



Public Document Pack

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Committee Manager - Jane Fulton (Ext 37611)

10 January 2022

CORPORATE SUPPORT COMMITTEE

A meeting of the Corporate Support Committee will be held in **The Council Chamber & Blue Room, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 18 January 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Dendle (Chair), Roberts (Vice-Chair), Bennett, Buckland, Clayden, Mrs Cooper, Huntley, Madeley, Oppler, Seex and Warr.

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre, in order to best manage safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages.

- a) Where a member of the public has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Tuesday, 11 January 2022** in line with current Committee Meeting Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact Committees@arun.gov.uk.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary/personal interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 4)

The Committee will be asked to approve as a correct record the minutes of the Corporate Support Committee held on 23 November 2021, as attached.

4. ITEMS NOT ON THE AGENDA THAT THE CHAIR OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

6. COMMITTEE REVENUE AND CAPITAL BUDGETS 2022/2023 - [30 MINUTES]

(Pages 5 - 16)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2022/23 revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of Council Tax for the District for 2022/23.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

7. HEALTH AND SAFETY POLICY - [20 MINUTES] (Pages 17 - 36)

It is a legal requirement for all businesses, including Arun District Council, to have in place a Health and Safety Policy.

The existing Health and Safety Policy: Organisation and Responsibilities was adopted on 13 March 2019. This report proposes a revised Policy for consideration and adoption. The updates are chiefly administrative in nature, reflecting changes to the Council's structure and postholders.

The revised Policy is attached and is recommended for adoption.

8. UNREASONABLE BEHAVIOUR POLICY - [20 MINUTES] (Pages 37 - 46)

Article 2 of the Council's Constitution gives residents the right to complain. Article 2 also explains the corresponding duty on residents to act reasonably when dealing with the Council which is committed to dealing with all complaints fairly and comprehensibly.

Attached is an Unreasonable Behaviour Policy which the Committee is being asked to approve because a small minority of those who make complaints act unreasonably. The Policy is intended to explain to residents what happens when the duty to act reasonably is not complied with.

9. PAY POLICY STATEMENT 2022-23 [20 MINUTES] (Pages 47 - 58)

The Localism Act 2011, Section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This paper introduces the draft Pay Policy Statement for 2022/2023 (attached) and asks Members to approve it.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no items for this meeting.

10. WORK PROGRAMME - [5 MINUTES]

(Pages 59 - 60)

The Committee's Work Programme for the remainder of the Municipal Year is before the Committee to note.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

Public Document Pack Agenda Item 3

Subject to approval at the next Corporate Support Committee meeting

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CORPORATE SUPPORT COMMITTEE

23 November 2021 at 6.00 pm

Present: Councillors Dendle (Chair), Blanchard-Cooper [Substituting for Bennett], Clayden, Mrs Cooper, Huntley, Madeley and Oppler.

Councillors Gunner and Pendleton were also in attendance at the meeting.

453. WELCOME

The Chair welcomed Members and Officers to the meeting of the Corporate Support Committee.

454. APOLOGIES

Apologies for Absence had been received from Councillors Bennett and Roberts.

455. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

456. MINUTES

The minutes from the meeting of the Committee held on 28 September 2021 were approved as a correct record and were signed by the Chair.

457. ITEMS NOT ON THE AGENDA THAT THE CHAIR OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

The Chair confirmed that there were no items for this meeting.

458. PUBLIC QUESTION TIME

The Chair confirmed that no questions had been submitted for this meeting.

459. PROVISION OF DIGITAL POLLING EQUIPMENT AND SOFTWARE FOR USE IN POLLING STATIONS AT FUTURE ELECTIONS

The Chair invited the Electoral Services Manager to present the report on behalf of the Group Head of Policy who was not able to attend this meeting.

Corporate Support Committee - 23.11.21

The Committee was advised that for the Elections held in May 2021, iPads had been used as a trial to manage the issuing of ballot papers and other administrative tasks normally undertaken by Presiding Officers and the core elections team. Positive feedback had been received on how easy the process and trial had been with many electors also commenting upon how happy they were to see this more modern digital approach.

In view of the feedback received, it was proposed to use iPads for future Elections and so the Committee was being asked to give approval for the Council to enter into a contract for digital support in administering future elections, which would include voter ID functionality, would improve efficiency and deliver a better service to voters and candidates. The key features and advantages of using iPads had been set out in the report.

It was explained that the Cabinet Office refunded a number of election costs incurred by local authorities. Although it did not yet refund the cost of a digital system, there was expectation that this would occur with the commitment to introduce more robust voter identification (ID) processes. Voter ID functionality for this system was already developed and had been tested in national trials. Whilst it would be included in this contract, it would only be included in later contracts for other authorities at an additional charge. The Government had announced that voter ID would be introduced from September 2022 ready for the next parliamentary elections in 2024, or sooner.

The providers of the software had been working with and had been accredited by the Cabinet Office. They were also likely to be included in the Electoral Commission's 'Designing Effective Electoral Services Toolkit' which would form part of the framework and guidance provided to local authorities in future elections. This included directions that the Council would need to follow, guidance that it should consider and best practice. The opportunity to influence this at an early stage would be invaluable.

It was explained that the cost of funding this contract would be offset by savings that the software would bring, mainly due to needing less staff at polling stations. It was estimated that approximately 50 less poll clerks would be needed and savings of around £10,000 could be made as the software would save administrative time and would reduce risk from potential human error at a number of stages in an election. Any risk had a potential cost to the Council, both reputationally and financially. The costs of elections to the Council varied depending on what the election was and what could be claimed back from other authorities. It was therefore not possible to be precise about the impact of using iPads and what a new process might have on overall election costs. However, it was anticipated that a minimum of £10-15k savings could be made at each major election.

The reasons for wanting to enter into a contract now were explained. The product was not currently available from any other supplier and a three year contract was being offered to the Council as 'early adopters' meaning that it would have full participation in the user focus group. Future contracts which would include voter ID functionality would be available but at higher costs to those Councils not already using them. A three year contract would cover the local elections in May 2023 and

parliamentary elections in 2024 and so the early adoption of the system was seen to be essential for the future effective delivery of these elections and other by-elections and/or Neighbourhood Plan Referendums that could occur at any time and where tablets could be used.

In discussing the report, the Committee confirmed that it supported the proposals as this software would go some way towards addressing the staffing shortage problems encountered by the Elections team at each major election. At the same time, it would streamline and iron out errors and would be an added benefit to the Council, offering value for money whilst dovetailing neatly in line with the Council's digital agenda.

Following further discussion, Councillor Clayden then proposed the recommendations in the report and these were seconded by Councillor Oppler.

The Committee

RESOLVED – That

- (1) Agreement be given for the Council to enter into a three year contract for the provision of Modern Polling with Modern Democracy Ltd; and
- (2) The virement of £72k to fund the contract from current year underspends be noted.

460. OUTSIDE BODIES

The Chair confirmed that there were no feedback reports from Outside Bodies to present to this meeting.

461. WORK PROGRAMME

The Committee received and noted its Work Programme covering the remainder of the Municipal Year.

(The meeting concluded at 6.20 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE SUPPORT COMMITTEE ON 18 JANUARY 2022

SUBJECT: Committee Revenue and Capital Budgets 2022/2023

REPORT AUTHOR: Carolin Martlew, Interim Group Head of Corporate Support and Section 151 Officer

DATE: December 2021

EXTN: 01903 737558

AREA: Corporate Support

EXECUTIVE SUMMARY:

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2022/23 revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. The Policy and Finance Committee will consider the overall revenue budget for 2022/23 so that it can make recommendations to a Special Meeting of the Council on 23 February 2022 on the budget to be set and level of Council Tax for the District for 2022/23.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

RECOMMENDATIONS:

It is recommended that this Committee:

- (a) Agree on the 2022/23 Revenue Budget as illustrated in Appendix A of this report;
- (b) Agree on the 2022/23 Capital Programme as illustrated in Appendix B of this report; and
- (c) Agree to recommend to Policy and Finance Committee that the Revenue Budget and Capital Programme for this Committee be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022.

1. BACKGROUND:

2022/23 is the first year of budget preparation under the Committee form of governance introduced on 19 May 2021. Under Committee governance, Service Committees such as this must consider and recommend revenue and capital budgets for the services they provide to the Committee responsible for budget setting. At Arun, this is the Policy and Finance Committee. The Policy and Finance Committee will then consider an overall budget to recommend to Full Council.

