

# Public Document Pack

**JOHN WARD**  
Head of Finance and Governance Services

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## Notice of Meeting

### To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** in the Council Chamber, East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday, 10 March 2015 at 2.30 pm** for the transaction of the business set out in the agenda below

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

**DIANE SHEPHERD**  
Chief Executive

**Tuesday, 3 March 2015**

### NOTES

- (1) *The Council meeting will be preceded by a number of events for members as follows:-*
- 11.30 Discussion on Opportunities for Chichester City*
  - 12.30 Lunch*
  - 13.00 Presentation by Hyde Martlet, followed by questions*
  - 13.45 Open Forum with the Cabinet and Senior Leadership Team*
- (2) *Members are asked to bring with them to the meeting their copy of the agenda and the accompanying papers for the meetings of the Cabinet held on 3 and 11 February and 3 March 2015.*

### AGENDA

*This agenda should be retained for future reference with the minutes of this meeting*

- 1 **Minutes** (Pages 1 - 6)  
To approve as a correct record the minutes of the meeting of the Council held on Tuesday 27 January 2015.
- 2 **Urgent Items**  
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 13(b)
- 3 **Declarations of Interests**  
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

4 **Chairman's announcements**

5 **Public Question Time**

Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

DECISIONS TO BE MADE BY THE COUNCIL

To consider the following recommendations of the Cabinet requiring the approval of the Council.

*The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 3 February and 3 March 2015. These are available in the committee papers section of the Council's website and in the Members Room.*

- 6 **Budget Spending Plans 2015-16 (Cabinet minute 714)** (Pages 7 - 18)  
*(See report at Agenda Item 5 (pages 9 - 22) of the Cabinet papers of 3 February 2015)*  
Report by Head of Finance and Governance Services attached

**Note: This item is required to be subject to a recorded vote**

**RECOMMENDED** (This wording is a combination of the Cabinet's recommendations and those contained in the report by the Head of Finance and Governance)

- (1) That the revenue estimates for 2015-16 and the five year capital programme for the years 2015-2020, as submitted to the Cabinet meeting on 3 February 2015, be approved.
- (2) That the net budget requirement for 2015-16 in respect of the Council's own services be approved at £14,048,900.
- (3) That the Council Tax Requirement 2015-16 in respect of the Council's own services be approved at £7,111,496.
- (4) That a Council Tax of £140.81 (Band D equivalent) be approved. This represents a 0% increase or council tax freeze on the Band D charge.
- (5) That a new Investment Opportunities Reserve of £822,100 is created.
- (6) That the Council Tax Resolution as set out in Appendix A to the Report by the Head of Finance and Governance Services be passed

*Note: Mr G McAra has given notice of his intention to move an amendment to the above recommendations to the following effect:-*

- (1) *'£14,190,800' be substituted for '£14,048,900' in (2) above.*
- (2) *'That a Council Tax of £143.62 (Band D equivalent) be approved. This represents an increase of just 5p per week (£2.81 per year) on the Band D charge or 1.9956%.' be substituted for (4) above.*
- (3) *That £64,284 of the increase in council tax should be allocated to the Economic Development Department budget to be used to improve the visitor infrastructure of the District.*

- 7 **Senior Staff Pay Policy Statement (Cabinet minute 715)** (Pages 19 - 33)  
*(See report at Agenda Item 6 (pages 23 - 26) of the Cabinet papers of 3 February 2015)*

Senior Staff Pay Policy Statement and appendices 1, 2, 5 and 8 attached. Other appendices are unchanged from last year and may be found on the Council's website <http://www.chichester.gov.uk/article/24175/Transparency-of-Senior-salaries>.

**RECOMMENDED**

That the Senior Staff Pay Policy Statement be approved and published

- 8 **Community Infrastructure Levy Draft Charging Schedule - Post Consultation**  
*(See report at Agenda Item 6 (pages 13 - 94) of the Cabinet papers of 3 March 2015)*

*The Cabinet's meeting takes place after this agenda is sent out. Any change to the recommendations below will be reported orally.*

**DRAFT RECOMMENDATIONS**

- (1) The Community Infrastructure Levy Draft Charging Schedule (CIL DCS) together with the draft Regulation 123 list (attached as appendix A) be approved for submission for examination.
- (2) The Regulation 19 (1) statement (attached as appendix B) including a summary of issues raised by consultees be approved for the inspector's consideration together with Chichester District Council's responses.
- (3) The suggested amendments to the draft Payment by Instalments Policy (contained within Chichester District Council's responses to representations in appendix 1 of appendix B) be approved.
- (4) The Head of Planning Services be authorised, following consultation with the Cabinet Member for Housing and Planning, to make typographical and other minor amendments.
- (5) The Chief Executive be authorised, following consultation with the Leader of the Council, to determine minor matters arising from the CIL DCS examination.

- 9 **Treasury Management Strategy 2015-16**  
*(See report at Agenda Item 7 (pages 95 - 129) of the Cabinet papers of 3 March 2015)*

*The Cabinet's meeting takes place after this agenda is sent out. Any change to the recommendations below will be reported orally.*

**DRAFT RECOMMENDATIONS**

That the following be approved:

- (1) The Treasury Management Policy and Treasury Management Strategy Statement for 2015-16 as contained in appendix 1 of the report.

- (2) The Investment Strategy 2015-16 as detailed within the treasury management strategy statement (appendix 1).
- (3) The Prudential Indicators and Limits for 2015-16 to 2019-2020 as detailed in appendix 2 of the report.
- (4) The Minimum Revenue Provision (MRP) Statement contained within appendix 2, which sets out the Council's policy on MRP.

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### **Electoral Review of Chichester District: Proposal on Council Size**

*(See report at Agenda Item 8 (pages 130 - 149) of the Cabinet papers of 3 March 2015)*

*The Cabinet's meeting takes place after this agenda is sent out. Any change to the recommendation below will be reported orally.*

#### **DRAFT RECOMMENDATION**

That the proposal on council size (Appendix 2), for a reduction in the number of councillors to 35 or 36, to be implemented for the district council elections in 2019, be approved for submission to the Local Government Boundary Commission for England (LGBCE).

11

### **Questions to the Executive**

(maximum of 40 minutes duration)

12

### **Notice of a new proposal**

The following proposal has been submitted by Mr Simon Oakley in accordance with Standing Order 18:-

That the Council's Constitution, Part 4.5 Overview and Scrutiny Rules, paragraph 36, Urgent Decisions, be amended by adding the words in bold italics and deleting the words struck through as follows:

#### **"Urgent Decisions**

36. The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or one of its members is considered by them to be urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's interests or the public's interests. ***As soon as it is intended by Officers and/or Cabinet Members for a decision to be made urgent under this procedure, all Members of the Council are to be notified of this intention.*** The record of the decision shall state whether in the opinion of the decision-maker the decision is an urgent one, and therefore not subject to call-in. The consent of the chairman of the Council must be obtained both that the decision is reasonable in all the circumstances and to it being treated as a matter of urgency. (In the absence of the chairman, the vice-chairman's consent shall be required and in the absence of both, the ~~Chief Executive~~ ***Chairman of the Overview and Scrutiny Committee*** or his/her nominee's consent shall be required.) ***The Chairman's, or substitute's, decision shall be made 24 hours after the Cabinet (or one of its Members) decision is made.*** Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency."

13 **Urgent decision by Cabinet (Cabinet minute 726)**

In accordance with the relevant section of the Constitution (Part 4.5 Overview & Scrutiny Rules paragraph 36), the following decision was considered by the Cabinet to be urgent because any delay would be likely to seriously prejudice the council's and the public's interests, and should not, therefore, be subject to call-in. The Chairman of the Council's consent was obtained that the decision was reasonable in all the circumstances and that it should be treated as a matter of urgency, and his consent was confirmed after the meeting, as Cabinet approved different options from those originally recommended. The Constitution requires that decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

The decision relates to the land at Church Road, Chichester, commonly known as the former Portfield Football ground, The grounds for urgency were that both the submission of the planning application and the marketing of the site (allowing time for potential purchasers to consider it and submit offers) need to take place before the current planning permission expires. In each case there would be opportunities for further debate in that the Planning Committee would determine the planning application and the Cabinet would consider offers for the land before agreeing to its disposal.

The Cabinet **RESOLVED:**

That options (a) (Resubmit the Extension of Time application to the Planning Committee) and (c) (Market the site now with the benefit of the remaining life of the outline permission) with (e) (Pursue an off the market disposal), as detailed in paragraph 6.1 of the report, be proceeded with.

14 **Consideration of any late items as follows:**

- (a) Items added to the agenda papers and made available for public inspection.
- (b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

15 **Exclusion of the press and public**

There are no restricted items for consideration at this meeting.

## NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972
2. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. (Standing Order 11.3)

## MEMBERS

Mr M J Bell	Mr G H Hicks
Mr N R D Thomas	Mr P Jarvis
Mrs C M M Apel	Mrs G Keegan
Mr G A F Barrett	Mrs E P Lintill
Mr P Budge	Mr S Lloyd-Williams
Mrs H P Caird	Mr R M J Marshall
Mr S L Carr	Mr G V McAra
Mr A D Chaplin	Mr J A P Montyn
Mr J L Cherry	Mr D J Myers
Mr P Clementson	Mr S J Oakley
Mr J C P Connor	Mr R T V O'Brien
Mr Q J R Cox	Mr H C Potter
Mr M A Cullen	Mrs L C Purnell
Mrs P M Dignum	Mr J J L T Ransley
Mr A P Dignum	Mr J Ridd
Mrs J E Duncton	Mr F Robertson
Mr T M E Dunn	Anne Scicluna
Mr J E Elliott	Mr A M Shaxson
Mr B Finch	Mr A R H Smith
Mr A F French	Mrs J A E Tassell
Mrs N Graves	Mrs B A Tinson
Mrs E Hamilton	Mrs P M Tull
Mrs P A Hardwick	Mr B J Weekes
Mr R J Hayes	Mr M Woolley



Minutes of the meeting of the **Council** held in Council Chamber, East Pallant House, Chichester on Tuesday, 27 January 2015 at 2.30 pm

**Members Present:** Mr M J Bell (Chairman), Mr N R D Thomas (Vice-Chairman), Mrs C M M Apel, Mr P Budge, Mrs H P Caird, Mr A D Chaplin, Mr J L Cherry, Mr P Clementson, Mr J C P Connor, Mrs P M Dignum, Mr A P Dignum, Mrs J E Duncton, Mr T M E Dunn, Mr J E Elliott, Mrs E Hamilton, Mrs P A Hardwick, Mr P Jarvis, Mrs G Keegan, Mrs E P Lintill, Mr S Lloyd-Williams, Mr R M J Marshall, Mr G V McAra, Mr D J Myers, Mr S J Oakley, Mr H C Potter, Mrs L C Purnell, Mr J J L T Ransley, Mr J Ridd, Mr F Robertson, Anne Scicluna, Mr A R H Smith, Mrs B A Tinson, Mrs P M Tull and Mr M Woolley

**Members not present:** Mr G A F Barrett, Mr S L Carr, Mr Q J R Cox, Mr M A Cullen, Mr B Finch, Mr A F French, Mrs N Graves, Mr R J Hayes, Mr G H Hicks, Mr J A P Montyn, Mr R T V O'Brien, Mr A M Shaxson, Mrs J A E Tassell and Mr B J Weekes

**Officers present all items:** Mr S Carvell (Executive Director), Mr P Coleman (Member Services Manager), Mr P E Over (Executive Director) and Mrs D Shepherd (Chief Executive)

## 281 **Minutes**

### **RESOLVED**

That the minutes of the special meeting of the Council held on 22 December 2014 be signed as a correct record, subject to the amendment of the second sentence of the response to Question (b) (Solar Farms) in minute 279 to read:-

“Mr Oakley commented that solar farms did not remove the land entirely from agriculture, as it could still be used for grazing”.

## 282 **Urgent Items**

There were no urgent items for consideration at this meeting.

## 283 **Declarations of Interests**

No interests were declared at this meeting.

## 284 **Chairman's announcements**

- (1) The Chairman thanked members who had attended the service that morning at the Council's Portfield Cemetery to commemorate National Holocaust Memorial Day.
- (2) The Chairman wished Councillors John Elliott and Tony French a speedy recovery following their recent hospitalisation.
- (3) Mrs Apel thanked the Chairman for organising the commemoration of National Holocaust Memorial Day and led the Council in wishing him a happy birthday.

## 285 **Public Question Time**

No public questions had been submitted.

## 286 **Decisions to be made by the Council**

### **Recommendation of the Cabinet – 6 January 2015**

#### **(i) Minute 701 – Corporate Plan Annual Review**

Mrs Caird (Leader of the Council), seconded by Mrs Purnell, moved the recommendation of the Cabinet. She commended the Corporate Plan 2015-2018 (copy appended to the official minutes) as being well-presented and easy to read. She reminded the Council that the Corporate Plan set out the Council's vision for the next four years, and was reviewed each year. This year a fundamental review had been carried out, amending and simplifying the Council's priorities and setting clear objectives and performance measures. The Council's priorities in the Plan were:-

- Improve the provision of and access to suitable housing
- Support our communities
- Manage our built and natural environments
- Improve and support the local economy

Mrs Caird added that a list of on-going projects would be made available to members shortly.

#### **RESOLVED**

That the revised Corporate Plan for 2015-2018 be approved.

### **Recommendation of the Boundary Review Panel – 13 January 2015**

#### **(ii) Minute 65 – Increase in number of parish councillors on Chidham and Hambrook Parish Council**

The Council considered the report to the Boundary Review Panel (copy appended to the official minutes). Mr Ridd (Chairman of the Panel), seconded by Mrs Lintill, moved the recommendation of the Panel. He reminded the Council that 229 dwellings had been transferred from the parish of Southbourne to the parish of Chidham and Hambrook. The Chidham and Hambrook Parish Council had subsequently asked for an increase in the number of parish councillors from nine to ten. A community governance review had been carried out, as required, and no



responses had been received to the consultation. The Panel recommended that the requested increase be authorised.

Mr Myers, as one of the ward councillors, expressed support for the recommendation.

#### **RESOLVED**

That, following the community governance review consultation, an increase of one additional councillor to serve on Chidham and Hambrook Parish Council be approved, thereby bringing the total number of councillors from nine to ten members.

#### **287 Questions to the Executive**

Questions to members of the Cabinet and responses given were as follows:

##### *(a) Question: Former Portfield Football Ground, Church Road, Chichester*

Mr Smith asked the Cabinet Member for Support Services what recommendation he would be making to his Cabinet colleagues about the future use of the former Portfield Football Ground, following the decision by the Planning Committee to refuse permission for the extension of time of the existing outline planning permission for residential development and associated off site works.

##### *Response:*

The Chairman ruled that the Council should not discuss a particular planning application as this was outside the remit of the Council. Mr Ransley (Cabinet Member for Support Services) replied that he was hoping to conclude a detailed briefing paper for Cabinet members within the next few days.

##### *(b) Question: Hyde Martlet*

Mr Chaplin reminded the Cabinet Member for Housing and Planning that the proposed meeting between the senior management team of Hyde Martlet and councillors before the Council meeting in December 2014 had been postponed, and asked whether it would be re-arranged. He also asked that the Overview and Scrutiny Committee would review the matter as he felt that, before the present management team was in place, the performance of Hyde Martlet had fallen below what was acceptable. The intention was not to allocate blame but there was a need to restore the trust and confidence of tenants and councillors. Mrs Caird, Mr Cherry, Mr Clementson and Mrs Duncton associated themselves with Mr Chaplin's comments, and Mr Clementson asked whether specific questions would be put to Hyde Martlet in advance so that the discussion would be effective.

##### *Response:*

Mrs Purnell (Cabinet Member for Housing and Planning) replied that the Hyde Martlet senior management team would attend a meeting with councillors

immediately before the Council meeting on 10 March 2015. A set of questions would be given to them in advance for them to use as a basis for their presentation to councillors, but other questions could be asked without notice.

She would support a reference to the Overview and Scrutiny Committee following that meeting.

*(c) Combined Heat and Power (CHP) Unit at Westgate Leisure Centre*

Mr Potter asked for an update on the defective Combined Heat and Power (CHP) Unit at Westgate Leisure Centre.

*Response:*

At the request of the Cabinet Member for Support Services, Mr Over replied that legal discussions with the suppliers of the CHP Unit were proceeding. In the meantime, the hot water boilers at the Leisure Centre had been replaced and were working effectively to provide heating and hot water.

**288 Report of Urgent Decisions: Coastal Management Additional Funding**

The Council noted that, at its meeting on 6 January 2015, the Cabinet had resolved that expenditure of additional funding from the Environment Agency on coastal management be approved for the period 2014– 2015 as follows:

(1) to increase the volume of beach recharge at West Wittering as an extension of the Council's existing contract for Beach Management Plan works in January 2015 at a cost of £100,000.

(2) to bring forward the replacement of a failing gabion (wire baskets filled with stone) wall with timber breastworks at Solent Way, Selsey at a cost of £150,000, to be undertaken by the Council's current maintenance contractor.

The additional funding and proposed expenditure was not included in the approved budget and this decision was, therefore, not wholly in accordance with the budget approved by the Council, although all the additional funding was provided by the Environment Agency. The decision would normally be taken by the full Council, but as the need to spend was urgent and it had not been practical to convene a quorate meeting of the Council, the Chairman of the Overview and Scrutiny Committee had agreed that the Cabinet could take the decision as a matter of urgency, in accordance with the Budget and Policy Framework Rules (part 4.3 of the Constitution).

Mr Connor (Cabinet Member for the Environment) explained the circumstances.

Mr McAra asked whether the Council had the resources to deal with localised flood alleviation works, both inland and coastal.

Mr Connor replied that West Sussex County Council (WSSCC) was the Lead Local Flood Authority and was responsible for providing resources.

Mr Lowsley (Senior Engineer) explained that, although WSCC was the Lead Local Flood Authority, it did not have the expertise that district and borough councils had in dealing with local land drainage issues, Accordingly, it commissioned the Council to carry out watercourse consent work on its behalf and at its expense. WSCC and the district and borough councils were considering together how to provide the service in the future and the development of a flood risk management strategy was in hand.

Members expressed the view that, if the Council was to act as agent for WSCC, it should be made clear to residents where the ultimate responsibility lay if resources were inadequate.

The meeting ended at 3.00 pm

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CHAIRMAN

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Date:



**Chichester District Council**

**10 March 2015**

**Council Tax Resolution**

**1. Contacts**

**Cabinet Member:**

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**2. Recommendation**

**2.1. That the following, as submitted to and recommended by the Cabinet as the Budget for 2015-16 be approved:-**

- i. the revenue estimates for 2015-16 (see papers to 3 February 2015 Cabinet).**
- ii. the 2015-16 Net Revenue Budget in respect of the Council's own services be approved at £14,048,900.**
- iii. the 2015-16 Council Tax Requirement in respect of the Council's own services be approved at £7,111,496.**
- iv. the five year capital programme for the years 2015 - 2020.**
- v. that Council approve a Council Tax of £140.81 (Band D equivalent). This represents a 0% increase or council tax freeze on the Band D charge.**
- vi. that a new Investment Opportunities Reserve of £822,100 is created.**

**2.2. That Council approve the Resolutions in Appendix A.**

**3. Main Report**

**3.1 Introduction**

3.1.1 The Cabinet at its meeting on 3 February 2015 recommended that Council approve a 0% Council Tax increase or Council Tax freeze for 2015-16. The purpose of this report is to enable Council to make the necessary resolutions in relation to the setting of Council Tax for 2015-16.

