



COUNCIL

27 MARCH 2024



19 March 2024

Unless a majority of the Council resolve to extend the meeting before 10.00 pm it will automatically end at 10.00 pm in accordance with Council Procedure Rule 17.2.

NOTE: There will be limited public access to observe the meeting. Those wishing to do so must reserve a seat by completing a [Registration Form](#) by 4pm on the working day prior to the meeting. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held in the **COUNCIL CHAMBER** on **WEDNESDAY, 27TH MARCH, 2024** at **7.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL
Chief Executive

Pages

1. Opening Prayer.
2. To receive questions from members of the public pursuant to Council Procedure Rule 9.
3. To be agreed by general affirmation the Minutes and exempt Minutes of the previous meeting held on 28 February 2024. **5 - 14**
4. To receive declarations of Interest from Members in respect of any matter on the Agenda.
5. To consider any items that the Chairman of the Council agrees to take as urgent business.
6. Chairman's Announcements.
7. Changes to executive arrangements made by the Leader. **15 - 16**

Working together for a better Mid Sussex



8. MSDC Pay Policy Statement 2024/2025. **17 - 26**
9. Draft Programme of Meetings 2024/25. **27 - 32**
10. Appointment of Independent Persons to Standards Committee. **33 - 36**
11. To receive the Leader's Report.
12. Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1.
13. Questions from Members pursuant to Council Procedure Rule 10.2.

To: **Members of Council:** Councillors R Jackson (Chairman), J Henwood (Vice-Chair), M Avery, A Bashar, R Bates, J Belsey, M Belsey, A Bennett, K Berggreen, P Brown, G Casella, L Carvalho, P Chapman, C Cherry, R Clarke, AM Cooke, M Cornish, J Dabell, J Edwards, D Eggleton, R Eggleston, S Ellis, A Eves, L Farren, I Gibson, S Hatton, S Hicks, J Hitchcock, T Hussain, C Hobbs, M Kennedy, P Kenny, J Knight, P Lucraft, G Marsh, M Miah, J Mockford, D Pascoe, A Peacock, A Platts, E Prescott, C Phillips, A Rees, J Russell, D Sweatman, R Whittaker, C Wood and G Zeidler

Minutes of a meeting of Council held on 28 February 2024 from 7.00 pm

Present: R Jackson (Chairman)
J Henwood (Vice-Chair)

M Avery	J Dabell	J Knight
A Bashar	J Edwards	P Lucraft
R Bates	R Eggleston	M Miah
J Belsey	D Eggleton	J Mockford
M Belsey	A Eves	D Pascoe
A Bennett	S Ellis	A Peacock
K Berggreen	L Farren	C Phillips
P Brown	I Gibson	E Prescott
L Carvalho	S Hatton	A Rees
G Casella	S Hicks	J Russell
P Chapman	C Hobbs	D Sweatman
C Cherry	T Hussain	R Whittaker
R Clarke	J Hitchcock	C Wood
A Cooke	M Kennedy	G Zeidler
M Cornish	P Kenny	

Absent: Councillors A Platts, G Marsh, J Mockford, M Belsey

1. **OPENING PRAYER.**

The opening prayer was read by the Vice-Chairman.

2. **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.**

Question received from Mr Faas

We are fortunate in Mid-Sussex to have fine ancient woodlands and meadows for public enjoyment. However, it is a huge challenge to protect them from man-made nuisances and to allow the spaces to develop and flourish through natural processes. On 2 December 2023 the council awarded a contract to Glendale Countryside Ltd. to manage our green spaces.

Have Glendale been requested to present a plan for how they intend to manage our green spaces to meet goals for biodiversity and nature recovery? If so, will this management plan be available to the public?

The following response was provided by the Cabinet Member for Leisure and Customer Services:

Glendale has been provided with a comprehensive set of requirements as part of the Green Spaces Management contract. These include the improvement, management and promotion of biodiversity and nature recovery. Biodiversity enhancement is a priority and the Council's countryside estate will be proactively managed to ensure it

can support a thriving ecology and also provide opportunities for local people to engage with the natural environment safely and respectfully. This will include, where appropriate, the development of site-specific management plans and, where these are produced they will be made available online.

Mr Faas asked the following supplementary question:

Establishing nature corridors linking wildlife areas and traversing built-up estates has been identified as a key requirement to reaching biodiversity and nature recovery goals as set out in the Environment Plan 2021. Moreover, West Sussex County Council has a statutory duty to facilitate the creation of such networks through the Local Nature Recovery Strategies. We are seeing considerable energy being put into these by nature charities and associations, most notably the Weald-to-Waves project spearheaded by Knepp Wildlife Trust.

What plans does MSDC have to facilitate the creation of local nature corridors within mid-Sussex, such as the Wilder Ouse project?

The following response was provided by the Cabinet Member for Leisure and Customer Services:

You are correct West Sussex County Council has a statutory responsibility for preparing a Local Nature Recovery Strategy which will be in place by summer 2025. I am pleased to confirm that Mid Sussex District Council is a Supporting Authority and as such, we are actively involved in the preparation of the Strategy. Policies in the draft District Plan will facilitate the creation of wildlife corridors such as, the Wilder Ouse project you refer to in your questions. Development will be required to protect and enhance existing biodiversity including ecological networks. (Policy DPN1: Biodiversity, Geodiversity and Nature Recovery). The draft District Plan also protects Green Infrastructure assets and corridors identified in Policy DPN3. These function as local nature corridors.

