



Communities Directorate

9 December 2014

**Council Meeting
18 December 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. Apologies for absence

2. St Mary's Ward – Resignation and By-Election Result

- (a) Council is asked to note that Mike Mendoza resigned from the office as District Councillor for St Mary's Ward on 29 October 2014.
- (b) Council is asked to note that the by-election as a result of resignation of Mike Mendoza was held on Friday 5 December 2014; the Returning Officer has provided the following details:

Name and Address	Political Party	Serving until
Stephen Chipp 78 Holmbush Way Southwick West Sussex BN42 4YE	Conservative	May 2018

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

3. 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 an interest becomes apparent during the meeting.

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

4. Questions and Statements from the public

To receive any questions from Members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the Borough except no question may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal or Standards determination

Public question time will last up to 30 minutes, questions will be taken in order of receipt. The deadline for submission of questions is Tuesday 16 December at 12 noon.

Questions to be submitted to democratic.services@adur-worthing.go.uk

No prior notice of a Statement to Council is required.

For further information contact Julia Smith, Democratic Services Manager.

5. Confirmation of Minutes

To approve the minutes of the meeting 23 October 2014, a copy of which has been previously circulated by email. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

6. Items Raised Under Urgency Provisions

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

7. Announcements by the Chairman, Leader, Executive Members and / or Head of Paid Service

8. Political Balance on the Council and appointment to the vacancies on Committees

Report by the Director for Communities is attached as item 8.

9. Recommendations from the Executive and other Committees

To consider recommendations to the Council, details of which are attached as items 9 A and B. Full reports are available on the website

	Committee or Executive Body	Date	Item
A	Joint Strategic Committee	04.11.2014	i. Proposal to Implement Introductory Tenancies in Adur Homes http://www.adur-worthing.gov.uk/media/media,128282,en.pdf
B	Joint Strategic Committee	02.12.2014	i. Capital Investment Programme 2017/18 ii. Getting into Shape – organisational changes 2015 iii. Investing in technology iv. Council Tax Support Scheme 2015/16 v. Open Spaces vi. National Network of strategic Regional Coastal Monitoring Programme 2017 –

10. Report of the Leader on decisions taken by the Executive

Report by the Leader, copy attached as item 10.

The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under the next item.

(**Note:** Papers relating to items under 9 and 10 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website www.adur-worthing.gov.uk/.)

11. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is Tuesday 18 December at 12 noon.

Questions received will be circulated at the meeting.

Questions can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions can not be asked on the following

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

12. Motions on Notice Council Procedure Rule 14

(A) To receive a Notice of Motion from Councillor Graysmark, seconded by Councillor Haywood. A copy is attached as item 12 A.

Under Council Procedure Rule 14.5.3 Motion will be debated at the Council meeting.

(B) To receive a Notice of Motion from Councillor Patmore. A copy is attached as item 12B.

Under the Council Procedure Rules Councillor Patmore has 2 minutes to address Council to get a seconder for the Motion.

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith
Democratic Services Manager
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For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Council
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susan.sale@adur-worthing.gov.uk

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.

Wards: All
Key Decision: No

(a) Political Balance following St Mary's Ward by-election

(b) Appointments to Committee following the By-election

Report by the Director for Communities

1.0 Summary

- 1.1 To note the political balance on the Council following the St Mary's Ward By-Election on 5 December.
- 1.2 To appoint member(s) to Committees taking into account the political balance and vacancies on the Committees.

2.0 Background

- 2.1 Legislation requires that political balance needs to be reviewed following any election or by-election.

3.0 Proposals

- 3.1 The Council notes the implications of the St Mary's Ward By-election result.
- 3.2 The Conservative Group Leader has been consulted about the appointments to the vacancies and has submitted his nomination (Annex B, highlighted in greyscale) for allocation to the non-executive Committees and changes to some Vice-Chairmanships.