- 3.1.2 Since the meeting of Cabinet the final Financial Settlement has been received. The final settlement makes no changes to the government funding figures presented to the Cabinet.
- 3.1.3 The Council has recently been notified that the Internal Drainage Board Levy for 2015-16 payable to the Environment Agency will be £2,000 more than anticipated when the draft budget was reported to the Cabinet. This additional cost has been contained within the base budget for 2015-16 by reducing the sum identified to be transferred to a new Investment Opportunities Reserve from £824,100 to £822,100.
- 3.1.4 Section 30(1) of the Local Government Finance Act 1992 requires the Council to set an amount of Council Tax each financial year for each category of dwelling in its area. Chichester District Council, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11 March in the financial year preceding that for which the Council Tax is set.
- 3.1.5 These amounts are based on the Council's own budget, plus precepts from Parish Councils where applicable, plus shares of the budget for West Sussex County Council and The Police and Crime Commissioner for Sussex, all divided by the tax base. At its meeting on 4 December 2014, the Cabinet approved the tax base for the Chichester District and for each of the Parish/Town Council areas for 2015-16 totalling 50,504.20 Band D equivalents.
- 3.1.6 For the purpose of calculating council tax, dwellings are allocated to valuation bands and the amount of Council Tax paid for dwellings in each band is calculated using nationally set weightings for each band.
- 3.1.7 Since the meeting of Cabinet on 3 February 2015, the precept levels of the other precepting bodies have been received. These are detailed as follows:

#### **Parish and Town Councils**

The Parish and Town Council precepts for 2015-16 are detailed in Appendix C and total £2,462,448. The increase in the average Band D Council Tax for Parish and Town Councils is 6.0% and results in an average Band D Council Tax figure of £48.76 for 2015-16

#### **West Sussex County Council**

West Sussex County Council met on 13 February 2015 and set their precept at £58,685,375.36. This results in a Band D Council Tax of £1,161.99, a 0% increase on the previous year.

#### **The Police and Crime Commissioner for Sussex**

The Police and Crime Commissioner for Sussex met on 13 February 2015 and set their precept at £7,268,059.42. This results in a Band D Council Tax of £141.12, an increase of 1.98% on the previous year.

## 3.2 Explanatory Note

3.2.1 The Act specifies the calculations required and the resolution is structured to meet those requirements. The resolution is divided into the following sections:

a) Council Tax Base (Resolution 1)

This resolution stipulates the Council Tax Base for the forthcoming financial year, as agreed by the Cabinet at its meeting on 4 December 2014.

b) Council Tax Requirement (Resolution 2)

This resolution sets the Council's own Council Tax Requirement for the purpose of setting council tax. It represents the amount of council tax that the Council must collect from the council tax payers in its area to fund the budget for its own activities for the forthcoming year.

The Council Tax Requirement is calculated by taking the Council's Net Revenue Budget for 2015-16 of £14,048,900, and deducting the aggregate of the amount of support the Council receives from the government in the form of the Formula Grant and other Non-specific Grants, and transfers to or from the Collection Fund.

c) Basic Amount of Council Tax (Resolution 3)

This resolution sets the Basic Amount of Council Tax for each part of the Council's area. These amounts are based on precepts from parish councils in addition to the budget for the Council's own activities and hence the Basic Amount of Council Tax differs between parts of the Council's area.

d) Precepts of Major Precepting Authorities (Resolution 4)

As a billing authority, the Council also collects council tax in its area on behalf of West Sussex County Council and The Police and Crime Commissioner for Sussex. The amount that they precept is based on their Council Tax Requirement, divided between West Sussex districts and boroughs in proportion to the number of Band D equivalent dwellings in each district/borough area.

e) Setting of Council Tax (Resolution 5)

This resolution sets out the total amount of council tax payable for each category of dwelling and for each part of the Council's area, including the basic amount for each part of the Council's area plus the amounts precepted by West Sussex County Council and The Police and Crime Commissioner for Sussex.

f) Excessive Council Tax Increases (Resolution 6)

The Localism Act 2011 abolished the council tax capping regime in England and introduced a new chapter into the Local Government Finance 1992 Act, making provision for council tax referendums to be held if an authority increases its council tax by an amount exceeding

principles determined by the Secretary of State and agreed by the House of Commons.

Under Section 52ZC of the 1992 Act, the principles for 2015-16 are, that authorities are required to seek approval from their electorate in a referendum if, compared with 2014-15, they set a council tax increase of 2% or more.

Section 52ZB of the 1992 Act requires the Council to determine whether its Relevant Basic Amount of Council Tax is excessive in accordance with these principles.

#### **4. Background Papers**

4.1. Budget Spending Plans Report submitted to the Cabinet on 3 February 2015. These are available on the Council's website at <http://www.chichester.gov.uk/article/25873/Cabinet---3-February-2015>

#### **5. Appendices**

- Appendix A Council Tax Resolutions
- Appendix B Council Tax charges 2015-16
- Appendix C Town and Parish Council precepts



## Chichester District Council

# COUNCIL TAX RESOLUTION

The Council is recommended to resolve as follows:

1. It be noted that on 4 December 2014, the Council calculated the Council Tax Base 2015-16
  - a) for the whole Council area as **50,504.20** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)];  
and
  - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix C.
  
2. That the Council Tax requirement for the Council’s own purposes for 2014-15 (excluding Parish precepts) is **£7,111,496**.
  
3. That the following amounts be calculated by the Council for the year 2014-15 in accordance with Sections 31 to 36 of the Act:
  - a) **£93,152,515** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  
  - b) **£83,578,571** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  
  - c) **£9,573,944** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R), in the formula in Section 31B of the Act).
  
  - d) **£189.57** being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  
  - e) **£2,462,448** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).

- f) **£140.81** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.

4. That it be noted that for the year 2015-16 the West Sussex County Council and The Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:-

All of the Council's Area	Valuation Band							
	A £	B £	C £	D £	E £	F £	G £	H £
West Sussex County Council	774.66	903.77	1,032.88	1,161.99	1,420.21	1,678.43	1,936.65	2,323.98
The Police and Crime Commissioner for Sussex	95.94	111.93	127.92	141.12	175.89	207.87	239.85	287.82

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown in Appendix B as the amounts of Council Tax for the year 2015-16 for each part of its area and for each of the categories of dwellings.
6. That the Council hereby determines in accordance with Section 52ZB of the Local Government Finance Act 1992, that its relevant basic amount of Council Tax for 2015-16 is not excessive in accordance with the principles approved by the Secretary of State under Section 52ZC of the Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2015-16 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

J. Ward  
Head of Finance and Governance

**Council Tax charges 2015-16**

	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Chichester District Council	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
West Sussex County Council	774.66	903.77	1,032.88	1,161.99	1,420.21	1,678.43	1,936.65	2,323.98
The Police and Crime Commissioner for Sussex	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82
<hr/>								
Town / Parish only (a)								
Town / Parish and District (b)								
Total including major precepting authorities (c)								
<hr/>								
Appledram (a)	13.11	15.30	17.48	19.67	24.04	28.41	32.78	39.34
(b)	106.98	124.82	142.64	160.48	196.14	231.80	267.46	320.96
(c)	977.58	1,140.52	1,303.44	1,466.38	1,792.24	2,118.10	2,443.96	2,932.76
Barlavington (a)	26.77	31.24	35.70	40.16	49.08	58.01	66.93	80.32
(b)	120.64	140.76	160.86	180.97	221.18	261.40	301.61	361.94
(c)	991.24	1,156.46	1,321.66	1,486.87	1,817.28	2,147.70	2,478.11	2,973.74
Bepton (a)	21.19	24.72	28.25	31.78	38.84	45.90	52.97	63.56
(b)	115.06	134.24	153.41	172.59	210.94	249.29	287.65	345.18
(c)	985.66	1,149.94	1,314.21	1,478.49	1,807.04	2,135.59	2,464.15	2,956.98
Bignor (a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
Birdham (a)	36.78	42.91	49.04	55.17	67.43	79.69	91.95	110.34
(b)	130.65	152.43	174.20	195.98	239.53	283.08	326.63	391.96
(c)	1,001.25	1,168.13	1,335.00	1,501.88	1,835.63	2,169.38	2,503.13	3,003.76
Bosham (a)	24.46	28.54	32.61	36.69	44.84	53.00	61.15	73.38
(b)	118.33	138.06	157.77	177.50	216.94	256.39	295.83	355.00
(c)	988.93	1,153.76	1,318.57	1,483.40	1,813.04	2,142.69	2,472.33	2,966.80
Boxgrove (a)	49.82	58.12	66.43	74.73	91.34	107.94	124.55	149.46
(b)	143.69	167.64	191.59	215.54	263.44	311.33	359.23	431.08
(c)	1,014.29	1,183.34	1,352.39	1,521.44	1,859.54	2,197.63	2,535.73	3,042.88
Bury (a)	37.52	43.77	50.03	56.28	68.79	81.29	93.80	112.56
(b)	131.39	153.29	175.19	197.09	240.89	284.68	328.48	394.18
(c)	1,001.99	1,168.99	1,335.99	1,502.99	1,836.99	2,170.98	2,504.98	3,005.98
Chichester City (a)	32.20	37.57	42.93	48.30	59.03	69.77	80.50	96.60
(b)	126.07	147.09	168.09	189.11	231.13	273.16	315.18	378.22
(c)	996.67	1,162.79	1,328.89	1,495.01	1,827.23	2,159.46	2,491.68	2,990.02
Chidham and Hambrook (a)	19.25	22.45	25.66	28.87	35.29	41.70	48.12	57.74
(b)	113.12	131.97	150.82	169.68	207.39	245.09	282.80	339.36
(c)	983.72	1,147.67	1,311.62	1,475.58	1,803.49	2,131.39	2,459.30	2,951.16
Cocking (a)	40.27	46.99	53.70	60.41	73.83	87.26	100.68	120.82
(b)	134.14	156.51	178.86	201.22	245.93	290.65	335.36	402.44
(c)	1,004.74	1,172.21	1,339.66	1,507.12	1,842.03	2,176.95	2,511.86	3,014.24
Compton (a)	35.65	41.60	47.54	53.48	65.36	77.25	89.13	106.96
(b)	129.52	151.12	172.70	194.29	237.46	280.64	323.81	388.58
(c)	1,000.12	1,166.82	1,333.50	1,500.19	1,833.56	2,166.94	2,500.31	3,000.38
Donnington (a)	16.10	18.78	21.47	24.15	29.52	34.88	40.25	48.30
(b)	109.97	128.30	146.63	164.96	201.62	238.27	274.93	329.92
(c)	980.57	1,144.00	1,307.43	1,470.86	1,797.72	2,124.57	2,451.43	2,941.72
Duncton (a)	21.37	24.93	28.49	32.05	39.17	46.29	53.42	64.10
(b)	115.24	134.45	153.65	172.86	211.27	249.68	288.10	345.72
(c)	985.84	1,150.15	1,314.45	1,478.76	1,807.37	2,135.98	2,464.60	2,957.52
Earnley (a)	27.18	31.71	36.24	40.77	49.83	58.89	67.95	81.54
(b)	121.05	141.23	161.40	181.58	221.93	262.28	302.63	363.16
(c)	991.65	1,156.93	1,322.20	1,487.48	1,818.03	2,148.58	2,479.13	2,974.96