The general background to the 2022/23 budget process was included in the Financial Prospects 2021/22 to 2025/26 report to Policy and Finance Committee on 14 October 2021. The main points to note are:

- Council Tax increases by £5 or 2% per annum which is currently the maximum allowed for similar District Councils;
- There is an inflationary increase in salary costs in 2022/23. The effect of the increase in National Insurance contributions from 2022/23 is included;
- If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;
- The most up to date figure available has been used for the lump sum payable to the pension fund which was reflected in the latest report from the actuary for 2022/23;
- It is assumed all discretionary fees and charges imposed by the Council increase by at least 2.5% for the year;
- Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests should be minimised and restricted to those with a significant impact on Council priorities or objectives.

Financial forecasting has been difficult due to the COVID 19 pandemic. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.

The draft capital programme for this Committee is detailed at Appendix B and, if agreed, will be submitted to the Policy and Finance Committee for inclusion in the Authority's overall Capital Programme.

PROPOSAL(S):

Revenue Budget

The basis of budgeting for 2022/23 assumes that current levels of service remain unchanged. Any proposed increase in the service level, or other significant new area of expenditure, is treated as uncommitted growth. These items are listed as an Appendix and are not included in the budgets. If this Committee agrees this list either in full, or in part, it will be considered by Finance and Policy Committee on 10 February 2022 in the context of the overall General Fund budget.

The budgets are presented in the format recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) for the publication of accounting information.

The information contained in the detailed budgets is as follows:

- Actual 2020/21, as per the Council's published accounts for 2020/21;
- Budget 2021/22 – a reproduction of the budget approved by the Council for 2021/22, adjusted to align with the Committee governance Structure;
- Budget 2022/23 – budgets are prepared at current price, plus inflation where unavoidable. The budgets contain committed growth. This indicates a change to the base level of service arising from policy changes determined by the Council, the effects of the financing of the agreed Capital Programme, or other unavoidable costs, eg arising from statutory commitments. Such growth is included in the budgets.

Uncommitted growth indicates an enhanced level of base service provision. This is not included in the budgets at this stage. The final inclusion in the Authority's overall revenue budget will be subject to consideration by the Policy and Finance Committee and Council.

There are no proposed uncommitted growth items for this Committee.

The revenue budget is shown at Appendix A.

The significant changes in the revenue budget between 2021/22 and 2022/23 are:

- The Information and Communication Technology budget has increased due to an establishment increase to provide resource for website support, development and to deliver accessibility compliance programme using resource switching. Also, supplies and services costs have increased to fund cloud strategy and migration. This increase in revenue cost will reduce capital cost and is therefore cost-neutral.
- The 2021/22 pay award is still under negotiation. It is therefore necessary to include two years' pay awards in the employee figures which increases the expected cost in 2022/23.

Capital Budget

The Council's Capital Strategy sets out the framework for capital expenditure. The current Capital Strategy was considered by the Audit and Governance Committee on 25 February 2021 and recommended to Council for adoption on 17 March 2021. The Strategy contains the following regarding capital priorities at paragraph 1.7:

In common with other local authorities Arun is facing a challenging financial climate and it is therefore essential that systems are in place to ensure that scarce resources are allocated in the most effective possible way and therefore expenditure needs to be prioritised:

Priority	Type of Projects
Highest Priority	Unavoidable capital expenditure due to an emergency such as one affecting service continuity or business critical infrastructure
	Projects that deliver strategic outcomes as per the Council's vision
	Projects necessary to deliver statutory, mandatory and legal/contractual obligations
	Projects that give rise to revenue savings or income generation. These can be developed as invest to save projects
	Projects attracting additional external funding
	Projects which improve and repair Council assets and reduce the need for revenue maintenance
Lowest Priority	Projects that are not for statutory or mandatory purposes, attract low external support, have little or no payback or result in increases in revenue costs

The draft programme shown at Appendix B includes schemes that have been prioritised as above.

The draft Capital Programme has been scrutinised by Corporate Management Team before being presented to the service committee.

The level of funding for the Capital Programme will be determined at the Policy and Finance Committee on 10 February 2022. It is clear that capital resources will have to be assessed and the proposed programme may need to be adjusted if planned expenditure exceeds expected resources.

Financial forecasting has been difficult due to the COVID 19 pandemic. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.

The total planned Capital Programme for this committee totals £200k and includes:

Scheme	£'000
Information Technology and Communications	200
Total	200

The capital scheme is for replacement of corporate telephony and contact centre solution - end of life / contract.

3. OPTIONS:

Not applicable

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS:		
<u>Financial</u> The financial implications are shown throughout the report. Capital spending is susceptible to overrun, delay and increased costs. It is important that close monitoring of both revenue budgets and the capital programme is in place.		
<u>Legal</u> The Council has a legal duty to ensure its revenue and capital expenditure can be met by its income, inclusive of reserves.		

7. REASON FOR THE DECISION:

To enable the Committee to recommend a revenue and capital budget to the Policy and Finance Committee for inclusion in the Council's overall General Fund budget for 2022/23.

8. BACKGROUND PAPERS:

2021/22 Budget Report to Full Council 17 February 2021 – [The Report](#) and other papers - [Other Appendices](#) and supplement papers – [Supplement Papers](#)
 Financial Prospects 2021/22 to 2025/26 Report – Finance and Policy Committee 14 October 2021 - [The Report](#)
 Budget Consultation Report – [The report](#)
 Statement of Accounts 2020/21

**Corporate Support Committee
General Fund Revenue Budget 2022/23**

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Corporate Support Committee			
Direct Services			
124	Elections	91	83
171	Registration of Electors & Elections	180	189
295	Total for Direct Services:	271	272
Corporate Support Committee			
Management & Support Services			
107	Communications	119	124
692	Customer Services	790	764
661	Democratic Services	718	734
247	Design, Print & Post Services	274	284
1,184	Financial Services (Accountancy, Payroll, Procurement and Internal Audit)	1,216	1,303
299	Human Resources	331	343
1,653	Information & Communication Technology	1,595	1,836
527	Legal & Administration	502	637
13	Policy & Partnerships	36	30
249	Staff Support	239	265
5,632	Total for Management & Support Services:	5,820	6,320
5,927	Committee Total:	6,091	6,592

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Corporate Support Committee			
<u>Elections (R09)</u>			
58	Employees	59	63
0	Transport	1	1
67	Supplies and Services	41	29
(1)	Other Income	(10)	(10)
124	Total for Registration of Electors & Elections:	91	83
<u>Registration of Electors (R10)</u>			
69	Employees	65	67
104	Supplies and Services	117	124
(2)	Other Income	(2)	(2)
171	Total for Registration of Electors & Elections:	180	189
295	Total for Direct Services:	271	272
Corporate Support Committee			
Management & Support Services			
<u>Communications (P32)</u>			
81	Employees	87	100
0	Transport	0	0
28	Supplies and Services	42	34
(2)	Other Income	(10)	(10)
107	Total for Communications:	119	124

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Corporate Support Committee (Continued)			
<u>Customer Services (S42)</u>			
670	Employees	773	743
1	Transport	3	3
21	Supplies and Services	14	18
692	Total for Customer Services:	790	764
<u>Democratic Services (P30)</u>			
136	Employees	159	193
0	Premises	1	1
14	Transport	14	15
511	Supplies and Services	545	526
0	Other Income	(1)	(1)
661	Total for Democratic Services:	718	734
<u>Design, Print & Post Room (P27, P29, S32 & S33)</u>			
233	Employees	237	247
189	Supplies and Services	233	224
25	Third party costs	49	40
(200)	Other Income	(245)	(227)
247	Total for Design, Print & Postal Services:	274	284

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Corporate Support Committee (Continued)			
Management & Support Services (Continued)			
<u>Finance (P42, P50, Q10, Q11, Q20, Q25, R15 & V01)</u>			
893	Employees	906	990
0	Transport	2	2
231	Supplies and Services	245	228
61	Other Authorities	63	83
1,184	Total for Finance:	1,216	1,303
<u>Human Resources (P10 to P12)</u>			
299	Employees	284	295
1	Transport	2	2
45	Supplies and Services	45	46
(46)	Other Income	0	0
299	Total for Human Resources:	331	343
<u>Information & Communication Technology (Q47 & S43)</u>			
1,054	Employees	1,031	1,194
1	Transport	2	1
605	Supplies and Services	562	642
(7)	Other Income	(1)	(1)
1,653	Total for ICT:	1,595	1,836
<u>Legal & Administration (Q40 & N51)</u>			
519	Employees	479	611
0	Transport	2	2
43	Supplies and Services	34	41
(35)	Other Income	(13)	(17)
527	Total for Legal & Administration:	502	637

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Management & Support Services (Continued)			
<u>Policy & Partnerships (Q01)</u>			
0	Employees	19	0
13	Supplies and Services	17	30
13	Total for Policy & Partnerships:	36	30
<u>Staff Support (Q30)</u>			
55	Employees	45	57
109	Transport	112	112
85	Supplies and Services	82	96
249	Total for Staff Support:	239	265
5,632	Total for Management & Support Services:	5,820	6,320
5,927	Corporate Support Committee Total:	6,091	6,592

**Corporate Support Committee
Capital Programme 2022/23**

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
	<u>Corporate Support</u>		
32	Arun Improvement Programme	0	0
27	ICT	120	200
48	E5 Upgrade	0	0
107	Total Expenditure	120	200
107	Committee Total:	120	200

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE SUPPORT COMMITTEE ON 18 JANUARY 2022

SUBJECT: Health & Safety Policy

REPORT AUTHOR: Neil Williamson, Environmental Health Team Manager
DATE: 23 December 2021
EXTN: 01903 737676
AREA: Technical Services

EXECUTIVE SUMMARY:

It is a legal requirement for all businesses, including Arun District Council to have in place a health and safety policy.