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

Executive and Non-Executive 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 Conservative Group Leader in appointing the membership to Committees, confirming the new 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

Contact Officer:

Julia Smith

Democratic Services Manager

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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:

Executive	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:

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

As the by-election does not change the allocation of seats agreed at the Annual Meeting, Council is invited to note the result of discussions by Group Leaders and Members of the Opposition earlier this year:

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 COMMITTEE MEMBERSHIP / APPOINTMENTS
2014-2015**

Joint Strategic Committee Membership is the Leader and their Executive <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 (requirement for political balance)		
No	Councillor	Political Group
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	Chair: Keith Dollemore	Conservative
2	Vice-Chair: Emma Evans	Conservative
3	Paul Graysmark	UKIP

Joint Senior Staff Committee (requirement for political balance)		
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 (requirement for political balance)		
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	Stephen Chipp	Conservative
6	Emily Hilditch	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

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

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

CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Executive))	
Councillor	
Jim Funnell	Executive 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: Peter Metcalfe	Conservative
3	Carol Albury	Conservative
4	Brian Coomber	Conservative
5	David Donaldson	Conservative
6	Emma Evans	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: Emma Evans	Conservative
3	Ann Bridges	Conservative
4	Brian Coomber	Conservative
5		Conservative
6	Debbie Kennard	Conservative
7	Peter Metcalfe	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	Stephen Chipp	Conservative
6	Emily Hilditch	Conservative
7	Ken Bishop	UKIP
8	Liz Haywood	UKIP

Minute Extract from Joint Strategic Committee – 4 November 2014

JSC/065/14-15 Proposal to Implement Introductory Tenancies in Adur Homes

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 report requested that the Committee review a report first considered back in 2009 and sought its approval for the use of Introductory Tenancies.

Members were advised that introductory tenancies enabled far more flexibility and control in conjunction with a high degree of intensive support during the first 12 months of a tenancy. The intensive support would include home interviews, advice regarding rights and responsibilities as a tenant and ongoing support.

The service would seek to address unacceptable behaviours during this period which could be extended by a further 6 months if deemed necessary. It was noted that the termination of a tenancy would be the last resort.

The Committee noted that the ACF representative had been consulted and had expressed support for the proposals.

Decision

That the Joint Strategic Committee recommended to Adur District Council that Introductory Tenancies be implemented for all new Tenants of Adur Homes.

The full report can be found at:

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<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee,121955,en.html>

Minute Extract from Joint Strategic Committee – 2 December 2014

JSC/074/14-15 Capital Investment Programme 2015/16 – 2017/18 Adur District Council, Worthing Borough Council and Joint Committee

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

The report recommended the schemes for inclusion in the overall Capital Investment Programme for the three years 2015/2016 - 2017/2018 for Adur District Council, Worthing Borough Council and the Joint Strategic Committee.

The report informed the Joint Strategic Committee of the resources available for future capital investment, and updated Members about the financing of the proposed three-year programmes.

The Capital Strategy had been amended in 2014 to include resources for the development of a Digital Strategy which was the subject of a report elsewhere on this agenda.

Members had been consulted on the capital bids to be included in the draft programmes and their comments had been included in the report. It was noted that the final recommendations for the capital programmes would be made to Worthing Council on the 16th December, 2014 and Adur Council on the 18th December, 2014.

A Member highlighted the lack of female changing facilities at the Hill Barn Recreation Ground and asked if there were any forthcoming proposals to address this. Officers agreed to undertake a review of the facilities as it was an important site.

The inclusion of the renewal of lifts in the Grafton Multi Storey Car Park in 2016/17 was questioned. Members were informed that the Committee would have the opportunity to consider this scheme again in future years whilst being advised that the condition report stated that the work did need to be done before parts became obsolete.

Clarification was sought regarding the clubhouse at Brooklands and the use of capital receipts from E.ON to finance the proposed works. Officers advised that they would liaise closely with the Executive Member for Environment regarding the proposals.

The replacement of defective boilers at Southwick Leisure Centre was challenged as it had been suggested that the existing boiler had been incorrectly installed by Adur Leisure Trust. Members sought assurance that the matter would be investigated and the item would be brought back to Committee for further consideration. Officers advised that a report would be brought back to Committee in relation to this scheme.