**Council Tax charges 2015-16**

		<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
		£	£	£	£	£	£	£	£
	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eartham	(b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
	(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
	(a)	17.29	20.18	23.06	25.94	31.70	37.47	43.23	51.88
Easebourne	(b)	111.16	129.70	148.22	166.75	203.80	240.86	277.91	333.50
	(c)	981.76	1,145.40	1,309.02	1,472.65	1,799.90	2,127.16	2,454.41	2,945.30
	(a)	6.79	7.92	9.05	10.18	12.44	14.70	16.97	20.36
East Dean	(b)	100.66	117.44	134.21	150.99	184.54	218.09	251.65	301.98
	(c)	971.26	1,133.14	1,295.01	1,456.89	1,780.64	2,104.39	2,428.15	2,913.78
	(a)	17.79	20.75	23.72	26.68	32.61	38.54	44.47	53.36
East Lavington	(b)	111.66	130.27	148.88	167.49	204.71	241.93	279.15	334.98
	(c)	982.26	1,145.97	1,309.68	1,473.39	1,800.81	2,128.23	2,455.65	2,946.78
	(a)	45.65	53.26	60.87	68.48	83.70	98.92	114.13	136.96
East Wittering and Bracklesham	(b)	139.52	162.78	186.03	209.29	255.80	302.31	348.81	418.58
	(c)	1,010.12	1,178.48	1,346.83	1,515.19	1,851.90	2,188.61	2,525.31	3,030.38
	(a)	8.30	9.68	11.07	12.45	15.22	17.98	20.75	24.90
Ebernoe	(b)	102.17	119.20	136.23	153.26	187.32	221.37	255.43	306.52
	(c)	972.77	1,134.90	1,297.03	1,459.16	1,783.42	2,107.67	2,431.93	2,918.32
	(a)	11.01	12.84	14.68	16.51	20.18	23.85	27.52	33.02
Elsted and Treyford	(b)	104.88	122.36	139.84	157.32	192.28	227.24	262.20	314.64
	(c)	975.48	1,138.06	1,300.64	1,463.22	1,788.38	2,113.54	2,438.70	2,926.44
	(a)	37.10	43.28	49.47	55.65	68.02	80.38	92.75	111.30
Fernhurst	(b)	130.97	152.80	174.63	196.46	240.12	283.77	327.43	392.92
	(c)	1,001.57	1,168.50	1,335.43	1,502.36	1,836.22	2,170.07	2,503.93	3,004.72
	(a)	22.19	25.88	29.58	33.28	40.68	48.07	55.47	66.56
Fishbourne	(b)	116.06	135.40	154.74	174.09	212.78	251.46	290.15	348.18
	(c)	986.66	1,151.10	1,315.54	1,479.99	1,808.88	2,137.76	2,466.65	2,959.98
	(a)	22.02	25.69	29.36	33.03	40.37	47.71	55.05	66.06
Fittleworth	(b)	115.89	135.21	154.52	173.84	212.47	251.10	289.73	347.68
	(c)	986.49	1,150.91	1,315.32	1,479.74	1,808.57	2,137.40	2,466.23	2,959.48
	(a)	16.73	19.51	22.30	25.09	30.67	36.24	41.82	50.18
Funtington	(b)	110.60	129.03	147.46	165.90	202.77	239.63	276.50	331.80
	(c)	981.20	1,144.73	1,308.26	1,471.80	1,798.87	2,125.93	2,453.00	2,943.60
	(a)	19.41	22.65	25.88	29.12	35.59	42.06	48.53	58.24
Graffham	(b)	113.28	132.17	151.04	169.93	207.69	245.45	283.21	339.86
	(c)	983.88	1,147.87	1,311.84	1,475.83	1,803.79	2,131.75	2,459.71	2,951.66
	(a)	26.87	31.34	35.82	40.30	49.26	58.21	67.17	80.60
Harting	(b)	120.74	140.86	160.98	181.11	221.36	261.60	301.85	362.22
	(c)	991.34	1,156.56	1,321.78	1,487.01	1,817.46	2,147.90	2,478.35	2,974.02
	(a)	22.70	26.48	30.27	34.05	41.62	49.18	56.75	68.10
Heyshott	(b)	116.57	136.00	155.43	174.86	213.72	252.57	291.43	349.72
	(c)	987.17	1,151.70	1,316.23	1,480.76	1,809.82	2,138.87	2,467.93	2,961.52
	(a)	60.30	70.35	80.40	90.45	110.55	130.65	150.75	180.90
Hunston	(b)	154.17	179.87	205.56	231.26	282.65	334.04	385.43	462.52
	(c)	1,024.77	1,195.57	1,366.36	1,537.16	1,878.75	2,220.34	2,561.93	3,074.32
	(a)	66.57	77.67	88.76	99.86	122.05	144.24	166.43	199.72
Kirdford	(b)	160.44	187.19	213.92	240.67	294.15	347.63	401.11	481.34
	(c)	1,031.04	1,202.89	1,374.72	1,546.57	1,890.25	2,233.93	2,577.61	3,093.14
	(a)	20.48	23.89	27.31	30.72	37.55	44.37	51.20	61.44
Lavant	(b)	114.35	133.41	152.47	171.53	209.65	247.76	285.88	343.06
	(c)	984.95	1,149.11	1,313.27	1,477.43	1,805.75	2,134.06	2,462.38	2,954.86
	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Linch	(b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
	(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
	(a)	39.26	45.80	52.35	58.89	71.98	85.06	98.15	117.78
Linchmere	(b)	133.13	155.32	177.51	199.70	244.08	288.45	332.83	399.40
	(c)	1,003.73	1,171.02	1,338.31	1,505.60	1,840.18	2,174.75	2,509.33	3,011.20

