaseholder Service Charge Income Collection Policy

As part of the Improvement Plan for Adur Homes a number of housing policies were being created, updated and revised to set a clear direction, standards and expectations for the service.

The report presented a new Leaseholder Service Charge Income Policy, aimed at providing a consistent approach to the collection of leasehold service charges and arrears.

Members were given an updated paper which detailed matters concerning the range of actions that could be taken when dealing with arrears and related enforcement matters

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Approves the Leasehold Service Charge Income Collection Policy, attached as Appendix 1.
2. Delegates authority to the Director for Housing and Communities to make minor amendments to the policy, as required, in consultation with the Adur Homes Management Board.

JSS-C(A)/13/23-24 Southwick Estate - Interim Works Package

The report provided an update to Members on the proposed works to remediate building fabric across the Southwick Estate and to inform Members of the current costs estimates for that work.

Members were given information about leaseholder service charges and consultation procedure under s20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) 2003.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Delegates authority to the Head of Property Services to proceed with the Section 20 consultation process on the proposed terms set out at paragraph 1.3 in the Exempt Appendix.
2. Delegates authority to the Head of Property Services to procure for the works contract and enter into all necessary contracts to deliver the works required to carry out the interim scheme of works based on the estimated value set out at Paragraph 6 below.

C. Decisions taken by the Joint Strategic Committee on 11 July 2023

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

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

The matters not appearing elsewhere on the agenda:-

This report will be updated following the publication of the minutes from the meeting on the 11th July 2023.

D. Urgent Decisions taken by the Cabinet

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

This report will be updated following the publication of the minutes from the meeting on the 11th July 2023.

Local Government Act 1972

Background papers

None.

**Councillor Neil Parkin
Leader of the Council**



ADUR DISTRICT
COUNCIL

Adur Council
20 July 2023

Ward(s) Affected: All

Pay Policy Statement 2022/2023

Report by the Director for Digital, Sustainability and Resources

Officer Contact Details

Paul Brewer
Director for Digital and Resources
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Executive Summary

1. Purpose

- 1.1 To comply with all legislation and government guidance on transparency in pay within the Council, the constitution states that the Director for Sustainability and Resources will take a Pay Policy Statement to Council annually.
- 1.2 The Pay Policy Statement for 2022/23 is set out in Appendix 1.

2. Recommendations

- 2.1 That the Council is recommended to note the Pay Policy Statement 2022/23 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 Following the Leadership redesign in 2022/2023 an additional proper grade 14 was added to the Councils pay scales in order to enable the assessment of the new Assistant Director roles. The spinal column points (SCPs) were calculated based on the average percentage difference between the different scales.
- 4.3 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.
- 4.4 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	1	4	0	12
April 2019	1	3	0	14
April 2020	1	3	0	12
April 2021	1	3	0	13
April 2022	1	3	0	13

4.5 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. The cost of all posts are allowed for within the Council's overall budget.

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.

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 2022-23**

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 2022-23, 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 2022 is spinal column point 1 (£20,258) per annum. This excludes apprenticeships/trainee posts where we are guided by National Minimum Wage requirements.

2.3 'Employee who is not a Chief Officer' refers to all staff who are not covered under the Chief Officer group above (2.1). This includes the 'lowest paid employees'.

3.0 PAY FRAMEWORK REMUNERATION LEVELS

3.1 Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each Council has responsibility for balancing these factors and each Council faces its own unique challenges on opportunities in doing so and retain flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

3.2 Pay Framework

It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief Officers are made in an open and accountable way and that there is a verifiable and accountable process for recommending the levels of top salaries.

The 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 14 with 65 spinal column points within the grade ranges 1 (lowest) to 14 (highest). Grade 14 (SCPs 62 - 65) is a new addition to the Adur District Council payscale to cover roles that are evaluated as higher than grade 13. These spinal column points were 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 14 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.

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. The salary of the Chief Executive for 2022/23 £138,725.03 full time equivalent, with additional payments for the role of Returning Officer at elections.

