



# Council

**Wednesday, 22nd June, 2022 at 6.00 pm**  
**Park Suite, Parkside, Chart Way, Horsham**

To: All Members of the Council

*(Please note that prayers will be taken by the Reverend Kristin Ofstad, of Horsham with Slinfold United Reformed Church, before the meeting commences)*

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

Page No.

### GUIDANCE ON COUNCIL PROCEDURE

1. **Apologies for absence**

2. **Minutes**

To approve as correct the minutes of the meeting of the Council meeting held on 27 April and of the Annual Council Meeting held on 25 May 2022  
*(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk) at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)*

Ordinary Council Meeting 27 April

Annual Council Meeting 25 May

3. **Declarations of Members' Interests**

To receive any declarations of interest from Members

4. **Announcements**

To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive

5. **Questions from the Public**

To receive questions from the public under Rules 4a.2(f) and 4a.8-18

6. **Recommendations from Cabinet** 23 - 26
- To receive the following reports from the meeting of Cabinet held on 9 June and, if approved, to adopt the recommendations therein:
- (a) **Using the 2021/22 surplus to help support local residents in need, topping up the 2022/23 Transformation Fund, and earmarking an inflation reserve. Plus increases to the Drill Hall and Community Development revenue budgets and Horsham Park skate park capital 2022/23 budgets and utilising the UK Shared Prosperity Funding** (the report of the Cabinet Member for Finance & Parking is available at: [Agenda item 6](#) )
  - (b) **The Forum Fountain upgrade** (the report of the Cabinet Member for Finance & Parking is available at: [Agenda item 7](#) )
  - (c) **WEEE and Textiles continuation of service and introduction of Podback** (the report of the Cabinet Member for Recycling & Waste is available at: [Agenda item 10](#) )
  - (d) **Development of a District-wide climate change Action Plan** (the report of the Cabinet Member for Environment & Rural Affairs is available at: [Agenda item 11](#) )
  - (e) **Evidence Resourcing – Biodiversity Net Gain in development** (the report of the Cabinet Member for Planning & Development is available at: [Agenda item 12](#) )
7. **Recommendations from Committees** 27 - 28
- (a) To note the report to the Overview & Scrutiny Committee held on 6 June:  
**Overview & Scrutiny Annual Report 2021/22** (report of the Chairman of Overview & Scrutiny Committee available at: [Agenda item 8](#) and Scrutiny Work Programme 2022/23 available at [Agenda item 12](#) )
  - (b) To receive the report to the Governance Committee held on 8 June and, if approved, to adopt the recommendation contained therein:  
**Receipt of External Grant Funding** (report of the Monitoring Officer available at: [Agenda item 7](#) )
8. **Pay Policy Statement - Financial Year 2022/23** 29 - 36
- To receive the report of the Head of HR and OD
9. **Appointment of the Permanent Director of Communities** 37 - 44
- To receive the report of the Head of HR and OD

10. **Reports of representatives**

To receive reports from representatives on outside bodies

11. **Notice of Motion**

To consider the following Notice of Motion, submitted by Councillor Clive Trott in accordance with Rule 4a.26 of the Council's Constitution:

*"Council notes the recent closure of numerous bank branches, which is causing great distress to residents. In Horsham Town, 6 branches have closed since 2018 including TSB just a few weeks ago. Across the district, almost every branch has gone in Storrington, Steyning, Southwater, Billingshurst and Henfield. Their loss has not been compensated for by increased access to ATMs – instead, approximately 25% have been removed in the same period. Hopes that banks might provide mobile banking facilities in our car parks in some of our market towns have not been fulfilled as yet.*

*"Council further notes that whilst most residents are able to bank online, a significant number of vulnerable or older residents continue to rely on banking in person and access to free cash-dispensing and deposit facilities. Furthermore, for local businesses it's often not practical to hold large amounts of cash on the premises.*

*"Although these closures are a commercial decision for the banks, they have social consequences for Horsham District. A range of possible replacements for traditional banking services have already been trialled nationally by the Cash Action Group, including alternatives to banks. We ask that Council seeks to explore these and all other possible solutions where we can have influence for Horsham District."*

12. **Members' Questions on Notice**

To receive questions from Members under Rules 4a.20(b)-25

13. **Urgent Business**

To consider matters certified by the Chairman as urgent

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## GUIDANCE ON COUNCIL PROCEDURE

(Full details in Part 4a of the Council's Constitution)

<b>Addressing the Council</b>	Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.
<b>Minutes</b>	Any comments or questions should be limited to the accuracy of the minutes only
<b>Quorum</b>	Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.
<b>Declarations of Interest</b>	Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting.
<b>Announcements</b>	These should be brief and to the point and are for information only – <b>no debate/decisions</b>
<b>Questions from the public</b> (Notice must have been given in writing to the Chief Executive by 12.00 three working days before the meeting)	Directed to Leader, Cabinet Member or Chairman of an ordinary committee and relevant to the business of the meeting. <b>2</b> minutes in total to put the question. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply (max 2 minutes unless Chairman consents to a longer period). Overall time limit for questions of <b>15</b> minutes or six questions, whichever is greater. The questioner must be present. If a question cannot be dealt with at the meeting (lack of time or absence of relevant Member), a written reply to be given. <b>No discussion <u>but</u> any Member may move that a matter raised by a question is referred to Cabinet or committee. If seconded, no discussion – vote taken.</b>
<b>Cabinet recommendations</b> (see also rules of debate)	Leader/Cabinet Member presents and moves recommendation(s) – seconder required. Members may: - ask a question on the item under consideration – max <b>2</b> minutes; and/or - make a statement – max <b>5</b> minutes.
<b>Questions from Members on Notice</b> (Notice must have been given in writing to the Chief Executive by 12.00 two working days before the meeting)	These are directed to the Chairman, Leader, Cabinet Member or chairman of any committee: - <b>2</b> minutes maximum for initial question - <b>2</b> minutes maximum for the response - <b>2</b> minutes maximum for a supplementary question - <b>2</b> minutes maximum for a response to the supplementary question - <b>5</b> minutes maximum for the questioner to make a final statement in response, if they wish - If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later. <b>No discussion.</b> Maximum of <b>30</b> minutes overall for questions and answers.

<b>Rules of debate</b>	<p><b>The Chairman controls debate and normally follows these rules but Chairman's interpretation, application or waiver is final.</b></p> <ul style="list-style-type: none"> <li>- No speeches until a proposal has been moved (mover may explain purpose) and seconded</li> <li>- Chairman may require motion to be written down and handed to him/her before it is discussed</li> <li>- Secunder may speak immediately after mover or later in the debate</li> <li>- Speeches must relate to the question under discussion or a personal explanation or a point of order (max <b>5</b> minutes)</li> <li>- A Member <b>may not speak again except:</b> <ul style="list-style-type: none"> <li>o On an amendment</li> <li>o To move a further amendment if the motion has been amended since he/she last spoke</li> <li>o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried)</li> <li>o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply.</li> <li>o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final.</li> <li>o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman's ruling on the admissibility of the personal explanation will be final.</li> </ul> </li> <li>- Amendments to motions must be to: <ul style="list-style-type: none"> <li>o Refer the matter to an appropriate body/individual for (re)consideration</li> <li>o Leave out and/or insert or add others (as long as this does not negate the motion)</li> </ul> </li> <li>- One amendment at a time to be moved, discussed and decided upon.</li> <li>- Any amended motion becomes the substantive motion to which further amendments may be moved.</li> <li>- A Member may alter a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).</li> </ul>
<b>Voting</b>	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> <li>- Two Members request a recorded vote</li> <li>- A recorded vote is required by law.</li> </ul> <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