**Council Tax charges 2015-16**

		<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
		£	£	£	£	£	£	£	£
	(a)	27.61	32.22	36.82	41.42	50.62	59.83	69.03	82.84
Lodsworth	(b)	121.48	141.74	161.98	182.23	222.72	263.22	303.71	364.46
	(c)	992.08	1,157.44	1,322.78	1,488.13	1,818.82	2,149.52	2,480.21	2,976.26
	(a)	33.59	39.18	44.78	50.38	61.58	72.77	83.97	100.76
Loxwood	(b)	127.46	148.70	169.94	191.19	233.68	276.16	318.65	382.38
	(c)	998.06	1,164.40	1,330.74	1,497.09	1,829.78	2,162.46	2,495.15	2,994.18
	(a)	26.69	31.14	35.59	40.04	48.94	57.84	66.73	80.08
Lurgashall	(b)	120.56	140.66	160.75	180.85	221.04	261.23	301.41	361.70
	(c)	991.16	1,156.36	1,321.55	1,486.75	1,817.14	2,147.53	2,477.91	2,973.50
	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Marden	(b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
	(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
	(a)	34.60	40.37	46.13	51.90	63.43	74.97	86.50	103.80
Midhurst Town	(b)	128.47	149.89	171.29	192.71	235.53	278.36	321.18	385.42
	(c)	999.07	1,165.59	1,332.09	1,498.61	1,831.63	2,164.66	2,497.68	2,997.22
	(a)	41.05	47.89	54.73	61.57	75.25	88.93	102.62	123.14
Milland	(b)	134.92	157.41	179.89	202.38	247.35	292.32	337.30	404.76
	(c)	1,005.52	1,173.11	1,340.69	1,508.28	1,843.45	2,178.62	2,513.80	3,016.56
	(a)	35.41	41.31	47.21	53.11	64.91	76.71	88.52	106.22
North Mundham	(b)	129.28	150.83	172.37	193.92	237.01	280.10	323.20	387.84
	(c)	999.88	1,166.53	1,333.17	1,499.82	1,833.11	2,166.40	2,499.70	2,999.64
	(a)	55.93	65.26	74.58	83.90	102.54	121.19	139.83	167.80
Northchapel	(b)	149.80	174.78	199.74	224.71	274.64	324.58	374.51	449.42
	(c)	1,020.40	1,190.48	1,360.54	1,530.61	1,870.74	2,210.88	2,551.01	3,061.22
	(a)	48.07	56.09	64.10	72.11	88.13	104.16	120.18	144.22
Oving	(b)	141.94	165.61	189.26	212.92	260.23	307.55	354.86	425.84
	(c)	1,012.54	1,181.31	1,350.06	1,518.82	1,856.33	2,193.85	2,531.36	3,037.64
	(a)	43.62	50.89	58.16	65.43	79.97	94.51	109.05	130.86
Petworth	(b)	137.49	160.41	183.32	206.24	252.07	297.90	343.73	412.48
	(c)	1,008.09	1,176.11	1,344.12	1,512.14	1,848.17	2,184.20	2,520.23	3,024.28
	(a)	24.57	28.66	32.76	36.85	45.04	53.23	61.42	73.70
Plaistow and Ifold	(b)	118.44	138.18	157.92	177.66	217.14	256.62	296.10	355.32
	(c)	989.04	1,153.88	1,318.72	1,483.56	1,813.24	2,142.92	2,472.60	2,967.12
	(a)	25.83	30.13	34.44	38.74	47.35	55.96	64.57	77.48
Rogate	(b)	119.70	139.65	159.60	179.55	219.45	259.35	299.25	359.10
	(c)	990.30	1,155.35	1,320.40	1,485.45	1,815.55	2,145.65	2,475.75	2,970.90
	(a)	40.00	46.67	53.33	60.00	73.33	86.67	100.00	120.00
Selsey Town	(b)	133.87	156.19	178.49	200.81	245.43	290.06	334.68	401.62
	(c)	1,004.47	1,171.89	1,339.29	1,506.71	1,841.53	2,176.36	2,511.18	3,013.42
	(a)	26.82	31.29	35.76	40.23	49.17	58.11	67.05	80.46
Sidlesham	(b)	120.69	140.81	160.92	181.04	221.27	261.50	301.73	362.08
	(c)	991.29	1,156.51	1,321.72	1,486.94	1,817.37	2,147.80	2,478.23	2,973.88
	(a)	28.08	32.76	37.44	42.12	51.48	60.84	70.20	84.24
Singleton	(b)	121.95	142.28	162.60	182.93	223.58	264.23	304.88	365.86
	(c)	992.55	1,157.98	1,323.40	1,488.83	1,819.68	2,150.53	2,481.38	2,977.66
	(a)	30.01	35.02	40.02	45.02	55.02	65.03	75.03	90.04
Southbourne	(b)	123.88	144.54	165.18	185.83	227.12	268.42	309.71	371.66
	(c)	994.48	1,160.24	1,325.98	1,491.73	1,823.22	2,154.72	2,486.21	2,983.46
	(a)	26.67	31.11	35.56	40.00	48.89	57.78	66.67	80.00
Stedham with Iping	(b)	120.54	140.63	160.72	180.81	220.99	261.17	301.35	361.62
	(c)	991.14	1,156.33	1,321.52	1,486.71	1,817.09	2,147.47	2,477.85	2,973.42
	(a)	13.17	15.37	17.56	19.76	24.15	28.54	32.93	39.52
Stopham	(b)	107.04	124.89	142.72	160.57	196.25	231.93	267.61	321.14
	(c)	977.64	1,140.59	1,303.52	1,466.47	1,792.35	2,118.23	2,444.11	2,932.94
	(a)	17.69	20.63	23.58	26.53	32.43	38.32	44.22	53.06
Stoughton	(b)	111.56	130.15	148.74	167.34	204.53	241.71	278.90	334.68
	(c)	982.16	1,145.85	1,309.54	1,473.24	1,800.63	2,128.01	2,455.40	2,946.48

**Council Tax charges 2015-16**

	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
(a)	26.77	31.24	35.70	40.16	49.08	58.01	66.93	80.32
Sutton (b)	120.64	140.76	160.86	180.97	221.18	261.40	301.61	361.94
(c)	991.24	1,156.46	1,321.66	1,486.87	1,817.28	2,147.70	2,478.11	2,973.74
(a)	43.63	50.91	58.18	65.45	79.99	94.54	109.08	130.90
Tangmere (b)	137.50	160.43	183.34	206.26	252.09	297.93	343.76	412.52
(c)	1,008.10	1,176.13	1,344.14	1,512.16	1,848.19	2,184.23	2,520.26	3,024.32
(a)	22.56	26.32	30.08	33.84	41.36	48.88	56.40	67.68
Tillington (b)	116.43	135.84	155.24	174.65	213.46	252.27	291.08	349.30
(c)	987.03	1,151.54	1,316.04	1,480.55	1,809.56	2,138.57	2,467.58	2,961.10
(a)	8.57	9.99	11.42	12.85	15.71	18.56	21.42	25.70
Trotton with Chithurst (b)	102.44	119.51	136.58	153.66	187.81	221.95	256.10	307.32
(c)	973.04	1,135.21	1,297.38	1,459.56	1,783.91	2,108.25	2,432.60	2,919.12
(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Upwaltham (b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
(a)	32.46	37.87	43.28	48.69	59.51	70.33	81.15	97.38
West Dean (b)	126.33	147.39	168.44	189.50	231.61	273.72	315.83	379.00
(c)	996.93	1,163.09	1,329.24	1,495.40	1,827.71	2,160.02	2,492.33	2,990.80
(a)	32.93	38.42	43.91	49.40	60.38	71.36	82.33	98.80
West Itchenor (b)	126.80	147.94	169.07	190.21	232.48	274.75	317.01	380.42
(c)	997.40	1,163.64	1,329.87	1,496.11	1,828.58	2,161.05	2,493.51	2,992.22
(a)	5.73	6.68	7.64	8.59	10.50	12.41	14.32	17.18
West Lavington (b)	99.60	116.20	132.80	149.40	182.60	215.80	249.00	298.80
(c)	970.20	1,131.90	1,293.60	1,455.30	1,778.70	2,102.10	2,425.50	2,910.60
(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
West Thorney (b)	93.87	109.52	125.16	140.81	172.10	203.39	234.68	281.62
(c)	964.47	1,125.22	1,285.96	1,446.71	1,768.20	2,089.69	2,411.18	2,893.42
(a)	36.09	42.11	48.12	54.14	66.17	78.20	90.23	108.28
West Wittering (b)	129.96	151.63	173.28	194.95	238.27	281.59	324.91	389.90
(c)	1,000.56	1,167.33	1,334.08	1,500.85	1,834.37	2,167.89	2,501.41	3,001.70
(a)	44.13	51.48	58.84	66.19	80.90	95.61	110.32	132.38
Westbourne (b)	138.00	161.00	184.00	207.00	253.00	299.00	345.00	414.00
(c)	1,008.60	1,176.70	1,344.80	1,512.90	1,849.10	2,185.30	2,521.50	3,025.80
(a)	41.49	48.40	55.32	62.23	76.06	89.89	103.72	124.46
Westhampnett (b)	135.36	157.92	180.48	203.04	248.16	293.28	338.40	406.08
(c)	1,005.96	1,173.62	1,341.28	1,508.94	1,844.26	2,179.58	2,514.90	3,017.88
(a)	36.06	42.07	48.08	54.09	66.11	78.13	90.15	108.18
Wisborough Green (b)	129.93	151.59	173.24	194.90	238.21	281.52	324.83	389.80
(c)	1,000.53	1,167.29	1,334.04	1,500.80	1,834.31	2,167.82	2,501.33	3,001.60
(a)	33.52	39.11	44.69	50.28	61.45	72.63	83.80	100.56
Woolbeding with Redford (b)	127.39	148.63	169.85	191.09	233.55	276.02	318.48	382.18
(c)	997.99	1,164.33	1,330.65	1,496.99	1,829.65	2,162.32	2,494.98	2,993.98

