



ADUR DISTRICT
C O U N C I L

19 July 2018

**Council Meeting
19 July 2018**

Queen Elizabeth II Room,
The Shoreham Centre, Pond Road,
Shoreham-by-Sea

**7:00pm
Agenda**

10 July 2018

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

Part A

1. Apologies for absence

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 an interest becomes apparent during the meeting.

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

3. Questions 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 District 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 17 July** at 12 noon. Questions to be submitted to democratic.services@adur-worthing.gov.uk

4. Confirmation of Minutes

To approve the minutes of the Meeting of the Council on 18 May 2018, copies of each have been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

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

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

7. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, details of which are set out in the attached items as 7A, 7B and 7C. Recommendations under 7D will be emailed and placed on the website after the publication of the Joint Strategic minutes.

Full reports are available on the website as listed below:

Executive/Committee	Date	Item
A	Joint Overview and Scrutiny	22 March 2018
		Work Programme 2018/19 https://www.adur-worthing.gov.uk/media/media.148344.en.pdf The Programme was amended on 21 June, the latest version is https://www.adur-worthing.gov.uk/media/media.149562.en.pdf
B	Joint Governance	31 May 2018
		Whistleblowing Policy https://www.adur-worthing.gov.uk/media/media.149266.en.pdf
C	Joint Overview and Scrutiny	21 June 2018
		Annual Report 2017/18 https://www.adur-worthing.gov.uk/media/media.149561.en.pdf
D	Joint Strategic	10 July 2018
		(i) Mid Term Review and Refresh of Platforms for our Places Programme of Commitments https://www.adur-worthing.gov.uk/media/media.149796.en.pdf (ii) Financial Performance in 2017/18 (A) Capital and Projects Outturn https://www.adur-worthing.gov.uk/media/media.149797.en.pdf

(B) Revenue
https://www.adur-worthing.gov.uk/media/media_149798.en.pdf

(iii) Achieving Financial Sustainability - Budget Strategy for 2019/20 and beyond
https://www.adur-worthing.gov.uk/media/media_149799.en.pdf

(iv) Investing for the future - our Capital Strategy 2019/20
https://www.adur-worthing.gov.uk/media/media_149800.en.pdf

(v) Commercial Property Investment Strategy
https://www.adur-worthing.gov.uk/media/media_149801.en.pdf

(vi) Delivery of new homes through the Adur District council Housing Revenue Account
https://www.adur-worthing.gov.uk/media/media_149805.en.pdf

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

To receive a report from the Leader as item 8. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. This item will be updated after the publication of the minutes of the Joint Strategic Committee of 10 July and placed on the website.

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 Item 10.

(**Note:** Papers relating to items under 7 and 8 have been previously circulated and can be viewed here on the Council's website:
<https://www.adur-worthing.gov.uk/meetings-and-decisions/>

9. 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 17 July** at 12 noon. Questions to be submitted to democratic.services@adur-worthing.gov.uk

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

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Chris Cadman Dando
Democratic Services Officer
01903 22 1364
chris.cadman-dando@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Council
01903 22 1119
susan.sale@adur-worthing.gov.uk

Extract from Joint Overview and Scrutiny Committee - 22 March 2018

JOSC/17-18/65 Joint Overview and Scrutiny Committee Work Programme 2018/19

Purpose

This report outlines progress with the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2017/18 and requests that the Committee consider its Work Programme for 2018/19.

Summary of Discussion

Before the Committee was a report by the Director for Communities, a copy of which had been circulated to all Members, a copy of which is attached to a signed copy of these minutes as item 9.

The Policy Officer introduced the report to the Committee and updated Members on the matters for consideration including the addition on matters pertaining to Crime and Disorder and an update from the West Sussex Health and Adult Social Care Committee.

A request to carry out a review of the effectiveness of parking and road traffic enforcement policy was agreed. The Committee agreed to a briefing report being brought forward concerning the issue in 2018/19

A request to carry out a review on Primary and Secondary Health Care arrangements was refused on the basis that the work was being undertaken already by the West Sussex Health and Adult Social Care Committee (HASC) . It was noted that the committee had planned to invite the chair of HASC to attend the committee in 2018/19

A request to carry out a review of the transport strategy for Adur and Worthing was accepted and added to the work programme. It was agreed that a working group be set up consisting of Councillors Kevin Borham, Steve Waight, Les Alden and Bob Smytherman

Resolution from Committee

Resolved: that the work programme for 2018/19 be endorsed and recommended for approval at Full Councils

Link to report for 22 March 2018

<https://www.adur-worthing.gov.uk/media/media.148344.en.pdf>

This programme was updated at the meeting in June to the following programme:

Work Programme 2018/19

<https://www.adur-worthing.gov.uk/media/media.149562.en.pdf>

Extract from Joint Governance Committee - 31 May 2018

JGC/015/18-19 Whistleblowing Policy

Purpose

- 1.1. Both Councils adopted a Whistleblowing Policy in 2014 which is overdue for review and revision. Legislation governing whistleblowing has been introduced since that time and this report introduces a new, up-to-date and legally compliant Whistleblowing Protocol.
- 1.2. Members are asked to consider the new Whistleblowing Protocol attached to this report, at Appendix 1, and approve its adoption by each Council and to recommend to each Council that it forms part of their Constitution, together with other Codes of Practice and Protocols.
- 1.3. The purpose of the Protocol is to encourage workers to raise concerns about wrongdoing in the organisation, internally, and to reassure them of the protection afforded them should they do so.
- 1.4. It is a Priority 2 Audit recommendation that the Council's Whistleblowing arrangements are updated and communicated to staff to ensure all staff are aware of the current arrangements.