**Council**  
**27 APRIL 2022**

Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Matthew Allen, Andrew Baldwin, Tony Bevis, John Blackall, Martin Boffey, Toni Bradnum, Karen Burgess, Peter Burgess, Jonathan Chowen, Philip Circus, Paul Clarke, Michael Croker, Ruth Fletcher, Joan Grech, Billy Greening, Tony Hogben (Deputy Leader), Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, John Milne, Colin Minto, Christian Mitchell, Mike Morgan, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, Ian Stannard, Cilve Trott, Diana van der Klugt, Claire Vickers, Belinda Walters, Tricia Youtan and James Wright

Apologies: Councillors: Chris Brown, Christine Costin, Ray Dawe, Brian Donnelly, Tim Lloyd, Roger Noel and Jack Saheid

Absent: Councillors: Alan Britten

CO/85 **MINUTES**

The minutes of the meeting of the Council held 9 February and the minutes of the Extraordinary Council meetings held on 1 March and 24 March were approved as correct records and signed by the Chairman, subject to amendments to the attendance details on 9 February and 1 March to show that Councillor David Skipp attended those meetings.

CO/86 **DECLARATIONS OF MEMBERS' INTERESTS**

Item 9: Water Neutrality Resourcing: Councillor Nigel Jupp declared a personal interest because he was also a West Sussex County Councillor.

Item 13: Notice of Motion:

- Councillor Philip Circus declared a personal interest because he was a landlord of properties outside the district.
- Councillor Nigel Jupp declared a personal interest because he was a trustee of housing within the district.
- Tony Hogben declared a personal interest because of property investment outside the district.
- Councillor Toni Bradnum declared a personal interest because of property investment in the district.
- Councillor Sam Raby declared a personal interest because he rented out a property in the district; he left the room during the determination of this item.
- Councillor Ian Stannard declared a personal and prejudicial interest due to his own arrangements and left the room during the determination of this item.

CO/87 **ANNOUNCEMENTS**

The Chairman of the Council commented on the Ukrainian prayer sung by the Reverend Canon Lisa Barnett at the start of the meeting and acknowledged the work that she and her team were doing to support the 19 families in the district who are hosting Ukrainian refugees.

Councillor Jonathan Chowen, Leader of the Council, announced that he and members of the Cabinet and the Chief Executive were taking part in three 'Big Conversation' question and answer events in May in different parts of the district. These would engage with local communities and over 50 questions had already been submitted. Councillors were welcome to attend.

Councillor Toni Brandum, Cabinet Member for Recycling & Waste, made the following announcements:

- The Re-use initiative introduced last August and funded by WSCC had come to an end for the time being. Similar schemes would be introduced across the country. There were still 70 items available to purchase on-line. The scheme had saved over 193 items from landfill.
- Councillor Bradnum thanked her predecessor, Councillor Philip Circus, for introducing the small electrical items and textiles collections service. It had been very successful, with over 4,000 household collections; 21 tonnes of textiles, 11.5 tonnes of electricals and nearly five tonnes of batteries had been collected. Options for extending this valuable service were being investigated.
- Recently there had been a lot of work to pick up litter on major roads, in particular the A264 and A24. The problem existed because of irresponsible behaviour, and the Cabinet Member would be working with the new Head of Service to ensure the Council takes a robust approach to stop the problem.

Councillor James Wright, Cabinet Member for Environment & Rural Affairs, announced that Cabinet had agreed the next part of the Climate Change Strategy. The Council had cut its own emissions by 30% since 2019 and the strategy looked to cut a further 30% by 2025. He thanked the work of officers and Cabinet Members for helping to push this agenda forward.

CO/88 **QUESTIONS FROM THE PUBLIC**

No questions relevant to the business of the meeting had been received.

CO/89 **PETITIONS**

The Leader of the Council received the Petition of over 3,300 signatures regarding the swans at Southwater Park called 'save the swans, remove the gate'. He stated that Councillor Roger Noel, Cabinet Member for Leisure &



Culture, had met with the petition organiser and other concerned residents and a solution to the problem had been found.

CO/90 **RECOMMENDATIONS FROM CABINET**

a) Highway Community Centre Development proposal

Councillor Josh Potts, Deputy Cabinet Member for Leisure & Culture, gave a brief summary of the report, which outlined the history of the scheme and the business case for the construction of a new community centre and nursery in Highwood, West Horsham. He summarised the extensive work that had gone into preparing the proposal, including consultation with local residents and a review of daytime users, including nurseries, with a view to securing an income stream. Councillor Potts drew attention to the financial aspects of the scheme, as set out in the report, and stated that the recommendation to approve the capital budget for the scheme was on social grounds. The proposal was seconded by Councillor Christian Mitchell.

RESOLVED

- ii) To approve a capital budget of £2.75m – for the purpose of building the community facility and nursery at Highwood – allocated £2.5m in 2022/23 and £250,000 in 2023/4.

REASON

- i) To provide community facilities in accordance with the Land West of Horsham Masterplan 2008.

b) Developer Transport Modelling: update to Fees Schedule

Councillor Lambert reminded Members that in March 2019 the Council had commissioned a Strategic Transport Model to support ongoing work on the Local Plan. The proposals set out in the report gave an opportunity to recoup some of the cost of this work by making the Transport Model available to developers for a fee. She emphasised that this was a baseline study, which could not predetermine or give advantage when determining planning decisions. The proposal was seconded by Councillor Liz Kitchen.

In response to a question from Councillor Mike Croker, Leader of the Green Group, Councillor Lambert agreed that when the Stage Two Transport Model is undertaken it would include modes of sustainable transport.

RESOLVED

- i) That the proposed new Schedule of Fees with supporting Protocol for third party access to the Horsham Transport Model as set out in Appendix A of the Cabinet report be approved.

## REASON

- i) To ensure that the Council is appropriately reimbursed for expenses incurred in the development of the Horsham Transport Study Model by those seeking commercial use of the model and supporting data, to promote development.

## CO/91 **RECOMMENDATIONS FROM COMMITTEES**

### Overview & Scrutiny Committee – Final report of the Sustainable Travel Task & Finish Group

Councillor Mike Croker, Chairman of the Task & Finish Group, outlined the work undertaken by the Group over several months. The recommendations were the culmination of evidence-based research and consultation. He thanked the Group and officers who had contributed to the work.

Members were broadly supportive of the proposals. The benefits of the Mid-Sussex methodology and potential routes for an LCWIP project, referred to in recommendation ii) c, were discussed. It was noted that consultation was currently underway on a safety scheme outside Forest School in Comptons Lane.

The challenges of bringing sustainable travel solutions to the rural areas within the district were acknowledged.

Councillor Tony Bevis, Chairman of the Overview & Scrutiny Committee, moved the recommendations as set out in the report. The motion was seconded by Councillor Bob Platt.