**Town and Parish Council Precepts**

Parish / Town Council	2014-15			2015-16			Council
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	Tax Increase
Appledram	87.0	1,800	20.69	91.5	1,800	19.67	-4.93%
Barlavington	52.4	2,102	40.11	53.6	2,152	40.16	0.12%
Bepton	142.2	4,260	29.96	141.6	4,500	31.78	6.07%
Bignor	68.1	0	0.00	71.9	0	0.00	0.00%
Birdham	770.2	40,709	52.86	770.2	42,489	55.17	4.37%
Bosham	1,610.8	58,547	36.35	1,613.7	59,201	36.69	0.94%
Boxgrove	424.2	29,160	68.74	428.2	32,000	74.73	8.71%
Bury	364.0	20,145	55.34	362.0	20,373	56.28	1.70%
Chichester City	10,151.0	488,110	48.08	10,428.3	503,680	48.30	0.46%
Chidham and Hambrook	848.6	24,166	28.48	846.6	24,439	28.87	1.37%
Cocking	203.7	12,310	60.43	215.2	13,000	60.41	-0.03%
Compton	217.9	11,930	54.75	224.4	12,000	53.48	-2.32%
Donnington	954.2	21,441	22.47	955.0	23,060	24.15	7.48%
Duncton	228.8	7,192	31.43	226.2	7,250	32.05	1.97%
Earnley	349.2	12,546	35.93	352.0	14,350	40.77	13.47%
Eartham	47.8	0	0.00	49.3	0	0.00	0.00%
Easebourne	832.7	21,187	25.44	848.2	22,000	25.94	1.97%
East Dean	117.2	1,149	9.81	114.2	1,163	10.18	3.77%
East Lavington	96.7	3,000	31.02	123.7	3,300	26.68	-13.99%
East Wittering and Bracklesham	1,907.5	110,000	57.67	1,971.5	135,000	68.48	18.74%
Ebernoe	132.5	1,663	12.55	134.3	1,672	12.45	-0.80%
Elsted and Treyford	163.7	2,665	16.28	167.1	2,759	16.51	1.41%
Fernhurst	1,296.4	69,670	53.74	1,304.9	72,620	55.65	3.55%
Fishbourne	986.5	37,102	37.61	1,004.6	33,438	33.28	-11.51%
Fittleworth	519.7	16,989	32.69	526.2	17,380	33.03	1.04%
Funtington	782.1	19,544	24.99	787.7	19,762	25.09	0.40%
Graffham	326.7	8,000	24.49	326.2	9,500	29.12	18.91%
Harting	691.6	29,263	42.31	702.3	28,305	40.30	-4.75%
Heyshott	155.2	5,000	32.22	154.2	5,250	34.05	5.68%
Hunston	384.6	31,450	81.77	398.0	36,000	90.45	10.62%
Kirdford	493.6	41,883	84.85	489.4	48,870	99.86	17.69%
Lavant	640.3	19,477	30.42	647.9	19,906	30.72	0.99%
Linch	43.1	0	0.00	44.8	0	0.00	0.00%
Linchmere	1,016.7	54,279	53.39	1,026.9	60,470	58.89	10.30%
Lodsworth	385.6	15,766	40.89	388.2	16,081	41.42	1.30%
Loxwood	742.5	38,850	52.32	748.9	37,730	50.38	-3.71%
Lurgashall	335.7	13,250	39.47	337.2	13,500	40.04	1.44%
Marden	53.9	0	0.00	54.7	0	0.00	0.00%
Midhurst Town	2,103.4	97,828	46.51	2,155.9	111,895	51.90	11.59%
Milland	485.6	29,412	60.57	486.9	29,980	61.57	1.65%
North Mundham	558.3	27,707	49.63	574.3	30,503	53.11	7.01%
Northchapel	321.5	27,048	84.13	326.3	27,375	83.90	-0.27%
Oving	403.4	26,693	66.17	407.2	29,362	72.11	8.98%
Petworth	1,233.1	52,543	42.61	1,250.1	81,800	65.43	53.56%
Plaistow and Ifold	1,078.9	39,500	36.61	1,082.7	39,900	36.85	0.66%
Rogate	762.5	22,570	29.60	775.4	30,041	38.74	30.88%
Selsey Town	4,103.6	242,112	59.00	4,122.9	247,374	60.00	1.69%
Sidlesham	579.2	20,516	35.42	577.0	23,213	40.23	13.58%
Singleton	245.7	10,108	41.14	242.8	10,227	42.12	2.38%
Southbourne	2,213.9	86,000	38.85	2,266.2	102,018	45.02	15.88%
Stedham with Iping	404.5	16,000	39.56	416.3	16,650	40.00	1.11%
Stopham	46.5	934	20.08	47.8	945	19.76	-1.59%
Stoughton	339.3	7,880	23.22	339.2	9,000	26.53	14.25%

### Town and Parish Precepts (continued)

Parish / Town Council	2014-15			2015-16			Council
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	Tax Increase
Sutton	127.1	5,047	39.71	125.7	5,048	40.16	1.13%
Tangmere	909.6	60,000	65.96	916.8	60,000	65.45	-0.77%
Tillington	300.2	9,638	32.10	293.3	9,926	33.84	5.42%
Trotton with Chithurst	156.6	2,000	12.77	155.7	2,000	12.85	0.63%
Upwaltham	15.1	0	0.00	15.2	0	0.00	0.00%
West Dean	212.1	10,342	48.76	212.4	10,342	48.69	-0.14%
West Itchenor	407.0	15,720	38.62	408.9	20,200	49.40	27.91%
West Lavington	165.7	1,200	7.24	162.9	1,400	8.59	18.65%
West Thorney	225.2	0	0.00	222.5	0	0.00	0.00%
West Wittering	1,698.8	87,921	51.75	1,740.6	94,239	54.14	4.62%
Westbourne	893.5	55,297	61.89	903.6	59,811	66.19	6.95%
Westhampnett	322.6	17,000	52.70	321.4	20,000	62.23	18.08%
Wisborough Green	734.0	39,263	53.49	733.9	39,699	54.09	1.12%
Woolbeding with Redford	92.1	4,421	48.00	89.5	4,500	50.28	4.75%
<b>Total / Average</b>	<b>49,763.6</b>	<b>2,289,305</b>	<b>46.00</b>	<b>50,504.2</b>	<b>2,462,448</b>	<b>48.76</b>	<b>6.00%</b>





## Chichester District Council Senior Staff Pay Policy Statement

*This statement was approved by Cabinet on the 3<sup>rd</sup> February 2015 and by Council on the xx.*

1. In line with the requirement to publish an annual policy statement for Chief Officers this statement outlines the Council's approach to senior staff pay. The statement includes reference to the relationship and ratio between the pay for the highest paid staff and the lowest paid staff in the Council. This statement is effective from the 1<sup>st</sup> April 2015.
2. The attached Appendices to this statement contain Council policies and other documents that determine elements of senior officer rewards and remuneration.
3. The Localism Act 2011(The Act) seeks to examine the pay and benefits of statutory and non-statutory Chief Officers and their deputies.
4. This statement focuses on the items and obligations outlined in chapter 8 of the Act.
5. The Council has five Chief Officers in terms of the Act, comprising the Chief Executive, two Executive Directors, Section 151 Officer and Monitoring Officer. The Chief Executive and Executive Directors are paid in line with pay awards determined by the Joint Negotiating Committee (JNC) for Chief Executives and JNC for Chief Officers of Local Authorities as applicable. All other staff in the Council are paid in line with National Joint Council for Local Government Services (NJC) pay awards apart from staff at Westgate Leisure where pay awards are determined locally once business results for the year have been finalised. Base salaries for all NJC staff are decided by the Hay grading system (see section 8 below) however this does not include Chichester Contract Services (CCS) and Westgate Leisure who are not part of NJC. The National Minimum Wage (NMW) hourly rate is however always applied as a minimum rate where necessary.
6. The lowest paid staff in the Council work at Westgate Leisure and are paid £6.50 per hour, which is the National Minimum Wage. The exception is if staff are employed on an official government sponsored apprenticeship programme that allows for some staff to be paid below full National Minimum Wage rates.
7. The lowest paid NJC member of staff is paid Salary Point 6, £7.0565 per hour, which is £13,614 p/a, and the highest paid member of staff (the Chief Executive) is paid within 10 times this amount at £59.41 per hour which is £114,620 p/a. The Chief Executive's pay has been within this 10 times

multiple over the last 10 years. In 2004 the Chief Executive earned a total of £51.26 per hour which was £98,895 p/a (figures inclusive of £5,076 p/a car allowance). This compared to the lowest paid NJC staff member who earned £5.4735 per hour (£10,560 p/a). The Council considers this a reasonable and justifiable ratio to maintain.

8. The two Executive Directors below Chief Executive are paid on the basis of comparative salary data for local authority chief officers of similar sized councils in this region provided by South East Employers and advice from Hay reward consultants about the validity of the pay level proposed. The current level of salary, effective from the 1<sup>st</sup> January 2015, is £91,800 per annum. Executive Directors do not receive a separate car allowance. This salary will increase in line with JNC awards for Chief Officers. Staff, other than the Chief Executive and Executive Directors, are graded in line with the Hay Job Evaluation scheme. The grading structure developed by Hay reward consultants remains in force and embraces 11 grades from 1/2 to 12 incorporating a salary range starting at £6.997 per hour (£13,500 p/a) rising to £31,173 per hour (£60,141 p/a) and a spinal column range starting at 5 and rising to 68. Spinal point increases within grades are subject to satisfactory performance and the positive recommendation of the staff member's manager. Heads of Service receive a fixed point salary determined by Hay Job Evaluation supplemented by advice from South East Employers, with the addition of a consolidated car allowance.
9. In order to ensure that pay equality is maintained across the Council, particularly for staff with a Protected Characteristic as defined by the Equality Act, the Council regularly produces reports reviewing and analysing equalities data.
10. The Council currently have 17 staff that fall under the Act's definition of senior staff and of these 8 are female. This group currently constitutes the Chief Executive, two Executive Directors, the Section 151 Officer (Head of Finance & Governance Services), the Monitoring Officer and all those officers who report to any of the aforementioned (6 Heads of Service, the Deputy Section 151 Officer and 5 lower graded managers).
11. Staff on any grade may be awarded an Honorarium payment (see criteria shown in Appendix 4) or a Responsibility Allowance if they meet the criteria for either payment. A Responsibility Allowance may be paid, either on a temporary or permanent basis, where an officer is carrying out significant additional duties, usually of a higher level nature, in excess of the duties of their post and evaluated pay grade. For any officer defined under section 10 above as being senior staff, the payment of a Responsibility Allowance must be approved by the Senior Leadership Team.
12. Payments made to staff working during local, parliamentary or European elections or national referendum are made in line with the pay scales set by the Electoral Commission and applied equally to all staff irrespective of their grade.