It was noted that the dates in recommendation 11.1 (d) should be amended to read 'the 18th December 2014 and 16th December 2014'.

Decision

The Joint Strategic Committee

- (a) considered the three General Fund Capital Investment Programmes for the three-year period 2015/2016 to 2017/2018 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4;
- (b) agreed the Adur Housing Renovation Programme for the three-year period 2015/2016 to 2017/2018 as detailed at Appendix 5;
- (c) agreed the amendments and additions to the reserve lists as detailed in Appendices 6 and 7;
- (d) recommended the 3 Year Programmes for approval by the respective Councils on the 18th December 2014 and 16th December 2014.

Minute Extract from Joint Strategic Committee – 2 December 2014

JSC/075/14-15 Getting in Shape : Organisational Changes 2015

Before the Committee was a report which was presented by the Chief Executive, copies of which had been circulated to all Members, a copy of which, is attached to the signed copy of these Minutes, as Item 8.

The report outlined proposals for the second tranche of organisational change to ensure both Councils had the officer leadership required to meet medium and longer term challenges.

The Committee were updated on the outcome of a review of the “third tier” of managers across the Councils and the proposals of the Chief Executive (as Head of Paid Service) to reduce the number of third tier managers and reshape roles by expanding the span of operations for managers at that level. The report identified the steps taken to achieve the structural changes required, the processes followed and provided an update on progress and likely outcomes.

The report sought the Joint Strategic Committee’s comments on the implementation of the proposed changes; an agreement to the voluntary redundancies proposed; a recommendation to both Councils to release up to £370,000 from Capacity Issues Reserves to fund the necessary departure costs and a recommendation to both Councils to note the Chief Executive’s proposals in respect of the appointment, management and organisation of the Councils’ officers.

It was noted that in order to allow transparency and public debate on the proposals and avoid going into closed session, the report had been written aggregating anticipated costs and potential impact on individual employees, rather than seeking to put substantive amounts of information into a “Part B” agenda.

Members were advised that the proposals sought to replace 24 existing posts at tier three with 12 new posts. The associated financial implications would cost between £420k and £425k which would require just over 4 years payback. The Committee noted that there may be 7 staff falling into this category with a combined public service total of 196 years.

A Member sought clarification in regards to where planning services would sit within the new organisational structure. Officers confirmed that the Head of Growth would oversee both planning policy and development management.

The Chief Executive acknowledged that organisational change created uncertainty and praised the professionalism of those staff involved in the process.

Decision

That the Joint Strategic Committee

- i) noted the proposals outlined in the report;
- ii) recommended to each Council that £370,000 be released from the Capacity Issues Reserves to fund the departure costs associated with the management restructure split as follows:
 - Adur £166,500
 - Worthing £203,500
- iii) recommended to both Councils that they note the Chief Executive's proposals in respect of the appointment, management and organisation of the Council's officers;
- iv) delegated to the Chief Executive approval of any redundancies associated with the restructure in consultation with the Leaders provided that the costs can be contained within the overall budget released.

Minute Extract from Joint Strategic Committee – 2 December 2014

**JSC/076/14-15 Investing in New Technology: The Springboard to Excellent
Customer Experience and Business Efficiency**

Before the Committee was a report by the Directors for Digital and Resources and Customer Services, 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 9.

The report updated Committee on the work undertaken over the summer with a disaster recovery consultant to develop documentation and procedures relating to IT systems recovery. It was noted that the project was now in a second phase involving the production of detailed technical recovery procedures for key scenarios.

Members were advised that the Director for Digital and Resources had pursued contractual meetings with the Councils telephony provider Unify, which had escalated through two formal warning letters regarding breach of contract, setting a deadline for resolution of the end of December 2014.