Summary of Discussion

Before the Committee was a report 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 15.

The Committee was asked to consider the new Whistleblowing Protocol attached to the report, at Appendix 1, and approve its adoption by each Council and to recommend to each Council that it forms part of their Constitution, together with other Codes of Practice and Protocols.

The purpose of the Protocol was to encourage workers to raise concerns about wrongdoing in the organisation, internally, and to reassure them of the protection afforded them should they do so.

It was a Priority 2 Audit recommendation that the Council's Whistleblowing arrangements be updated and communicated to staff to ensure all staff were aware of the current arrangements.

Resolution from Committee

The Joint Governance Committee:-

1. noted the content of the Whistleblowing Policy;
2. agreed a delegation to the Solicitor to the Council and Monitoring Officer to make minor and consequential amendments to the Protocol;
3. recommended, subject to consultation with Unison, the adoption of the Whistleblowing Protocol by each Council as part of their Constitutions.

Report on the Council's website:

<https://www.adur-worthing.gov.uk/media/media.149266.en.pdf>

Extract from Joint Overview and Scrutiny Committee - 21 June 2018

JOSC/17-18/64 JOSC Annual Report 2018/19

Purpose

- 1.1 This report sets out the draft Annual report for the Committee covering the 2017/18 Municipal year in accordance with the terms of the Council's constitution.

Summary of Discussion

Before the Committee was a report by the Director for Communities, a copy of which was sent to all Members, a copy of which was attached to the signed copy of these minutes as item 8. The report before Members presented the annual report for the Committee's work during 2017/18.

A Member asked the Chairman the following question *There have been numerous Executive decisions made in 2017/18, but there are no recorded challenges to any of these decisions. Could the Chair(s) please explain why this is and whether this means that Scrutiny agrees with all Executive decisions?* The Adur Chairman told the Committee that he hadn't felt the need to challenge any Executive decisions. Every single Member for the Council had the ability to call-in any decision by the Executive and there had been one call-in which did not meet the criteria and he would not answer for all Councillors across Adur and Worthing. The Chair of Worthing concurred with the statement. As a supplementary the following question was asked *In light of the fact that no Executive decisions have been called-in could the Chairs please highlight measurable successes to show how the Executive have been held to account by JOSC.* The Chairman detailed work that had been taken in the previous year including Scrutiny of the Budget and Youth Engagement. The Committee discussed the matter and Scrutiny of the budget was highlighted as a good example of the Executive being held to account.

A Member asked the following question *How do the Chairs think that Scrutiny could be improved in the coming year?* The Chair told the Committee that by having a Committed Committee membership that did not use the Committee as a political platform and who added value to the work of the Committee. The Committee were blessed to have a few Members who added an awful lot of value and it was fair to

say in the past there were Members who had not added value to the Committee. A Scrutiny Committee was only as good as the people who sat on the Committee. Having active Members would improve the scrutiny process. As a supplementary the Chair was asked *Are there any ways in which members could become more adept at Scrutiny?* The Chair stated that the Committee needed to use member's experience and expertise and for Committee Members to come properly prepared for a meeting.

The Committee discussed the criteria for call-in and were given advice about the call-in process and it was asked that unsuccessful call-in requests appear on future committee agenda if legally and constitutionally possible.

A Member commented that the effectiveness of an overview and scrutiny committee should not be judged on its use of call-in rather the real role of the committee was to assess how well the executive member decisions panned out in practice. The Committee discussed call-in rules further and a proposal was put to recommend that the Joint Governance Committee review the call-in criteria. The proposal was seconded but not carried by vote.

Resolution from Committee

Resolved: that the Joint Overview and Scrutiny Committee annual report for 2017/18 be approved;

Recommended: that the that the Joint Overview and Scrutiny Committee annual report for 2017/18 be recommended for approved to the full council meetings in July 2018.