13. Premia payments are paid in response to market forces and whilst they are paid less frequently than in the past, they could be paid to staff at any grade if market forces so dictated. Once a Premia payment has been allocated it does not increase in line with pay awards.
14. Senior staff as categorised in this document are not normally entitled to any performance related payments or bonuses unless agreed by Full Council. The Council may make performance related payments to some staff in the year 2015/2016 or honoraria in accordance with its approved scheme.
15. The Council operate two car allowance schemes (the Cash Alternative and Essential User schemes). Senior staff, with the exception of Chief Executive, Executive Directors and Heads of Service, receive an allowance in line with the provisions of the Cash Alternative scheme that is applied to all other staff on Hay Scale 9 and above. Provision of lease cars has now been phased out for all staff that previously received one.
16. The Council will normally pay one professional subscription per staff member on an annual basis if membership of the professional body concerned is either a pre-requisite of the job or viewed as necessary to fulfill the role. Exceptionally however more than one may be paid where the role justifies this and membership of the professional body is judged as being integral to the job. This must be agreed by the staff member's line manager in each case.
17. Where appropriate senior staff, in the same way as other Council employees, may be offered the opportunity to undertake relevant professional qualification training where there is a strong business case for doing this (see Appendix 9).
18. When senior staff are recruited they will be paid at a rate commensurate with the agreed rate for the job and wherever possible they will commence on the minimum spinal column point for the post if the grading of the post contains more than one spinal column point. Rarely however, a market supplement (Premia payment) may be paid, with Senior Leadership Team approval, if necessary to secure the appointment (see section 13 above). The provisions of the Relocation Package are potentially available to staff at all grades and those of the Assisted House Purchase Scheme to staff on Hay Scale 7 and above. Where the overall remuneration package of the officer is over £100,000, approval of it will always be subject to a full vote by Council members.
19. On termination, redundancy payments and any discretion exercised in relation to retirement or redundancy will be paid in line with the LGPS & Early Termination of Employment Discretions Policy that applies equally to staff at all grades. Where the overall severance costs are over £100,000 approval of the employment termination will always be subject to a full vote by Council members. Where this applies all components making up the total severance costs will be set out clearly in the report provided to Members.
20. This statement explains the Council's policy on staff remuneration, particularly for staff categorised as senior staff. The statement will be updated annually

but may be amended during the year, with agreement by Council, if the need arises.

### Appendices

1. Chief Officers and Deputies Pay & Benefits
2. Salary tables for grades 1/2 to 12
3. Hay Job Evaluation process – summary
4. Honorarium Payments criteria (October 2007)
5. Car Allowances Table (Cash Alternative and Essential User)
6. Relocation Policy
7. Assisted House Purchase Scheme
8. LGPS & Early Termination of Employment Discretions Policy
9. Training & Development Policy section 11 Qualification Training

**Senior Staff Pay & Benefits Schedule for 1<sup>st</sup> April 2015**

<b>Job Title</b> <i>(full-time unless hours shown)</i>	<b>Salary</b>	<b>Car Allowance</b>	<b>Responsibility Allowance/ Market Supplement</b>	<b>Total</b>
Chief Executive	114,620			114,620
Executive Director	91,800			91,800
Executive Director	91,800			91,800
Head of Finance & Governance Services	63,587		10,220	73,807
Head of Planning Services	63,587			63,587
Head of Business Improvement Services	63,587			63,587
Head of Contract services	63,587			63,587
Head of Community Services	63,587			63,587
Head of Housing & Environment Services	63,587			63,587

Head of Commercial Services	63,587			63,587
Accountancy Services Manager	52,889	3,456	2,580	58,925
Legal Practice Manager	47,465	3,036	5,677	56,178
Monitoring Officer (Principal Solicitor)	47,465	3,456	1,500 5,161	57,582
Revenues & Benefits Manager (vacant)	42,957	3,456		46,413
Elections Manager (29.6 hours per week)	42,053 (£33,642 pro rata)	3,036 (£2,429 pro rata)		45,089 (£36,071 pro rata)
Member Services Manager (29.6 hours per week)	36,571 (£29,256 pro rata)			36,571 (£29,256 pro rata)
Principal Auditor	36,571	1,239		37,810



## CHICHESTER DISTRICT COUNCIL

### LOCAL HAY GRADES and POINTS & NATIONAL SALARY TABLES

#### KEY TO SPINAL COLUMN POINT NUMBERS – BASIC AMOUNTS AS AT 1<sup>st</sup> January 2015

Grade	Spinal Point	£	Hourly Rates £
<b>1 and 2</b>	5*	13,500	6.9974
	6	13,614	7.0565
	7	13,715	7.1088
	8	13,871	7.1897
	9	14,075	7.2954
	10	14,338	7.4318
	11	15,207	7.8822
	12	15,523	8.0460
	13	15,941	8.2626
	14	16,231	8.4130
	15	16,572	8.5897
	16	16,969	8.7955
<b>3</b>	17	17,372	9.0044
	18	17,714	9.1816
	19	18,376	9.5248
	20	19,048	9.8731
<b>4</b>	21	19,742	10.2328
	22	20,253	10.4977
	23	20,849	10.8066
	24	21,530	11.1596
	25	22,212	11.5131
<b>5</b>	26	22,937	11.8889
	27	23,698	12.2833
	28	24,472	12.6845
<b>6</b>	29	25,440	13.1862
	30	26,293	13.6284
	31	27,123	14.0586
	32	27,924	14.4738
<b>7</b>	33	28,746	14.8998
	34	29,558	15.3207
	35	30,178	15.6421
	36	30,978	16.0567
	37	31,846	16.5066

Grade	Spinal Point	£	Hourly Rates £
<b>8</b>	38	32,778	16.9897
	39	33,857	17.5490
	40	34,746	18.0098
	41	35,662	18.4846
	42	36,571	18.9557
<b>9</b>	43	37,483	19.4284
	44	38,405	19.9063
	45	39,267	20.3531
	46	40,217	20.8455
	47	41,140	21.3240
	48	42,053	21.7972
<b>10</b>	49	42,957	22.2658
	50	43,860	22.7338
	51	44,758	23.1993
	52	45,657	23.6652
	53	46,561	24.1338
	54	47,465	24.6024
<b>11</b>	55	48,387	25.0803
	56	49,280	25.5431
	57	50,186	26.0127
	58	51,075	26.4735
	59	51,980	26.9426
	60	52,889	27.4138
	61	53,799	27.8854
<b>12</b>	62	54,697	28.3509
	63	55,613	28.8257
	64	56,518	29.2948
	65	57,434	29.7696
	66	58,337	30.2376
	67	59,236	30.7036
	68	60,141	31.1727

\*SP5 to be removed with effect 1<sup>st</sup> October 2015

Colour	Annual leave entitlement
	25 days
	27 days
	30 days

Senior Staff Pay Policy Statement – Appendix 5

**Appendix 5 – Car Allowances Table**

<b>Monthly Cash Alternative or Essential User Payments (as of 01.04.15) – new appointments</b>		
	<b>Gross Monthly Amount Payable</b>	<b>Mileage Rate (pence per mile)</b>
<b>Grades 10 - 12</b>	288	18.28p (petrol) 16.87p (diesel)
<b>Grade 9</b>	253	ditto
<b>Essential Users</b>	103.25	46.9p





**CHICHESTER DISTRICT COUNCIL**  
**EMPLOYMENT POLICY STATEMENT**

**Policy title:** LOCAL GOVERNMENT PENSION SCHEME (LGPS) AND  
EARLY TERMINATION OF EMPLOYMENT DISCRETIONS  
POLICY

**Date:** June 2014

**Revision:** Ninth Issue

**Approved:** Full Council

**Policy Statement**

Under various regulations, the Council is given authority to exercise certain discretions regarding pensions and early termination of employment and is required to issue a statement to indicate the policy of the Council in exercising those discretionary provisions. This policy sets out the Council's decisions in exercising such discretions.

**Scope**

This policy relates to all staff employed on contracts of employment of more than 3 months by the District Council.

This policy does not confer any contractual rights and is subject to amendment at any time in the future. Only the current pension discretions policy applies at the time of any event except for scheme members who ceased active membership before the 1<sup>st</sup> April 2014, where discretions under previous pension discretions policies will apply unless superseded by this policy or later policies or scheme regulations. Where costs to the Pension Fund are referred to these are costs that when incurred must be met by the employer.

This policy statement will be brought to the attention of all Chichester District Council employees.

**Legislation**

Local Government Pension Scheme Regulations 2013 [prefix R]

Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]

Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]

Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]

Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [prefix E]

Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 [prefix D]

### **Policy Standards**

The Council has resolved that, in each of the areas listed below, it will be guided in its discretionary powers by the policy shown:

- a) **Redundancy Calculations Generally.** Power to calculate an employee's redundancy payment using his/her actual week's pay rather than the statutory capped limit (*under prefix E regulation 5*).

*This Council's Decision:* To calculate redundancy on the basis of the actual week's pay.

The calculation of a week's pay is as defined by the Employment Rights Act 1996.

- b) **Redundancy.** Power to pay increased redundancy compensation to a maximum of 104 actual weeks' pay to staff with at least two years' service (*under prefix E regulation 6*).

#### **(i)Compulsory Redundancy**

*This Council's Decision:* To pay a one-off lump sum based on 2.2 times the statutory redundancy formula (calculated according to length of service and age) to a maximum of 66 actual week's pay.

#### **(ii)Voluntary Redundancy**

*This Council's Decision:* To pay a one-off lump sum based on 2.2 times the statutory redundancy formula (calculated according to length of service and age)

to a maximum of 66 actual weeks' pay.

### **(iii) Strain on the Pension Fund**

Staff aged 55 and above have the automatic right to access their accrued pension if their contract of employment is terminated on the grounds of redundancy. Where an individual is under the age of 60, or is under the age of 65 and has not met the \*85 year rule (see below), then the Council is required to make a payment to the Pension Fund known as 'strain on the fund' to offset the early access costs and / or the costs of not applying any actuarial reductions that would otherwise reduce the benefits payable. The Council, if it wishes to do so, can offset these costs against any non-statutory compensation paid to an individual. The Council must still pay any statutory redundancy payment that is due.

