



Public Document Pack

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[Chief Executive Remuneration Committee Web Page](#)

Committee Manager - Jane Fulton (Ext 37611)

1 October 2021

CHIEF EXECUTIVE'S REMUNERATION COMMITTEE

A meeting of the Chief Executive's Remuneration Committee will be held in **The Council Chamber & Blue Room, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on the **Monday 11 October 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Clayden (Chair), Dendle (Vice-Chair), Bennett, Dixon and Stanley.

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 – the meeting will be available to watch live via the internet.

- 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 **Monday, 4 October 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.*

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 declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declarations by stating:

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

3. MINUTES

(Pages 1 - 4)

To approve as a correct record the minutes from the last meeting of the Committee held 8 December 2020, as attached.

4. PUBLIC QUESTION TIME

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

5. 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

6. START TIMES

The Committee is asked to confirm its start times for meetings for the remainder of 2021/22.

7. REMUNERATION FOR THE VACANT CHIEF EXECUTIVE POST

(Pages 5 - 10)

This report summarises the information that Members of the Chief Executive Remuneration Committee will need to consider when making recommendations to Full Council on the remuneration to be paid for the permanent Chief Executive Officer post.

The report also provides notification of the details of the remuneration and appointment of the Interim Chief Executive Officer position. A separate confidential report will be submitted to the Special Meeting of the Council on 13 October 2021 which will name the appointment of the Interim Chief Executive Officer.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or 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 - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

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Public Document Pack Agenda Item 3

Subject to approval at the next Chief Executive's Remuneration Committee meeting

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CHIEF EXECUTIVE'S REMUNERATION COMMITTEE

8 December 2020 at 6.00 pm

Present: Councillors Mrs Gregory (Chairman), Charles, Clayden, Dixon and Tilbrook (Substitute for Bennett)

363. WELCOME

The Chairman welcomed Members and Officers to the first virtual meeting of the Chief Executive's Remuneration Committee and she provided a brief summary of how the meeting would be conducted and the protocol that would be followed and how any break in the proceedings due to technical difficulties would be managed.

364. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Bennett.

365. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

366. MINUTES

The Minutes of the meeting of the Committee held on 18 December 2019 were approved by the Committee as a correct record and the Chairman confirmed that she would sign these at her earliest opportunity when normal business resumed.

367. CHIEF EXECUTIVE REMUNERATION - 2020/21

The Chairman invited the Group Head of Corporate Support to present this item. The Committee therefore received a report summarising the information that it needed to consider in order to make recommendations on the remuneration of the Chief Executive for 2020/21 to Full Council.

The report provided information on current remuneration; the pay formula; salary comparisons; and an update on national pay negotiations.

The Group Head of Corporate Support confirmed that following the Chief Executive's Appraisal Panel held on 2 November 2020, the Leader of the Council had written to the Chief Executive confirming that the Appraisal Panel had agreed that his performance over the last year had achieved an appraisal score. This letter along with the performance bands agreed by the Appraisal Panel and the Chief Executive's targets set for 2019/20 had been provided to the Committee as Exempt items as they were

personal to the individual [the Chief Executive] and so confidential to Members of the Committee only.

It was explained to the Committee that a further paper from the Chief Executive outlining some points for the Committee to take into consideration would be shared but that this particular item and the letter from the Leader of the Council confirming the appraisal scores would need to be discussed in Exempt business as both items contained information that was confidential.

The Committee then asked questions about the pay award received by staff in 2020 and proposals for 2021.

The Committee then agreed that it needed to move into Exempt business so that it could discuss the results of the Chief Executive's appraisal and scoring so that it could come to a view and agree upon a suitable recommendation for Full Council.

368. EXEMPT INFORMATION

The Committee

RESOLVED

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

369. CHIEF EXECUTIVE'S REMUNERATION - 2020-21 - CONFIDENTIAL BACKGROUND PAPERS [PARAGRAPH 1 - INFORMATION RELATING TO ANY INDIVIDUAL]

The Committee received a further paper from the Chief Executive outlining some points for the Committee to take into consideration and a letter from the Leader of the council confirming that the Appraisal Panel had agreed that the Chief Executive's performance over the last year had achieved an average appraisal score of 3, this equated to a percentage increase in salary of 2 per cent.