## RESOLVED

- i) For Horsham District Council to consider pursuing implementation of a highway matters screening method similar to that employed by Mid-Sussex District Council for planning applications.
- ii) For Horsham District Council to consider:
  - a. the Group's recommendations for specific changes to Policy 41 in the draft Horsham District Local Plan as laid out in Appendix 5 of the report
  - b. a much stronger emphasis on sustainable transport, as required by NPPF para 112, incorporating themes expressed in Appendix 6, are reflected in the Local Plan and in supporting design and other planning policy guidance.

- c. focussing initial capital investment on a single LCWIP project meeting LTN1/20 standards and of sufficient scale to enable people to cycle more complete trips and to act as a flagship for further routes.
- iii) For Horsham District Council to pursue and enable policy and measures to reduce the need to travel (especially by private car), including shifting trips from private car to active travel and public transport, reducing trip length and enabling the option of working from home.
- iv) For Horsham District Council to develop and to support local groups to develop further LCWIPs, especially for larger villages across the District.

#### REASON

- i) Recommendation (i) will harness local Members' knowledge of potential highway issues associated with proposed development, leading to better decisions from the Highways Authority.
- ii) Recommendation (ii) reflects the Group's view that, whilst the draft Reg.19 policy 41 is stronger than that at Reg.18, the changes do not go far enough to enable walking and cycling within Horsham district as a whole. Accordingly, both detailed changes to the current Reg.19 draft and, ideally, a rewrite of Policy 41 to better reflect central government policy, are recommended.
- iii) Recommendation (iii) concerns HDC's own operation, where the Group seeks to encourage further policy changes as part of the 2030 net zero carbon target.
- iv) Finally, although the Group recognised the funding limitations around LCWIPs, Recommendation (iv) should ensure that the LCWIP process follows central government's policy ambitions, avoiding excessive focus on Horsham town.

#### CO/92 **WATER NEUTRALITY RESOURCING**

Councillor Lynn Lambert summarised the impact of Natural England's position statement on water neutrality and the need to demonstrate that development within the Sussex North Water Resource Zone does not increase the use of mains water. Work to prepare a Water Neutrality Mitigation Strategy was being undertaken jointly by all affected local authorities.

The Cabinet Member explained that the £100,000 grant to West Sussex County Council from the Local Enterprise Partnership would enable staff to be recruited to assist in delivering this strategy. It was noted that there would be no cost to

this Council as the budget required to enable this work would be funded by the grant to WSCC. The motion was seconded by Councillor Jonathan Chowen.

RESOLVED

- i) To agree an expenditure budget of £100,000 in 2022/23 to enable the recruitment of a Water Neutrality Project Manager and other support staff which may be required, and the income budget of £100,000 from West Sussex County Council that it sourced from the LEP.

REASON

- i) Additional resourcing is required to deliver the Mitigation Strategy for Water Neutrality. Horsham District has the largest geographical area affected by this issue and is a central location within the Sussex North Water Resource Zone. It therefore is logical to act as the host authority for the additional post. As West Sussex County Council initially secured LEP funding for this additional resource it will be necessary to recharge the County Council to access the agreed funds.

CO/93 **APPOINTMENT OF INTERIM DIRECTOR OF RESOURCES AND S.151 OFFICER**

Councillor Tony Hogben, Cabinet Member for Finance & Parking and member of the Employment Committee, spoke in support of the appointment of Dominic Bradley as Interim director of Corporate Resources and Chief Finance Officer. The motion was seconded by Councillor Stuart Ritchie, Chairman of Audit Committee, who gave his wholehearted approval.

RESOLVED

- i) To note the Employment Committee nomination of Dominic Bradley as the Interim Director of Corporate Resources and s.151 Officer;
- ii) To agree the appointment of Dominic Bradley to the position of Interim Director of Corporate Resources with effect from 28 April 2022, at a salary of £94,270 p.a. (subject to national cost of living award);
- iii) To agree the designation of Dominic Bradley as Chief Finance Officer, s.151 Officer, of Horsham District Council with effect from 28 April 2022.
- iv) To agree the duration of the interim post to be six months, in which to start the appointment process to the substantive role, and as necessary until such date as a substantive appointment is made and the appointee commences their duties.

REASON

- i) To comply with the legal requirements set out above, to appoint a person responsible for the Council's financial affairs ("s.151 Officer").
- ii) To ensure a timely and smooth transition to the Director of Corporate Resources and s.151 Officer role, following the appointment of the previous postholder Jane Eaton as Chief Executive on 16 April 2022, until a permanent appointment can be made.

CO/94 **INDEPENDENT REMUNERATION PANEL**

Jane Eaton, Chief Executive, explained the rationale behind recruiting a new member to the Independent Remuneration Panel so that the Council had a functioning panel. This was required so that an interim review of the Members Allowance Scheme could be undertaken before the next required full review in three years' time. It was noted that Ms D'Amico had been interviewed by three Councillors including the Leader of the Council, as detailed in the report.

RESOLVED

- (i) To delegate to the Chief Executive the approval of the appointment of Cinzia D'Amico to sit on the Independent Remuneration Panel.
- (ii) That the appointed Panel Members each be paid a sum, to be determined by the Director of Corporate Resources, proportionate to the work undertaken at the conclusion of an interim review and that any travelling and subsistence expenses should be paid at the current approved rate for Members.

REASON

- (i) To comply with statutory requirements, in particular (i) the Local Government and Housing Act 1989 and (ii) the Local Authorities (Members' Allowances) (England) Regulations 2003.
- (ii) The IRP received £700 each at the conclusion of the full review in 2021, a sum benchmarked with other local authorities. It is reasonable to remunerate Panel Members for further work undertaken.

CO/95 **REPORTS OF REPRESENTATIVES**

Councillor Diana van der Klugt, the Council's representative for the South Downs National Park, reported on the following items:

- The SDNP Authority had submitted a response to National Highways A27 Arundel bypass consultation. The response welcomed avoidance of incursion into the Park itself but raised concerns regarding its adverse impact on the Park's setting and impact on wildlife and biodiversity.

National Highways were expected to submit their application to the Inspectorate for examination later this year.

- The SDNP Authority had submitted a response to the government's consultation on the Glover Landscapes Review regarding the role of National Parks and AONBs (Areas of Outstanding Natural Beauty) in England. The SDNP Authority's response broadly welcomed the ambition of the proposal but expressed concern that it had missed the opportunity for national parks to take a leading role in nature recovery and tackling climate change. DEFRA will examine all responses before considering next steps.
- Councillor van der Klugt sat on the working group that were drafting a Shoreham Cement Works Area Action Plan. An Issues and Options draft paper will be consulted on in June. The action plan will be a development plan for the delivery of an exemplar mixed-use development at the site.

CO/96 **NOTICE OF MOTION**

The Motion, as set out on page 55 the agenda, was moved by Councillor John Milne and seconded by Councillor Jon Olson.

Members discussed the ambition and complexity of the motion that sought the reduction of domestic energy use across the district.

Councillor Tricia Youtan, Cabinet Member for Housing & Public Protection, proposed an amendment to the motion, in order to ensure that sufficient research and discussion could take place involving the three Cabinet Portfolios responsible for aspects of the motion.

She proposed that the motion be deferred for three or four months to allow for consideration at the Housing & Public Protection, Environment & Rural Affairs and Planning & Development Policy Development Advisory Groups. The amendment was seconded by Councillor Claire Vickers.

On being put, the motion, as amended, was CARRIED and the motion deferred.