3. TO BE AGREED BY GENERAL AFFIRMATION THE MINUTES OF THE PREVIOUS MEETING HELD ON 13 DECEMBER 2023

The minutes of the last meeting were agreed as a correct record and signed by the Chairman.

4. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.

Councillor Russell declared an interest in relation to item 7 and 8 as she is the West Sussex County Council Cabinet Member for Children, Young People, Learning and Skills.

Councillor Gibson declared that he is a Member of West Sussex County Council.

Councillor Dabell declared that he is a Member of West Sussex County Council.

5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN OF THE COUNCIL AGREES TO TAKE AS URGENT BUSINESS.

None.

6. CHAIRMAN'S ANNOUNCEMENTS.

The Chairman highlighted recent engagements including the Hall and Woodhouse charity awards presentations, and the Holocaust Memorial Services in Haywards Heath and Burgess Hill. He also welcomed the number of nominations for Mid Sussex Applauds Awards, due to take place at the end of March.

7. DRAFT CORPORATE PLAN AND BUDGET FOR 2024/25

The Chairman exercised his discretion to amend the order of the agenda, agreeing to take both item 7 and 8 together as they are related to the Draft Corporate Plan and Budget.

Cllr Eggleston proposed the item noting that it should be seen in the context of the difficult financial position faced by the Local Authority Sector. He highlighted the pressures faced by the Council noting that although this budget will balance, it draws on the General Reserve which is unsustainable. To resolve the long-term deficit, the proposal is to increase Council Tax to the maximum allowed, and to raise the other income generated through fees and charges. At a time when some Local Authorities are cutting services, he confirmed that the balanced Budget protects and enhances services supports the vulnerable, values staff, invests in environment and community assets and enables the Council to be financially agile. Councillor Cooke seconded the item, thanks officers and the cross-party working group for their hard work in reaching consensus on the Budget.

Councillor J Belsey proposed the amendment as detailed under Item 8 in relation to parking charge increases and the introduction of differential parking. He proposed that a 10% increase across the board would be fairer for this year, and highlighted the lack of consultation with business, villages and Town Councils on the Strategy as well as the need for a refreshment of the Strategy, as scheduled for 2025. A proposal to reduce the reserve for the Food Waste trial was proposed as a way to offset the proposed parking increase. Councillor Russell seconded the amendment supporting the wish to keep fixed rates across all areas, highlighting the potential impact of differential parking to residents of East Grinstead.

Discussion on the amendment focussed on a potential financial burden on residents and the impact on local businesses if footfall reduces as a result in increased charges. Concern was raised that the differential rates could also cause division between the Towns.

Against this, a number of Members noted that the increased income generated can benefit residents with better investment in parking facilities. The increase is competitive compared to surrounding areas and is an evidence-based recommendation from an independent parking consultant, included in the agreed parking strategy. Concern was raised on the proposal to reduce the simpler recycling reserve as it would be contrary to the Council's commitment to change behaviour and policy to drive down climate emissions. The amendment would also not address the long-term requirement to fund the significant deficit in the budget over the next four years.

The Chairman took Members to a recorded vote on the amendment, which was lost with 17 in favour, 27 against and no abstentions.

	For	Against	Abstain		For	Against	Abstain
Avery, Malcolm	Y			Hatton, Sue		Y	
Bashar, Abdul		Y		Henwood, Janice		Y	
Bates, Richard		Y		Hicks, Simon		Y	
Belsey, John	Y			Hobbs, Chris		Y	
Bennett, Alison		Y		Hussain, Tofo		Y	
Berggreen, Kristian		Y		Jackson, Rodney		Y	
Brown, Paul		Y		Kennedy, Mike		Y	
Carvalho, Lorraine	Y			Kenny, Paul		Y	
Casella, Graham	Y			Knight, Jim	Y		
Chapman, Peter	Y			Lucraft, Paul		Y	
Cherry, Chris		Y		Miah, Mustak	Y		
Clarke, Rod	Y			Pascoe, Duncan		Y	
Cooke, Anne-Marie		Y		Peacock, Adam	Y		
Cornish, Matthew		Y		Phillips, Chris		Y	
Dabell, John	Y			Prescott, Eric	Y		
Edwards, Jenny		Y		Rees, Alison		Y	
Eggleston, Robert		Y		Russell, Jacquie	Y		
Eggleton, David		Y		Sweatman, Dick	Y		
Ellis, Sandy	Y			Whittaker, Rex	Y		
Eves, Anne		Y		Wood, Cavan		Y	
Farren, Lee	Y			Ziedler, Geoff	Y		
Gibson, Ian		Y					
Hitchcock, John		Y					

Members discussed the main motion. Members welcomed the investment in staff, the commitment to become a Real Living Wage employer and the offer of apprenticeship opportunities for care leavers. Discussion focussed on investment in temporary accommodation and investment in sports provision, parks and open spaces, Council Tax requirements for second homes, and Council owned buildings as potential

financial assets. Concerns around the decision on differential parking charges were put forward as a reason for some Members not being able to support the main motion, despite acknowledging the other benefits of the Corporate Plan and Budget. Several Members welcomed the support and continuation of services. In conclusion, the Leader acknowledged that the Draft Corporate Plan and Budget goes some way towards prudent management in the face of a significant deficit faced by the Council and proposes a Budget to protect staff and the services provided to residents.

