



ADUR DISTRICT
C O U N C I L

31 October 2019

**Adur Council Meeting
31 October 2019**

Queen Elizabeth II Room,
The Shoreham Centre, Pond Road,
Shoreham-by-Sea

7.00 pm

Agenda

23 October 2019

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**

Director for Communities:
Mary D'Arcy
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 District except no questions may be asked on

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

Public question time will last up to 30 minute; questions will be taken in order of receipt. The deadline for submissions is Tuesday 29 October at 12 noon.

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

4. Confirmation of Minutes

To approve the minutes of the meeting of the Council on 18 July 2019, copies of which have been previously circulated.

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

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent

7. Recommendations from the Executive and Committees to Council (Pages 1 - 16)

To consider recommendations to the Council, details of which are set out in the attached items 7A – 7Eiii

Full reports are available on the website as listed below

	Executive / Committee	Date	Item
A	Joint Governance Committee	30 July 2019	<u>Joint Governance Committee Appointments: Parish Councillors</u>
B	Joint Strategic Committee	10 September 2019	<u>JSC/032/19-20 Our Growing Regional Economy - An Update on the Greater Brighton Economic Board</u>
C	Adur Licensing Committee	16 September 2019	<u>LC/19-20/05 Gambling Act 2005 - Review of Statement of Licensing Policy</u>
D	Joint Governance Committee	30 September 2019	<u>JGC/033/19-20 Appointment of Chairmen and Vice Chairmen to Committees</u>
Ei	Joint Strategic Committee	8 October 2019	<u>JSC/41/19-20 Consultation response and recommendations on the extension and amendment of Public Space Protection Orders (Dog Control) for Adur and Worthing Councils</u>
Eii	Joint Strategic Committee	8 October 2019	<u>JSC/46/19-20 Shoreham Harbour Joint Area Action Plan</u>
Eiii	Joint Strategic Committee	8 October 2019	<u>JSC/047/19-20 Grant Funding to assist the delivery of Key Strategic Housing sites in Adur</u>

8. Report of the Leader on decisions taken by the Executive

To receive a report from the Leader. The report contains executive decisions since the last Council meeting.

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

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

9. Adur Pay Policy Statement 2019/20 (Pages 17 - 28)

To consider a report by the Director for Digital and Resources, copy 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 29 October 2019 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 Executive
- c) The Chairman of any Committee
- d) The Councils representative on any outside body

Questions cannot be asked on the following

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

11. Motions on notice (1) (Pages 29 - 34)

To consider a report by the Director for Communities, copy attached as item 11

12. Motions on Notice (2) (Pages 35 - 38)

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



Director for Communities

Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Chris Cadman-Dando
Democratic Services Officer
01903 221264

For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Council
01903 22 1119

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Susan.sale@adur-worthing.gov.uk

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Recommendations from the Executives and Committees

Council to consider recommendations from the Executive and Committees reports of which are as follows

- | | |
|--|--|
| 7A <u>JGC/024/19-20</u> | <u>Joint Governance Committee Appointments: Parish Councillors</u> |
| 7B <u>JSC/032/19-20</u> | <u>Our Growing Regional Economy - An Update on the Greater Brighton Economic Board</u> |
| 7C <u>LC/19-20/05</u> | <u>Gambling Act 2005 - Review of Statement of Licensing Policy</u> |
| 7D <u>JGC/033/19-20</u> | <u>Appointment of Chairmen and Vice Chairmen to Committees</u> |
| 7Ei <u>JSC/41/19-20</u> | <u>Consultation response and recommendations on the extension and amendment of Public Space Protection Orders (Dog Control) for Adur and Worthing Councils</u> |
| 7Eii <u>JSC/46/19-20</u> | <u>Shoreham Harbour Joint Area Action Plan</u> |
| 7Eiii <u>JSC/047/19-20</u> | <u>Grant Funding to assist the delivery of Key Strategic Housing sites in Adur</u> |

Recommendations are attached as items 7A - 7Eiii

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Extract from the Joint Governance Committee - 24 September 2019

JGC/024/19-20 Joint Governance Committee Appointments: Parish Councillors

Summary of discussion:

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are also attached to the signed copy of these Minutes as Item 10.