CO/97 **MEMBERS' QUESTIONS ON NOTICE**

Councillor Ruth Fletcher asked Councillor Lynn Lambert, Cabinet Member for Planning & Development, the following question:

*"Statements have been made to the press and in public forums which suggest that some, or possibly all, of the strategic sites proposed in the new Local Plan will not go ahead, as a side effect of the Water Neutrality issue. Can you confirm which sites, if any, are definitely in, or definitely out?"*

*"The full list of strategic sites is West of Ifield, Kingsfold, West of Southwater, West of Billingshurst, East of Billingshurst, Buck Barn, Adversane, and Mayfield near Henfield."*

*“Rookwood was one of the sites, but has previously been withdrawn by HDC. Can you also confirm this remains the case?”*

The Cabinet Member replied:

*“The work on the solution to Water Neutrality will inform this Council on the level of development the Local Plan will be able to accommodate. This work is not complete and it is therefore not possible to state which sites can or which sites cannot be included in the Local Plan at this stage. I can confirm that Rookwood remains unavailable for development.”*

Councillor Fletcher asked a supplementary question:

*“Can you assure the Council, given that no sites have been included or excluded, that no further misleading claims will be made, for example that Buck Barn, Adversane or any other site has been saved from development? Also we have heard from the Leader that the Water Neutrality timescales are likely to be 12 months or more so could you also confirm when we’ll be hearing about our plans as a Council for consulting on further development of the Local Plan and the timescale for this and any interim guidance which you are going to be publishing?”*

The Cabinet Member replied:

*“The timescale, until we have a Mitigation Strategy, is unknown. We are waiting for the Mitigation strategy. This strategy is to enable the development of the Local Plans in the affected areas. Once we have that Mitigation Strategy we will know how many mega-litres of waters per day will be available for the affected area. This then has to be divided up between the affected boroughs and districts. We will then know what our proportion of that is and we will then know how many homes this Council can develop. I can assure you that no sites are in and no sites are out until we have a strategy.”*

Councillor Fletcher responded by saying that she was concerned about the timescale of the Local Plan because, once the Water Neutrality issue was solved, there would be an urgent need to be ready to move forward with the Local Plan. Contingency plans were therefore required so that the Council will be ready to proceed when that point is reached.

CO/98 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 8.22 pm having commenced at 6.00 pm*

**CHAIRMAN**

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## **Annual Meeting of the Council** **25 MAY 2022**

- Present: Councillors: David Skipp (Chairman), Kate Rowbottom (Vice-Chairman), Matthew Allen, Andrew Baldwin, John Blackall, Martin Boffey, Toni Bradnum, Alan Britten, Karen Burgess, Peter Burgess, Jonathan Chowen, Paul Clarke, Michael Croker, Ruth Fletcher, Joan Grech, Billy Greening, Tony Hogben (Deputy Leader), Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Tim Lloyd, John Milne, Colin Minto, Christian Mitchell, Roger Noel, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, Jack Saheid, Ian Stannard, Cilve Trott, Diana van der Klugt, Claire Vickers and Belinda Walters
- Apologies: Councillors: Tony Bevis, Philip Circus, Christine Costin, Ray Dawe, Brian Donnelly, Mike Morgan, Tricia Youtan and James Wright
- Absent: Councillors: Chris Brown

### CO/1 **TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Gordon Lindsay and seconded by Councillor Karen Burgess that Councillor Kate Rowbottom be elected Chairman of the Council until the next annual meeting of the Council. There being no other nominations, Councillor Kate Rowbottom was then declared elected as Chairman of the Council for the ensuing Council year.

### CO/2 **TO MOVE A VOTE OF THANKS TO THE RETIRING CHAIRMAN**

The new Chairman of the Council moved a vote of thanks to the retiring Chairman. Councillor Claire Vickers and Councillor Martin Boffey spoke in support and it was resolved that the Council's grateful thanks be extended to the retiring Chairman, Councillor David Skipp, for his service as Chairman of the Council during the Municipal Year 2021 to 2022

### CO/3 **TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Christian Mitchell and seconded by Councillor Toni Bradnum that Councillor Ian Stannard be appointed Vice-Chairman of the Council until the next annual meeting of the Council. There being no other nominations, Councillor Ian Stannard was declared appointed as Vice-Chairman of the Council for the ensuing Council year.

### CO/4 **TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR THE CHIEF EXECUTIVE**

There were no announcements.

CO/5 **TO APPOINT THE OVERVIEW AND SCRUTINY COMMITTEE OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That the membership of the Overview and Scrutiny Committee of the Council for the Municipal Year 2022/23 be as follows:

Cllr Tony Bevis	Cllr Philip Circus
Cllr Paul Clark	Cllr Brian Donnelly
Cllr Ruth Fletcher	Cllr Billy Greening
Cllr Nigel Jupp	Cllr Richard Landeryou
Cllr Tim Lloyd	Cllr John Milne
Cllr Bob Platt	Cllr Josh Potts
Cllr Jack Saheid	Cllr David Skipp
Cllr Ian Stannard	

CO/6 **CONSTITUTION OF THE PLANNING AND EMPLOYMENT COMMITTEES**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That, in accordance with Section 17 (1) of the Local Government and Housing Act 1989, the Planning and Employment Committees be constituted on the basis set out in Minute Nos CO/7 and CO/8 below rather than political balance.

CO/7 **TO APPOINT THE PLANNING COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR, AS FOLLOWS:**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That the membership of the two Planning Committees of the Council for the Municipal Year 2022/23 be as follows:

**PLANNING COMMITTEE (NORTH)**

- Cllr Matthew Allen	Cllr Andrew Baldwin
Cllr Tony Bevis	Cllr Martin Boffey
Cllr Toni Bradnum	Cllr Alan Britten
Cllr Karen Burgess	Cllr Peter Burgess
Cllr Christine Costin	Cllr Ruth Fletcher
Cllr Billy Greening	Cllr Tony Hogben
Cllr Liz Kitchen	Cllr Richard Landeryou
Cllr Gordon Lindsay	Cllr John Milne

Cllr Colin Minto	Cllr Christian Mitchell
Cllr Jon Olson	Cllr Louise Potter
Cllr Sam Raby	Cllr Stuart Ritchie
Cllr David Skipp	Cllr Ian Stannard
Cllr Clive Trott	Cllr Claire Vickers
Cllr Belinda Walters	Cllr Tricia Youtan

- Plus the Cabinet Member for Planning and Development (Councillor Lynn Lambert) and the Chairman of Planning Committee (South)

- PLANNING COMMITTEE (SOUTH)

-

Cllr John Blackall	Cllr Chris Brown
Cllr Jonathan Chowen	Cllr Philip Circus
Cllr Paul Clarke	Cllr Mike Croker
Cllr Ray Dawe	Cllr Joan Grech
Cllr Nigel Jupp	Cllr Lynn Lambert
Cllr Tim Lloyd	Cllr Mike Morgan
Cllr Roger Noel	Cllr Bob Platt
Cllr Josh Potts	Cllr Kate Rowbottom
Cllr Jack Saheid	Cllr Diana van der Klugt
Cllr James Wright	

Including Cabinet Member for Planning and Development, plus the Chairman of Planning Committee (North)

CO/8 **TO APPOINT THE FOLLOWING ORDINARY COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR:**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That the membership of the ordinary committees of the Council for the Municipal Year 2022/23 be as follows:

**AUDIT COMMITTEE:**

Cllr Matt Allen, Cllr John Blackall, Cllr Martin Boffey, Cllr Paul Clarke, Cllr Richard Landeryou, Cllr Gordon Lindsay, Cllr Stuart Ritchie

**EMPLOYMENT COMMITTEE:**

Chairman of the Council, Leader of the Council and Leader of the Minority Group. Plus a pool of six additional substitute Members:  
Cllr Tony Bevis, Cllr Karen Burgess, Cllr Ray Dawe, Cllr Tony Hogben, Cllr Tim Lloyd, Cllr David Skipp

GOVERNANCE COMMITTEE:

Cllr Tony Bevis, Cllr Peter Burgess, Cllr Philip Circus, Cllr Mike Croker, Cllr Ray Dawe, Cllr Christian Mitchell, Cllr Sam Raby, Cllr Kate Rowbottom, Cllr David Skipp

LICENSING COMMITTEE:

Cllr John Blackall, Cllr Alan Britten, Cllr Karen Burgess, Cllr Peter Burgess, Cllr Billy Greening, Cllr Lynn Lambert, Cllr Richard Landeryou, Cllr Mike Morgan, Cllr Roger Noel, Cllr Jon Olson, Cllr Louise Potter, Cllr Josh Potts, Cllr Kate Rowbottom, Cllr Clive Trott, Cllr Diana van der Klugt

STANDARDS COMMITTEE:

Cllr Peter Burgess, Cllr Joan Grech, Cllr Kate Rowbottom, Cllr David Skipp, Cllr Diana van der Klugt, Cllr Belinda Walters, Cllr Tricia Youtan

Plus two co-opted Parish Council Representatives, previously nominated by the Horsham Association of Local Councils and two independent persons previously appointed by Council

CO/9 **TO APPOINT MEMBERS TO THE HENFIELD COMMONS JOINT COMMITTEE**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That Members be appointed to the Henfield Commons Joint Committee for the Municipal Year 2022/23 be as follows:

Councillor Mike Morgan  
Councillor Roger Noel  
Councillor Josh Potts

CO/10 **TO APPOINT MEMBERS TO THE CABINET MEMBERS' POLICY DEVELOPMENT ADVISORY GROUPS**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

That Members be appointed to the Cabinet Members' Policy Development Advisory Groups for the Municipal Year 2021/22 be as follows:

COMMUNITY MATTERS PDAG:

Cllr Liz Kitchen, Cllr Andrew Baldwin, Cllr Chris Brown, Cllr Billy Greening, Cllr Colin Minto, Cllr Sam Raby, Cllr Kate Rowbottom, Cllr Jack Saheid, Cllr Ian Stannard, Cllr Clair Vickers, Cllr Belinda Walters

HOUSING AND PUBLIC PROTECTION PDAG:

Cllr Tricia Youtan, Cllr Andrew Baldwin, Cllr Liz Kitchen, Cllr Mike Morgan, Cllr Louise Potter, Cllr Sam Raby, Cllr Kate Rowbottom, Cllr Jack Saheid, Cllr Ian Stannard, Cllr Claire Vickers, Cllr Belinda Walters

ENVIRONMENT & RURAL AFFAIRS PDAG:

Cllr James Wright, Cllr Paul Clarke, Cllr Joan Grech, Cllr Gordon Lindsay, Cllr John Milne, Cllr Roger Noel, Cllr Bob Platt, Cllr Sam Raby, Cllr Kate Rowbottom, Cllr Clive Trott, Cllr Diana van der Klugt

RECYCLING & WASTE PDAG:

Cllr Toni Bradnum, Cllr Alan Britten, Cllr Karen Burgess, Cllr Paul Clarke, Cllr Chrisine Costin, Cllr Mike Croker, Cllr Richard Landeryou, Cllr Tim Lloyd, Cllr John Milne, Cllr Mike Morgan, Cllr Diana van der Klugt

FINANCE & PARKING PDAG:

Cllr Tony Hogben, Cllr Matthew Allen, Cllr Tony Bevis, Cllr Martin Boffey, Cllr Paul Clarke, Cllr Mike Croker, Cllr Ray Dawe, Cllr Brian Donnelly, Cllr Nigel Jupp, Cllr Richard Landeryou, Cllr Stuart Ritchie

LEISURE & CULTURE PDAG:

Cllr Roger Noel, Cllr Alan Britten, Cllr Peter Burgess, Cllr Ruth Fletcher, Cllr Billy Greening, Cllr Richard Landeryou, Cllr Gordon Lindsay, Cllr Bob Platt, Cllr Louise Potter, Cllr Josh Potts, Cllr Kate Rowbottom

LOCAL ECONOMY PDAG:

Cllr Jonathan Chowen, Cllr Matt Allen, Cllr Chris Brown, Cllr Peter Burgess, Cllr Billy Greening, Cllr Nigel Jupp, Cllr Gordon Lindsay, Cllr Colin Minto, Cllr Mike Morgan, Cllr Roger Noel, Cllr Jon Olson

HORSHAM TOWN PDAG:

Cllr Christian Mitchell, Cllr Andrew Baldwin, Cllr Toni Bradnum, Cllr Karen Burgess, Cllr Peter Burgess, Cllr Christine Costin, Cllr Jon Olson, Cllr Stuart Ritchie, Cllr David Skipp, Cllr Ian Stannard, Cllr Clive Trott

PLANNING AND DEVELOPMENT PDAG:

Cllr Lynn Lambert, Cllr Karen Burgess, Cllr Paul Clarke, Cllr Mike Croker, Cllr Ruth Fletcher, Cllr Nigel Jupp, Cllr Tim Lloyd, Cllr John Milne, Cllr Jon Olson, Cllr Josh Potts, Cllr Diana van der Klugt

CO/11 **ORDINARY MEETINGS OF THE COUNCIL**

It was moved by Councillor Jonathan Chowen, seconded by Councillor Martin Boffey and **RESOLVED**

- (i) That the dates of ordinary meetings of the council during the municipal year 2022/23 be on the following Wednesdays:

22 June 2022  
7 September 2022

19 October 2022  
14 December 2022  
22 February 2023  
26 April 2023  
24 May 2023 (Annual Council Meeting)

- (ii) That ordinary meetings of the Council during the municipal year 2022/23 commence at 6.00pm

*The meeting closed at 6.36 pm having commenced at 6.00 pm*

CHAIRMAN

**COUNCIL**  
**22 June 2022**  
**CABINET RECOMMENDATIONS**

Recommendations to Council made at the Cabinet meeting held on 9 June 2022

**(a) Using the 2021/22 surplus to help support local residents in need, topping up the 2022/23 Transformation Fund, and earmarking an inflation reserve. Plus increases to the Drill Hall and Community Development revenue budgets and Horsham Park skate park capital 2022/23 budgets and utilising the UK Shared Prosperity Funding**

The report to Cabinet explains the background to a £2.1m operational surplus in 2021/22 and recommended how this surplus could be used, including the use of £0.3m to further fund existing discretionary schemes, and the transfer of £1m into an inflation fund for 2022/23 should current price and salary increases cause an overspend.

The report also sets out details of other proposed changes to budgets in 2022/23. These include: the proposed increase in budget for the Drill Hall to enable it to remain open while the Royal British Legion finalise the new arrangements; an increase in Community Development budgets; an increase in the budget for the Horsham Park skate park to help deliver a better facility; and recommendations on the use of the UK Shared Prosperity Fund.

