



Communities Directorate

**Council Meeting
23 October 2014**

14 October 2014

The Council Chamber, Civic Centre,
Ham Road, Shoreham-by-Sea

**7:00pm
Agenda**

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

1. Questions and Statements by the Public

Members of the public are invited to ask questions and make statements about any matter for which the Council has a responsibility or which affects the District.

In accordance with Council Procedure Rule 11, each speaker is limited to 5 minutes and the total time for questions and statements is limited to 30 minutes.

2. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such as an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

3. Confirmation of Minutes

To approve the minutes of the meetings held on 17 July and *9 October 2014, copies of which has been previously circulated by email. A copy of each is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>
(* will be available by 17 October)

Director for Communities:
John Mitchell 01903 221049
Adur & Worthing Councils, Town Hall, Chapel Road,
Worthing, West Sussex, BN11 1HA
web: www.adur-worthing.gov.uk

4. **Items Raised Under Urgency Provisions**

To consider any items the Chairperson of the meeting considers to be urgent.

5. **Announcements by the Chairperson, Leader, Cabinet Members and / or Head of Paid Service**

6. **Questions from Members**

To receive any questions from Members, in accordance with Council Procedure Rule 12.

7. **Recommendations from the Executive and other Committees**

To consider recommendations to the Council, details of which are attached as items 7 A and B. Full reports are available on the website.

	Committee or Executive Body	Date	Item
A	Joint Strategic Committee	22.07.14	i. Outline Forecast 2015-16 to 2019-20 and Budget Strategy http://www.adur-worthing.gov.uk/media/media,125630,en.pdf
			ii. Capital Strategy 2014/17 http://www.adur-worthing.gov.uk/media/media,125631,en.pdf
Other Committee			
B	Joint Governance and Audit	23.09.2014	i. Review of Constitution, Part 4 http://www.adur-worthing.gov.uk/media/media,127114,en.pdf
			ii. West Sussex Joint Scrutiny http://www.adur-worthing.gov.uk/media/media,127074,en.pdf

8. **Committee Membership from 1 November 2014**

Report by the Director for Communities, copy attached as item 8.

9. **Report of the Leader on decisions taken by the Executive**

Report by the Leader, copy attached as item 9.

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

For Democratic Services enquiries relating to this meeting please contact:

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Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will require the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

Minute Extract from Joint Strategic Committee – 22 July 2014

JSC/018/14-15 Outline Forecast 2015-16 to 2019-20 and Budget Strategy

Before the Committee was a report by the Director for Digital and Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 6.

Officers informed Committee that the General Election in 2015 threw some uncertainty over future forecasts and Officers outlined the options for addressing the budget gap in 2015/16 which were also detailed in paragraph 5.0 of the report.

Members expressed concern that although shows being performed in Worthing's theatres were sold out, the service was still running at a loss. Officers acknowledged that the profit margin on performances was a key issue as was catering.

The Committee noted that catering in theatres would be the subject of forthcoming scrutiny and officer reviews.

Decision:

That the Joint Strategic Committee:-

- a) noted the report and the outline 5-year forecast in Appendix 3;
- b) approved the proposed budget process as set out in section 8 of the report;
- c) **recommended to Adur and Worthing Councils approval of the Budget Strategy for 2015/16 outlined in Section 10 of the report.**

Minute Extract from Joint Strategic Committee – 22 July 2014

JSC/019/14-15 Capital Strategy 2014/17

Before the Committee was a report by the Director for Digital and Resources, copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 7.

The Committee sought clarification in respect of the allocation of £100,000 for essential replacement of ICT desk top equipment and local network equipment in both Councils. Officers confirmed that the Councils would need to replace old equipment over the next couple of years.

Decision

The Joint Strategic Committee recommended the approval of the Capital Strategy for 2014/17 to both Adur and Worthing Councils

Minute Extract from Joint Governance and Audit Committee – 23 September 2014

JGAC/027/14-15 Constitution Review

Before the Committee was a report, presented by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 9.

The report considered the revisions to Part 4 of the Constitutions of the District Council of Adur and the Borough Council of Worthing, and sought their agreement to recommend to the Full Councils at Adur and Worthing that their Constitutions be revised.