*This Council's Decision:* Where there is a 'strain on the fund' the Council will deduct the costs payable to the Pension Fund from any non-statutory compensation payment made to an individual.

After deducting the 'strain on the fund' costs any remaining balance of the non-statutory compensation, together with all of the statutory redundancy pay, will be paid to the employee. For avoidance of doubt statutory redundancy pay is based on the statutory cap limit and not actual week's pay.

### **(iv) TUPE**

For clarification, any staff transferred to this authority under the Transfer of Undertakings (Protection of Employment) Regulations 2006 and as amended 2014, i.e. under TUPE, or on an equivalent basis, that are made redundant for any reason following the transfer would receive redundancy compensation calculated on the basis of their terms and conditions immediately prior to the transfer. This would apply even if the compensation were less beneficial than that usually provided by this authority.

- c) **Efficiency of the Service.** Power to pay up to a maximum of 104 actual weeks' pay to staff whose contract of employment is to be terminated in the efficiency of the service (*under prefix E regulation 5 & 6*).

*This Council's Decision:* To pay a one-off lump sum, based on the merits of each individual case, up to a maximum of 104 actual weeks' pay where the contract of employment is terminated for the efficiency of the service. Factors to be taken into account in awarding compensation would include:

- Employee relations considerations
- The likely and foreseeable financial loss to the employee taking into account all circumstances including any other form of compensation and benefit being received
- Overall reasonableness, including benefits to the Council Tax Payer by the employee leaving the Council.
- Direct financial savings to be incurred by the employee leaving the Council.

The calculation of a week's pay is as defined by the Employment Rights Act 1996.

#### Strain on the Pension Fund

Staff aged 55 and above have the automatic right to access their accrued pension if their contract of employment is terminated on the grounds of the efficiency of the service. Where an individual is under the age of 60, or is under the age of 65 and has not met the \*85 year rule (see below), then the Council is required to make a payment to the Pension Fund known as 'strain on the fund' to offset the early access costs and / or the costs of not applying any actuarial reductions that would otherwise reduce the benefits payable. The Council, if it wishes to do so, can offset these costs against any non-statutory compensation paid to an individual.

*This Council's Decision:* Where there is a 'strain on the fund' the Council will deduct the costs payable to the Pension Fund from any non-statutory compensation payment made to an individual.

After deducting the 'strain on the fund' costs if there is any compensation payment remaining then the Council will pay the balance to the individual.

- d) **Conversion of Lump Sum Compensation Payment into Additional Pension Entitlement.** Power to convert lump sum compensation in excess of any statutory redundancy payment, on the employee's request, into additional annual pension entitlement of up to £6,500 (1<sup>st</sup> April 2014 figure).

*This Council's Decision:* To allow the employee to convert the lump sum compensation in excess of any statutory redundancy payment into additional pension entitlement as above.

- e) **Power of employing authority to grant additional pension**

Power to grant a member on redundancy or efficiency of the service termination of employment an additional pension of not more than £6,500 a year (1<sup>st</sup> April 2014 figure) payable from the date of retirement (*under prefix R regulation 31*).

*This Council's decision:* That this discretion not be used.

- f) **Power of employing authority to share the purchase cost of additional annual pension**

i) Where the staff member wishes to purchase additional annual pension of up to £6,500 a year via Additional Pension Contributions (APCs), the power for the employing authority to share the cost of this. This would be via a Shared Cost Additional Pension Contribution (*under prefix R regulations 16(2)e & (4)d*).

*This Council's Decision:* That this discretion not be used.

- g) **Voluntary Early Retirement before age of 60** – Staff aged between the ages of

55 to 59 can choose voluntarily to retire and draw their pension with immediate benefits without the the employer's consent, subject to actuarial reductions for early payment. Power to apply the \*85 year rule (see below) if the employee meets its requirements (termed switching the 85 year rule back on) (*under prefix TP schedule 2,1(1)c*).

*This Council's Decision:* That this discretion not be used.

- h) **Voluntary Early Retirement before age of 60** – Staff aged aged 55 or over can choose voluntarily to retire and draw their pension with immediate benefits without the the employer's consent, subject to actuarial reductions for early payment. Power to waive any actuarial reductions (*under prefix R regulation 30 [5]*).

*This Council's Decision:* That this discretion not be used.

- i) **(i) Flexible Retirement:** Subject to the employer's consent power to allow a member of the scheme to draw all or part of their pension after the age of 55 and to continue to work for the Council providing the staff member either reduces their hours or grade (*under prefix R regulation 30 [6]*).

*This Council's Decision:* To allow staff to draw all or part their pension after the age of 55 (but reduced if they do not meet the \*85 year rule [see below]) providing the staff member either reduces their hours or grade / salary by a minimum of 20%, the arrangement meets the operational requirements of the Council and ordinarily where there is no cost to the Pension Fund. Exceptionally however Flexible Retirement may be agreed where there is a cost to the Pension Fund if a strong business case exists for doing so. There will usually be a cost to the Pension Fund if a staff member draws their pension prior to age 60, whether or not they meet the 85 year rule.

**(ii) Flexible Retirement:** Power to waive, in full or in part, any actuarial reduction that is applied to the early payment of those benefits.

*This Council's decision:* This power may be used exceptionally where a strong business case exists for doing so and where the cost of this will be recouped within 2 years by the savings made for the Council due to the Flexible Retirement.

- j) **Shared Cost Additional Voluntary Contribution (SCAVC)** - Power to assist employees in "topping-up" pension benefits by sharing with them the cost of Additional Voluntary Contributions. This discretion might be used as another form of inducement in the recruitment process (*under prefix R regulation 17*).

*This Council's Decision:* That this discretion not be used.

- k) **Power to grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60.**

*This Council's Decision:* That this discretion not be used.

l) **Power to include any regular lump sum payment received by the employee in the preceding 12 months when calculating assumed pensionable pay when the employee is** (*under prefix R regulation 21*):

- on reduced contractual pay or no pay due to sickness or injury, or
- absent during ordinary maternity, paternity or adoption leave or during paid additional maternity, paternity or adoption leave, or
- absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service

*This Council's Decision:* That this discretion not be used.

m) **Power to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they** (*under prefix D regulation 3-7*):

- suffer a reduction in remuneration, or
- cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or
- die leaving a surviving spouse, civil partner or dependant

*This Council's Decision:* That this discretion not be used.

n) **Transferring non-LGPS pension entitlements to the LGPS:** Staff with accrued non-LGPS pension entitlements who join the LGPS for the first time, or if previously a member of the LGPS acquired these subsequently, have 12 months from joining to transfer them. This period may be extended at the discretion of the council where there is available evidence that the employee formally commenced a transfer within the 12 months period which has not been completed (*under prefix R regulation 100 [6]*).

*This Council's Decision:* That this discretion is used.

o) **Transferring previous LGPS pension entitlements:** Staff with previous LGPS pension entitlements from non-West Sussex authorities have 12 months from joining (or rejoining) the WSCC scheme to elect **not** to have these aggregated with future pension entitlements accrued (i.e. to decide to keep them separate). This period may be extended at the discretion of the council where there is available evidence that the employee formally requested this within the 12 months period but that this was not actioned (*under prefix R regulation 22 [7] & [8]*).

*This Council's Decision:* That this discretion is used.

p) **Pension contribution bands:** The correct pension contribution band for each employee is calculated using the Employee Contribution Table (England and Wales) issued by the LGPS annually. The table is tiered, with higher contribution rates for higher earning staff. Staff pay the rate applicable to them on the whole of their gross salary. The Council's policy is that if an employee's salary rises

during the course of the year into a higher contribution band then he or she would be required to pay the increased rate on all of their salary from that date (and vice versa if their salary decreased). Where this situation applies following the backdating of a salary increase, the employee would be required to make backdated contributions at the higher rate (*under prefix R regulations 9 & 10*).

All continuous service with bodies listed under the Modification Order will be included in all of the redundancy and compensation payments listed above.

### **Explanatory Note - 85 year rule**

\*This only applies whilst the 85 year rule remains fully in force to the 31<sup>st</sup> March 2016. The 85 year rule is a test to calculate whether pension benefits should be actuarially reduced if a pension is paid to a member of the scheme before they reach 65. If the sum of the scheme member's age plus their LGPS membership (for part-time staff, scheme membership towards this rule counts at its full calendar length) is equal to at least 85 years then their pension is not reduced. If it is less than 85 years then their pension benefits will be actuarially reduced. The earliest a member of staff can draw their pension without the Council's consent is 55.

Since the 1<sup>st</sup> April 2008 the 85 year rule has been in the process of being phased out. There are transitional protection arrangements in place. Scheme members who will be 60 or over prior to the 31<sup>st</sup> March 2016 will receive full protection on all their pensionable service if they meet the terms of the rule. Those who reach 60 between the 1<sup>st</sup> April 2016 and the 31<sup>st</sup> March 2020 will receive at least partial protection of their pensionable service accrued between the 1<sup>st</sup> April 2008 and the 31<sup>st</sup> March 2020, as well as full protection of all earlier service, if they meet the terms of the rule.

If you will be under age 60 by the 31<sup>st</sup> March 2016 and choose to retire between the age of 60 and 65, then, provided you satisfy the 85 year rule when you start to draw your pension and were a scheme member as at 30<sup>th</sup> September 2006, the benefits you have built up to the 31<sup>st</sup> March 2008 will not be reduced.

Please note that the above Explanatory Note on the 85 year rule is for information purposes only and does not form part of this corporate policy or of itself confer any entitlements on staff.

June 2014