A recorded vote was requested taken on the main motion. The Chairman took Members to a vote on the recommendations as set out in the report which were agreed with 27 in favour, 3 against, 14 abstentions.

	For	Against	Abstain		For	Against	Abstain
Avery, Malcolm			Y	Hatton, Sue	Y		
Bashar, Abdul	Y			Henwood, Janice	Y		
Bates, Richard	Y			Hicks, Simon	Y		
Belsey, John			Y	Hobbs, Chris	Y		
Bennett, Alison	Y			Hussain, Tofo	Y		
Berggreen, Kristian	Y			Jackson, Rodney	Y		
Brown, Paul	Y			Kennedy, Mike	Y		
Carvalho, Lorraine			Y	Kenny, Paul	Y		
Casella, Graham			Y	Knight, Jim			Y
Chapman, Peter		Y		Lucraft, Paul	Y		
Cherry, Chris	Y			Miah, Mustak		Y	
Clarke, Rod			Y	Pascoe, Duncan	Y		
Cooke, Anne-Marie	Y			Peacock, Adam			Y
Cornish, Matthew	Y			Phillips, Chris	Y		
Dabell, John			Y	Prescott, Eric			Y
Edwards, Jenny	Y			Rees, Alison	Y		
Eggleston, Robert	Y			Russell, Jacquie			Y
Eggleton, David	Y			Sweatman, Dick			Y
Ellis, Sandy			Y	Whittaker, Rex		Y	

Eves, Anne	Y			Wood, Cavan	Y		
Farren, Lee			Y	Ziedler, Geoff			Y
Gibson, Ian	Y						
Hitchcock, John	Y						

RESOLVED

Council approved the draft Corporate Plan and Budget set out at Appendix A, and specifically approved:

- (a) The Revenue Budget of £23,078,868 as detailed in Sections 2 and 3, noting the need to rely on the General Reserve as detailed in the MTFP.
- (b) The Mid Sussex District Council element of the Council Tax be increased by 2.95% to £190.80, with no requirement to hold a local referendum in accordance with the Act.
- (c) The Capital programme of £10,310,000 for 2024/25, as set out in section 5.
- (d) Having considered Cabinet's budget proposals from their meeting of 5th February 2024, the Council Tax Resolutions as set out in section 7.

Council also noted:

- (e) The estimates for reserves and balances (see Section 4 for details) and the priority, as part of the sustainability of the financial robustness of the council, to increase reserves where possible.
- (f) The summary Medium Term Financial Plan to 2027/28 (see Section 2 for details).
- (g) The estimated surplus on the Collection Fund for Council Tax totalling £2,118,000 for the year ended 31 March 2024, of which the Mid Sussex District Council share is £262,900 (see Section 6 for details).
- (h) The estimated deficit on the Collection Fund for Business Rates totalling £3,025,270 for the year ended 31 March 2023, of which the Mid Sussex District Council share is £1,210,110 (see Section 6 for details).

8. MOTIONS ON NOTICE – AMENDMENT TO BUDGET – S151 OFFICERS ADVICE, IMPACT OF MOTION ON MOTICE

This item was discussed as part of item 7 above.

9. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A OF THE LOCAL GOVERNMENT ACT 1972 ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 1 OF PART 1 OF SCHEDULE 12A OF THE SAID ACT.

Members agreed to move into a confidential session at 8.33pm for discussion of item 10.

10. ABSENCE DUE TO ILL HEALTH

Discussion was held on the recommendation to agree an absence from meetings of the Authority by a Councillor, on the basis of ill-health.

RESOLVED

Council agreed the absence from meetings of the Authority by a Councillor due to a period of continuous ill health.

The meeting returned to open session at 8.37pm

The meeting finished at 8.38pm
Chairman

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CHANGES TO EXECUTIVE ARRANGEMENTS MADE BY THE LEADER

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
Contact Officer: Kevin Toogood, Assistant Director Governance and Monitoring Officer
Email: kevin.toogood@midsussex.gov.uk, Tel: 01444 477050
Wards Affected: All
Key Decision: No
Report to Council
27 March 2024

Purpose of Report

1. To notify the Council of changes to executive arrangements made by the Leader as required under Rule 4 of the Cabinet Procedure Rules.

Recommendations

2. **Council is recommended to note the changes to executive arrangements set out in this report.**
-

Background

3. The Council is the freeholder of a number of properties within the District. Many of these properties are let on commercial terms to tenants. As property values have increased over the years, rental yields have also increased.
4. Current delegations to officers (set out in paragraph 29 of the Scheme of Delegation) are out-of-step with current market conditions, meaning that many decisions on commercial leases require a full Cabinet decision. This can slow decision making, and in some cases, lead to potential tenants pulling out.

Changes to Executive Arrangements

5. By law, the arrangements for discharge of executive functions are for the Leader of the Council to determine. This is reflected in Rule 4(b) of the Cabinet procedure rules, which states that:

“the Executive Leader is able to decide whether to delegate Executive functions and may amend the Scheme of Delegation relating to Executive functions at any time during the year.”

6. Having given the appropriate notice to the relevant officers and the Monitoring Officer, the Leader has decided to make the following changes to the executive arrangements, extending the limits of delegation to officers on property matters:

“All actions and decisions relating to Council owned land and buildings EXCEPT:

- a) *In relation to the granting or surrender of leases where the rental exceeds £100,000 per annum, which shall be delegated to the Director of People & Commercial Services in consultation with the Assistant Director, Governance.*
- b) *In relation to disposals where land/buildings have not been declared surplus and the value is over £100,000*
- c) *The relevant Cabinet Member shall be consulted on all commercial leases at the Orchards.*

Are delegated to the Assistant Director, Commercial Services and Contracts, in consultation with the Assistant Director, Governance”.