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

Resolved

The Joint Governance Committee:-

- 1.1. **noted the nomination from Lancing Parish Council of the appointment of Cllr Ann Bridges as a Co-Opted Member of the Joint Governance Committee for 2019/20 and recommended the appointment to Adur District Council and Worthing Borough Council;**
- 1.2. **noted the nomination from Sompting Parish Council of the appointment of Cllr Caroline Baxter as a Co-Opted Member of the Joint Governance Committee for 2019/20 and recommended the appointment to Adur District Council and Worthing Borough Council.**

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Extract from Joint Strategic Committee - 10 September 2019

JSC/032/19-20 Our Growing Regional Economy - An Update on the Greater Brighton Economic Board

Purpose

The report provided the Joint Strategic Committee with an update on the benefits Adur and Worthing had gained from the Councils' membership of the Greater Brighton Economic Board (GBEB), which included:

- securing funding through the Local Growth Fund;
- advocating for local infrastructure issues at regional and national level;
- promoting economic development as part of the Greater Brighton region.

Summary of discussion:

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

The report provided the Joint Strategic Committee with an update on the benefits Adur and Worthing had gained from the Councils' membership of the Greater Brighton Economic Board (GBEB), which included:

- securing funding through the Local Growth Fund;
- advocating for local infrastructure issues at regional and national level;
- promoting economic development as part of the Greater Brighton region.

The report also sought approval from the Joint Strategic Committee to recommend to meetings of the full councils that Arun District Council be confirmed as a member of

the GBEB. This additional capacity would further strengthen the Board's position as a voice for economic development, across the Greater Brighton region, advocating at local, regional, national and international level.

Members welcomed the proposals whilst acknowledging the importance of Arun's inclusion on the Board as they were part of the same economic area.

Decision:

The Joint Strategic Committee:-

- 1) noted the contents of the report and the ongoing benefits gained from Adur and Worthing Councils membership of the Greater Brighton Economic Board;
- 2) **recommended to Adur District and Worthing Borough Councils respectively, to ratify the proposed amendment to the Greater Brighton Economic Board's Head of Terms (Attachment A) relating to Arun District Council's membership of the Greater Brighton Economic Joint Committee (which meets with the Greater Brighton Business Partnership as the Greater Brighton Economic Board), subject to the decision of other constituents authorities, and to delegate authority to the Solicitor to the Council to make consequential changes to the Joint Committee Agreement and the Councils' Constitutions;**
- 3) noted the Greater Brighton Economic Board's 5 Year Strategic Priorities (Attachment B) and Annual Report 2018 (Attachment C).

Extract from Licensing Committee - 16 September 2019

LC/19-20/05 Gambling Act 2005 - Review of Statement of Licensing Policy

Purpose

The report asked the Committee to review the draft Statement of Gambling Licensing Policy in relation to the Gambling Act 2005, and then invite Council to endorse its recommendations and adopt an updated policy at the meeting of Full Council on 31 October 2019.

Summary of discussion:

Before the Committee was a report by the Director for Communities, a copy of which was circulated to all Members, a copy of which is attached to the signed copy of these minutes.

The report asked the Committee to review the draft Statement of Gambling Licensing Policy in relation to the Gambling Act 2005, and then invite Council to endorse its recommendations and adopt an updated policy at the meeting of Full Council on 31 October 2019.

In accordance with the statutory requirements of the Gambling Act 2005 (the act) the Council's Statement of Gambling Licensing Policy had been reviewed following consultation with the authorities, stakeholders, interested parties and the public. A list of consultees was attached at Appendix A to the report.

Changes to the policy were incorporated including new sections on:

- Section D - Permits, Notices & Registrations
- Section F - Health & Wellbeing

Other sections had minor amendments but changes were generally limited to the updating of the policy to reflect changes made to the Gambling Commission's Guidance to licensing authorities (5th edition – September 2015 and updated in September 2016).