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 2022/23 for each of the Chief Officers is:

	£
Director of Communities	£104,418
Director of Sustainability and Resources	£105,793
Director of Economy	£103,756
Head of Housing	£77,377 - £84,133
Head of Legal (Monitoring Officer)	£77,377 - £84,133
Chief Financial Officer	£77,377 - £84,133
Director of Coastal West Sussex Partnership	£52,189 - £57,180
Head of Communications	£52,189 - £57,180
Administration Manager	£42,503 - £46,549
Policy Officer	£38,296 - £41,496
Data and Evidence lead	£52,189 - £57,180

4.2 'Lowest paid employees'

Each lowest paid employee is paid within the salary range for Grade 1, Spinal Column Point 1 (£20,258 as at 1st April 2022) - Spinal Column Point 3 (£20,812 as at 1st April 2022).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2022:

Apprentice:	£4.81 per hour
Under 18	£4.81 per hour
18 – 20	£6.83 per hour
21 - 22	£9.18 per hour
National Living Wage	£9.50 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 are 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, 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 1 month, their continuous service is broken.

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

In accordance with each Council's Constitutions, at Paragraph 6 of the Officer Employment Procedure Rules, any severance packages with a value of over £100,000 (and in all cases for the Head of Paid Service) 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 pay scales 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 £32,020. The pay ratio between the median average and the salary of the Chief Executive is 1:4.33.

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 2022**APPENDIX 1**

Grade	Spinal Column Point	2021/22	2022/23
1	1	£ 18,333	£ 20,258
	2	18,516	20,441
	3	18,887	20,812
2	4	19,264	21,189
	5	19,650	21,575
	6	20,043	21,968
3	7	20,444	22,369
	8	20,852	22,777
	9	21,269	23,194
	10	21,695	23,620
	11	22,129	24,054
4	12	22,571	24,496
	13	23,023	24,948
	14	23,484	25,409
	15	23,953	25,878
	16	24,432	26,357
	17	24,920	26,845
5	18	25,419	27,344
	19	25,927	27,852
	20	26,446	28,371
	21	26,975	28,900
	22	27,514	29,439
	23	28,226	30,151
	24	29,174	31,099
	25	30,095	32,020
6	26	30,984	32,909
	27	31,895	33,820
	28	32,798	34,723
	29	33,486	35,411
	30	34,373	36,298
	31	35,336	37,261
7	32	36,371	38,296
	33	37,568	39,493
	34	38,553	40,478
	35	39,571	41,496

Grade	Spinal Column Point	2021/22	2022/23
8		£	£
	36	40,578	42,503
	37	41,591	43,516
	38	42,614	44,539
	39	43,570	45,495
9	40	44,624	46,549
	41	45,966	47,891
	42	47,061	48,986
	43	48,163	50,088
10	44	49,216	51,141
	45	50,264	52,189
	46	51,310	53,235
	47	52,594	54,519
11	48	53,909	55,834
	49	55,255	57,180
	50	58,330	60,255
12	51	60,632	62,557
	52	64,270	66,195
	53	67,012	68,937
	54	68,794	70,719
13	55	70,790	72,715
	56	72,841	74,766
	57	74,955	76,880
	58	75,452	77,377
14	59	77,640	79,565
	60	79,890	81,815
	61	82,208	84,133
	62	84,590	86,515
	63	N/a	88,998
	64	N/a	91,552
	65	N/a	94,180



Council
20 July 2023

Ward(s) Affected: All

Motion on Notice

Report by the Director for Sustainability & Resources

Officer Contact Details:-

Neil Terry

Democratic Services Manager & Deputy Monitoring Officer

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 Robina Baine which has been seconded by Councillor Jeremy Gardner.
- 1.2. Council is asked to consider, debate and determine the motion under the provisions set out in Paragraph 14 of the Council Procedure Rules (part 4 of the Council Constitution - Rules of Procedure).

2. Recommendations

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

3. Context

- 3.1 A motion on notice has been received from Councillor Robina Baine, (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 specifically affects the District.

4. Issues for consideration

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

5. Financial Implications

- 5.1 There are no direct financial implications arising from this motion.

6. Legal Implications

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

Background Papers

None.

Motion regarding the NHS

The NHS was founded in July 1948, 75 years ago, by a Labour Government. Today the people of Adur benefit from the hard work of local primary care professionals, community health staff, staff providing mental health care and NHS hospital services in Worthing, Southlands, Chichester and Brighton. We thank them all for their dedication and expertise.

This council considers that those staff should receive the support they need to provide the best possible services for local people.

HealthyAW, Adur and Worthing Councils' *Health and well-being strategy* sets out our aims to improve the wellbeing of our residents. The strategy draws on the Marmot Review led by Sir Michael Marmot. That review noted the decline in government spending from 2009/10 to 2018/19 to local authorities and health services and its effect on health and well-being.