The existing Health and Safety Policy: Organisation and Responsibilities was adopted on 13 March 2019. This report proposes a revised policy for consideration and adoption. The updates are chiefly administrative in nature, reflecting changes to the Council's structure and postholders.

The revised Policy is attached and is recommended for adoption.

RECOMMENDATIONS:

The Committee is request to:

1. Agree to adopt the Health and Safety Policy Organisation and Responsibilities; and
2. Delegate authority to the Group Head of Technical Services to make future amendments to the Policy

1. BACKGROUND:

It is a legal requirement for all businesses, including Arun District Council, to have in place a health and safety policy, which sets out how health and safety will be managed by the organisation.

The Council has a three-part health and safety policy which sets out our approach. The Interim Chief Executive James Hassett signed the Council's Health and Safety Policy Statement in November 2021, which sets out the organisation's aims and commitment to health and safety, and is part one.

Part two of the Policy is the Organisation and Responsibilities and sets out who does what to achieve the aim. The current organisation and responsibilities section of the policy was adopted by Full Council on 13 March 2019. This section has become outdated due to changes in the Council's structure and key postholders.

This report proposes a revised part two policy for consideration and adoption. The revisions are chiefly administrative in nature, reflecting changes to the Council's structure and postholders. The Policy relates to the Council's own work activities and premises.

The revised part two Policy was supported by the staff health and safety panel at its meeting on 10 November 2021 and the Unison Staff Consultation Panel on 15 December 2021.

Part three of the Policy includes all the Council's health and safety procedures and no changes are proposed to this approach.

It is recommended that the revised Health and Safety Policy: Organisation and Responsibilities is adopted to ensure a robust approach to health and safety is maintained.

It is also recommended that provision to make future amendments to the Policy taking account of changes to personnel, structures, legislation and best practice is delegated to the Group Head of Technical Services.

2. PROPOSAL(S):

1. That the Health and Safety Policy Organisation and Responsibilities is adopted
2. Delegate authority to the Group Head of Technical Services to make future amendments to the policy

3. OPTIONS:

1. Amend and adopt the Health and Safety Policy Organisation and Responsibilities
2. Do not adopt the Health and Safety Policy Organisation and Responsibilities
3. Do not delegate authority to make amendments to the Policy to the Group Head of Technical Services

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		
Staff health and safety panel 10 November 2021	X	
Unison Staff Consultation Panel 15 December 2021	X	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:

YES	NO
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(Explain in more detail at 6 below)		
Financial		X
Legal	X	
Human Rights/Equality Impact Assessment	X	
Community Safety including Section 17 of Crime & Disorder Act	X	
Sustainability		X
Asset Management/Property/Land	X	
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Failure to maintain a current health and safety policy means that Arun District Council will not meet its legal obligations under health and safety legislation and creates a potential risk to employees and others who use our services if we do not set out clearly how we will manage health and safety.

7. REASON FOR THE DECISION:

Adopting the health and safety policy means that Arun District Council will meet its legal obligations and have in place appropriate arrangements for managing health and safety.

Delegating authority for updates will help ensure the Policy is kept up to date and remains relevant.

8. BACKGROUND PAPERS:

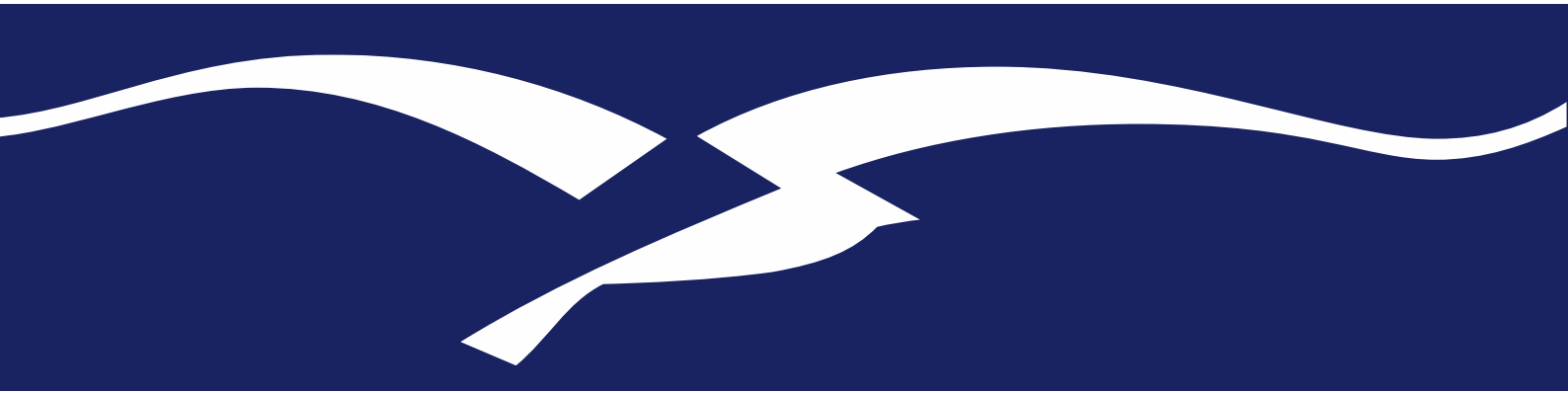
Health & Safety Policy Organisation & Responsibilities January 2022

Equality Impact Assessment

[Meeting of Full Council 13 March 2019](#)

[Publication scheme - current published Policy](#)

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Health & Safety Policy

Organisation & Responsibilities

Adoption date	
Council Minute	

Arun District Council Health and Safety Policy – Organisation and Responsibilities

*Arun District Council's Health and Safety Policy is divided into three sections. The first is the **Health and Safety Policy Statement** of commitment which is signed and dated by the Chief Executive. This document is placed at the staff entrance to each operational ADC building and is on the Intranet. This document expresses the overall aims and commitment of the organisation to health and safety. The **Organisation & Responsibilities Section (this section)** sets out the relevant health and safety responsibilities for all persons undertaking work activities for Arun District Council. Detailed information about employee roles and responsibilities may also be included in job descriptions. The third section includes all the Council's **Health and Safety Procedures**. These are supplemented by templates that are adapted departmentally through the Monthly Safety management programme.*

No Director, Manager, or employee of Arun District Council may undertake or authorise any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.

ARUN DISTRICT COUNCIL STRUCTURE

CORPORATE SUPPORT			PLACE			SERVICES			
PA Contact Group	James Hassett (Interim CEO)			Karl Roberts			Philippa Dart		
	Gemma Stubbs, Shirley Quinlan,			Sue Bowley, Carolyn Nysingh			Helen Perry, Emma Strudwick		
	Ext 37707/37601			Ext 37533/37778			Ext 37801/37701		
	Group Head of Policy	Group Head of Law and Governance & Monitoring Officer	Interim Group Head of Corporate Support	Group Head of Planning	Group Head of Technical Services	Group Head of Economy	Group Head of Community Wellbeing	Group Head of Residential Services	Group Head of Neighbourhood Services
	Jackie Follis	Sameera khan	Carolyn Martlew	Neil Crowther	Nat Slade	Denise Vine	Robin Wickham	Satnam Kaur	Joe Russell-Wells
	Ext 37580	Ext 37610	Ext 37558	Ext 37839	Ext 37683	Ext 37846	Ext 37835	Ext 37718	Ext 37914
<ul style="list-style-type: none"> Corporate Policy Corporate Performance Communications, National Partnerships Local partner liaison Postal Services Design Print Elections 	<ul style="list-style-type: none"> Information Management and support – FOI, Data Protection, Customers of Concern, Official Complaints Legal advice to the Council Legal Services Monitoring Officer Standards Committee 	<ul style="list-style-type: none"> Finance Audit Procurement S151 Officer Payroll Human Resources ICT and Service Improvement Web design and management 	<ul style="list-style-type: none"> Development Control Local Plan & Policy 	<ul style="list-style-type: none"> Street name & Numbering Local Land Charges Engineering Property & Estates Facilities Environmental Health Private Sector Housing Building Control 	<ul style="list-style-type: none"> Economic Policy & Research Town Centre Management Business Development Economic Partnerships Tourism 	<ul style="list-style-type: none"> Leisure Foreshores Wellbeing Voluntary & Community Sector & Citizens Advice Youth Council Safeguarding Activities for the Elderly Think Family Telecare (Lifeline) Community Safety (inc ASB) 	<ul style="list-style-type: none"> Strategy & Enabling Registered providers and social landlords Homelessness Housing and HRA Revenues & Benefits 	<ul style="list-style-type: none"> Car Parking Parks Cleansing Cemeteries Emergency Planning Trees and maintenance team Customer Services 	