The most significant amendments and additions to the policy related to:

- premises licences and requirement for local risk assessments (page 15 – 19)
- Information sharing and GDPR requirements (page 10 – 11)

There were also some minor amendments to incorporate name & date changes and others reflecting changes to the legislation.

The draft Gambling Policy was attached at Appendix B.

All proposed changes to the existing policy were highlighted in the draft policy in black type. Suggested changes resulting from representation during consultation, and which were deemed non-controversial, were highlighted in black type and underlined.

During consideration of the item, Members sought clarification regarding the penalties for not undertaking risk assessments, questioned whether there were any specific issues that needed to be reflected in the policy and sought clarification regarding the placement of warning notices near to gambling machines.

Officers highlighted that paragraph 14.13 outlined the minimum criteria that the Licensing Authority would expect a local risk assessment to consider. Designated premises supervisors were responsible for gambling machines situated in licensed premises and the risk assessments for those premises would need to document how staff were being trained in relation to the use of gambling machines.

Resolved:

The Committee recommended the adoption of the draft Statement of Gambling Licensing Policy to full Council.

Extract from the Joint Governance Committee - 24 September 2019

**JGC/033/19-20 Appointment of Chairmen and Vice Chairmen to
Committees**

Purpose

Members had requested that a report be brought to them to address the way in which the Chairmen of Committees, other than the Executive, were currently appointed and any future options.

Summary of discussion:

Before the Committee was a report by the Solicitor to the Council and Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 8.

Members had requested that a report be brought to them to address the way in which the Chairmen of Committees, other than the Executive, were currently appointed and any future options.

The Solicitor to the Council and Monitoring Officer briefly outlined the report for Members and advised that whilst it was a statutory requirement that Councillors were appointed to non-Executive Committees by the Council in accordance with the political balance rules, it was the Council's own adopted constitutional arrangements that governed the appointment of Chairmen and Vice Chairmen.

In discussion, Member's opinions varied, some Members felt no change to the procedure was necessary, others that it should be the role of the Committee to determine the Chair of that Committee, and be appointed via a secret ballot. Other Members believed an opposition Member should chair JOSC to allow fair and effective scrutiny of the Council and avoid unconscious bias.

In conclusion, following debate, as a Joint Committee, legal advice was given that any proposals to make a recommendation to Council should be dealt with separately by each Council.

It was proposed, seconded and agreed that a recommendation be made to both Councils that the Joint Governance Committee and Joint Overview and Scrutiny Committee Chairs be elected by the Members of that Committee at the first meeting following Annual Council, via a secret ballot.

It was proposed and seconded that a recommendation be made to both Councils that the Chairman of the Joint Overview and Scrutiny Committee, however appointed, be a Member of the opposition or Independent Member.

It was proposed and seconded that a recommendation be made to both Councils that the Chairman of the Joint Overview and Scrutiny Committee, however appointed, be a Member of the opposition or Independent Member.

Both motions failed.

Resolved

That the Joint Governance Committee considered and noted the content of the report and made recommendations to Adur District Council and Worthing Borough Council that the Committee Chairs be elected by the Members of that Committee at the first meeting following Annual Council, via a secret ballot.

Extract from the Joint Strategic Committee - 7 October 2019

JSC/41/19-20 Consultation response and recommendations on the extension and amendment of Public Space Protection Orders (Dog Control) for Adur and Worthing Councils

Purpose:

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 5.

The Committee was informed that on the 17 December 2019, two Public Space Protection Orders for dogs (one in Adur and one in Worthing) would expire.

On the 5 March 2019 a report had been brought to the Committee recommending:

- the approval, in principle, of proposed amendments to the orders outlined in paragraphs 4.5 and 4.8 of that report (contained as Appendix A to this report);
- the approval for the undertaking of a public consultation survey as outlined in that report;
- that a further report be brought to JSC in September 2019 with the results of the public consultation and options for consideration.