The Monitoring Officer informed Members that Officers had looked at the Constitutions of other Local Authorities, for example Brighton & Hove County Council and Southampton City Council, for the purposes of comparison and identifying good practice.

Members were advised Part 4 of the Constitutions dealt with the Procedure Rules of the Council and Appendix 1 of the report comprised the proposed revised Part 4 for Worthing Borough Council's Constitution and Appendix 2 the proposed Part 4 for Adur District Council's Constitution.

Appendix 3 referred to the Joint Independent Remuneration Panels Procedure Rules, which included those Members of the Panels to receive the following allowances to be reviewed every 4 years, i.e. Chairman £100 per meeting attended and Panel Member receiving £75 per meeting attended. Therefore, an additional recommendation was to be added:

7.10 That the Committee recommends to both Adur District Council and Worthing Borough Council to agree the amended Joint Independent Remuneration Panels Procedure Rules.

Members were also advised that Council Procedure Rule 29.2 and 29.3, under Record of Attendance, should be deleted. They were further advised that under Council Procedure Rule 39.0 Appointment of the Leader of the Main Opposition, at paragraph (a) the phrase "who shall be entitled to receive any special responsibility allowance payable to that office" should be amended to "who may be entitled to receive any special responsibility allowance payable to that office" as that decision would be down to the Joint Independent Remuneration Panel. Members were further advised that in the Officer Employment Rules at paragraph 4.2.2 on page 623 of the papers, there is a typographical error and the words "subject to paragraph error reference source not found" needs to be deleted.

Members were advised that the Officer Scheme of Delegations had not been included in this Report and that the Monitoring Officer was seeking delegated authority to make amendments to the Scheme of Delegations, to reflect likely forthcoming changes to the management structure of the organisation.

Following the presentation of this report there was a query from a Member regarding Council Procedure Rule 2.4 which deals with appointment of Substitute Members to Committees and Sub-Committees. Councillor Thorpe sought clarification in respect of Ward Councillors speaking on behalf of residents, when sitting on Planning Committees. The Monitoring Officer clarified that Council Procedure Rule 2.4(f) provides that a Substitute Member can only substitute for the whole of the meeting. It is not therefore permissible for a Member of the Planning Committee to be substituted for one particular item on the agenda to allow them to go into the public gallery and speak on behalf of residents. They would need to either substitute themselves for the entire meeting or absent themselves for a particular item on the agenda without appointing a substitute for that item.

The Chairman advised Committee Members that Cllr Mark Nolan was unable to attend the meeting but had handed him a number of queries regarding Part 4 of the Constitution. There was discussion concerning the quorum needed for a Meeting of Full Council, the power of the Director for Communities in rejecting written questions submitted in advance by members of the public, the scope of questions from members of the public, the Procedure Rules concerning record of attendance at meetings and the term 'clear working days'. However, no additional amendments were proposed.

Resolved,

That the Joint Governance and Audit Committee:-

- recommends to the Borough Council of Worthing that it adopts the revised Part 4 of the Constitution, as set out in Appendix 1 of this report, with effect from 1 November 2014;
- recommends to the Borough Council of Worthing that it authorises the Section 151 Officer and the Monitoring Officer to make amendments to the Financial Procedure Rules and the Contract Procedure Rules to take account of the changes to the Officer structure;
- recommends to the Borough Council of Worthing that it authorises the Monitoring Officer, in consultation with the Chairman of the Joint Governance Committee and the Leader of the Council, to make amendments to the Scheme of Officer Delegations to reflect changes to the management structure of the Council;
- recommends to the Borough Council of Worthing that it authorises the Solicitor to the Council to make amendments to the Joint Committee Agreement to bring it in line with the amendments agreed in this report;
- recommends to the Borough Council of Worthing that it adopts the amended Joint Independent Remuneration Panel Procedure Rules, with effect from 1 November 2014;
- recommends to the District Council of Adur that it adopts the revised Part 4 of the Constitution, as set out in Appendix 2 of this report, with effect from 1 November 2014;

- recommends to the District Council of Adur that it authorises the Section 151 Officer and the Monitoring Officer to make amendments to the Financial Procedure Rules and the Contract Procedure Rules to take account of the changes to the Officer structure;
- recommends to the District Council of Adur that it authorises the Monitoring Officer, in consultation with the Chairman of the Joint Governance Committee and the Leader of the Council, to make amendments to the Scheme of Officer Delegations to reflect changes to the management structure of the Council;
- recommends to the District Council of Adur that it authorises the Solicitor to the Council to make amendments to the Joint Committee Agreement to bring it in line with the amendments agreed in this report;
- recommends to the District Council of Adur that it adopts the amended Joint Independent Remuneration Panel Procedure Rules, with effect from 1 November 2014; and
- resolved to receive a further report from the Monitoring Officer in November 2014 concerning proposed amendment.