Other Options Considered

- 7. The Leader also considered whether there should be no cap on the value of leases delegated to officers. Ultimately the rationale for the £100,000 cap on the delegation to the Assistant Director was that it aligned with the value above which asset disposals are required to be reported to Cabinet.

Financial Implications

- 8. There are no direct financial implications of this amendment.

Risk Management Implications

- 9. Any risks to the accountability of decision-making in relation to higher value leases are mitigated because in the exercise of the delegation, both the Director and Assistant Director must consult with the Monitoring Officer. Were there to be any concerns regarding financial, legal, or other risk at that stage, these would be highlighted and (if needed) referred to the s.151 officer for a view.

Sustainability Implications

- 10. There are not considered to be any implications for the Sustainable Economy Strategy or wider sustainability matters.

Equalities and Customer Service Implications

- 11. None.

Other Material Implications

- 12. None.

Background Papers

None

MSDC PAY POLICY STATEMENT 2024/25

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
Contact Officer: Paula Moore, Assistant Director of Organisational Development
Email: paula.moore@midsussex.gov.uk
Wards Affected: None
Key Decision: No
Report to: Council
27 March 2024

Purpose of Report

The purpose of this report is to meet the statutory requirement, Section 38 of the Localism Act 2011 to agree and publish annually the council's Pay Policy Statement. Members should note that the Statement for Mid Sussex informs our current practice. It does not introduce anything new. The Statement has been updated following its initial introduction in March 2012, when the council first agreed the Pay Policy Statement and has done so each year since.

Recommendations

- 1. Council is recommended to agree the Pay Policy at Appendix A, to comply with the requirements of the Localism Act.**
-

Background

2. The Localism Act 2011 received Royal Assent on 15th November 2011. Section 38 of the Act placed a requirement on local authorities to publish a Pay Policy Statement each year. The Statement must set out the council's policies relating to:
 - Remuneration of its senior officers
 - Remuneration of its lowest-paid employees and
 - The relationship between the remuneration of its senior officers and the remuneration of its employees who are not senior officers.
3. Senior officers have been defined as the posts of:
 - Chief Executive,
 - Deputy Chief Executive,
 - Director, People & Commercial Services, and
 - Director, Resources & Organisational Development.
4. This Statement has been put together considering the relevant sections within Chapter 8 'Pay Accountability' of the Localism Act 2011. In its development, consideration has also been given to the 2012 guidance produced by the Department for Communities and Local Government (DCLG) entitled 'Openness and Accountability in Local Pay – guidance under section 40 of the Localism Act' and the supplementary guidance published in 2013.

5. Additionally, consideration has been given to the Code of Recommended Practice for Local Authorities on Data Transparency published by the DCLG in September 2011. More recently relevant guidance has also been issued in “Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England” published on 12 May 2022.
6. Several recommendations for promoting pay fairness in the public sector by tackling disparities between the lowest and the highest paid in public sector organisations were made in Will Hutton’s report on fair pay in the public sector. This was published in March 2011. Hutton was asked to consider whether a public sector pay multiple, in which no manager could earn more than 20 times the lowest paid person in the organisation would be helpful as the core of a fair pay system in the public sector and to tackle pay disparities.
7. The aims behind Hutton’s recommendations are not really aimed at authorities like Mid Sussex as we already publish the relevant information, and our pay ratios are significantly below the threshold stated above.
8. As an employer and following the implementation of the most recent Budget, MSDC will be a real living wage employer. This includes for our recently introduced Apprenticeship grades which offer both a living wage and meet the public sector pay multiple.
9. It is a statutory requirement to agree and publish a Statement and as such, the council is complying with its obligations.

Policy Context

10. The proposed Pay Policy Statement 2024-25 is set out in Appendix A to this report. The Statement sets out the council’s policies concerning the pay of its workforce, particularly its senior officers, and sits alongside the policies on pay that the council has already adopted and published in its Pay Policy.

Financial Implications

11. There are no direct financial implications arising from this report as the Pay Policy Statement sets out the Council’s policies relating to remuneration. It does not serve to set or agree specific rates or numerical amounts.

Risk Management Implications

12. The risks of not having a clear policy include being unable to recruit and retain staff and being unable to demonstrate value for money to the taxpayer.

Sustainability Implications

13. None

Other Material Implications

14. There is a statutory requirement to comply with the Localism Act and agree and publish a Pay Policy annually. There are no environmental, human rights or community safety implications.

Appendices

- Appendix A – Pay Policy Statement 2024-25

Background Papers

None.

This page is intentionally left blank



Pay Policy Statement

Mid Sussex District Council

Financial Year – 2024-25

1. Purpose

The Council has an obligation under Section 38 (1) of the Localism Act 2011 to prepare a Pay Policy Statement for each financial year. It must be approved by the council and published on the Council's website.

This Pay Policy Statement covers the financial year 2024/25 and is updated annually from April each year.

This Statement complements the Council's existing Pay Policy, which was approved by the council in November 2011 and came into operation on 1st January 2012.