This report provided the results of the public consultation carried out between Monday 15 July to Friday 6 September 2019 and included a number of recommendations that Members of the Joint Strategic Committee were asked to consider

Summary of discussion:

During consideration of the item Members raised the following points:-

- thanked the public for their responses to the consultation;
- that the maximum number of dogs being walked by an individual should remain as 6. However, it was noted that the response to this issue was not clear cut (52:48) with a number of people responding to say that the maximum number of dogs should be reduced from 6 to 4;
- requested that the public report any issues as they arise;

- requested that Officers make it as easy as possible for the public to report any concerns; and
- that there was an important role for responsible dog owners in the reporting of irresponsible dog owners.

The Committee stated that there was no excuse for not cleaning up after dogs, as it created a health risk and the Councils would take a zero tolerance on this issue whenever it could.

Decision

That the Joint Strategic Committee recommended to Adur and Worthing Councils:-

1. that both current PSPO's be extended for a period of 3 years;
2. that the fixed penalty fine be increased to £100;
3. that the existing exclusion zone be retained along Worthing Beach;
4. that the number of dogs that can be walked by dog walkers should remain at 6.

Extract from the Joint Strategic Committee - 7 October 2019

JSC/046/19-20 Shoreham Harbour Joint Area Action Plan

Purpose

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 10.

The report informed the Joint Strategic Committee and Council of the outcome of the Public Examination of the Shoreham Harbour Joint Area Action Plan (JAAP), and sought approval for the adoption of the plan by Adur District Council.

The JAAP, would become part of Adur's statutory development plan alongside the adopted Adur Local Plan (ALP). The JAAP provided specific planning policies and site allocations to support the regeneration of the Shoreham Harbour area up to 2032. It would be used to determine planning applications within the Shoreham Harbour Regeneration Area.

The JAAP and the ALP were development plan documents (as defined in the Planning and Compulsory Purchase Act 2004) and therefore carry equal weight in decision making. The JAAP had been prepared in conformity to the ALP. However, in the event of any conflicting policy, the most recently adopted plan (the JAAP) would prevail.

The JAAP would also be considered for adoption by West Sussex County Council (18 October 2019) and Brighton & Hove City Council (24 October 2019).

Summary of discussion:

It was noted that the JAAP had been considered by the Adur Planning Committee on the 7 October 2019 and the following comments from the Committee were noted:-

- that material changes to the plan could not be made at this time;
- In regards to changes to the A259, there were no proposals to make changes at this time; and
- In regards to the level of housing provision, the target of 1,100 homes, this figure may be exceeded as the values in the plan were minimums.

A Member asked a question regarding the inclusion of a District Heating Scheme within the plan. Officers advised that they had been working with West Sussex County Council and had received funding for a number of studies into District Heating Networks for the Shoreham Harbour area. A considerable amount of funding (£164k) had been received from the Department for Business, Energy and Industrial Strategy to undertake a detailed project and development to take the project to a stage where it becomes an investable project. It was noted that there was still some uncertainty as different developments come forward at different times. However, developments such as Free Wharf has a communal heating system which has been designed in such a way that it could be connected to a future heat network.

The Committee welcomed the report and thanked the Officers for their hard work.

Resolved

The Joint Strategic Committee recommended that Adur District Council:-

- 1. note the responses to the consultation on the main modifications to the Shoreham Harbour Joint Area Action Plan and the contents of the Inspector's Report with her conclusion that the JAAP, as modified, is legally compliant and 'sound';**
- 2. note and consider any comments by the Planning Committee of 7 October 2019 on the Shoreham Harbour Joint Area Action Plan, the Inspector's Report, Main Modifications and/or revised Adur Policies Map 2019;**
- 3. adopt and publish the Shoreham Harbour Joint Area Action Plan, incorporating the main modifications and minor modifications, as part of the Development Plan for Adur;**
- 4. adopt and publish the Adur Policies Map 2019 (and Inset Maps), incorporating the policies and proposals in the Shoreham Harbour Joint Area Action Plan (this will supersede the Adur Local Plan Policies Map 2017 and Inset Maps);**
- 5. revoke the Shoreham Harbour Interim Planning Guidance and Western Harbour Arm Development Brief, which are superseded by the Shoreham Harbour Joint Area Action Plan;**
- 6. delegate authority to the Head of Planning and Development to make any further minor non-material changes to the text of the plan, or to the content of the policies map in consultation with Brighton & Hove City Council and West Sussex County Council.**

Extract from the Joint Strategic Committee - 7 October 2019

JSC/047/19-20 Grant Funding to assist the delivery of Key Strategic Housing sites in Adur

Purpose

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 11.