Minute Extract from Joint Governance and Audit Committee – 23 September 2014

JGAC/029/14-15 West Sussex Joint Scrutiny arrangements

Before the Committee was a report, presented by the Corporate Policy Officer (Scrutiny), copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 11.

The report set out proposals for the Council to consider whether or not to take part in the West Sussex Joint Scrutiny arrangements which had been operating since 2010.

The Chairman introduced Cllr Liza McKinney who spoke in support of the Councils' involvement in the West Sussex Joint Scrutiny arrangements. It was in her opinion the right time to join this group.

The Member advised the Joint Scrutiny Steering Group was made up of the relevant Chairmen of the Overview & Scrutiny Committees in West Sussex and had held 4 meetings in total with two joint scrutiny projects being completed.

Resolved,

The Joint Governance and Audit Committee recommended to the full Council meetings in October, the Council's involvement in the Joint Scrutiny Steering Group.

New committee memberships from 1 November as a result of the changes to the Constitution

Report by the Director for Communities

1.0 Summary

- 1.1 To appoint members to the revised committee structure taking into account the commencement of the revised Constitution

2.0 Background

- 2.1 In July 2014 Council adopted changes to its Constitution to come into affect on 1 November 2014.
- 2.2 The changes adopted include a revised decision making structure that removes some committees; makes revisions to the terms of reference and membership of the Joint Governance Committee.

3.0 Proposals

- 3.1 The Council notes the implications of the new political balance on their revised decision making structure of the Council.
- 3.2 Group Leaders have been consulted about the appointments to the revised decision making structure and have submitted their nominations (Annex B) for allocation to the non-executive Committees detailed in bold as paragraph (a) on Annex A.

4.0 Legal

- 4.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business
- 4.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 4.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.

4.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Cabinet and Committees in Councils that have adopted Executive arrangements.

5.0 Financial implications

5.1 There are no direct financial implications arising from this report

6.0 Recommendation

6.1 That the Council notes the political balance on the Council and various Committees as, detailed at (b) on Annex A

6.2 That in noting 6.1 above the Council confirms the political groups and the number and proportion of seats allocated to the committees set out in paragraph (a) of Annex A to this report;

6.3 Council takes into account the wishes of the Group Leaders in appointing the membership to Committees, confirming the Chairman and Vice-Chairmanships as detailed in Annex B for the period from 1 November 2014 to the Annual Council meeting in 2015

Local Government Act 1972

Background Papers:

Local Government Acts 1972 & 2000

Local Government and Housing Act 1989

Local government and Public Involvement in Health Act 2007

Knowles on Local Authority Meetings – A manual of Law and Practice

Council Constitution, revised in 2014, commencing on 1 November 2014 – minutes of the Council meeting on 17 July 2014

Contact Officer:

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Schedule of Other Matters

1.0 Council Priority

1.1 Matter considered and no issues identified

2.0 Specific Action Plans

2.1 (A) Matter considered and no issues identified
(B) Matter considered and no issues identified

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Committees must take proper account of the Council's duties to promote compliance with the convention rights scheduled in the Human Rights Act 1988, to reduce crime and disorder and to promote equalities

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 Matter considered and no issues identified

8.0 Consultations

8.1 Leaders of the Political Groups and other elected individuals on the Council were advised and consulted on memberships of the non-executive committees.