The Statement sets out Mid Sussex District Council's policies relating to the pay of its workforce for the financial year 2023/24, in particular: -

- a) the remuneration of its Chief Officers
- b) the remuneration of its "lowest paid employees"
- c) the relationship between:
 - The remuneration of its Chief Officers and
 - The remuneration of its employees who are not Chief Officers

2. Definitions

This Statement is required to use the following definitions:

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

2.2 "**Chief Officer**" refers to the following roles within the Council: -

- Members of the Council's Management Team, as follows:
 - Chief Executive
 - Deputy Chief Executive
 - Director People & Commercial Services
 - Director Resources & Organisational Development

2.3 "**Lowest paid employees**" refers to those staff employed from the level 2 Apprentice grade, as it is the lowest grade on the council's pay framework.

2.4 "**Employee who is not a Chief Officer**" refers to all staff who are not covered under the "Chief Officer" group above.

3. Pay framework and remuneration levels

3.1 General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees to fulfil the council's business objectives and deliver services to the public. This must be balanced by ensuring remuneration is and is seen to be, fair value to the public purse.

Mid Sussex District Council supports the principle of equal opportunities in employment and believes that staff of different age, disability, gender (including staff who have proposed, commenced, or completed gender re-assignment), race, religion or belief, or sexual orientation, with or without trade union membership, should

receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. Since 30 March 2018, the council has been required to publish figures relating to its gender pay gap.

Mid Sussex District Council will not make payments to staff, or those that could be considered to be staff, via Limited Companies. All staff will be directly employed by the Authority.

3.2 Responsibility for decisions on remuneration

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

Mid Sussex District Council will apply the pay agreements reached by the National Joint Council (for staff not covered under the Chief Officers Group) and the Joint Negotiating Committee (for Chief Officers) on Pay and Conditions of Service. The council may however choose to apply local variations as appropriate/locally devised conditions of service. This is only likely to apply if there are recruitment difficulties in certain areas of the employment market.

Any decision regarding the recruitment, selection, and remuneration for the post of Chief Executive and Head of Paid Service will be made by the whole Council and cannot be delegated. Advice on such matters will be given by a properly constituted 'Leader's Panel', set up by the council to deal with these matters as and when they arise. The Panel will be politically balanced and will take advice from the Section 151 Officer, the Monitoring Officer and the Director, Resources & Organisational Development as a minimum before recommendations are made to Council. Once an appointment has been made, future remuneration will be determined by the Leader of the Council. These awards will comply with a pay scale that has been agreed by Council.

The appointment of a Section 151 Officer, Monitoring Officer, and any roles with a salary package above £100K (excluding pension contributions) will be approved by Council.

3.3 Salary grades and grading framework

Grades are determined in line with national guidance, with the grade for each role being determined by a consistent Job Evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

There are 13 grades for employees who are not included in the Chief Officer group or are recruited as an Apprentice into the council. Apprentices are paid in line with the Real Living Wage and the level of their apprenticeship, this is a stand-alone pay scale. Each employee will be on one of the 13 grades based on the job evaluation of their role or aligned to a grade in the apprenticeship pay scales, with Level 2 Apprentice grade being the lowest pay band paid and grade ADIR1 the highest.

Each post within the officer establishment is subject to grading by a job evaluation process. The starting salary on appointment will normally be at the lowest point of the salary scale for the grade evaluated for the job.

All employees will rise by an annual increment payable on the 1 April each year until the maximum of the grade is reached. There will be no further progression payment once an employee reaches the maximum spinal column point of their salary grade scale.

Annual pay bargaining is conducted nationally and not determined locally. Remuneration is reviewed annually for staff, as per agreements reached as part of national negotiations with the National Joint Council on Pay and Conditions of Service. These negotiations are binding.

For Chief Officers the value of any pay award is determined by the Joint Negotiating Committee for Chief Officers of Local Authorities.

The last pay award to Chief Officers (Deputy Chief Executive and Directors) was made in May 2023. Due to national negotiations, all other Employees and the Chief Executive received their pay award in December 2023 (backdated to April 2023).

4. Remuneration – level and element

4.1 Salaries

4.1.1 “Chief Officers” are those officers occupying the posts as identified in 2.2.

This group of “Chief Officers” is paid outside the council’s pay framework.

The annual pay review for these Chief Officers is considered by the Joint Negotiating Committee for Chief Officers of Local Authorities each year.

Typically, these Chief Officers have received the same percentage award determined nationally for other grades of Local Government employees within the council.

Salary on appointment for Chief Officers has regard to the demands and challenges of the role compared to other Chief Officer roles within the council and the structure of the senior team. Account is also taken of other relevant available information, including the salaries of Chief Officers in other similar sized organisations. The final decision on the salary on appointment for Chief Officers lies with the Chief Executive or the Director Resources & Organisational Development.

The Council’s Senior Officer remuneration data is already published within the annual Statement of Accounts and can be found on the [Council’s website](#).

4.2 Bonuses

The council has no provision for and does not intend to make bonus payments for any group of staff. It is not the council’s policy to pay substantive honoraria, unless in exceptional circumstances and agreed by the Head of Paid Service.

4.3 Acting Up Payments

As per section 12 of the council’s Pay Policy, all contracted employees may be required to take on an acting-up role, for which the sum payable will be commensurate with the substantive post being covered if the staff member acting up is being asked to be responsible for all the duties of the post. If the individual is only carrying out some of the duties of the higher-grade job, the calculation will be adjusted accordingly in relation to the specific duties being carried out.