The Committee then turned its attention to the performance bands set by the Appraisal Panel and the outcome of the Chief Executive's Appraisal so that it could understand what this might mean in terms of setting a percentage pay award for the Chief Executive.

Following some further discussion, Councillor Clayden stated that based on past deliberations and the outcome of the Appraisal he could see that the Chief Executive had achieved good performance for 2019/20 resulting in him being awarded a scoring of 3 – this equated to a 2% pay award. Councillor Clayden therefore proposed that this be the level of remuneration set and put forward to Full Council for approval and this was seconded by Councillor Charles.

The Committee unanimously agreed that the performance related pay should be 2% and that in line with what had been resolved at Full Council on 10 January 2018, this be paid from 3 October 2020.

The Committee therefore

RECOMMEND TO FULL COUNCIL

That following the Chief Executive's Appraisal held on 2 November 2020, the level of performance related pay for 2020/21 be 2%, with this being paid from 3 October 2020.

370. COMPLIMENTS OF THE SEASON

The Chairman wished everyone present a very Merry Christmas and an easier New Year.

(The meeting concluded at 6.32 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF A SPECIAL MEETING OF THE CHIEF EXECUTIVE'S REMUNERATION COMMITTEE ON 11 OCTOBER 2021

SUBJECT: Remuneration for the Vacant Chief Executive Post

REPORT AUTHOR: Interim Group Head for Corporate Support

DATE: 1 October 2021

EXTN: 01903 737568

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: This report summarises the information that Members of the Chief Executive Remuneration Committee will need to consider when making recommendations to Full Council on the remuneration to be paid for the permanent Chief Executive Officer post.

The report also provides notification of the details of the remuneration and appointment of the Interim Chief Executive Officer position. A separate confidential report will be submitted to the Special Council meeting which will name the appointment of the Interim Chief Executive Officer.

RECOMMENDATIONS: The Chief Executive Remuneration Committee is requested to consider the information provided in this report, and from the Chief Executive Recruitment and Selection panel, to make recommendations to Full Council on 13 October 2021, on the remuneration of both the interim and permanent Chief Executive Officer post.

Although it is within the scope of the Remuneration Committee to consider the remuneration of an interim Chief Executive, the salary paid will be dictated by the agency used to source applicants.

1. BACKGROUND:

On 15 September 2021, Full Council agreed the membership of the Chief Executive Recruitment and Selection Panel. The panel subsequently met on 16 September 2021 to discuss and agree interim arrangements as a permanent replacement is unlikely to be in place until early 2022. At this meeting, it was agreed to use specialist executive recruitment agencies to source suitable external candidates. Interviews took place on 29 September and a report recommending an appointment will be considered by Full Council on 13 October 2021.

An all-inclusive daily rate of £1300 per day has been negotiated with the Panel's preferred candidate for a period of six months. Including the agency cost, this equates to £1,543 per day.

At a meeting of the Recruitment and Selection Panel also on 29 September 2021, Members were asked to form a view on the remuneration of a permanent Chief Executive Officer for the Remuneration Committee to consider. The Recruitment and Selection Panel has suggested a remuneration package made up of the following: -

- A salary of up to £125,000 per annum in line with the current Chief Executive's pay.
- This should be an all-inclusive salary with no additional allowances such as car allowance etc.
- Expenses can be claimed in line with Council Policy
- A one-off relocation allowance of up to £8000

Detailed below is further information that the Remuneration Committee may find useful when making its recommendations to Full Council.

- The remuneration paid to the current Chief Executive
- Salary comparisons provided by the Human Resources department.
- An update on national pay negotiations

The remuneration paid to the current Chief Executive

The Chief Executive's salary is currently £126,647 per annum. This is an all-inclusive salary although the post holder can claim expenses including mileage.

Returning Officer fees are treated separately to the annual remuneration and are not considered by the Remuneration Committee.

The current Chief Executive is contractually entitled to have his remuneration considered by the Committee on an annual basis following his appraisal. The annual award given is based on a number of factors including a percentage increase based on performance. As the incoming Chief Executive would be employed on a new contract, the Remuneration Committee may wish to consider whether they want to make recommendations to Full Council to return to the national pay award and remove the provision for a Remuneration Committee, which will require a constitutional change before implementation.