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 The Committee structure of Worthing Borough Council contains a number of Joint Committees with Adur, Horsham and Mid-Sussex Councils

(a) Committee Structure and Number of Seats

To confirm the committee structure and numbers of seats applicable to each, in accordance with the revised Constitution:

(i) The Executive:

Cabinet	6 seats
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(ii) Regulatory Committees

Planning Committee	8 seats
Licensing Committee	10 seats
Licensing Sub	3 seats

(iii) Overview and Scrutiny:

Overview and Scrutiny Committee	8 seats
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(iv) Joint Working Arrangements:

With Worthing Borough Council

Joint Governance Committee	8 seats
Joint Overview and Scrutiny Committee	8 seats
Joint Senior Staff Committee	3 seats
Joint Staff Committee	3 seats
Joint Strategic Committee	6 seats
Joint Senior Staff Appeals Committee	3 seats

With Horsham and Mid Sussex Councils

CenSus Joint Committee	2 seats
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Seats in bold are subject to political balance: 51 Seats

(b) Representation of Political Groups on the Council

To confirm the political groups and the number and proportion of seats held.

Representation on the Council and the number and proportion of seats held are as follows;

Number of seats on Council:		Proportion of seats	*No. of seats on committees
20	Conservative	68.97%	35
2	Independent (SBRA)	6.90%	4
1	Labour	3.45%	-
6	UKIP	20.69%	11

*In accordance with the rules on political representation the number of seats to be taken by each political group on the Council's Committees and Sub-Committees. A political group comprises 2 or more members.

The following are not included in the above figures because the political balance requirements do not apply:

- Cabinet (6 seats)
- Joint Strategic Committee (6 seats)
- Census Committee (2 seats)
- Licensing Sub (3 seats)

As a result of discussions by members of the Opposition the following is the recommended allocation taking into account the political balance rules and negotiations:

Committee	No. of Seats	Conservative	Indep SBRA.	Labour	UKIP		Over allocated
Joint Governance	8	6	1^	^	2^		1^
Licensing	10	7	1		2		
Planning	8	6	1		2&		1&
Overview and Scrutiny	8	6 \$	1		2		1\$
Joint Overview and Scrutiny	8	6\$	1		2		1\$
Joint Staff	3	2			1		
Joint Senior Staff	3	2			1		
Joint Senior Staff (Appeals)	3	2			1		
TOTAL	51	37	5		13		
		-2\$	-1^	1	-2		
Seats = 51		35	4	^ *	& **		

\$ Conservatives should lose 2 seats under the political balance rules to make a total of 35 seats

^ SBRA should lose 1 seat according to political balance rules to make a total of 4 seats

& UKIP should lose 2 seats according to political balance rules to make a total of 11 seats

At the Annual Council meeting earlier this year the following was agreed:

\$ conservatives would give up 2 seats on Overview and Scrutiny (O&S), making 35 seats; the UKIP group would give up their 2 seats as follows – 1 on planning, 1 on joint planning (to keep their seats on O and S).

Therefore the membership lists have been drawn up with 35 seats for the Conservatives, 4 seats for the SBRA - ^ the seat goes to the Labour member; UKIP giving up & 1 seat on planning and ^1 seat on Jt Governance.. This balances the proportionality rules across all parties.

**JOINT NON- EXECUTIVE COMMITTEE MEMBERSHIP / APPOINTMENTS
2014-2015**

Joint Strategic Committee Membership is the Leader and their Cabinet <i>(no requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
4		
5		
6		
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Pat Beresford	Conservative
4	Keith Dollemore	Conservative
5	Jim Funnell	Conservative
6	David Simmons	Conservative

Joint Governance Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
4		
5		
6		
7		
8		
Adur District Council		
1	Chair: Rod Hotton	Conservative
2	Vice-Chair: Ann Bridges	Conservative
3	Carson Albury	Conservative
4	Emily Hilditch	Conservative
5	Dave Donaldson	Conservative
6	James Butcher	Conservative
7	Paul Graysmark	UKIP
8	Barry Mear	Labour

Note:

Not more than one member to be an Executive Member

For Standards matters:

Independent Members: Tony Case, John Todd, Susan Clarke

Parish representatives: Lancing Parish Council (1) – Sompting Parish Council (1)-

Joint Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	Chair: Keith Dollemore	Conservative
2	Vice-Chair: Mike Mendoza	Conservative
3	Paul Graysmark	UKIP

Joint Senior Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Paul Graysmark	UKIP

Note: *Each Council must have one Executive member*

Joint Senior Staff (Appeals) Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Paul Graysmark	UKIP