**RESOLVED**

- (ii) To approve the transfer of £106,499 from the General Fund reserve to the earmarked transformation reserve.
- (iii) To delegate to the Chief Executive, in consultation with the Leader and Cabinet Member for Finance and Parking, the authority to use the transformation fund as appropriate.
- (iv) To approve the transfer of £1m of the surplus into an earmarked inflation fund, for use in 2022/23 should current price and salary increases cause an overspend.

**RECOMMENDED TO COUNCIL**

- (i) That £0.3m of the 2021/22 surplus is used to further fund existing discretionary schemes in 2022/23 as set out in Appendix A of the Cabinet report.
- (v) To approve an increase in the revenue budget in Leisure services for the Drill Hall of £17,000 income and £37,000 expenditure, which is a net cost increase of £20,000 in the 2022/23 budget.
- (vi) To approve a £300,000 increase in the revenue income and expenditure budgets in Community Development in 2022/23.
- (vii) To add an additional £20,000 to the £0.25m already in the 2022/23 capital programme to help deliver a better skate park in Horsham Park.

- (viii) That £50,000 of income from the UK Shared Prosperity Fund and corresponding expenditure is added to the Economic Development. 2022/23 revenue budget.
- (ix) That £120,000 is added to the 2022/23 capital programme which will be fully funded by the UK Shared Prosperity Fund.

#### REASON

- (i) Additional funding will help those on low incomes and / or are vulnerable as well as supporting Young People.
- (ii) & (iii) To top up of the earmarked transformation reserve for projects that will help transform the Council in the future; effectively funded from the 2021/22 budget surplus.
- (iv) Inflation is over 6% and is causing significant price rises, and this, coupled with high salary pressures, is likely to cause a deficit in the 2022/23 outturn.
- (v) The budget will enable the Council to continue to operate the Drill Hall through to the end of the calendar year whilst discussions with the Royal British Legion are finalised.
- (vi) To help the resettlement and community support of Ukrainian families across the Horsham District.
- (vii) Feedback from the consultation with users at the Horsham Park skate park requested higher ramps and an improved plaza area that would be more accessible to more users.
- (viii) To develop and then help deliver a local investment plan for the UK Shared Prosperity Fund.
- (ix) To enable capital investment spending under the UK Shared Prosperity Fund to support local businesses, Communities and Place and people and skills.

#### **(b) Forum Fountain upgrade**

The report to Cabinet seeks approval for a capital budget to upgrade The Forum fountain treatment system to support interactive play. The installation of this system will minimise bacterial risks so that the fountain can be kept operational, rather than needing to be shut down for cleansing.

#### RESOLVED

- (i) That the Forum fountain should be upgraded to a splash pad.

#### **RECOMMENDED TO COUNCIL**

- (ii) That a capital budget be created for £120,000 in 2022/23 for this purpose.



## REASON

- (i) The Forum fountain is located within a public open space without controls on its use as an interactive facility. An upgrade of the treatment system will mean that residents can enjoy the feature safely.
- (ii) The constitution states that only full Council can approve changes to the budget.

### **(c) WEEE and Textiles continuation of service and introduction of Podback**

The services for the collection of waste electrical and electronic equipment (WEEE), textiles and batteries, which the Council has run since May 2021, has proved very successful. The report to Cabinet recommends that they continue, in line with the Council's Corporate Plan objectives as well as Government requirements. Introducing Podback, a new coffee pod recycling service, would offset approximately one-third of the running costs.

## RESOLVED

- (i) To approve the introduction of the Podback scheme and continue the WEEE & Textiles Service in its current format.
- (ii) To delegate authority to the Director of Community Services, in consultation with the Head of Legal & Democratic Services, to finalise terms and conditions and to enter into the contract with Podback.

## RECOMMENDED TO COUNCIL

- (iii) To approve a revenue income budget of £14,440 from Podback for the recycling and waste service in 2022/23.

## REASON

- (i) Podback funding will reduce the costs of the scheme and increase recycling rates.
- (ii) Under the constitution, only full Council can approve budget changes.

### **(d) Development of a District-wide climate change Action Plan**

The report to Cabinet recommends the establishment of a Climate Change Panel consisting of experts on a range of subjects associated with reducing carbon emissions and preparing for a changed climate. Consultants would be used to run meetings of the panel and facilitate workshops with Council officers. The outcome would be an achievable and realistic climate change plan for the District.

## RESOLVED

- (i) To approve the establishment of a Climate Change Panel which will input to the development of a District wide climate change action plan.

- (iii) To approve the procurement of a consultant to facilitate a workshop with Council officers, as well as the meetings of the Climate Change Panel, and assist with the production of a District wide climate change action plan

#### **RECOMMENDED TO COUNCIL**

- (ii) To approve a revenue budget of £70k in 2022/23 to support the development of the plan.

#### **REASON**

- (i) A new Panel of experts will give external input to the development of a District wide strategy and plan to generate new ideas and increase the legitimacy of the plan.
- (ii) Budget is required to secure a consultant to facilitate the meetings of the Climate Change Panel, support the drafting of the action plan and the follow up engagement to gain support from partners and the wider community to deliver the action plan.
- (iii) Ensure that the Councils procurement process are followed.

#### **(e) Evidence Resourcing – Biodiversity Net Gain (BNG) in development**

A statutory requirement is being introduced for new development to deliver 10% biodiversity net gain. In order for the Council to deliver its environmental priorities, there is an aspiration to exceed the biodiversity net gain target above this national standard.

Further evidence is required to enable a requirement for biodiversity net gain above the national standard to be supported by a Local Plan inspector. The report to Cabinet seeks an additional budget of up to £20,000 to fund the additional specialist ecological work required.

#### **RECOMMENDED TO COUNCIL**

- (i) That a revenue expenditure budget of £20,000 in Strategic Planning in 2022/2023 be approved to enable the commissioning of consultants to assess the deliverability of a higher percentage threshold than the statutory 10% biodiversity net gain target.

#### **REASON**

- (i) Additional resourcing is required to provide robust evidence to enable the Council to justify setting a higher biodiversity net gain target in the Local Plan than the statutory 10%. This will ensure that the Council delivers against its high environmental aspirations as set out in the Corporate Strategy.

**COUNCIL**  
**22 June 2022**  
**COMMITTEE RECOMMENDATIONS**

Referred to Council by the Overview & Scrutiny Committee on 6 June

**(a) Overview & Scrutiny Annual Report 2021/22**

The annual report provides a review of the work of the Overview & Scrutiny Committee during the municipal year 2021/22. The report outlines the role of the Committee and includes a summary of work completed by the Committee during the year, including the work of the Sustainable Travel Task & Finish Group and its recommendations, which were approved by Council on 27 April.

The report also refers to the Committee's work programme (forward plan) for the new municipal year. This sets out a timetable of items for forthcoming meetings and is updated regularly to include the work of any Task & Finish groups.

**RECOMMENDED TO COUNCIL**

To note the annual report and the Overview & Scrutiny Committee's forward plan.

**REASON**

The Constitution requires the Overview and Scrutiny Committee to tell the Council about its work at the end of each municipal year and about the work it plans for the new municipal year.