This council's ability to achieve our aim of improving the health and well-being of our community is compromised if NHS services are unable to provide timely services.

Nationally, hospital waiting lists are at record levels. According to NHS England "the maximum waiting time for non-urgent, consultant-led treatments is 18 weeks" following a GP referral. This was established in 2004.

In Sussex 14,910 people have been waiting more than a year for treatment, 452 have been waiting more than 78 weeks.

The experience for people in Adur includes the following waiting times in local hospitals:

- Pain management - 19 weeks before your outpatient appointment, another 19 before treatment
- Gynaecology - 29 weeks for first appointment, another 27 weeks for treatment
- Neurology, 34 weeks until the first appointment, a further 32 until treatment.
- Paediatrics; 32 weeks to the first appointment, 24 weeks to treatment.

Each of those statistics is a person who with their family and relatives face uncertainty, discomfort, often for more than a year.

According to the British Medical Association, England now has fewer GPs than in 2015.

In Adur, trying to find a dentist offering NHS services to new patients is difficult. According to the British Dental Association, across England, 91 percent of NHS practices are not accepting new adult patients.

In this situation, many local staff members have taken strike action for better pay and funding for their services, including nurses, physiotherapists, ambulance staff, junior doctors and consultants. Radiographers have voted for industrial action.

On its 75th birthday it is time the most revered institution in the country, the NHS and its staff received the support in resources and fair pay that it needs.

This council resolves to:

- Acknowledge that many Adur residents are facing unprecedented waiting times for hospital treatment
- Lobby NHS Sussex to be more ambitious in its improvement plans in the interests of local residents, while recognising it is limited by its Government funding and its ability to recruit and retain staff. The NHS Sussex Shared Delivery Plan for improvement has set modest priorities including:
 - people will be able to access a GP appointment within two weeks if they need it
 - no-one will wait more than 65 weeks for elective treatment
 - no more than 548 people will be waiting over 62 days for cancer treatment.
- Write to NHS Sussex to ask for urgent action to improve access to NHS dentistry services
- Lobby the Health Secretary to directly intervene to talk to representatives of hospital consultants, junior doctors and other NHS staff representatives to ensure staff feel valued and supported and to resolve industrial action.

Proposer - Cllr Robina Baine

Secunder - Cllr Jeremy Gardner



Council
20 July 2023

Ward(s) Affected: All

Motion on Notice

Report by the Director for Sustainability & Resources

Officer Contact Details:-

Neil Terry

Democratic Services Manager & Deputy Monitoring Officer

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 Gabe Crisp which has been seconded by Councillor Julian Shinn.
- 1.2. Council is asked to consider and debate the motion prior to it being referred to the Joint Strategic Committee for determination under provisions set out in paragraph 14 of the Council Procedure Rules (part 4 of the Council Constitution - Rules of Procedure).

2. Recommendations

- 2.1. The Council is asked to debate the motion, as set out in Annex A to this report, prior to its referral to the Joint Strategic Committee for consideration and determination.

3. Context

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

4. Issues for consideration

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

5. Financial Implications

- 5.1 The financial implications associated with this motion will be considered by the Adur Joint Strategic Sub-Committee following its referral.

6. Legal Implications

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

Background Papers

None.

Rights of the River Motion on Notice

Summary

This motion seeks to establish a 'Declaration on the Rights of the River Adur' and to enshrine the rights of the river into Our Plan and the newly revised Adur Local Plan.

Background

The river Adur defines our place. It is the name of our district and our council. It runs through the heart of our communities. It provides restful views for the weary and exciting recreation activities for the lively. Hundreds of walkers, cyclists, birders, anglers, watersports enthusiasts and dog owners enjoy its company every day. Millions of plants, mammals, birds and invertebrates live in or alongside the Adur. We all rely on its 'free' ecosystem services to clean our air, to filter our surface run-off, to allow biodiverse species to flourish and to channel surface water to the sea. Adur residents love 'their' river and want to give it a voice to protect it for the future generations

The river itself should have a voice in shaping [Our Plan](#) for future generations.

Our river faces numerous threats, both from within and without the Adur District, including multiple sources of pollution upstream¹, sewage discharges, unintentional but frequent human misuse along the Adur Estuary SSSI [between Cuckoo Corner and Ferry Bridge] and the unforeseen consequences of discharging fresh water at the pumping station near the Toll Bridge.