Note: *Each Council must have one Executive member*

Joint Overview & Scrutiny Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
4		
5		
6		
7		
8		
Adur District Council		
1	Chair: Liza McKinney	Shoreham Beach Residents' Association
2	Vice-Chair: Rod Hotton	Conservative
3	Ann Bridges	Conservative
4	James Butcher	Conservative
5	Brian Coomber	Conservative
6	Emily Hilditch	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

**CABINET/ COMMITTEE MEMBERSHIP / APPOINTMENTS
2014-2015**

Cabinet, appointed by the Leader		
No	Councillor	Title
1	Neil Parkin	Leader
	Angus Dunn	Deputy Leader
2	Pat Beresford	Cabinet Member for Regeneration
3	Keith Dollemore	Cabinet Member for Environment
4	Angus Dunn	Cabinet Member for Resources
5	Jim Funnell	Cabinet Member for Customer Services
6	David Simmons	Cabinet Member for Health & Wellbeing
Policy Advisors to Cabinet Members		
1	Emma Evans	To Leader
2	Ann Bridges	To Cabinet Member for Customer Services (Homelessness)
3	James Butcher	To Cabinet Member for Regeneration
4	David Donaldson	To Cabinet Member for Customer Services (Adur Homes)
5	Emma Evans	Leader, and Cabinet Member for Health & Wellbeing
6	Carson Albury	Cabinet Member for Environment

CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Cabinet)	
Councillor	
Jim Funnell	Cabinet Member for Customer Services
Neil Parkin	Leader

Adur Planning Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Brian Boggis	Conservative
2	Vice-Chair: Mike Mendoza	Conservative
3	Carol Albury	Conservative
4	David Donaldson	Conservative
5	Emma Evans	Conservative
6	Peter Metcalfe	Conservative
7	Geoff Patmore	UKIP
8	Ben Stride	SBRA
Substitute Members List		
1	Carson Albury	Conservative
2	Pat Beresford	Conservative
3	Brian Coomber	Conservative
4	Keith Dollemore	Conservative
5	Angus Dunn	Conservative
6	David Simmons	Conservative
7	David Lambourne	UKIP
8	Liza McKinney	SBRA

It is a requirement that Members of this Committee must receive appropriate training.

Licensing Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Carson Albury	Conservative
2	Vice-Chair: Peter Metcalfe	Conservative
3	Ann Bridges	Conservative
4	Brian Coomber	Conservative
5	Emma Evans	Conservative
6	Debbie Kennard	Conservative
7	Mike Mendoza	Conservative
8	Lyn Phillips	UKIP
9	David Lambourne	UKIP
10	Ben Stride	SBRA

It is a requirement that Members of this Committee must receive appropriate training.

Overview and Scrutiny Committee
(requirement for political balance)

No	Councillor	Political Group
1	Chair: Liza McKinney	SBRA
2	Vice-Chair: Rod Hotton	Conservative
3	Ann Bridges	Conservative
4	James Butcher	Conservative
5	Brian Coomber	Conservative
6	Emily Hilditch	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

Report of the Leader on Decisions taken by Cabinet Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the despatch of the agenda for the last Council Meeting . Full details can be found on the Cabinet Members and Portfolios, Reports and Decisions webpage. www.adur-worthing.gov.uk/committee/agendas-minutes.htm

Leader

-

Cabinet Member for Regeneration

REG/006/14-15 Public Consultation on Draft Flood Management SPD doc for Shoreham Harbour

Cabinet Member for Resources

RES/027/13-14 Write Offs

RES/028/13-14 Rate Relief Applications

RES/002/14-15 Rate Relief Applications – Hardship

RES/003/14-15 Rate Relief Applications

JAW/002/14-15 Proposed Voluntary Redundancy

Cabinet Member for Customer Services

-

Cabinet Member for the Environment

-

Cabinet Member for Health and Wellbeing

HAW/001/14-15 Adur Competitive Community Grants Budget 2014/15 – Round 1

JAW/001/14-15 Food Safety Service Plan for 2014/15

B. Decisions Taken by the Joint Strategic Committee on 22 July 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/017/14-15 “Catching the Wave” - A progress update on organisational change

Decision

The Joint Strategic Committee:-

- noted progress in the Catching the Wave programme for the period January to June 2014;
- agreed the creation of the new role of Head of Organisational Development as outlined in the report;
- authorised the Chief Executive and the Councils Leadership Team to take forward the next set of organisational changes reporting back to Members of JSC on progress in a further 6 months;
- approved an initial virement of £42,000 from the Learning & Development budget and £14,000 from the Adur Homes budget to the Organisation Development salary budget.

