

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.

Minute Extract from Joint Strategic Committee – 2 December 2014

JSC/078/14-15 Rethinking Parks: A Framework for the Future Provision of Open Space, Sport and Recreation Facilities in Adur and Worthing

Before the Committee was a report by the Director for Communities, 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 11.

The report provided a summary of the “Review of Open Space, Sport and Indoor Sport Facilities Study” which had been prepared by external consultants Knight, Kavanagh and Pace (KKP) on behalf of both Councils.

The study covered three areas:-

- Open Spaces
- Playing Pitches
- Indoor Built Facilities

The review updated the original Open Space, Sport and Recreation Studies, which included Playing Pitch strategies, had been produced in Adur in 2005 and Worthing in 2006 and had been partially reviewed in 2009.

If approved, the review would be adopted to form the direction and guidance for the future provision of accessible, high quality, sustainable open spaces, playing pitches and indoor built facilities in both Adur & Worthing.

The Committee noted that one of the recommendations from the Playing Pitch Strategy was to improve existing changing rooms across Adur and Worthing, with Buckingham Park being a key site in terms of meeting a range of sports provision in Adur District.

Shoreham Rugby Club had sought £350k of funding from the Rugby Football Union (RFU). A match funding contribution of £150k from the remaining s106 contribution would help to secure the RFU funding to provide a clubhouse, changing rooms and a new Café to serve the Rugby Club and users of the Park.

Officers proposed that no change be made to the Bowls facilities at Field Place for the 2015 season and further consideration be given to the proposals put forward by the Chairman of West Tarring Bowls Club.

It was proposed and seconded by Members that recommendation 24.5 be amended to include the following additional wording ‘but the future provision of Bowls at Field Place will include the provision of 1 Club Room and 1 Green’.

Decision:

The Joint Strategic Committee:-

- i) noted the Open Places, Sport and Recreational Strategy for Adur and Worthing Councils;
- ii) agreed that the Strategy be adopted as background evidence for the emerging Adur Local Plan and the Worthing Local Plan and the recommendations used to prioritise future provision and improvements to existing provision;
- iii) agreed in principle, £150,000 of Adur District Council s106 funding to be used as match funding to help secure RFU funding towards a replacement of the Pavilion building at Buckingham Park and to recommend that Adur District Council approve its inclusion in the Capital Investment Programme;
- iv) noted the consultation that had taken place with the Bowling Clubs based at Field Place;
- v) delegated to the Director for Communities, in consultation with the Worthing Executive Member for Environment, authority to agree the arrangements for the future provision of Bowls at Field Place, which will include the provision of 1 Club Room and 1 Green.

Minute Extract from Joint Strategic Committee – 2 December 2014

JSC/084/14-15 National Network of Strategic Regional Coastal Monitoring Programme (2017 to 2022)

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 15.

The report brought Members up to date with the actions of Officers to secure continuance of the Southeast Strategic Regional Coastal Monitoring Programme (SSCRMP) through the National Network of Regional Monitoring Programmes (National Programme).

This was a high profile National initiative promoted by the Officers of Adur and Worthing Councils, Coastal Groups, Environment agency (EA) and led by New Forest District Council (NFDC). The programme had been successfully executed by the Coastal Monitoring Survey Team within the former Technical Services Team of Adur and Worthing Councils since 2002 and full costs would continue to be met via a Service Level Agreement with NFDC.

Decision:

The Joint Strategic Committee:-

- (i) confirmed and continued its support for the National Programme;
- (ii) delegated authority to the Acting Head of Technical Services or his successor in consultation with the most appropriate Executive Members to deliver the programme in the most advantageous manner within the limits of the SLA and funding stream; and
- (iii) recommended that Adur District Council and Worthing Borough Council amend their Revenue Budget accordingly, to include the expenditure and funding as detailed in paragraph 7.3.