	<ul style="list-style-type: none"> Committee Services 								
<ul style="list-style-type: none"> Mainly office based Lone working canvassers External events re: elections. COSHH Use of equipment Suspicious packages Use of own vehicles Manual Handling Out of hours evacuation 	<ul style="list-style-type: none"> Mainly office based activities Out of hours evacuation 	<ul style="list-style-type: none"> Mainly office based activities Procurement & Provision of Occupational health services for ADC staff. Procurement and provision of wellbeing services for ADC staff 	<ul style="list-style-type: none"> Office based activities Officer site inspections Lone working Use of own vehicles 	<ul style="list-style-type: none"> Office based activities Officer site inspections Lone working Use of own vehicles Contractors Procurement Use of plant and equipment Workplace transport Lone working Potentially aggressive customers Thorough Examination re Pressure equipment, Lifts, Lifting equipment re FLT, mechanical and electrical. Landlords H & S responsibilities re legionella, Asbestos, Infectious disease 	<ul style="list-style-type: none"> Office based activities Lone working 	<ul style="list-style-type: none"> Office based activities Use of own vehicles Lone working Potentially aggressive customers First Aid (Foreshores) Use of plant and equipment Contractors Procurement Workplace Transport, ATV:s Officer site inspections Homelessness outreach home visits Transportation of clients in own vehicles Naxolene Pens Infectious disease 	<ul style="list-style-type: none"> Office based activities Officer site inspections Use of own vehicles Contractors Procurement Workplace transport Potentially aggressive customers Contractors Use of plant and equipment Thorough Examination re Pressure equipment, Lifts, mechanical and electrical. Landlords H & S duties re legionella, asbestos. Infectious disease Debt Collection 	<ul style="list-style-type: none"> Office based activities Officer site monitoring & inspections Use of own vehicles Management and use of leased vehicles Contractors Procurement Use of plant and equipment Workplace transport Lone working Potentially aggressive customers Thorough Examination re Pressure equipment, Lifts, mechanical and electrical Infectious disease Working at height 	

Chief Executive

The Chief Executive has final and overall responsibility for health and safety matters within the Organisation and will:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Allocate adequate resources to implement the Health and Safety Policy and management system.
- Ensure that Corporate Management Team meeting agendas include regular updates and reports from CMT, SMT, Corporate Health and Safety and Unison Staff Safety Panel and that CMT's responsibilities are fulfilled.
- Ensure that managers and supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves.
- Encourage members to follow Corporate health and Safety Policies and Procedures including the Councillors' Guide to Personal Safety.

Directors (Corporate Support, Place, Services.)

- Ensure that Group Heads have the staff, competence, resources and training to enable them to fulfil their role.
- Keep the Chief Executive, CMT and Group Heads informed of:
 - any proposed changes to the premises, activities, or management structure.
 - any new hazards not already identified within Risk Assessments which have been brought to their attention.
 - any visits by, or correspondence with, enforcing authorities.
 - any difficulties or delays in implementing advice provided by Corporate Health and Safety.
- Ensure that for equipment or materials purchased from outside the EU, where Arun District Council is the 'importer', arrangements are made to ensure that EU product safety legislation and material labelling requirements are met. This should be implemented through an effective Procurement Policy.
- Directorates where work involved with contract installation, maintenance and repair works on ADC or customer sites are also responsible for the following:
 - Produce a Construction Phase Plan, Risk Assessments and Method Statements to cover the work of engineers on site.
 - Formally review the quality and safety of workmanship by employees and Sub-Contractors, both during the work activity and by review of the completed work, reporting the outcome to the Chief Executive and CMT.
 - Ensure that information is obtained from the Client and/or from site visits to identify site hazards and that the necessary precautions are incorporated into the method statement before the work commences.
 - Ensure that any design and specification work carried out by the ADC considers the safety of those using and maintaining the installation and that information is provided to the Client, to assist them in managing it safely on an ongoing basis.
 - Check that the Clients are aware of their duties under the Construction (Design and Management) Regulations prior to starting work and where the work involves more than one Contractor; obtain the details of the appointed Principal Contractor and Principal Designer.
 - Ensure that workers have access to welfare facilities when undertaking site work.
 - Ensure that reasonable steps have been taken to secure the site from unauthorised entry, as appropriate.
- Encourage Members to follow Corporate Health and Safety Policies and Procedures including the Councilor's Guide to Personal Safety.

The Corporate Management Team (CMT) is responsible for:

- Demonstrating leadership on health and safety matters always both as a group and as individuals.
- Appointing a 'Health and Safety Director' to oversee fulfilment of the Council's health and safety responsibilities as listed below.
- Revising the health and Safety Policy regularly, on the advice of Corporate Health and Safety / Staff Health and Safety panel.
- Ensuring that there is an effective mechanism for consulting with employees on health and safety matters.
- Agreeing health and safety targets and objectives for the organisation and monitoring their implementation as proposed by the Staff Health and Safety Panel.
- Reviewing health and safety performance annually by receiving reports of the agreed performance measures.
- Receiving investigation reports of serious incidents/work related ill health and accidents and incidents to employees, consultants, visitors and members of the public through activities carried out on Arun District Council land and property and responding effectively to those reports.
- Reviewing the effectiveness of measures to consult with and involve the workforce in health and safety.
- Considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk including Stress Risk Assessments where appropriate.
- Ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively.
- Ensuring that there are arrangements in place for CMT to receive reports on the impact on health and safety performance following the introduction of significant changes.
- Ensuring that the Arun District Council has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary.
- Ensuring health and safety competencies are integral to recruitment of senior management roles.

Senior Management Team is responsible for;

Health and Safety is to be included as a standing agenda item. This forum is to be used to highlight and resolve any non-compliance with the Council's Health and Safety Policy and procedures.

Group Heads

- Responsible for the day-to-day management and legislative compliance of health and safety. This role is supported by Corporate Health and Safety and Environmental Health Team Leader.
- Ensure that Construction Phase Plan, Risk Assessments and Method Statements are produced.
- Ensure that Service Area Managers within their group have the staff, competence, resources and training to enable them to fulfil their role as detailed below.
- The Health and Safety Policy and associated documents are communicated and implemented within the service areas within their groups.
- Risk Assessments are undertaken, and work procedures incorporate appropriate risk control measures.
- Ensure that Risk Assessments have considered the need to provide ongoing health surveillance to employees. Where necessary implement a program covering audiometry, vibration white finger screening, lead in blood monitoring, dermatitis, fitness to drive etc. Inform HR who arrange for the program to be arranged through an independent occupational health provider.
- Ensure that the results of Risk Assessments are communicated to all concerned including Contractors or non – Council staff.
- Team meetings include health and safety issues.
- Report significant health and safety concerns to CMT.

Managers

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Consult with employees on health and safety matters during team meetings.
- Plan the work of staff to avoid dangerously excessive working or driving hours and to ensure compliance with the Working Time Regulations.
- In the selection of employees, consider the health and safety competence requirements on and fitness for work.
- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs at induction and during annual appraisals.
- To ensure that HR are provided with appropriate details so that training records can be recorded centrally and monitored.
- Ensure that staff are only given tasks for which they are competent, and that adequate staffing is provided for the safe completion of tasks.
- Retain training records for all skills and health and safety training undertaken by the Council for employees. See www.hse.gov.uk/ubns/indg345.pdf
- Ensure employees (Contractors and Sub-Contractors) are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- In the purchase of equipment and materials, ensure that the safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- Ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained. This includes office furniture and equipment.
- Only select construction and maintenance Contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that Contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others.
- Ensure that Risk Assessments are undertaken to cover the work activities undertaken by the service as detailed on the ADC Structure Plan attached showing the main work activities undertaken by each service.
- This should include Risk Assessments for the general hazards already identified in the Health and Safety Procedures section of the Council's Health & Safety Policy.
- Ensure where necessary that Risk Assessments are undertaken to cover less commonly required specific Risk Assessments such as work with lead, radiation hazards, work with asbestos, vibration, lifting operations, legionella assessments.
- Through Risk Assessments consider the need to provide ongoing health surveillance to employees and implement a program covering audiometry, vibration white finger, lead in blood, dermatitis, fitness to drive etc. Inform HR of the findings of the risk assessment who will arrange for the program to be provided by an independent occupational health provider.
- Ensure that Risk Assessments are acted upon and that the results are shared with employees undertaking those activities.
- Investigate accidents and arrange for Accident and Incident Reports to be made to Corporate Health and Safety.
- Co-operate with any accident or incident investigation undertaken by Corporate Health and Safety.
- Notify Corporate Health and Safety of any inspection or request for information from a Health and Safety regulator.