JSC/020/14-15 ICT Position Statement

Decision

That the Joint Strategic Committee:-

- (i) noted and agreed the immediate actions being taken by the Director for Digital and Resources and Census ICT to address the urgent issues with telephony and ICT services;
- (ii) approved the Methods Discovery Consultancy work;
- (iii) approved the staged approach to creating a digital road map for the Councils, agreeing the emergent nature of the strategy and the commitment to developing it with a range of stakeholders.

JSC/021/14-15 Arrangements for the Enforcement of Unlawful Encampments

Decision

That the Joint Strategic Committee agreed to defer consideration of the report to it's next meeting on 2nd September 2014.

JSC/022/14-15 Events Co-ordinator Post

Decision

That the Joint Strategic Committee approved the release of funding to enable the recruitment of an Events Co-Ordinator.

JSC/023/14-15 Localising Support for Council Tax in England

Decision

That the Joint Strategic Committee:-

- (a) supported considering making changes to the 2015/16 schemes for Adur and Worthing Councils subject to the outcomes of the consultation;
- (b) agreed that residents should be consulted about the options over the Summer;
- (c) agreed that the restrictions detailed in paragraph 4.8 with the exceptions of (ii) and (iii) should be included in the budget consultations;
- (d) agreed that war widows and widowers should continue to receive the same level of protection as they do at present;
- (e) agreed to consult on a 2 year residency restriction.

JSC/024/14-15 Building Services Invest to Save Procurement of Vehicles

Decision

The Joint Strategic Committee approved the 'invest to save' proposal to procure 9 vehicles funded by prudential borrowing as detailed in paragraph 3.8 of the report.

JSC/026/14-15 Preferred location for the provision of an Artificial Grass Pitch (AGP) in Adur

Decision

That the Joint Strategic Committee:-

- i) agreed in principle to pursue the option of a 3G pitch at Sir Robert Woodard Academy,
- ii) supported the development of a detailed financial appraisal and management agreement in partnership with the Academy setting out future arrangements for maintenance, management and future revenue streams for Adur Council in consultation with the existing Member Working Group;
- iii) noted the Working Groups initial thoughts on the use of the remainder of the Brighton and Hove Albion s106 funding as detailed in paragraph 5.1 of the report.

JSC/025/14-15 Lower Beach Road Car Park and Ferry Road Enhancement Project

Decision

That the Joint Strategic Committee approved the release of up to £75,000 towards the cost of the enhancement scheme for Lower Beach Road Car Park from the ring- fenced sale of the Surry Arms Public House.

JSC/027/14-15 Adur's Pot of Gold 2015

Decision

That the Joint Strategic Committee:-

- i) approved that all of the £50,000 be released from Capacity reserve;
- ii) agreed the proposed timetable;
- iii) delegated the approval of the Working Group's report on a revamped 'Pot of Gold' process for 2015/16 to the Leader of Adur District Council.

C. Decisions Taken by the Joint Strategic Committee on 02 September 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/036/14-15 1st Capital, Revenue Budget and Performance Monitoring 2014/15

Decision

The Joint Strategic Committee:-

- i. noted the report and projected outturn position for the Joint, Adur and Worthing revenue Budgets and proposed use of reserves (Appendix 1b and 2b);
- ii. with respect to the revenue budget, approved the funding from the Capacities Issues Reserves for Community Safety (£10,070 from Adur and £15,100 from Worthing).

With respect to the Capital Investment Programme for Adur District Council

- iii. noted the reprofiling of the Adur District Council capital schemes advised in paragraph 8.2 and Appendix 6, and the possible reprofiling of capital schemes listed in paragraph 8.3.
- iv. approved an amendment to the 2014/2015 Capital Investment Programme to include the WSCC transport infrastructure schemes funded from S106 receipts as advised in paragraph 8.5.
- v. approved the increase of the 2014/2015 Empty Properties budget and the additional funding from the New Homes Bonus as detailed in paragraph 8.6.
- vi. approved an amendment to the 2014/2015 Capital Investment Programme to include the purchase of elections hardware funded from a capital grant from the Cabinet Office as advised in paragraph 8.7.