Salary Comparison provided by the Human Resources Department.

Included in the appendices is a list of Chief Executive salaries for Local Authorities within the South East who are comparable to Arun DC. This data has been gathered from the published statement of accounts available on the Council's websites. The data demonstrates that Arun is currently paying mid-range.

Update on National Pay Negotiations

The current Chief Executive's salary is not directly linked to the national pay award, but this is considered as part of the context within any recommendations that are made. The proposed national pay award for Local Government Chief Executives for the financial year 2021/22 is 1.50%. This offer is currently out to ballot to union members. We await the outcome of whether this offer is accepted.

2. PROPOSALS:

That within its recommendations to Full Council the Remuneration Committee considers: -

- The annual salary to be paid for the permanent CEO post as set out in the body of the report.
- Whether this should be an all-inclusive salary or whether any additional allowances should be paid
- Whether the annual pay award should be considered by the Remuneration Committee as currently in place or revert to the national pay award
- That the Remuneration Committee endorses the Recruitment and Selection Panel's recommendation to Full Council that an interim is employed on £1300 per day for a period of six months.

3. OPTIONS:

Members are asked to consider the issues identified above and decide what they wish to recommend onto Full Council.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
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	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:

The Constitution states that the Remuneration Committee are to consider the remuneration to be paid for the post of Chief Executive and make recommendations to Full Council.

The Council is unable to move forward with its recruitment campaign until the remuneration for the post has been approved at Full Council.

Any changes to the current salary will require further consultation with the Finance Department.

7. REASON FOR THE DECISION:

Under the Constitution, it is a requirement of the Remuneration Committee to consider the remuneration to be paid for the post of Chief Executive and make recommendations to Full Council.

8. BACKGROUND PAPERS:

- Salary comparisons provided by the Human Resources department – Attached as an Appendix to this report
- Minutes from the Chief Executive Recruitment & Selection Panel meetings held on 16 and 29 September 2021

[16 September 2021](#)

[29 September 2021](#)

Region	Organisation Type	Organisation Name
South East	District/Borough Council	Eastleigh Borough Council
South East	District/Borough Council	Ashford Borough Council
South East	District/Borough Council	New Forest District Council
South East	District/Borough Council	Horsham District Council
South East	District/Borough Council	Epsom & Ewell Borough Council
South East	District/Borough Council	Winchester City Council
South East	District/Borough Council	Chichester District Council
South East	District/Borough Council	Maidstone Borough Council
South East	District/Borough Council	Tunbridge Wells Borough Council
South East	District/Borough Council	Wealden District Council
South East	District/Borough Council	Spelthorne Borough Council
South East	District/Borough Council	Arun District Council
South East	District/Borough Council	Woking Borough Council
South East	District/Borough Council	Waverley Borough Council
South East	District/Borough Council	Basingstoke & Deane Borough Council
South East	District/Borough Council	Rushmoor Borough Council
South East	District/Borough Council	Mid-Sussex District Council
South East	District/Borough Council	Adur & Worthing

Population	Tier	Salary	Allowances	Total Pay
100,001 - 125,000	1	115000		115000
100,001 - 125,000	1	£105,456-£117,147		117147
175,001 - 200,000	1	118123		118123
125,001 - 150,000	1	120264		120264
75,001 - 100,000	1	102644 to 120,365	12000	120365
100,001 - 125,000	1	120000	1000	121000
100,001 - 125,000	1	124994		124994
150,001 - 175,000	1	£120,000 - £124,999	3000	124999
100,001 - 125,000	1	125000		125000
125,001 - 150,000	1	125761		125761
75,001 - 100,000	1	111968 to 126240		126240
125,001 - 150,000	1	126647		126647
75,001 - 100,000	1	110070 to 128249		128249
100,001 - 125,000	1	129389		129389
150,001 - 175,000	1	125000 to 129999		129999
75,001 - 100,000	1	135375		135375
125,001 - 150,000	1	138706		138706
150,001 - 175,000	1	134000 to 155000		155000
	Median			124999
	Mean			126792