The report sought agreement to enter into a Funding Agreement with Homes England and the Coast to Capital Local Enterprise Partnership (LEP) to secure significant grant funding to help deliver two key strategic housing sites at New Monks Farm and Free Wharf, Shoreham Harbour.

The funding would help to secure public infrastructure in the form of a new junction on to the A27 for New Monks Farm and a new flood defence, and associated public realm at Free Wharf.

In addition, the report sought agreement to enter into side agreements with the relevant developers to indemnify the Council from any risks and to add the grant funding to next year's Capital programme.

Summary of discussion:

Officers drew the Committees attention to paragraph 4.5 of the report advising that a side agreement with Developers was necessary to ensure that there was no ongoing risk to the Council. The funding bodies could not pass funding directly to the developers and the Council was effectively the accountable body. It would be necessary, therefore, to provide ongoing monitoring of the projects and some level of project management and oversight of funding payments. This work would be carried out using existing staff resources.

In response to the question raised under public question time, officers referred to paragraphs 4.1 and 4.2 in the report. Paragraph 4.1 of the report detailed the £5.7m LEP funding which would be used to help deliver a new roundabout junction on the A27, would unlocking the New Monks Farm development. Paragraph 4.2 provided

details of the £10m Homes England HiF funding for the Free Wharf development. Officers were seeking authorisation to use the money, at the appropriate moment, for the intended purpose and therefore the status of the s106 agreement was not material.

Decision:

The Joint Strategic Committee

- a) delegated authority to the Director for the Economy to enter into funding agreements with Homes England and the Coast to Capital LEP to assist the delivery of public infrastructure in connection with the New Monks Farm and Free Wharf strategic development sites;
- b) delegated authority to the Director for the Economy, at the sametime, to enter into side agreements with New Monks Farm Ltd and Southern Housing to indemnify the Council against any future claims for non compliance with any aspect of the funding agreements; and
- c) **recommended that Adur District Council include these projects, totalling £15.7 million, in the capital programme fully funded by external funding.**



ADUR DISTRICT
COUNCIL

Adur Council
31 October 2019
Agenda Item 9

Key Decision [Yes/No]

Ward(s) Affected:

Pay Policy Statement 2019/20

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

- 1.1 This report seeks approval of the Pay Policy Statement 2019/20, which is a statutory requirement under Section 38 (1) of the Localism Act 2011. The statement will be updated on an annual basis.
- 1.2 The pay policy statement is set out in Appendix 1.

2. Recommendations

- 2.1 Council is recommended to approve the Pay Policy Statement 2019/20 set out in Appendix 1.

3. Context

- a. 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.

- b. 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.
- c. 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.
- d. 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

- a. In producing the Pay Policy Statement (attached as Appendices 1) account has been taken of the fact that the partnership arrangement is between Adur District Council and Worthing Borough Council. However, separate Pay Policy Statements have been produced for the two Councils.
- b. 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.
- c. 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	3	0	12
April 2019	1	3	0	14

- d. 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

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

6. Legal Implications

- a. Council is recommended to approve the Pay Policy Statement 2019/20 set out in Appendix 1.