The acting-up duties should be carried out for a continuous period of at least 4 weeks (other than cover for annual leave) and should be time-limited to cover a specific short-term requirement which should not exceed 12 months in duration.

4.4 Market Supplements

It is recognised that a shortage of staff with particular skills, either locally or nationally, may drive up the 'going rate' and create difficulties in recruiting and retaining staff. Mid Sussex District Council has recognised the potential for such problems and may consider paying market supplements or enhancements to an individual or group of employees where this can be objectively justified. The specific measures for managing and monitoring this process are detailed in section 10 of the council's Pay Policy.

4.5 Charges, fees, or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the council's policies and collective agreements.

4.6 Electoral Payments to Officers

The Head of Paid Service is the council's Returning Officer. The fees for this role are paid according to a national fees & charges order in the case of national elections, or the scale of fees & charges agreed in West Sussex, in the case of local elections. From this fee, the Returning Officer will pay discretionary fees to any Deputy Returning Officers appointed for that election.

The Returning Officer will also charge a clerical fee to the body for which the election is being held. This fee is devised from a formula laid out in the scale of fees & charges agreed in West Sussex.

It is to be noted that the above payments do not form part of any employee's contractual entitlement or payments.

4.7 Car Allowance and Mileage

Where a post attracts essential car user status, the post holder will receive a lump sum allowance per annum and mileage rate in accordance with HMRC Car Allowance Rates. Other employees will be able to claim casual car allowance mileage.

4.8 Benefits in Kind

4.8.1 Mid Sussex Council Membership

This is a discounted membership scheme for employees of the council to use the leisure facilities at its three leisure centres located within the District. This benefit is open to all contracted employees.

4.8.2 Health and Life Insurance Cover

All Chief Officers are eligible for health and life insurance cover.

4.9 Pay and Performance

There is no separate provision or intention for performance-related pay for any council employee.

4.10 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme.

4.11 Severance Payments

The council complies with the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 as revised in 2010 regarding compensation for loss of employment as a result of both voluntary and compulsory redundancy.

Given that the formula for statutory redundancy payments based on age and service is deemed by the Government to be permitted under the EU Directive on Age, as per regulation 33 of the Age Discrimination Regulations, the council will link compensation payments to the statutory redundancy pay calculator.

In cases of voluntary redundancy, the council will use a multiplier of 2.1 (i.e. multiplying the number of weeks' pay the employee would be entitled to under the statutory formula to the factor of 2.1), giving a maximum payment of 63 weeks' pay, including the statutory redundancy payment.

In cases of compulsory redundancy, the council will use a multiplier of 2 (i.e. multiplying the number of weeks' pay the employee would be entitled to under the statutory formula to the factor of 2), giving a maximum payment of 60 weeks' pay, including the statutory redundancy payment.

Employees who are members of the Local Government Pension Scheme are given the option of converting compensation payments (less the statutory redundancy payment) into additional pensionable service on a strictly cost-neutral basis, in accordance with the formula published by the Government.

The council **will not** make use of the augmentation provisions of regulation 52 of the LGPS.

Any other payments on early termination of employment will only be agreed on the basis of the latest guidance, which forms part of the best value regime for local authorities in England as set out in section 3 of the Local Government Act 1999.

4.11 New Starters Joining the Council

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

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

The ratio between the mean average Chief Officer earnings and the mean average earnings across the Council is 100:30.

The ratio between the mean average Chief Officer earnings and the lowest grade currently used is 100:17.

This calculation is based on all taxable earnings for the year, including base salary, allowances, and the cash value of any benefits in kind where appropriate.

PROGRAMME OF MEETINGS 2024/2025

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
Contact Officer: Kevin Toogood – Assistant Director Governance (Monitoring Officer)
Email: kevin.toogood:midsussex.gov.uk Tel: 01444 477050
Wards Affected: All
Key Decision No
Report to Council – 27 March 2024

Purpose of Report

1. This report sets out a provisional Programme of Meetings for 2024/2025 for approval by Council.

Recommendations

2. **Council is recommended to approve the provisional Programme of Meetings at Appendix 1.**
-

Background

3. Each year the Council sets a Programme of Meetings, as attached at Appendix 1. The programme has been prepared taking into consideration the requirements set out in the Constitution and the anticipated business to be considered by Committees over the coming year.
4. Council is asked to consider the provisional programme in March as it will allow for the programme of dates to be published online for transparency and business planning purposes, before formal ratification at Annual Council. It is recognised that Councillors' diaries are busy and agreeing on a provisional programme earlier will enable all participants proper notice to plan their time.
5. Appendix 2 sets out how the meetings are distributed across the year for ease of reference. The Cabinet Grants panel is now proposed to be on the same day as Cabinet itself to ensure efficient use of resources.
6. The Constitution review group has begun the annual review process and any recommendations will be reflected in the final report brought to Annual Council.
7. To maintain a continuous development programme, Member Development Learning sessions are allocated every month throughout the year (with the exception of August and December). Content for these sessions will be developed separately and communicated through the Member Information Service. Dates may be subject to change based on requirements.
8. All public meetings continue to be live-streamed for the public to view.

Risk Management Implications

9. Should additional meetings be required as the year progresses, there is scope for them to be included in the programme subject to the agreement of the Chairman.

Equality and Customer Service Implications

10. The streaming of Council meetings live (and the ability to watch at a later stage) provides accessibility to those who wish to observe the meeting and may not be in a position to travel to the Council Offices.