It was noted that 'key officers' had been involved in soft-market testing for fixed telephony, contact centre systems and mobile device strategy, strategically linked to the digital strategy work with Methods. Plans were in place to finalise the Councils overall telephony strategy in January 2015 in light of the outcome with the current telephony provider. This would be undertaken through a hands-on exploration of overall system design and fit and looking at the integration of telephony with the new cloud platform(s), if approved.

Officers were looking at the viability of adopting a predominantly mobile model (more staff with mobiles), with a significantly reduced number of fixed VoIP lines and a highly effective contact centre solution. It was anticipated that proposals would be brought forward to the Joint Strategic Committee in February 2015. Officers would also develop proposals for much improved wi-fi coverage across Council buildings for February 2015 as the service was currently poor.

The Joint Strategic Committee had previously received a report on the findings of the Discovery work which had identified three strategic areas of focus for further investigation during the blueprint phase. These were:

- i) productivity (email/documents);
- ii) platform (customer service and business process functions); and
- iii) infrastructure (how we host our applications).

The Blueprint phase work was undertaken in October / November and involved a more detailed investigation into the Councils infrastructure service, examination and recommendations around overall digital governance, soft-market testing across productivity, platform and infrastructure, and the development of principles, practices,

resources and the investment profile needed to achieve the vision of a new enterprise architecture to help enable rapid business transformation.

This work had now been completed and the findings were outlined in the report.

Members welcomed the report and the direction of travel.

Decision:

The Joint Strategic Committee:-

- (i) approved the proposed investment in new technology;
- (ii) approved the governance arrangements as set out in paragraph 2.12 and 3.8 and in more detail in the appendix;
- (iii) recommended that both Councils approve the release of funding from the Capacity Issues Reserves as follows:
 - Adur District Council £249,560
 - Worthing Borough Council £374,340

Minute Extract from Joint Strategic Committee – 2 December 2014

JSC/077/14-15 2015/16 Council Tax Support Scheme

Before the Committee was a report by the Directors for Digital and Resources and Customer Services, 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 10.

Adur and Worthing Councils now have the freedom to set a local Council Tax Support Scheme which would apply to 'working age' customers. Both Councils opted to retain the national scheme for the past two years and Members were asked to consider what they would like to do for 2015/16.

Members were asked to approve one of two Council Tax Support Schemes. The first option was similar to that approved in the past and mirrored the national 'default' scheme. The second option sought to ensure that every resident would pay an element of Council Tax. This would be achieved by ensuring that every resident pays at least £5.00 per week.

To help inform the decision, a public consultation exercise had been undertaken with the final results being tabled at the meeting (a copy of which is attached to these minutes).

The Committee discussed and evaluated the options outlined in the report giving consideration to a number of points, including:-

- the ability of households to pay;
- fairness of the schemes;
- concerns for residents who were unable to prioritise outgoings and the risk of them accumulating large debts;
- room for discretion in the options proposed;
- a public consultation which suggested that a majority of residents supported a reduction in the amount of financial support given to residents by the Councils.

Officers advised that it was difficult to identify specific hardships, so, these would be evaluated on a case by case basis. However, it was feasible for the Councils to set aside a limited fund to assist those in most need of support.

Decision:

The Joint Strategic Committee:-

- (i) recommended that Adur District Council approve Option 1 for the Council Tax Support scheme for 2015/16;
- (ii) recommended that Worthing Borough Council approve Option 2 for the Council Tax Support scheme for 2015/16;

- (iii) recommended that both Councils consider whether the preferred option should form the basis of the scheme for 2016/17 and 2017/18 subject to consultation and formal approval in each year;
- (iv) requested that a report be brought to the Joint Strategic Committee considering Discretionary Council Tax Support Payments.