Local Government Act 1972 Background Papers

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

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

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

Officer Contact Details:-

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

SCHEDULE OF OTHER MATTERS

1.0 COUNCIL PRIORITY

1.1 Ensuring Value for Money and low Council Tax

2.0 SPECIFIC ACTION PLANS

2.1 The Pay Policy Statement complements the Council's Equalities Policy.

3.0 SUSTAINABILITY ISSUES

3.1 Matter considered and no issues identified.

4.0 EQUALITY ISSUES

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

5.0 COMMUNITY SAFETY ISSUES (SECTION 17)

5.1 Matter considered and no issues identified

6.0 HUMAN RIGHTS ISSUES

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

7.0 REPUTATION

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

8.0 CONSULTATIONS

8.1 Matter considered and no issues identified

9.0 RISK ASSESSMENT

9.1 Matter considered and no issues identified

10.0 HEALTH & SAFETY ISSUES

10.1 Matter considered and no issues identified.

11.0 PROCUREMENT STRATEGY

11.1 Matter considered and no issues identified

12.0 PARTNERSHIP WORKING

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

**ADUR DISTRICT COUNCIL PAY POLICY STATEMENT - FINANCIAL YEAR
2019-20**

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 2019-20, in particular:

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

2.0 DEFINITION

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

- (a) 'Pay' in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments;
- (b) To enable meaningful comparison of posts, the Council uses full-time equivalent salaries as set out in its pay structure;
- (c) 'Chief Officer' refers to the following roles within Adur District Council:
 - (i) Chief Executive, as Head of Paid Service;
 - (ii) Directors x 3; these officers are members of the Council's Leadership Team.

2.2 'Lowest paid employees' refers to those staff employed within Grade 1 on the Council's pay framework.

The above definition for the 'lowest paid employees' has been adopted because Grade 1 is the lowest grade on the Council's pay framework. The bottom point on the payscale as at 1st April 2018 is spinal column point 6 (£16,394.00) per annum. This excludes apprenticeships/trainee posts where we are guided by National Minimum Wage requirements.

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

3.0 PAY FRAMEWORK REMUNERATION LEVELS

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

3.2 Pay Framework

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

Adur District Council's current pay framework for staff other than Chief Officers who are working jointly for Adur District Council and Worthing Borough Council was approved on 3rd February 2009 by the Joint Staff Committee and is based on the National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service.

Further details of the Joint Staff Committee can be found at: <http://www.adur-worthing.gov.uk/committee/>

Adur District Council's current pay framework for staff employed by Adur, but not working jointly with Worthing Borough Council as set out in Table 1 was agreed by the Corporate Resources Committee in June 2002.

3.3 Job Evaluation

The Council has adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. All posts have been subject to the evaluation process which ensures that the grade for each role is determined on a consistent basis. This followed a national requirement for all local authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

Adur District Council determined a local pay framework and the overall number of grades is 13 with 67 spinal column points within the grade ranges 1 (lowest) to 13 (highest).

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

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

4.0 REMUNERATION - LEVEL AND ELEMENT

4.1 Salaries

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

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

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/senior-staff/>

The pay awarded to Chief Officers is based on a spot salary with no grade range or incremental progression. Salary is subject to the same percentage pay award agreed as part of the National Local Government pay bargaining process. The spot salary for Chief Officers was based on market testing undertaken by an Independent Consultant and was implemented on 1st April 2008. The salary of the Chief Executive as at 1st April 2018 is £119,665 full time equivalent, with additional payments for the role of Returning Officer at elections.

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

4.2 'Lowest paid employees'

Each lowest paid employee is paid within the salary range for Grade 1, Spinal Column Point 6 (£16,394.00 as at 1st April 2018) - Spinal Column Point 11 (£17,007.00 as at 1st April 2018).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2019:

- Apprentice: £3.90 per hour
- Under 18 £4.35 per hour
- 18 – 20 £6.15 per hour
- 21 - 24 £7.70 per hour

- 25 and over £8.21 per hour

4.3 Bonuses

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

4.4 Other pay elements Chief Officers are subject to the same performance management process as the lowest paid employees and employees who are not Chief Officers.. Chief Officers do not receive any incremental progression.

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

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

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

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

4.6 Pension

All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme. Locally this scheme is administered by Hampshire County Council.