Recommendation to Council made at the Governance Committee on 8 June

**(b) Receipt of External Grant Funding**

The Constitution, as it is currently written, confirms that all changes to the budget framework, including adding grant money, are a reserved matter of Full Council. Therefore, any grant monies received outside of the usual budget setting cycle, for which no budget exists, means that prior to or on receipt of the grant, approval from Full Council is necessary.

Governance Committee was recommended to consider the suggested change to the governance arrangements to allow the receipt of grant monies and consequent expenditure up to a threshold of £100,000 to be approved by the Section 151 Finance Officer, the Leader together with the Cabinet Member for Finance and Parking.

The Committee agreed to an amended proposal to:

Allow the receipt of grant monies and consequent expenditure up to a threshold of £100,000 to be approved by the Section 151 Finance Officer and the Leader in consultation with the Cabinet Member for Finance and Parking and the Chairman of Overview & Scrutiny Committee.

**RECOMMEND TO COUNCIL**

That the Monitoring Officer be given the authority to make the necessary changes to the Constitution to reflect this.

**REASON**

The receipt by the Council of grant money has become more and more commonplace. Currently approval is needed which means every grant received needs approval from Full Council, preventing service areas from operating swiftly and efficiently by not being able to bid and spend the monies in time and as a consequence grant opportunity may be missed.

## Report to Council

22 June 2022

By Robert Laban, Head of HR&OD

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### Pay Policy Statement – 2022/23

#### Executive Summary

The Localism Act 2011 set out a provision that requires local authorities to prepare and publish an Annual Pay Policy.

#### Recommendations

The Council is recommended:

- i) To approve the Pay Policy 2022/23 for publication.

#### Reasons for Recommendations

- i) To comply with the requirements of the Localism Act 2011, to publish an approved pay policy.

#### Background Papers

The Pay Policy Statement for the Financial Year 2022/23.

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Localism Act 2011 set out a provision in section 40 that requires local authorities to prepare and publish an Annual Pay Policy. The Pay Policy Statement refers to all employees.
- 1.2 The Pay Policy Statement has been updated in order to comply with the requirements of the Act and to incorporate changes to pay points as a result of the nationally agreed pay settlement and increases in the Living Wage (Foundation), the National Living Wage and the various bands of the National Minimum Wage (applicable to casual employees below the age of 25 in some grades only).

### **2 Relevant Council policy**

- 2.1 The Council Policy on Senior Pay follows the Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers. The Council Policy in relation to other members of staff follows the National Joint Council for Local Government Services.

### **3 Details**

- 3.1 The Pay Policy Statement must be approved annually by Council and be published on its website.
- 3.2 The Pay Policy Statement must set out the Council's policies relating to:
  - Chief Officer remuneration
  - Remuneration of its lowest paid employees
  - The relationship between Chief Executive Officer remuneration and that of other staff.

### **4 Next Steps**

- 4.1 Once approved, the Pay Policy Statement for 2022/23 will be published on the Council's website.

### **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 No consultation has taken place, as there are no changes to the council's Pay Policy Statement, other than the annual update of pay ratios and pay rates.

### **6 Other Courses of Action Considered but Rejected**

- 6.1 No other courses of actions needed to be considered.

### **7 Resource Consequences**

- 7.1 The Council's Pay Policy Statement draws together existing local policies relating to pay and reward. The financial implications of these policies were considered at the time they were established. Any annual uplifts in pay are nationally determined and must be implemented in line with employees' contracts of employment. There are no further financial implications arising.

## **8 Legal Considerations and Implications**

- 8.1 The Localism Act 2011 provisions in relation to "Pay Accountability" sets out the requirements for Councils to determine and publish annual pay policy statements.

## **9 Risk Assessment**

- 9.1 There are no risks identified.

## **10 Procurement implications**

- 10.1 Not applicable.

## **11 Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The Council Policy for all staff groups follows the respective national Joint Negotiating Committees or is determined at local level through collective bargaining and agreement. Relevant Impact Assessments are being made as part of changes to pay and grading in the context of those reviews.

## **12 Environmental Implications**

- 12.1 There are no environmental implications.

## **13 Other Considerations**

- 13.1 The government's agenda of greater transparency and accountability sets out that councils must publish a list of posts with a numeration of £50,000 and above. To ensure data protection within these parameters, the council is publishing job titles only, plus the range of the respective grades.

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# Pay Policy Statement Financial Year 2022 - 2023



**Horsham  
District  
Council**

## Aim

The purpose of Horsham District Council's approach to pay and reward is to balance affordability and value for money with achieving the following aims:

1. Recruit and retain appropriately experienced and qualified employees.
2. Pay at competitive rates.
3. Increase motivation and drive service improvements.
4. Comply with equal pay legislation.

## Definitions

For the purpose of this pay policy the following definitions will apply: -

- **'Pay'** in addition to salary includes charges, fees, allowances, benefits in kind, increases/enhancements to pension entitlements, and severance payments.
  - **'Chief Officer'** refers to the following roles within Horsham District Council: -
    - Chief Executive\*, also Head of Paid Service <sup>(1)</sup>
    - Director of Corporate Resources\*, also s.151 Officer<sup>(1)</sup>
    - Director of Community Services\*
    - Director of Place\*
    - Head of Legal and Democratic Services, also Monitoring Officer<sup>(1)</sup>
- \* Members of the Council's Senior Leadership Team (SLT)  
<sup>(1)</sup> Statutory Officer
- **'Lowest paid employees'** refers to those employees employed on pay Grade 1, spinal column point 4, which is the lowest grade of the Council's pay framework, apart from the National Living Wage.
  - **'Employee who is not a Chief Officer'** refers to all employees that are not covered under the 'Chief Officer' group above.

## Pay Framework and Remuneration Levels

### General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees, dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Consideration also needs to be given to other non-salary benefits provided to employees.

### Responsibility for decisions on remuneration

Decisions for remuneration for all employees are determined by their manager in consultation with the relevant Director and following the process and principles of the council's agreed Hay job evaluation scheme.

### Salary and pay framework

The spinal column points (scp) and monetary value are set nationally by the National Joint Council (NJC) for Local Government services. Pay grades are set locally. The broad Pay and Grading structure was agreed by the then Personnel Committee on 23<sup>rd</sup> July 2014.

There are 15 Pay grades

- G1 to G10
- SM2 – SM4 (Senior Manager)
- Director
- Chief Executive

The salary ranges for each of the Grades are detailed in the Council's [Employee Pay Rates table](#).

Each employee will be on one of the 15 grades based on the pay grade evaluation of their role. Each Pay grade comprises of several salary points. New employees will normally be appointed on the lowest point of the grade for the role and can progress to the salary maximum of their pay grade, subject to satisfactory performance.

Pay awards are considered annually for all employee categories in negotiation with their relevant national bodies of Trades Unions and Employers' representatives.

**Employees who are not Chief Officers** received a pay award of 1.75 per cent from April 2021.

**Chief Officers** received a 1.5 per cent pay award from April 2021.

The **Chief Executive Officer** received a 1.5 per cent pay award from April 2021.

The pay awards for 2022/23 are still under negotiation.

# Remuneration

## **Salaries**

Salaries are annual and paid in 12 equal monthly instalments.

## **“Lowest paid employees”**

For the purpose of this statement, each “lowest paid employee” is paid on Grade 1, scp 4, which is £9.99 per hour, which is above the current recommended National Living Wage (NLW) of £9.50. Grade 1 will be adjusted should the NLW rise, to be not below that rate.