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/014/14-15 Shoreham Beach Neighbourhood Plan Area and Forum Designation

Cabinet Member for Resources

RES/004/14-15 Irrecoverable Debts – Sundry Debts

RES/005/14-15 Write Offs

RES/007/14-15 Write Offs

RES/008/14-15 Rate Relief Applications

RES/010/14-15 Write Offs

Cabinet Member for Customer Services

CSE/009/14-15 Mobile Homes Act 2013

Cabinet Member for the Environment

ENV/012/14-15 Southwick Green Play Area Refurbishment

Cabinet Member for Health and Wellbeing

HAW/01/14-15 Adur Competitive Community Grants Budget 2014/15 – Round 2

B. Decisions Taken by the Joint Strategic Committee on 04 November 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/061/14-15 Proposal for Adur and Worthing Councils to become Corporate Members of West Sussex Credit Union

Decision

The Joint Strategic Committee

- 8.1 approved the proposal that Adur District Council becomes a Corporate Member of WSCU, depositing a sum of £25,000 in WSCU from the Capacity Issues Reserve and that the WSCU Corporate Membership scheme be added to the capital programme;
- 8.2 -
- 8.3 delegated authority to the Director for Communities to act as Adur and Worthing Councils Designated Representative in accordance with WSCU's Corporate Accounts Membership Policy;
- 8.4 approved the proposal that the Adur District Council Housing Revenue Account provide a subordinated loan of £25,000 to WSCU for the term of ten years;
- 8.5 delegated authority to the Head of Adur Homes, in consultation with the Executive Member for Customer Services (Adur), the Executive Member for Resources (Adur), the Chief Financial Officer and the Solicitor to the Council to negotiate the terms of use of the Adur District Council Housing Revenue Account subordinated loan to WSCU;
- 8.6 approved that the Treasury Management Policy for Adur and Worthing Councils be amended to:
 - i) include the WSCU on the list of approved counterparties for investment purposes;
 - ii) add the acquisition of shares in the WSCU to the list of approved non- specified investments, with a maximum maturity period of 10 years;
 - iii) approved the addition of the Housing Revenue Account subordinated loan to WSCU to list of approved non-specified investments (for Adur Council only) with a maximum maturity period of 10 years.

**JSC/062/14-15 2nd Capital, Revenue Budget and Performance
Monitoring 2014/15**

Decision

The Joint Strategic Committee:-

- (a) noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves (Appendix 1b and 2b);
- (b) With respect to the Capital Investment Programme for Adur District Council
 - (i) 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;
 - (ii) approved the virements and use of the buildings maintenance reserve to fund the asbestos removal from the Shoreham Centre, as detailed paragraph 8.4.1;
 - (iii) approved the purchase and inclusion of the Electoral Services software in the 2014/2015 Capital Investment Programme funded from 2013/2014 underspends carried forward to 2014/2015 as detailed in paragraph 8.4.2;
 - (iv) approved the inclusion of the remediation of contaminated land on Adur Recreation Ground in the 2014/2015 Capital Investment Programme funded from underspends as detailed in paragraph 8.4.3;
- (c) -

C. Decisions Taken by the Joint Strategic Committee on 02 December 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/072/14-15 “Surf’s Up” : a 2-year programme to deliver the Catching the Wave ambition

Decision

The Joint Strategic Committee

- 5.1.1 noted and endorsed “Surf’s Up” as a prioritised 2 year programme of strategic activity for officers to deliver;

- 5.1.2 requested 6-monthly updates on progress against the commitments (allowing at each 6 month review for the refresh of commitments that have been completed or where circumstances have changed);
- 5.1.3 requested that the Communications Team turn “*Surfs Up*” into a “living document” that is widely and skilfully communicated internally to all staff and Members and to key external stakeholders.

JSC/073/14-15 Outline 5-Year Forecast and Savings Proposals

Decision

The Joint Strategic Committee:-

- (i) noted the current 5 year forecast;
- (ii) approved the proposed savings as set out in appendix 3.