It is clear that the multiple agencies involved in managing and protecting our waterways are struggling to mitigate the threats and to keep ahead of the pressures that the river faces. There has been much media coverage of the issue of sewage pollution of waterways across the UK this year. Even Henley Regatta has been affected. We are all aware of the harmful effects of storm water 'overflows' (which can contain sewage) directly into the river itself at Ropetackle, and the risks from marine sewage discharges entering the river on an incoming tide. In addition we face the specific issue of some of the houseboats discharging raw sewage directly into the estuary on a daily basis.

Following the "[Who cares for our Adur Estuary SSSI?](#)" multi-agency event last September a lot of work has taken place to raise awareness of the river, the threats it faces and the actions needed to improve the condition of the river and restore its vital ecosystems to better health. This builds on the excellent work by officers over the past four years on various aspects of river restoration. New signage, to promote and explain desirable behaviours is being installed, following work with the Ouse and Adur Rivers Trusts and Sussex Wildlife Trusts and funded by Natural England.

Human caused damage includes (but is not restricted to): illegal cockle picking; excessive bait digging where the holes are not backfilled; dog-owners throwing balls into the water from the path causing their dogs to run backwards and forwards across the SSSI vegetation and

¹ e.g agricultural run-off, and industrial chemicals

mudflats²; Watersports enthusiasts trampling the vegetation and compacting the mudflats as they assemble and dismantle their craft at inappropriate tide times; Excessive development along the water's edge³. Many of these threats can be reduced if we provide a strong voice for the river.

There is a global movement of states and intergovernmental organisations recognising the Rights of Nature⁴. A sustainable economy requires us to acknowledge our interdependence with natural systems. Adur has already made many steps in this direction.

We have the capacity to give the River Adur a voice in our council. Through the award winning [Sussex Bay](#) initiative, [Weald to Waves](#), The [Adur River Recovery](#) Project, the River Adur [wetlands restoration project](#) the Adur Estuary Community Group and many other groups it is clear that now is the right time to coordinate and step up our actions in Adur District to help to protect the River Adur as a single entity from source to sea, to regenerate the mudflats and the salt marshes, to reverse the decline in the condition of our Adur Estuary SSSI and to preserve the RSPB Nature Reserve.

Adur District Council can, once again, be a beacon institution. Setting the bar high for other local authorities to admire and emulate our bold actions to protect nature and our relationship with the natural environment.

The [Rights of Rivers](#) global movement has framed The Universal Declaration of River Rights. This says that all rivers shall possess the following fundamental rights:

- (1) The right to flow
- (2) The right perform essential functions within the river's ecosystem
- (3) The right to be free from pollution
- (4) The right to feed and be fed by sustainable aquifers
- (5) The right to native biodiversity
- (6) The right to regeneration and restoration.

This approach has already been supported by the Sussex Wildlife Trust and Ouse and Adur Rivers Trust in the Lewes District Council [Rights of the River Ouse](#) motion. ADC has already taken action to protect and enhance our river estuary including at Pad Farm and New Salts farm through the Adur River Landscape recovery project.

This is our opportunity to establish a 'Declaration on the Rights of the River Adur' to formally enshrine the rights of the river into our strategic and policy vision for the future in Our Plan and within our newly revised Adur Local Plan.

Motion

1. This Council acknowledges the growing global movement of 'rights of nature' as a framework for rethinking its relationship with the environment.

2. This Council acknowledges the work of multiple bodies in addressing the health and wellbeing of the River Adur and believes that there is a case to be made for adopting the 'Rights of Rivers' approach.

² This flushes up the feeding and resting rare migrant bird species causing stress and limiting the chance for these rare visitors to gain weight before their long onwards flights

³ including the removal of many of our ancient hardes and the destruction of much of our historic fishing heritage

⁴ Rights of Nature is a way of rebalancing our extractive relationship with the planet. It is only by working alongside nature that we humans will be able to survive and thrive into the future

3. This Council will develop with local communities, adjacent local authorities and other relevant stakeholders a 'Declaration on the Rights of the River Adur' and will bring forward the 'Declaration on the Rights of The River Adur' at a meeting of the full council within 12 months, for debate, and possible adoption.

Proposer - Councillor Gabe Crisp

Seconder - Councillor Julian Shinn

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