Other Material Implications

11. This report has no other material implications.

Sustainability Implications

12. Livestreamed meetings minimise the need for those observing to travel.

Financial and Other Material Implications

13. This report has no financial implications.

Background Papers

14. None.

Appendices:

Appendix 1 – Programme of meetings 2024/25

Appendix 2 – Table of Meetings 2024/25

Programme of Meetings 2024/2025

Date	Meeting	Time
Wed 15 May	Annual Council	7.00pm
Mon 20 May	Cabinet	1.00pm
	Half Term 27 May to 31 May (Bank Holiday 27 May)	
Thurs 23 May	Planning Committee	4.00pm
Thurs 30 May	District Planning Committee	2.00pm
Tues 11 Jun	Member Development Learning (Annual Licensing Training TBC)	6.30pm
Thurs 13 Jun	Planning Committee	4.00pm
Thurs 20 Jun	District Planning Committee	2.00pm
Wed 26 Jun	Scrutiny Committee Place and Environment	7.00pm
Tues 2 Jul	Member Development Learning	6.30pm
Mon 8 Jul	Cabinet Grants Panel	12.00 pm
Mon 8 Jul	Cabinet	1.00pm
Wed 10 Jul	Scrutiny Committee People and Communities	7.00pm
Thurs 11 Jul	Planning Committee	4.00pm
Mon 15 Jul	Licensing Committee	7.00pm
Tues 16 Jul	Audit Committee	7.00pm
Thurs 18 Jul	District Planning Committee	2.00pm
Wed 24 July	Charity Trustees if needed	6.45pm
Wed 24 July	Council	7.00pm
	School Holiday 23 Jul – 2 Sept	
Thurs 8 Aug	Planning Committee	4.00pm
Thurs 15 Aug	District Planning Committee	2.00pm
Mon 2 Sept	Cabinet	1.00pm
Tues 3 Sept	Member Development Learning	6.30pm
Mon 9 Sept	Standards Committee	7.00pm
Tues 10 Sept	Audit	7.00pm
Thurs 12 Sept	Planning Committee	4.00pm
Wed 18 Sept	Scrutiny Committee Place and Environment	7.00pm
Thurs 19 Sept	District Planning Committee	2.00pm
Wed 25 Sept	Charity Trustees (Annual Report)	6.45pm
Wed 25 Sept	Council	7.00pm
Wes 2 Oct	Scrutiny Committee People and Communities	7.00pm
Tues 8 Oct	Member Development Learning	6.30pm
Thurs 10 Oct	Planning Committee	4.00pm
Thurs 17 Oct	District Planning Committee	2.00pm
	Half Term 28 Oct – 1 Nov	
Tues 5 Nov	Member Induction Training	6.30pm
Thurs 7 Nov	Planning Committee	4.00pm
Mon 11 Nov	Cabinet Grants Panel	12.00pm
Mon 11 Nov	Cabinet	1.00pm
Thurs 14 Nov	District Planning Committee	2.00pm
Tues 19 Nov	Licensing Committee	7.00pm
Tues 26 Nov	Audit Committee	7.00pm
Thurs 5 Dec	Planning Committee	4.00pm
Wed 11 Dec	Council	7.00pm
Thurs 12 Dec	District Planning Committee	2.00pm
	Xmas Holiday 20 Dec to 6 Jan	
Tues 14 Jan	Member Development Learning	6.30pm
Wed 15 Jan	Scrutiny Committee Place and Environment	7.00pm
Thurs 16 Jan	Planning Committee	4.00pm

Date	Meeting	Time
Wed 22 Jan	Scrutiny Committee People and Communities	7.00pm
Thurs 23 Jan	District Planning Committee	2.00pm
Mon 27 Jan	Standards Committee	7.00pm
Mon 3 Feb	Cabinet	1.00pm
Tues 4 Feb	Member Development Learning	6.30pm
Tues 11 Feb	Licensing Committee	7.00pm
Thurs 13 Feb	Planning Committee	4.00pm
	Half term 17 – 21 Feb	
Thurs 20 Feb	District Planning Committee	2.00pm
Wed 26 Feb	Council (Budget)	7.00pm
Tues 4 Mar	Member Development Learning	6.30pm
Wed 5 Mar	Scrutiny Committee People and Communities	7.00pm
Mon 10 Mar	Cabinet Grants Panel	12.00pm
Mon 10 Mar	Cabinet	1.00pm
Thurs 13 Mar	Planning Committee	4.00pm
Tues 18 Mar	Audit Committee	7.00pm
Thurs 20 Mar	District Planning Committee	2.00pm
Wed 26 Mar	Council	7.00pm
Tues 1 Apr	Member Development Learning	6.30pm
Wed 2 Apr	Scrutiny Committee Place and Environment	7.00pm
	Easter Holiday 4 April to 22 April Bank Holidays 18 & 21 April	
Thurs 10 Apr	Planning Committee	4.00pm
Thurs 17 Apr	District Planning Committee	2.00pm
	Monday 5 May Bank holiday	
Wed 14 May	Annual Council	7.00pm