- vii. approved an amendment to the 2014/2015 Capital Investment Programme to include the purchase of a leasehold database for Adur Homes funded from the Housing Revenue Account as advised in paragraph 8.8.
- viii. approved the increase of the 2014/2015 Community Alarm Budget funded from the Community Alarm Service as detailed in paragraph 8.9.
- ix. approved the increase in the Buckingham Park outdoor fitness budget funded from a contribution from the Parks revenue budget as detailed in paragraph 8.10.
- x. approved the revisions to the Adur Homes 2014/2015 Capital Investment Programme as detailed in paragraph 8.11 and Appendix 4.

JSC/037/14-15 Proposals to Advance Loans to Registered Social Landlords for Housing Investment & Progress Report on the Local Government Association Plans for a Municipal Bonds Agency

Decision:

The Joint Strategic Committee
Part 1 Loans to RSL's

- i) approved in principal, that loans to RSLs may be made for housing development in accordance with the framework described in Section 3 of the report;
- ii) agreed that any such loan is to be made by the Council who will benefit from the construction of new affordable homes within its area;
- iii) agreed that the request from WHL for Worthing Borough Council to advance a loan of £5m be further considered, and the Council appoint Arlingclose treasury management consultants to perform further due diligence work as outlined in Paras 3.20-3.31;
- iv) approved the costs associated with the appointment in recommendation (iii) being funded from the debt management budget of Worthing Borough Council;
- v) requested a further report later in the year on the final WHL loan proposals, whereby approval would be requested to make such amendments to the Capital Programme and prudential borrowing limits as may be required;

Part 2 Municipal Bonds Agency Update

- vi) approved in principal a contribution to the MBA of no more than £50,000 per Council by 30th September, 2014, as documented in

the letter of intent submitted to the LGA by both Councils on 16th July 2014;

- vii) granted delegated powers for the Chief Financial Officer to consult with the Cabinet Member (Resources) of both Adur and Worthing Councils to agree whether they wish to proceed with the proposed participation in the MBA, following consideration of the matters to be conveyed at the LGA meeting to be held later in September, and
- viii) arising from the delegations issued in recommendation (vii), approved the Chief Financial Officer agreeing, with the respective Cabinet Member for Resources, the exact amount of the Phase 1 financial contribution each Council wishes to pay the MBA by 30th September 2014, up to a maximum of £50,000;

requested a further report later in the year, following the LGA meeting in September 2014, as to whether Adur and Worthing Councils may wish to make a further financial contribution to Phase 2 of the MBA by the end of 2014.

JSC/038/14-15 Adur and Worthing Councils' Action on Public Health

Decision

The Joint Strategic Committee considered and approved the proposed Public Health Plan for Adur and Worthing.

JSC/039/14-15 Strategic Human Resources Consultant Support

Decision

That the Joint Strategic Committee approved the release of £21,000 from the Capacity Issues Reserves of both Adur and Worthing Councils to allow for a 6 month appointment of a temporary Strategic Head of Human Resources.

JSC/040/14-15 Adoption of the Brighton Marina to River Adur Flood and Coastal Erosion Risk Management Strategy Review

Decision

That the Joint Strategic Committee:-

- (i) noted the contents of the report;
- (ii) authorised officers to submit, via BHCC, the study to the Environment Agency's Large Project Review Group (LPRG) for their formal approval;
- (iii) requested Officers to provide appropriate feedback reports on progress with the strategy.

JSC/041/14-15 Fishersgate Community Centre Lease: Proposed Land Swap

Decision

The Joint Strategic Committee

- (i) agreed to advertise the loss of public open space to the west of the Centre, as indicated on Appendix II, under Section 123 of the Local Government Act 1972 with the equivalent area of land to the east of the Centre being returned to public open space;
- (ii) agreed that any representations to the advertisement be considered by the Director for Communities in consultation with the Cabinet Member for Health and Wellbeing and,
- (iii) recommended that Adur District Council complete its negotiations with the Fishersgate Community Association depending on the outcome of the s123 process.