4.7 Severance Payments

The following types of severance payments can be made to staff:

- (a) Compulsory redundancy;
- (b) Voluntary redundancy;
- (c) Efficiency of the service;
- (d) Added pension benefit on leaving employment due to redundancy or efficiency of the service;
- (e) Conversion of lump sum compensation payment into additional Local Government Pension Scheme membership;
- (f) Voluntary early retirement;
- (g) Flexible retirement;
- (h) Exceptional compassionate grounds.

If there is less than a four week period between someone being made redundant from another Council and joining Adur District Council, they will be required to repay their redundancy to their previous employer. If the break is greater than 4 weeks, their continuous service is broken.

4.8 New starters joining the Council

Employees new to the Council will normally be appointed to the first Spinal Column Point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The grade will be determined by the Job Evaluation Scheme.

In professions where there is a particular skill shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The Council's market supplements are subject to annual review.

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

5.1 The median average salary of employees who are not Chief Officers is £25,463. The pay ratio between the median average and the salary of the Chief Executive is 1:4.699.

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 2019**APPENDIX 1**

2018/19 Pay Scale			New Pay Scale introduced from 1st April 2019	
Grade	2018/19 SCP	2018/19 Salary	Spinal Column Point	Basic Pay
1	6	16,394	1	17,364
	7	16,495		
	8	16,626	2	17,711
	9	16,755		
	10	16,863	3	18,065
	11	17,007		
2	12	17,173	4	18,426
	13	17,391		
	14	17,681	5	18,795
	15	17,972		
	16	18,319	6	19,171
	17	18,672		
3	18	18,870	7	19,554
	19	19,446	8	19,945
	20	19,819	9	20,344
	-	New scp	10	20,751
	21	20,541	11	21,166
4	22	21,074	12	21,589
	-	New scp	13	22,021
	23	21,693	14	22,462
	24	22,401	15	22,911
	-	New scp	16	23,369
	25	23,111	17	23,836
5	-	New scp	18	24,313
	26	23,866	19	24,799
	27	24,657	20	25,295
	-	New scp	21	25,801
	28	25,463	22	26,317
	29	26,470	23	26,999
	30	27,358	24	27,905
	31	28,221	25	28,785



Council
31 October 2019
Agenda Item 11

ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

Motions on Notice

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1 The report before Council sets out a motion received from Councillor Lavinia O'Connor which has been seconded by Councillor Catherine Arnold
- 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 Staff Committee

3. Context

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

- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council contains part of the subject matter that is within the remit of Joint Staff Committee, as defined in para 14.4.1 and 14.4.3 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 Staff Committee for consideration.
- 3.5 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.
- 3.6 Where a motion has been referred by Full Council to the Joint Staff 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 Staff Committee any consideration of the matter that would have financial implications would need to be further considered by the Joint Strategic Committee.
- 5.2 Members are reminded that the budgets for 2020/21 include a 2% allowance for pay awards together with the impact of any increments and that each 1% additional pay increase will cost the Council approximately £171,000.

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

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Annex A

This council notes

- Government has endured central government funding cuts of nearly 50% since 2010.
- Between 2010 and 2020, councils will have lost 60p out of every £1 they have received from central government.
 - The 2019 LGA survey of council finances found that 1 in 3 councils fear they will run out of funding to provide even their statutory, legal duties by 2022/23. This number rises to almost two thirds of councils by 2024/2025 or later.
 - The LGA estimates councils will face a funding gap of £8 billion by 2025.
 - Faced with these cuts from central government, the local government workforce has endured years of pay restraint with the majority of pay points losing 22 percent of their value since 2009/10.
- At the same time as seeing their pay go down in real terms, workers experience ever increasing workloads and persistent job insecurity. Across the UK, an estimated 876,000 jobs have been lost in local government since June 2010 – a reduction of 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.
- There has been a disproportionate impact on women, with women making up more than three quarters of the local government workforce.

This council believes

- Our workers are public service super heroes. They keep our communities clean, look after those in need and keep our towns and cities running.
 - Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.
 - Government funding has been cut to the extent that a proper pay rise could result in a reduction in local government services.
 - The government needs to take responsibility and fully fund increases in pay; it should not put the burden on local authorities whose funding been cut to the bone.