Corporate Health and Safety

The Environmental Health Team within Technical Services work jointly to fulfil the Corporate Health and Safety Role including the role of Competent Person for the Council providing advice and guidance on issues relating to health and safety.

- Senior Environmental Health Officer to attend quarterly Staff Health and Safety Panel Meetings.
- Ensure that appropriate Fire Evacuation Policies and Procedures are in place in liaison with the Property Estate and Facilities Team, for operational buildings
- Liaise with Human Resources in managing the appointment and selection of First Aiders and assisting First Aiders in undertaking their role.
- Liaise with Human Resources in contributing to staff induction training on health and safety.
- Provide advice to Managers and Human Resources on workstation assessments.
- Advise Service Area Managers on workstation assessments as necessary and make recommendations where office furniture and equipment are necessary.
- Provide health and safety performance information to and attend quarterly Staff health and Safety Panel meetings.
- Review this Policy frequently where appropriate e.g., because of changes within the organisation, the work activities or legislation and guidance.
- Review the health and safety standards and practices of the Council on an ongoing basis and bring any significant concerns to the attention of the Group Head of Technical Services
- Investigate serious accidents, incidents and cases of ill health to employees, Contractors, and visitors using Arun District Council property or land or activities undertaken by Arun District Council.
- Investigate serious accidents, incidents, and cases of ill health to employees, Contractors, and visitors using Arun District Council property or land or activities undertaken by Arun District Council.
- Report to the Staff Health and Safety Panel on any accidents and incident reports including concerns that Corporate Health and Safety are unable to resolve.
- Ensure that statutory reports are made for serious incidents in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*

All employees, volunteers and contractors and partners.

All employees, volunteers, Contractors and partners must take care of themselves and others affected by their work and are expected to:

- Familiarise themselves with this Health and Safety Policy and Risk Assessments (where relevant, Method Statements, Construction Phase Plans etc.) relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor.
- Follow the health and safety rules and their training for the work activity and the particular location.
- Cooperate with supervisors and managers on health and safety matters
- Know the emergency procedures for the location at which they are working
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the Council
- Not use defective equipment or misuse equipment
- Wear personal protective equipment issued appropriate to the job they are doing
- Look after personal protective equipment and report loss or damage to their supervisor
- Report any safety problems, accidents or near misses to their supervisor
- Not work under the influence of alcohol or drugs.

Human Resources (HR)

- Retain training records for all skills and health and safety training undertaken by the Council for employees. See www.hse.gov.uk/ubns/indg345.pdf
- Arrange and co-ordinate Corporate Health and Safety Induction Training with assistance from Corporate Health and Safety within Environmental Health Service.
- Maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements.
- Ensure that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work.
- In liaison with the Corporate Health and Safety representative in Environmental Health, ensure that Risk Assessments are undertaken for work undertaken by new and expectant mothers.

Health Surveillance

- As instructed by the Service Area Manager and /or via Risk Assessments, to arrange for ongoing health surveillance for employees who are exposed to noise or vibration, ionizing radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health or work in compressed air. Health surveillance will be carried out by our Occupational Health provider and where appropriate, records will be retained by the HR Department for a period of up to 40 years.
- HR will employ the services of an independent Occupational Health provider for the purposes of pre-employment health checks once an offer of employment has been made. The pre-employment health check will help determine whether adjustments are required in order for the candidate to undertake the role and /or for certain jobs, the candidate's fitness to undertake the role i.e., roles requiring the use of heavy machinery, driving etc. As the employer we do not have access to medical information other than the report provided by Occupational Health. If an individual has an injury or illness which appears to be work related, affects their work, or is made worse by work, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job. It is usually most effective to refer the individual to an Occupational Health Doctor rather than relying on GP's information where the GP may not understand the nature of the work.
- Report to Corporate Health and Safety any health and safety concerns which HR are not able to resolve.

Payroll

Payroll will carry out a check of the driving licence of all staff at the commencement of their employment for those that drive on Council business and the insurance arrangements for private cars used on ADC premises. Any subsequent changes will be confirmed by declaration to Service Area Managers when employees submit their mileage claims.

Employee health and wellbeing.

The person with overall responsibility for employee health and wellbeing is the Group Head of Corporate Support with assistance from the Group Head of Community Wellbeing.

Employees are offered free Freedom Leisure Centre Membership in Arun Wellbeing MOT's and Activity Classes. Details of promotional activities and services can be found on the Intranet in the 'Staff Zone'.

Finance & Risk Manager

- Arrange and maintain a policy of employer's liability insurance and that a current certificate of insurance is displayed or otherwise made available to all employees.
- Arrange and maintain a policy of motor insurance for all motor vehicles owned, leased or hired by the Council for use in its business.

- Oversee statutory Through Examination arrangements in liaison with the Councils nominated insurer

Unison Staff Consultation Panel

The Unison Staff Consultation Panel is made up of a selection of Councillors and managers representing the Employers side at Arun DC and members from the UNISON Executive Committee. The Unison Staff Consultation Panel is the forum that deals with a variety of topics which relate to and affect staff at Arun, including health and safety, and reports to Corporate Support Committee where necessary. Meeting notes are available for all staff to view on SharePoint.

Staff Health & Safety Panel

The Panel comprises staff representing the employer and UNISON safety representatives. The Panel's remit is to review and discuss the health and safety policy, organisation, arrangements and practices of the Council within the scope of Section 2 (7) of the Health & Safety at Work etc. Act 1974 and related legislation, regulations and guidance made thereunder. Meetings are chaired by the Group Head of Technical Services. Meeting notes are available for all staff to view on SharePoint.

Safety Representatives and Representatives of Employee Safety

Representatives as appointed through the recognised Trade Union or elected by employees are responsible for assisting the employer in consulting staff and representing their colleagues.

- They assist in health and safety monitoring by proactively advising managers and staff of concerns regarding day-to-day issues.
- Their functions are described in legislation, but they do not have responsibility for health and safety. However, once appointed they are responsible for consultation with colleagues and attending safety meetings.

Health and Safety Management and maintenance of land and property

Arun District Council is responsible for the management and maintenance of land and property assets throughout the District and complying the relevant health and safety legislation. A brief description of their health and safety responsibilities is provided below, further detail on how this is managed is provided in the 'Procedures Section of this Policy.

Property, Estates and Facilities have overall health and safety responsibility for operational buildings such as Arun Civic Centre, Phoenix House, Hotham Park Lodge, The Carriage Yard, Bognor Town Hall. This includes responsibilities for the repair and maintenance of the building and installed systems such as the alarm systems, maintenance of lifts etc. through the use of their own Officers and the use of Contractors. The team also deal with assets that we rent and those that are leased by ADC including commercial premises where we have landlord duties. They are responsible for the maintenance and repair of properties and their landlord duties and other statutory duties including the management of legionella and asbestos and Written Scheme of Examination for the main safety hazards of lifting equipment or pressure systems, except where otherwise specified in lease agreements. Any shared responsibilities for the buildings is with tenants or other ADC services and agreed through the use of a 'Shared Responsibilities' document for each building.

Residential Services and HRA have overall health and safety responsibility for residential property that is owned, leased, managed and rented including sheltered housing, bed and breakfast accommodation and emergency temporary accommodation. They are responsible for the maintenance and repair of properties and their landlord duties and other statutory duties including the management of legionella and asbestos and Written Scheme of Examination for the main safety

hazards of lifting equipment or pressure systems. They use partner organisations, Contractors and services provided in house through Neighbourhood Services, Parks and Greenspaces.

Neighbourhood Services are responsible for a number of high-profile front-line services including parks, cemeteries, play areas, cleansing (refuse collections, street cleansing, and public conveniences) and car parks, with wide ranging health and safety responsibilities. This includes delivery of services 'in house' for example through the Tree and Maintenance Team who deal with arboricultural work, as well as repairs and maintenance and coastal defence work.