JSC/079/14-15 Tackling the Community Impact of Gypsy and Traveller Unauthorised Encampments in Adur and Worthing

Decision:

The Joint Strategic Committee:-

- (i) noted the actions being taken to tackle the community impact of Gypsy and Traveller Unauthorised Encampments in Adur and Worthing;
- (ii) delegated authority to the Director for Communities, in consultation with the Solicitor to the Council and the Chief Finance Officer, to approve, and enter into, the agreement relating to the management of a Gypsy and Traveller Transit Site at Westhampnett, and the Enforcement and Legal proceedings relating to unauthorised encampments, on behalf of Adur and Worthing Councils;
- (iii) delegated authority to the Director for Communities, in consultation with the Solicitor to the Council and the Chief Finance Officer, to approve the West Sussex Multi-Agency Enforcement Protocol on behalf of Adur and Worthing Councils;
- (iv) approved a virement of £37,500 from the West Sussex Local Authority Transit Site scheme in the Adur Capital Investment Programme to the Traveller Exclusion Measures scheme;
- (v) delegated Adur District Council and Worthing Borough Council's legal services function, in so far as they relate to the enforcement of unlawful encampments, to West Sussex County Council.

**JSC/081/14-15 WSCC Tender for the Provision of Telecare Services
across West Sussex: A Service and Business
Development Opportunity**

Decision:

The Joint Strategic Committee:-

- (i) noted the contents and proposals contained within the report and approved Adur District Council entering into a sub-contract with Chichester District Council for the provision of Telecare Services with the terms set out in the report, in the event that the CDC bid submitted to WSCC is successful;
- (ii) acknowledged and approved Adur District Council taking part in the cross-boundary Telecare West Sussex Group work that was being undertaken to deliver the Telecare Services contract within West Sussex;
- (iii) -
- (iv) approved the creation of a budget to hold the costs and income associated with the Telecare subcontract.

**JSC/082/14-15 Proposal for a Shared Legal Service – Proceeding to
develop a full business case**

Decision:

The Joint Strategic Committee:-

- (i) noted the contents of the report and its appendix;
- (ii) agreed to receive a further report and detailed business case in February 2015;
- (iii) agreed in principle to change the way in which the Councils' legal service was provided, subject to Joint Strategic Committee approving the business case;
- (iv) agreed to the implementation of the transitional arrangements of the Councils working together with iESE and Aylesbury Vale District Council, including the secondment of staff, as identified in appendix 1 of the report.

**JSC/083/14-15 *Building Engagement through vibrant
communications : A Communications Strategy for
Adur & Worthing Councils***

Decision:

The Joint Strategic Committee:-

- (i) noted and endorsed the Communications Strategy 2015 – 2018 as the framework for the development of the Councils' communications function;
- (ii) approved and adopted the revised Social Media Policy, allowing Officers to effectively expand the use of social media in a structured, managed way for the benefit of the Councils, and the Councils' customers;
- (iii) approved the Visual Identity Guidelines to guide the Councils' improvement of the way that customers relate visually to the work of the organisations, officers and partners.

D. 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.

Motions on Notice - Council Procedure Rule 14

The following Notice has been received and accepted by the Director for Communities:

That in accordance with the Localism Act this Council reconsiders its political decision making structure of Leader with Cabinet which commenced in May 2008 with a view to returning to a committee based system by carrying out a cost / benefit review of a return to the small committee system which would engage more councillors in the decision making process and address the democratic deficit.

Therefore the Council asks the Chief Executive to arrange a working group of officers and councillors with a view to progressing this review by February 2015.

Proposed by Councillor Paul Graysmark
Seconded by Councillor Liz Hayward

**Local Government Act 1972
Background papers:**

Emails from Councillor Graysmark dated 10 October and 27 November 2014

Motions on Notice - Council Procedure Rule 14

The following Notice has been received and accepted by the Director for Communities:

That this Council agrees to grant £ 100,000 to Electric Storm Youth on sports development activities for young people of Lancing. The Grant to be funded by the residual monies after the Woodard Academy pricing / estimate is completed.

The current estimate is £ 4/500,000 for the 3 g football pitch so the residual monies would be in excess of £500,000.

The grant to ESY is therefore affordable.

Proposed by Councillor Geoff Patmore

**Local Government Act 1972
Background papers:**

Email from Councillor Patmore dated 3 November