This council resolves to

- Support the pay claim submitted by GMB UNISON and Unite on behalf of council and school workers for a £10 per hour minimum wage and a 10 per cent uplift across all other pay points in 2020/21.
- Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim
- Write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government.
- Meet with local NJC union representatives to convey support for the pay claim.
- Encourage all local government workers to join a union.

Proposed by Councillor Lavinia O'Connor
Seconded by Councillor Catherine Arnold

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Council
31 October 2019
Agenda Item 12

ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

Motion on Notice

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1 The report before Council sets out a motion received from Councillor Lavinia O'Connor
- 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 Council 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 Lavinia O'Connor, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter which affects the District.
- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council is declaratory in nature, as defined in para 14.4.4 of the Council's Procedure Rules. Therefore, it may be considered and debated by the Full Council without being automatically referred to a future meeting of Full Council, as defined in para 14.4.5 of the Council's Procedure Rules, or, being referred to the Executive or Committee without debate, as defined in paragraphs 14.4.1, 14.4.2 and 14.4.3 of the Council's Procedure Rules.

4. Issues for consideration

- 4.1 Motions considered by Full Council are debated under rules set out under part 16 of the Council procedure rules and the Council is asked to debate the motion under these rules accordingly.

5. Financial Implications

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

6. Legal Implications

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

Background Papers

None

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Annex A

This Council pledges support for the campaign group 'Women Against State Pension Inequality' (WASPI) and joins 150+ Councils across the Country in calling upon the Government to make fair transitional State Pension arrangements for all women born in the 1950s women, including those in our own community who have unfairly borne the burden of the increase to the State Pension Age (SPA) with little or no appropriate notification.

3.8 million women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes.

Some women had only two years notice of a six-year increase to their state pension age. Many had no notification at all. Many women born in the 1950's, who started work as teenagers, are now living in hardship. These are women who had fewer educational and career opportunities than men and who were paid significantly less than their male counterparts

Retirement plans have been shattered with devastating consequences. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60.

Because of the way the increases were brought in, women born in the 1950s have been hit particularly hard. Until the 1990s many women weren't allowed to join company pension schemes, and so are entirely dependent on state pension

It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving them with no time to make alternative arrangements. Research shows that recommendations to give fair notice were ignored. The Turner Commission recommended 15 years notice, yet many women report receiving little or no notice.

Letters were sent out to women born in the early 1950s some 14 years after the 1995 Pensions Act

Following further pension reforms in 2011, some women were given as little as one year's notice of an up to a 6 year increase to their State Pension Age, compared to men who received 6 years' notice of a one year rise to their State Pension Age. Many

women report receiving NO letter EVER while others say letters were sent to the wrong address despite notifying the DWP of the address change

Waspi does not ask for a reversal of any Pension Act to age 60. The campaign group agrees with equalisation, but does not agree with the unfair way the changes were implemented. There is cross party support for the call for transitional arrangements and an All Party Parliamentary Group has been established to consider options. One option would be a 'bridging' pension to provide an income from age 60 until State Pension Age. An income that is not means-tested, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements."

The significant loss of income to women who were expecting their pensions at 60 will also have an adverse effect on our local area.. Not all women are able to continue working due to ill health, caring responsibilities for parents, partners and/or grandchildren, or due redundancy, etc. There will therefore be less disposable income and there are many women having to sell their homes, claiming housing support or finding they need to claim benefits in their 60s to survive.

Local women have told us that pension changes have led to huge financial losses and taken away their independence. Re-entering the world of work as an older woman has proved difficult too, and sadly women talk about 'wishing their lives away'

In the Work and Pensions Select Committee 's March 2016 report on Communicating State pension increases, the Committee concluded that 'We will never know how many women did not know, or could not be reasonably expected to know, that their state pension age was increasing....many thousands of women justifiably feel aggrieved'

Several Councils across the country have recently passed the following motion to support the call for transitional arrangements and we ask that Adur Council do the same.