A number of services are delivered through high value external service contracts such as the Combined Cleaning Services Contract and Greenspace Management Contract. Ensuring that these contracts are appropriately reviewed and audited in terms of health and safety compliance and operational best practice is a key function of the service.

Neighbourhood Services are also responsible for leading on specific high-profile projects such as the Littlehampton Leisure Centre and other public realm projects. The Emergency Planning function also sits with the Neighbourhood Services Group.

In-house responsibilities include workplace transport, working at height, Written Schemes of Examination for lifting and mechanical equipment. The Tree and Maintenance Team are also responsible for the day-to-day operational management and safe use of Hotham Park Carriage Yard.

Community Wellbeing oversee community safety and wellbeing services. It has Contract management responsibility for the leisure centres operated by Freedom Leisure and direct responsibility for the management of the promenades which includes providing first aid to members of the public by Foreshore Officers and the RNLI as part of a Lifeguarding Services Contract. Other responsibilities include workplace transport and the use of plant and equipment. Community Wellbeing is supported by Parks and Greenspace, Housing Services, Engineers and other Contractors and partners.

Monitoring, Auditing and Reviews

Proactive measurement of our performance against health and safety standards will be undertaken through:

- Formal review of performance against the Health and Safety Policy requirements relating to Risk Assessment.
- Directors, Group Heads and Service Area Heads have health and safety performance objectives based on the Council's health and safety objectives. Progress towards individual objectives is measured as part of our staff appraisals.
- Monitoring of progress against action plans by the Staff Health and Safety Panel.

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EQUALITY IMPACT ASSESSMENT

Name of activity:	Health & Safety Policy	Date Completed:	19/10/2021
Directorate / Division responsible for activity:	Technical Services	Lead Officer:	Neil Williamson
Existing Activity	X	New / Proposed Activity	
		Changing / Updated Activity	

What are the aims / main purposes of the activity?

To set out the Health and Safety responsibilities within Arun District Council

What are the main actions and processes involved?

Seek approval for the amended Policy and communicate to staff and other stakeholders

Who is intended to benefit & who are the main stakeholders?

Employees, as well as the public and visitors visiting Council premises and using our services, benefit. The main stakeholders are Council employees.

Have you already consulted on / researched the activity?

Consultation will be made through established arrangements (Unison staff consultation panel and staff health & safety panel)

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	Policy includes HR responsibilities in relation to employment of children and young persons
Disability (people with physical / sensory impairment or mental disability)	Yes	Policy includes health surveillance arrangements.
Gender reassignment (the process of transitioning from one gender to	No	

another.)		
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Yes	Policy includes arrangements include risk assessment for new and expectant mothers
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	
Religion & belief (religious faith or other group with a recognised belief system)	No	
Sex (male / female)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	No	

What evidence has been used to assess the likely impacts?

Knowledge and experience from delivering these services over many years.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	
Date of next 3 year Impact Assessment (from the date of this EIA):	

Date EIA completed:	19/10/2021
Signed by Person Completing:	N. Williamson

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ARUN DISTRICT COUNCIL REPORT TO AND DECISION OF THE CORPORATE SUPPORT COMMITTEE ON 18 JANUARY 2022

SUBJECT : Unreasonable Behaviour Policy for Arun District Council

REPORT AUTHOR: Sameera Khan - Group Head of Corporate Support & Monitoring Officer

DATE: 22 December 2021

EXTN: 37610

SERVICE: Group Head of Law & Governance

EXECUTIVE SUMMARY:

This report is asking the Committee to agree to introduce and implement an Unreasonable Behaviour Policy(attached).

RECOMMENDATIONS:

The Committee is asked to:

- Agree and adopt the Unreasonable Behaviour Policy.

Background

Arun District Council have not had a Policy of this type in place historically.

The reason for introducing it now is that the past few years have seen an increase in challenging behaviour from a minority of customers. When addressing such matters, we have had to rely on guidance available from Ombudsman and Information Commissioners Office (ICO). This guidance directs the Council to the need to adopt an unreasonable behaviour policy. In effect the guidance is that unreasonable behaviour should be dealt with in an open and transparent and consistent manner.

Article 2 of the Council Constitution gives residents the right to complain. Article 2 also explains the corresponding duty on residents to act reasonably. The corporate complaints process partly complies with this article but has provided no teeth to the requirement for residents to be reasonable. This report now contains a request that an Unreasonable Behaviour Policy be adopted in keeping with the constitution and good practice.

2. PROPOSAL(S):

The proposal is that the attached policy is agreed by CMT as necessary and proportionate.

3. OPTIONS:		
1. Do nothing		
2. Agree the proposals as recommended and refer report to Corporate Support Committee for adoption		
3. Consider the draft policy with suggested amendments		
4. CONSULTATION:		
N/A		
Has consultation been undertaken with?	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal	x	
Human Rights/Equality Impact Assessment	x	
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
6. IMPLICATIONS:		
Legal		
<p>Article 2 of the Council Constitution gives residents the right to complain. Article 2 also explains the corresponding duty on residents to act reasonably. The corporate complaints process partly complies with this article but has provided no teeth to the requirement for residents to be reasonable. The legal implications of this policy are in three dimensions. <u>The first dimension</u> is the citizens right to have their complaints processed efficiently. It is rare to refuse a service to a citizen on the grounds of bad behaviour. This policy is designed to ensure that genuine complaints are processed. <u>The second dimension</u> is responsibility to staff. As an employer the Council is required to provide safe working conditions and that includes the mental health of staff. Unreasonable behaviour by citizens can impact the mental health of staff and this policy is designed to discharge this duty to staff. <u>The third dimension</u> is good governance. Both the ICO and LGSCO acknowledge that there will be unreasonable complainants and require that the Council put in place a transparent process for working with such complainants.</p>		

Human Rights/Equality Impact Assessment – Paragraph 4.2 of the policy draws attention to the need to carry out an equality assessment before this policy is activated. Particular regard is to be had for people with disabilities. Some people with early onset dementia may appear to repeat themselves. Some people with autism may appear pedantic and uncompromising. Some people with depressive illnesses may give more weight to an issue than those without depression. The policy encourages officers to be disability aware before instigating the process. CMT is invited to note that in some services(eg housing) the Council may have on record personal information whereas in other services making the assessment may be more difficult for lack of information.

7. REASON FOR THE DECISION:

The duty of best value requires the Council to continuously review its services for economy efficiency and effectiveness. Both the LGSCO and the ICO believe that that good governance requires an unreasonable behaviour policy.

8. BACKGROUND PAPERS:

None

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Unreasonable Behaviour Policy

February 2022

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1. INTRODUCTION

- 1.1. Article 2 of the Council Constitution gives residents the right to complain. Article 2 also explains the corresponding duty on residents to act reasonably when dealing with the Council. We are committed to dealing with all complaints fairly and comprehensibly.
- 1.2. This unreasonable behaviour policy is required because a small minority of those who make complaints act unreasonably. The policy is intended to explain to residents what happens when the duty to act reasonably is not complied with.

2. PURPOSE/STANDARD REQUIRED

- 2.1 The purpose of the policy is to give guidance on when a complainant's behaviour has become unreasonable. It identifies situations where a complainant, either individually or as part of a group of complainants, might be unreasonable.
- 2.2 This policy and associated procedures apply where unreasonable behaviour is identified. For the purposes of this policy the term 'complaint' includes requests made under the Freedom of Information Act 2000, the Data Protection Act 2018 and/or the UK General Data Protection Regulation.

4. EXAMPLES OF UNREASONABLE BEHAVIOUR

- 4.1 Demonstrating unreasonable behaviour is defined by the Local Government & Social Care Ombudsman as "...those complainants who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's, complaints."

Examples of the types of behaviour that this policy covers can include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

- Refusing to specify the grounds of a complaint, despite offers of help.
- Refusing to cooperate with the complaints investigation process.
- Refusing to accept that certain issues are not within the scope of a complaints procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues and seeking to have them replaced.