Table of Meetings – 2024-2025

MAY	JUNE	JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> ▪ <i>Annual Council</i> ▪ Cabinet 	<ul style="list-style-type: none"> ▪ Scrutiny Committee Place and Environment 	<ul style="list-style-type: none"> ▪ Cabinet Grants Panel ▪ Cabinet ▪ Scrutiny Committee People and Communities ▪ Licensing Committee ▪ Audit Committee ▪ Charity Trustees & Council 		<ul style="list-style-type: none"> ▪ Cabinet ▪ Standards Committee ▪ Audit ▪ Charity Trustees & Council ▪ Scrutiny Committee Place and Environment
OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
<ul style="list-style-type: none"> ▪ Scrutiny Committee People and Communities 	<ul style="list-style-type: none"> ▪ Cabinet Grants Panel ▪ Cabinet ▪ Licensing Committee ▪ Audit Committee 	<ul style="list-style-type: none"> ▪ Council 	<ul style="list-style-type: none"> ▪ Scrutiny Committee Place and Environment ▪ Scrutiny Committee People and Communities ▪ Standards Committee 	<ul style="list-style-type: none"> ▪ Cabinet ▪ Licensing Committee ▪ Council (Budget)
MARCH	APRIL	MAY		

**Not including monthly Planning and District Planning Committees*

Table of Meetings – 2024-2025

<ul style="list-style-type: none"> ▪ Scrutiny Committee People and Communities ▪ Cabinet Grants Panel ▪ Cabinet ▪ Audit Committee ▪ Council 	<ul style="list-style-type: none"> ▪ Scrutiny Committee Place and Environment 	<ul style="list-style-type: none"> ▪ Annual Council 		
--	--	--	--	--

**Not including monthly Planning and District Planning Committees*

RECRUITMENT OF INDEPENDENT PERSONS FOR STANDARDS MATTERS

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
Contact Officer: Kevin Toogood, Assistant Director Governance & Monitoring Officer
Email: kevin.toogood@midsussex.gov.uk Tel: 01444 477050
Wards Affected: All
Key Decision No
Report To: Council
27 March 2024

Purpose of Report

1. The purpose of this report is to seek Council's approval to appoint the Independent Persons for Standards Matters for a four-year term from 1 May 2024.

Summary

2. Vacancies for the position of Independent Persons for Standard Matters have been advertised across the District and applicants have been interviewed by the Appointments Panel. The Council are asked to confirm the Appointment Panel's recommendations regarding the successful applicants.

Recommendations

3. **Council are recommended to:**
 - (i) **appoint three Independent Persons to the Standards Committee (Amanda Rogers, Wendy Swinton Eagle and Paul Cummins) for a four year term from 1 May 2024 to 30 April 2028.**
-

Background

4. The Independent Persons for Standards Matters attend the Standards Committee, which meets approximately three times a year, and also advise the Monitoring Officer on complaints against Members received and also throughout the investigation of such a Code of Conduct complaint.
5. The advice of the Committee on Standards in Public Life suggests that there should be a minimum of two Independent Persons on Standards Matters.
6. The current Panel's term of office concludes on 30 April 2024. One Member (Dr David Horne) is required to stand down having completed the maximum of two consecutive terms of office. The other two current Panel Members have only served one term.

Recruitment Process

7. Three vacancies were advertised through local media, with Town and Parish Councils and on the Council's website, with a deadline of 29 February 2024 to submit applications. The Appointments Panel (comprising Councillors Cornish and Wood and Monitoring Officer Kevin Toogood) interviewed six candidates on 14 March 2024.
8. The Panel was impressed by the quality of the applicants and recommend appointing three candidates, to allow for the ability to maintain a minimum of two in attendance at each meeting. The recommended candidates are:

Name	Term ends	Committee or Panel
Amanda Rogers	30 April 2028	Standards Committee
Wendy Swinton Eagle	30 April 2028	Standards Committee
Paul Cummins	30 April 2028	Standards Committee

9. Amanda Rogers has experience working in Local Government as the Director of Adults Services at West Sussex County Council as well as roles at Medway Council and at Kent Council Social Services. She has experience as Chair of the Board of Directors at Treehouse Educare Ltd and has also served as a Member of the Independent Monitoring Board of HMP Lewes.
10. Wendy Swinton Eagle has 12 years' experience serving as a Commissioned Officer in the Women's Royal Army Corps and was the Relocation Officer and Deputy Head of the Allowances Department of the BBC. She has experience of running her own business and has been part of several networking organisations. More recently she has been involved in various voluntary roles including at Mid Downs Radio and at the League of Friends Coffee shop at the Princess Royal Hospital. Since 2020 she has served one term of office as the Independent Person for Standards Matters at Mid Sussex District Council.
11. Paul Cummins has experience working in Local Government for 18 years, most of which was as a Monitoring Officer in three District and Borough Councils as well as Head of the Legal Department. He was one of a lead group of Monitoring Officers to draft a Code of Conduct for Kent Authorities following the changes brought about by the Localism Act 2011. He is currently employed as Head of Adjudication Services at the General Pharmaceutical Council, overseeing hearings into Fitness to Practice and conduct issues. Since 2020 he has served one term of office as the Independent Person for Standards Matters at Mid Sussex District Council.
12. The Council has decided to appoint three Independent Persons for Standards Matters in accordance with section 28 (7) of the Localism Act 2011.

Financial Implications

13. There were minimal costs incurred for the recruitment process and these were within budget. An allowance of £750 per person per year is paid to the Independent Persons.

Risk Management Implications

14. There are no risk management implications.

Other Material Implications

15. None.

Sustainability Implications

16. None.

Equality and Customer Service Implications

17. The recruitment for new Independent Persons in 2024 was open to all members of the public.

Background Papers

None.

This page is intentionally left blank