D. Decisions Taken by the Joint Strategic Committee on 07 October 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/049/14-15 Proposal to participate in a West Sussex Business Rate Pool

Decision

The Joint Strategic Committee:-

- i) approved in principle that the Councils participate in a business rate pool with other partners in the County;
- ii) delegated to the Chief Financial Officer, in consultation with the Leader and Cabinet Members of Resources for each Council, the finalisation of the 'Agreement for the operation and governance of an arrangement for the pooling of business rates between local authorities in West Sussex' including agreeing how any additional income should be dealt with.

JSC/050/14-15 Annual Treasury Management Report 2013/14 for Adur District Council and Worthing Borough Council

Decision:

The Joint Strategic Committee noted the contents of the report.

JSC/051/14-15 Digital Discovery Feedback and Next Steps

Decision

The Joint Strategic Committee:-

- (i) approved the Methods Blueprint Consultancy work;
- (ii) approved the move to soft-market testing for fixed and mobile telephony and the position taken with the current supplier;

- (iii) approved the release of funds from the Capacity Issues Reserves of both Councils as set out in 5.1 of the report.

JSC/052/14-15 Funding arrangements for a Community Advice Service from 2015

Decision

That the Joint Strategic Committee

- (i) accepted the findings of the West Sussex Joint Scrutiny Task and Finish Group which had considered the current operation and future procurement of the West Sussex Community Advice Service (WS CAS) contract;
- (ii) agreed to act jointly with West Sussex County Council and the other District and Borough Councils to jointly procure the advisory service, with due regard to Contract Standing Orders, the Public Contract Regulations 2006 and the Treaty on the Functioning of the European Union;
- (iii) noted the process was still subject to discussions with WSCC and the other District and Boroughs and therefore delegated the procurement process to the Director for Communities, in consultation with the Adur and Worthing Cabinet Members for Health and Wellbeing and the Solicitor to the Council;
- (iv) agreed that the current service specification for the existing CAB service (as set out in Appendix 1 of the report), included a suitable specification in its terms and conditions for the new service post March 2015;
- (v) agreed that the new contract be offered for a period of five years, dependent upon funding received by the Council, with suitable break clauses throughout the five year period, and with an option to extend the contract on the same or more favourable terms for a further 5 year period, such terms being subject to review and agreement between the parties;
- (vi) agreed that the ADC and WBC annual funding contribution be increased by 6%, as outlined in paragraph 5.1 of the report, for the duration of the contract period, which is currently provided for within the base budget.

JSC/053/14-15 The impact of the DWP Work Experience Co-ordinator

Decision

That the Joint Strategic Committee:-

- i) considered the good progress made and the lessons that had been learned from the project; and
- ii) supported the ongoing development of this work post April 2015, which was subject to securing further funding from the DWP.

JSC/054/14-15 Introduction of the Anti-Social Behaviour, Crime and Policing Act 2014

Decision

The Joint Strategic Committee agreed and adopted the ASB Policy for Adur and Worthing Councils.

JSC/055/14-15 Proposed Extension of Shoreham Beach Boardwalk Phase 2

Decision

The Joint Strategic Committee

- i) approved the works being undertaken as part of the Adur 2014/15 Adur Capital Works Programme;
- ii) approved a virement of £25,000 from current underspends in the 2014/15 Capital Investment Programme to fund the revised costs of design, construction works and professional fees;
- iii) agreed to Officers starting detailed design work immediately and implementing a scheme in consultation with the Cabinet Member for Environment to ensure the delivery of the project;
- iv) authorised Officers to undertake the design work under the Councils Permitted Development, and to undertake consultation as set out in paragraph 3.3 of the report.

JSC/056/14-15 Coast Protection Scheme - Southwick beach emergency contract and project management

Decision

The Joint Strategic Committee

- (i) noted and approved the contents of the report;
- (ii) authorised the Director for Digital and Resources to exercise the emergency provisions, in Contract Standing Orders, to make a direct award to Team Van Oord on the terms set out in the report.

E. Urgent Decisions Taken by the Executive

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended.

The following is reported to Council: Nil

Councillor Neil Parkin
Leader of the Council

Local Government Act 1972
Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.