- Changing the basis of the complaint as the investigation proceeds.
 - Denying or changing statements he or she made at an earlier stage.
 - Introducing trivial or irrelevant new information at a later stage.
 - Raising many detailed but unimportant questions, and insisting they are all answered.
 - Submitting falsified documents from themselves or others.
 - Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various service areas organisations.
 - Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous ADC staff, or detailed letters every few days, and expecting immediate responses.
 - Submitting repeat complaints with minor additions/variations the complainant insists make these 'new' complaints.
 - Refusing to accept the decision; repeatedly arguing points with no new evidence.
 - Raising a formal complaint for very minor problems
 - Continuing to complain about an issue despite explanation that the issue is caused by something beyond the Council's control
 - Using abusive or aggressive language in correspondence or contact which may also constitute nuisance, conduct or anti-social behaviour and may be dealt with under ADC's Customer of Concern Protocol
- 4.2 In all cases where it is considered that a complainant's behaviour may be becoming unreasonable, a referral is to be made to the Information Management Team who will review the matter in consultation with the relevant Group Head and make a determination as to whether or not this Policy applies. If it is considered that that the behaviour displayed may be for a reason related to disability and/or any language barrier the Group Head of Policy will also be contacted for advice.
- 4.3 Before treating behaviour as unreasonable, the complainant will be given a copy of this Policy along with notice of its possible implementation and given the opportunity to amend their behaviour.
- 4.4 Where there is no change in behaviour or the behaviour or the behaviour has been identified as unreasonable in accordance with this Policy the Information Management Team will review the matter with the relevant Group Head and obtain agreement to treat the complainant as unreasonable and for this policy

to be applied. Matters to be considered and satisfied as part of this review will include (this list is not conclusive or exhaustive):

- That the complaint is being or has been properly investigated;
- That any decision reached on the complaint is the right one;
- That communications with the complainant have been adequate; and
- That the complainant is not now providing any significant new information that might affect ADC's view on the complaint
- The proportionality and appropriateness of the proposed restriction in comparison with the behaviour and the impact on staff.

5. OPERATING THE POLICY

5.1 If a decision has been made that the policy is to be applied the relevant Group Head will decide how complaints are dealt with going forward. This may mean that the complainant is advised as follows (this list is not conclusive or exhaustive):

- that all complaints must be put in writing only
- that telephone contact is prohibited
- that ADC will accept contact with the complainant via only one method of communication only (either in person, by telephone, letter, email or any combination of these)
- that all communication must be made to one named officer or email address only
- that unless in the case of an emergency response is due the complaints will be limited, for example, to once per week and/or
- that ADC has no option but to consider taking legal action

5.2 The methods above can be used singularly or in combination depending on the circumstances of the matter and whether the complaint remains ongoing or is concluded. These methods are to ensure that officer time is not unreasonably expended responding repeatedly to unreasonable complaints.

6. NOTIFICATION TO COMPLAINANT

6.1 Once a decision has been made that this Policy shall apply, the Information Management Team will notify the complainant in writing of:

- the reasons their conduct has been treated as unreasonable;

- the action that will be taken and details of any restrictions placed on the complainants contact with ADC (see 7.1);
- How long any restrictions will last (for example 6 months, 1 year, etc); and
- The complainant's right to a review of the decision and the steps required to engage the review process

7. REVIEW

- 7.1 A review of the decision to treat the complainant as unreasonable will be carried out after a period of 6 months. The complainant will be informed of the outcome. If restrictions are to continue to be applied a new review date will be set.

8. REPETITIOUS COMPLAINTS

- 8.1 If a complainant makes a complaint that is essentially about the same matter as a previously concluded complaint and does not contain any new information, then in the event that the complainant has not used all stages of the complaints procedure they should be advised to proceed to the next stage up to and including the final stage of the relevant complaint policy or procedure.
- 8.2 If the complainant has had a decision from the Ombudsman that is not in their favour then they should be advised in writing that the matter has been concluded and that ADC will not respond to any further correspondence or complaints relating to the same issue. Where a complaint is under consideration new items, unless they relate in substance to the matter which is being considered, cannot be added for consideration and will need to be the subject of a further complaint.

9. COMPLAINANT CONDUCT

- 9.1 In some circumstances the conduct of the complainant will be such that it is causing nuisance or annoyance and if at any time a member of ADC staff feels that they are being abused, threatened or harassed by a complainant this must be addressed.
- 9.2 Where the conduct of the complainant is such that it is threatening, abusive or constitutes harassment, further action may include restricting the complainant's contact with ADC in accordance with this policy and/or taking steps in accordance with ADC's Customer of Concern Protocol

10. RECORD KEEPING

- 10.1 Records of all decisions relating to this policy will be kept. Such decisions for which records will be kept include but are not limited to:
- When a referral under 6.2 of this Policy is made

- When any decision is made as a result of such referral to include:
 - A decision not to apply the policy
 - A decision to make an exception to the policy once it has been applied
 - A decision to apply the policy
- When a decision is taken not to deal with a further complaint from the complainant via the complaints procedure and/or this policy
- When a decision is made to not respond to further correspondence from the complainant

11. SUPPORTING DOCUMENTATION

11.1 Supporting policies/procedures and documentation:

- Equality & Diversity Policy
- Complaints Policy
- Customers of Concern Protocol

This policy was adopted by the Corporate Support Committee and will be reviewed after one year by the Group Head of Law & Governance.

ⁱ This Policy can be applied to all parties engaging with Arun District Council.

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE CORPORATE SUPPORT COMMITTEE ON 18 JANUARY 2022

SUBJECT: Pay Policy Statement 2022-2023

REPORT AUTHOR: Carolin Martlew, Interim Group Head for Corporate Support
DATE: 7 January 2022
EXTN: 37568

EXECUTIVE SUMMARY:

The Localism Act 2011, section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This paper introduces the draft Pay Policy Statement for 2022/2023 (attached) and asks Members to approve it.

RECOMMENDATIONS:

The Committee is requested to recommend to Full Council to:

- a) To approve the Pay Policy Statement 2022/2023 for publication on the Arun website by 1 April 2022.
- b) To give delegated responsibility to the Interim Group Head for Corporate Support to make changes to the Pay Policy Statement should new legislation be introduced during the forthcoming year that has an effect on its contents.

1. BACKGROUND:

The Localism Act 2011, Section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This should set out an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. This statement must be prepared for each financial year and must be approved by Full Council ready to be published by April 2022.

The Pay Policy Statement for 2022/ 2023 (The Statement) is attached as Appendix 1, along with two other relevant appendices.

The Statement sets out our processes for determining remuneration and several related issues, including the use of bonuses, severance pay, enhancement of pension entitlement, allowances etc. The contents of the Statement are matters of fact and simply set out current practice.

2. PROPOSAL(S):		
a) To approve the Pay Policy Statement 2022/2023 for publication on the Arun website by 1 April 2022.		
b) To give delegated responsibility to the Interim Group Head for Corporate Support to make changes to the Pay Policy Statement should new legislation be introduced during the forthcoming year that influences its contents.		
3. OPTIONS:		
a) Agree the Pay Policy Statement for 2022/2023 to be published on the Arun website by 1 April 2022.		
b) Not approve the Pay Policy Statement for 2022/2023.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS:		
Requirement to publish under the Localism Act 2011		

7. REASON FOR THE DECISION:

To comply with our obligations under the Localism Act 2011 in the interests of transparency. The Corporate Support Committee has to be consulted on the Pay Policy Statement before approval by Full Council.

8. BACKGROUND PAPERS:

- The Pay Policy Statement
- Structure of Senior Management
- Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums (Please note this is currently under review and an updated draft version is expected to be available in time for Full Council)

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ARUN DISTRICT COUNCIL Pay Policy Statement Financial Year 2022 – 2023

1. Purpose

- 1.1 This Pay Policy Statement (Statement) is provided in accordance with Section 38(1) to 43 of the Localism Act 2011 and the Statement will be updated annually from April each year.
- 1.2 The Statement sets out Arun District Council's (ADC) policies relating to the pay of its workforce for the financial year 2022 – 2023, in particular:
- The remuneration of its Senior Management, third tier and above
 - The remuneration of its "lowest paid employees"
 - The relationship between the remuneration of its senior managers and employees who are not senior managers

2. Definitions

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

"Pay/Remuneration" in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

"Chief Officers" refers to the following roles within ADC:

- Chief Executive as Head of Paid Service
- Directors
- Group Heads

"Lowest Paid Employees" refers to those staff employed on Grade 2 of the Council's pay scales. The definition for the "lowest paid employees" has been adopted because Grade 2 is the lowest grade on which employees are paid within the Council's pay framework.

"Employee who is not a Chief Officer" refers to all staff who are not covered under the Chief Officer group above. This includes the "lowest paid employees".

3. Pay Framework and Remuneration Levels

3.1 Remuneration for staff up to and including Director Level

3.1.1 *Determining the Grades of Posts*

3.1.2 The Council uses a locally agreed Job Profiling Scheme to evaluate the grade applied to each job role. This is to ensure that jobs are graded fairly, equitably and consistently and that the Council complies with the Equal Pay Act.

3.1.3 Decisions on grading are by consensus of a pay profiling panel following a thorough assessment of each job role. The panel is made up of both employer and union representatives and panellists are trained in use of the scheme to ensure fairness in application.