Casual workers are paid at least the National Minimum Wage (NMW) where they are aged below 23 and the National Living Wage where they are 23 years of age and above. In addition, the Council employs apprentices in line with agreed apprentice schemes. Apprentices are paid at least the National Living Wage.

## **Other pay elements**

Other pay elements include:

- Employer's pension contribution
- Essential User Car Allowance (Nationally agreed “Green Book” rates)
- Mileage Allowance in line with the HMRC Approved Mileage Allowance Payments
- One Professional subscription (where this is required for the function of the role)
- Election fees, in the case of the Chief Executive, Director of Resources and the Monitoring Officer.

Election fees are set nationally and locally depending on the type of elections and can vary according to the size of the electorate and number of postal voters; they are separate to salaries for additional election duties.

The salary bands for Directors and Chief Executive include the requirement for out of hour work and to provide a vehicle for work, if so required. A vehicle allowance of £760 p.a. is payable to compensate for travels within district.

## **New starters joining the Council**

New employees to the Council will normally be appointed to the first point of the salary range for their pay grade. Where a candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher starting pay point within the range for the grade may be considered by the recruiting manager. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Any proposal to offer a new senior appointment on terms and conditions that includes a total remuneration package of £100,000 or more, including salary, fees, allowances and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to full Council for approval.

## **Market Supplements**

The Council has a policy on the use of market supplements. In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market premium to

attract and retain high quality employees. Market supplements can be applied to existing employees and/ or to new employees. The final decision as regards any discretion lies with the Chief Executive.

### **Pension**

All employees are automatically enrolled in the Local Government Pension Scheme, unless they choose to opt out.

### **Severance Payments**

The Organisational Change Framework includes details of the general principles of Organisational Design and details of redeployment, redundancy, and early retirements.

All severance payments in excess of £100,000 will be voted on at a meeting of Full Council. This will be reviewed in line with any statutory cap that may arise from regulations on Public Sector Exit Payments.

### **Relationship between remuneration of “Chief Executive” and “employees who are not Chief Officers”**

The ratio between the highest paid employee and the median average salary of the whole of the Council's workforce is 4.6.

The ratio between the highest paid employee and the lowest paid employee is 6.7.

### **Publication of information regarding remuneration of employees over £50,000**

The remuneration details of employees earning over £50,000 are included in the annual accounts and in the [Management Structure Chart](#).

This document is available in alternative formats upon request, such as large print.

Please contact HR&OD on 01403 215133 or [personnel@horsham.gov.uk](mailto:personnel@horsham.gov.uk)

## Report to Council

22 June 2022

By Robert Laban, Head of HR&OD

### DECISION REQUIRED

Not Exempt



**Horsham  
District  
Council**

## Appointment of the Permanent Director of Communities

### Executive Summary

The purpose of this report is to seek approval for the appointment of the Horsham District Council Director of Communities.

### Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Paul Anderson as the new Director of Communities;
- ii) agree the appointment of Paul Anderson to the position of Director of Communities of Horsham District Council with effect from September 2022, or thereafter, subject to notice period, at a salary of £94,270 to £101,269 p.a. (subject to national cost of living award).

### Reasons for Recommendations

- i) To comply with Section 40 of the Localism Act 2011 that elected Members are to vote on salary packages upon appointments of a threshold of £100,000 or above.

**Background Papers:** None.

**Wards affected:** All.

**Contact:** Robert Laban, Head of Human Resources and Organisational Development, 01403 215406

## **Background Information**

### **1 Introduction and Background**

- 1.1 Following the announcement that the current Director of Community Services, Adam Chalmers, has resigned with effect from 26 June 2022 to take up a Chief Executive position at Elmbridge Borough Council, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.

### **3 Details**

- 3.1 The Employment Committee was established for the Director of Communities appointment and recruitment consultants Solace in Business were appointed to help manage the process.
- 3.2 Advertising started on 21 April 2022 internally and externally on relevant websites, in print and executive search.
- 3.3 A total of 38 applications were received by the closing date on 16 May 2022, of which 13 were longlisted for technical interview by Solace Assessors. Three candidates were shortlisted subsequently. Employment Committee members received assessment reports of the candidates and advice from Solace in Business throughout this process.
- 3.4 The shortlisted candidates carried out a range of psychometric tests on-line and attended a virtual assessment centre, which involved “Fact Find” and “In-tray” exercises.
- 3.5 The Employment Committee met for the final interviews with the three candidates on 13 June 2022 and decided to nominate Paul Anderson as the new Director of Communities. The minutes of the Employment Committee are attached as Appendix 1.
- 3.6 A summary of Paul Anderson’s career history is attached as Appendix 2.

### **4 Details of the Employment and Implications**

- 4.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package ranges from £94,270 to £101,269 p.a., which is the current level for this post, plus a vehicle allowance of £760.
- 4.2 The process followed for the appointment has been in line with the Council Constitution.
- 4.3 A conditional offer of employment was made to Paul Anderson and accepted.

### **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

5.1 Not applicable.

## **6 Other Courses of Action Considered but Rejected**

6.1 No other courses of action needed to be considered.

## **7 Resource Consequences**

7.1 There are no additional resource consequences.

## **8 Legal Considerations and Implications**

8.1 Legal requirements have been complied with, as listed in section 4.1.

## **9 Risk Assessment**

9.1 Not applicable.

## **10 Procurement implications**

10.1 Following an invited quotations procurement process, Solace in Business Ltd. was selected to support the recruitment process, advertising, executive search and assessment centre.

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

11.1 Equality legislation was fully observed throughout the recruitment process.

11.2 An Equalities Impact Assessment is not applicable.

## **12 Environmental Implications**

12.1 Not applicable.

## **13 Other Considerations**

13.1 GDPR/Data Protection does not apply in respect of salary details, as salaries of senior staff are subject to being published under the open data, transparency and accountability agenda; there are no other considerations.

APPENDIX 1

Minutes of Employment Committee



## APPENDIX 2

Summary of Paul Anderson's career history:

### **Paul Anderson, BA**

BA (Hons) Public Administration and Management

### **EMPLOYMENT**

#### **2008 to date: Mole Valley District Council**

- Executive Head of Service (People and Environment)
- Environmental Services Manager
- Policy Manager

#### **2002-2008 Mid Sussex District Council**

- Corporate Improvement Officer
- Democratic Services Manager

#### **2000-2002: Mole Valley District Council**

- Senior Committee Officer

#### **1998-2000: Horsham District Council**

- Committee Support Officer

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**Employment Committee**  
**13 JUNE 2022**

Present: Councillors: Martin Boffey, Jonathan Chowen and Kate Rowbottom

Also Present: Councillors: Tony Hogben, Roger Noel and Jon Olson

EC1 **ELECTION OF CHAIRMAN**

Councillor Jonathan Chowen was elected Chairman for the purposes of this meeting.

EC2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC3 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

That, under Section 100A (2) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act by virtue of paragraphs 1 and 2 and, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EC4 **INTERVIEWS FOR THE APPOINTMENT OF THE DIRECTOR OF COMMUNITIES**

RESOLVED

That Paul Anderson be offered the appointment of Director of Communities, with effect from a date to be agreed.

*The meeting closed at 4.00 pm having commenced at 9.30 am*

**CHAIRMAN**

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