3.1.4 The profiling scheme covers all posts within the Council with the exception of the Chief Executive. This is because an evaluation exercise is not needed to establish that this is the highest paid post in the Council as the post holder will have ultimate accountability and responsibility.

3.2 *Pay Structure and Pay Increases*

3.2.1 The Council's pay and grading structure is based on the national pay scale issued by the National Joint Council (NJC) as part of the National Agreement for Local Government Services. This pay scale incorporates posts graded 2 to 14 (Grade 14 is covered by an extension to the National Pay Scales). Incremental rises within each grade is automatic on the 1st April each year until the employee reaches the top of the scale.

3.2.2 The Council has a separate pay scale for Group Heads and Directors. Incremental increases are not automatic for these staff and are at the Chief Executive/Director's discretion.

3.2.3 All staff are awarded an annual cost of living increase which is linked to national pay negotiations for the National Joint Council for Local Government Services.

3.2.4 There is no provision for the payment of bonus payments to staff in these grades.

3.3 **Remuneration of the Chief Executive**

3.3.1 At recruitment stage, the starting salary of the Chief Executive is decided at Full Council. Thereafter, annual pay awards are determined by the Joint Negotiating Committee for Chief Executives of Local Authorities. The Chief Executive does not receive any additional payment other than fees in connection with election duties in the role of Returning Officer. Election fees are set out annually in the 'Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums', attached as Appendix 1.

3.3.3 There is no provision for the payment of bonus payments to the Chief Executive. Other payments made will be in line with Council policies on allowances.

4.0 Publication of Chief Officer Salaries including the Chief Executive

- 4.1 Information on remuneration for the Chief Executive, Directors and Group Heads is published as part of the Annual Statement of Accounts. This is published each year in June/July and can be found on the Council's website. Officers below this level will not be identified in this way.
- 4.2 A structure chart showing the membership and responsibilities of the Corporate Management Team is attached to this document as Appendix 2.

5 Other Pay Elements

5.1 Market Supplements

- 5.1.1 The Council will consider the use of market supplements where there are significant recruitment or retention difficulties. In situations where a market supplement is being considered, a report detailing the business case will be presented for consideration by the Corporate Management Team in conjunction with the HR Manager. Market Supplements are time limited and subject to review.

5.2 Honoraria/Honorariums

- 5.2.1 There is provision within the Council's Human Resources guidance for the payment of "honoraria" in exceptional circumstances to any staff employed by the Council, for Directors, honoraria must be approved by the Chief Executive, in consultation with the Leader of the Council. For Group Heads, this must be approved by the relevant Director in consultation with the Chief Executive. For the Chief Executive this must be approved by the Leader of the Council.

5.3 Other Allowances

- 5.3.1 There are a number of other allowances which staff may be eligible for such as car allowance, standby/call out allowance etc. Any allowance or other payment will only be made to staff in connection with a particular role or the patterns of hours that they work. Allowances will be payable subject to the employee meeting the eligibility criteria as laid out in the relevant policy.
- 5.3.2 Payments made to staff working during elections, polls and referendums will be in line with the Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums, as attached at Appendix 1.

6 Pensions

- 6.1 All employees are eligible to join the Local Government Pension Scheme (LGPS). Full details of the scheme can be found at www.lgps.org.uk. The LGPS is a contributory scheme and contributions are made by both the employer and the employee. The level of contribution is dependent on the employee's earnings.
- 6.2 The LGPS requires employers to prepare and publish a written policy on its discretionary powers in relation to pensions. These are known as the Council's Pension Discretions; they are reviewed annually and can be found on the Council's intranet.

7 New Starters Joining the Council

- 7.1 Employees new to the Council will be appointed to a salary point within the grade for the post considered appropriate taking into account their experience and ability to undertake the role. This will be at the discretion of the recruiting manager.

8 Termination of Employment

- 8.1 All employees who leave the Council's employment are entitled to payment of their contractual notice (except in cases of summary dismissal following disciplinary proceedings) along with any outstanding holiday pay.
- 8.1.2 The Council has determined that a vote by the Council regarding severance payments is not required. This is due to the fact that the Joint Consultative Panel agrees all pay policies including those affecting severance payments. All severance payments are paid in accordance with Council policy and in compliance with employment legislation.
- 8.2 *Redundancy Payments*
- 8.2.1 Redundancy payments are payable to employees whose post is made redundant and the post holder has two years' service or more. ADC's redundancy payments are determined by the age of the employee and length of service and are based on actual salary. Details of how the redundancy payment is calculated is set out in the Council's redundancy policy.
- 8.2.2 There is no local discretion to increase an employee's total pension scheme membership or award additional pension except in exceptional circumstances where compassionate grounds apply.

8.3 Settlement Agreements

8.3.1 In exceptional circumstances, and specifically to settle a claim or potential dispute, the Chief Executive in consultation with the Section 151 Officer, can agree payment of a termination settlement sum up to the value of £50,000. Settlement agreements up to the value of £95,000 may be made by the Chief Executive in consultation with the Leader of the Council, Leader of the Opposition and Section 151 Officer. Any settlement payment above the value of £95,000 needs to be considered by Full Council. In such cases, each decision as to the level of payment will be taken on its individual merits and with advice taken from the Human Resources Manager.

8.4 *Re-employment of Officers*

8.4.1 The Council needs to retain the flexibility to respond to recruitment demands and labour shortages and therefore, in some circumstances, it may be in the Council's best interests to re-employ former local government employees who have previously left the service on the grounds of redundancy or efficiency. If the Council were to re-employ a previous local government employee who had received a redundancy or severance package on leaving, then the Council's policy is to ensure that the rules of the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 is applied. In addition, the Council will ensure that a fair, transparent selection process has taken place before any appointment is confirmed.

9 Relationship between remuneration of “Chief Officers and “employees who are not Chief Officers”

9.1 The mean average remuneration for the 2022/2023 budget is £40,050 and the highest paid employee £151,750. This includes all allowances and employers pension contributions at 21.4%. The pay multiple between the two is 3.79. This is based on current pay scales, assuming a national pay award of 1.75% for 21/22 but excluding a national pay award for 22/23 budget.

In comparison, the mean average remuneration for the 2020/2021 budget was £38,980 and the highest paid employee £154,320. This included all allowances and employers pension contributions at 21.4%. The pay multiple between the two was 3.96. This was based on 2021/22 pay scales.

9.2 The lowest paid employee is at £15,020 and the highest paid employee £151,750. This includes allowances and employers pension contribution at 21.4% and the pay multiple between the two is 10.10*. This is based on current pay scales, assuming a national pay award of 1.75% for 21/22 but excluding a national pay award for 22/23 budget.

In comparison, for the 2021/2022 budget, the lowest paid employee was at £12,160 and the highest paid employee £154,320. This included allowances and employers pension contribution at 21.4%. The pay multiple between the

two was 12.69. This was based on 2021/22 pay scales, excluding a national pay award.

*note that this includes apprentice pay. The multiplier excluding apprentice pay is 7.57.

Date approved by Full Council XXXXXXXXXXXX

CORPORATE MANAGEMENT TEAM

2022

CHIEF EXECUTIVE

DIRECTOR OF SERVICES

DIRECTOR OF PLACE

Residential Services Group

Neighbourhood Services Group

Community Wellbeing Group

Technical Services Group

Economy Group

Planning Group

Policy Group

Law and Governance Group

Corporate Support Group

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Agenda Item 10

Corporate Support Committee - Work Programme

Corporate Support Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
Committee TORs Joint Staff Consultation Panel Microsoft Licences Work Programme Work Programme	Solomon Nigel Paul Symes JRWCM/JF/MO Nigel Lynn	10 June 2021	6pm	14-Jul-21
Reporting Back from the Elections held on 6 May 2011	Jackie Follis	27 July 2021 – Meeting Cancelled	6pm	15-Sep-21
Cloud Adoption Update Update on the Council's Digital Strategy Customer Services – Annual Update 2020-21 Election Review – following Elections held on 6 May 2021 Budget 2022/23 - Process Work Programme	Nigel Quinlan Paul Symes Joe Russell-Wells Jackie Follis Carolyn Martlew Nigel Lynn	28 September 2021	6pm	10-Nov-21

Corporate Support Committee - Work Programme

Use of Modern Polling Software [i-Pads] at Polling Stations for all Future Elections	Jackie Follis	23 November 2021	6pm	12-Jan-22
Committee Budget Report – Service specific – Budget 2022/23 Unreasonable Behaviour Policy Health and Safety Policy Update	Carolin Martlew Sameera Khan Nat Slade	18 January 2022	6pm	CPPC – 10 February 2022 09-Mar-22
Annual Canvass 2021	Jackie Follis	24 March 2022	6pm	11-May-22