(Link to the report on the website

<https://www.adur-worthing.gov.uk/media/media.149562.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

(i) Mid Term Review and Refresh of Platforms for our Places Programme of Commitments

Purpose

- 1.1 In late 2016 Joint Strategic Committee and the Councils of both Adur District and Worthing Borough approved *Platforms for our Places* as a 3 year programme of activity. Rather than rehearse in detail the thinking at that time the background papers to this report include a link to the approach approved in December 2016.
- 1.2 At the end of June 2018 we reached the half-way point in the programme. Both Councils have been clear that whilst a focussed medium term programme of activity was desirable, setting it in stone was less so. At the Joint Strategic Committee in January 2018 it was agreed to consider the full suite of commitments and look at how they needed to be amended, refreshed or added to in order to continue to build the Platforms desired over the next 18 months. The intent behind this was that as Councils we should remain adaptive to the requirements of the communities we serve and quick to grasp new opportunities that present themselves.
- 1.3 As the sister paper on this agenda points out, at the 18 month point good progress has been made and both the platforms approach and the concept of using a focussed set of commitments are proving valuable.
- 1.4 There are at present around 140 commitments (and the number will not change dramatically post refresh) but all of the existing commitments have been the subject of analysis. Whilst there are some suggested new additions, some changes to existing commitments and some nuancing or recognition of changes of circumstance, broadly this paper proposes a refreshed set of commitments that build on what has gone before.

Summary of Discussion

Before the Committee was a report by the Chief Executive, 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.

The Committee were reminded that in late 2016 Joint Strategic Committee and the Councils of both Adur District and Worthing Borough approved Platforms for our Places as a 3 year programme of activity. Rather than rehearse in detail the thinking at that time, the background papers to the report included a link to the approach approved in December 2016.

At the end of June 2018, Adur and Worthing Councils reached the half-way point in the programme. Both Councils had been clear that whilst a focussed medium term programme of activity was desirable, setting it in stone was less so.

At the Joint Strategic Committee in January 2018 it was agreed to consider the full suite of commitments and look at how they needed to be amended, refreshed or added to in order to continue to build the Platforms desired over the next 18 months. The intent behind this was that as Councils we should remain adaptive to the requirements of the communities we serve and quick to grasp new opportunities that presented themselves.

At the 18 month point, good progress had been made and both the platforms approach and the concept of using a focussed set of commitments were proving valuable.

There were at present around 140 commitments (and the number would not change dramatically post refresh) but all of the existing commitments had been the subject of analysis. Whilst there were some suggested new additions, some changes to existing commitments and some nuancing or recognition of changes of circumstance, broadly this paper proposed a refreshed set of commitments that built on what had gone before.

Resolution from Committee

The Joint Strategic Committee:-

1. considered and approved the proposed refreshed set of commitments for Platforms for our Places to guide the Councils work from July 2018 through to December 2019;
2. recommended to both Councils the acceptance of the proposed refreshed commitments for their approval and incorporation;
3. recommended to Joint Overview and Scrutiny Committee that it consider the report (together with the sister report on the agenda on the 6 month progress update) at a meeting in Autumn 2018.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media,149796,en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

- (ii) Financial Performance in 2017/18
- (B) Capital and Projects Outturn

Purpose

The report outlined the financial monitoring position for the end of the 2017/18 financial year for capital schemes included in the capital programmes of the Joint Strategic Committee, Adur District Council and Worthing Borough Council.

Information was also provided in respect of capital receipts for the 2 constituent authorities.

The following appendices had been attached to the report:

- Appendix 1: Adur District Council Major Variations Summary
- Appendix 2: Worthing Borough Council Major Variations Summary
- Appendix 3: Adur District Council Sale Proceeds
- Appendix 4: Worthing Borough Council Sale Proceeds

Summary of Discussion

Before the Committee was a report by the Director for Digital & 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 7(A).

The report outlined the financial monitoring position for the end of the 2017/18 financial year for capital schemes included in the capital programmes of the Joint Strategic Committee, Adur District Council and Worthing Borough Council. Information was also provided in respect of capital receipts for the 2 constituent authorities.

The Leader of Adur District Council requested that the Shoreham Air Monitoring Equipment be repaired as a matter of urgency, as outlined on paragraph 5.5 of the report.

A Member questioned whether the additional costs incurred on the Enhancements to Lower Beach Road (Riverside) Car Park could be recouped from West Sussex County Council. Officers agreed to investigate whether the additional costs could be recouped.

The Committee acknowledged the huge amount of work being undertaken and suggested that this be highlighted as often as possible.

Resolution from Committee

The Joint Strategic Committee

- i) noted the outturn position for 2017/18;
- ii) recommended that Adur District Council at its Council meeting on 19 July 2018:
 - a. Note the overall capital final outturn for 2017/18;
 - b. Agree the net carry over of General Fund Capital underspends for Adur District Council as detailed in paragraph 5.3;
 - c. Approve the financing of the Adur District Council 2017/18 Capital Investment Programme, including the use of capital receipts as set out in paragraphs 5.1 and 5.2;
 - d. Approve the amendment and addition of new schemes funded from underspend as summarised in paragraph 5.6.
- iii) recommended that Worthing Borough Council at its Council meeting on 17 July 2018:
 - a. Note the overall capital final outturn for 2017/18;
 - b. Agree the net carry over of General Fund Capital underspends for Worthing Borough Council as detailed in paragraph 5.7;
 - c. Approve the financing of the Worthing Borough Council 2017/18 Capital Investment Programme, including the use of capital receipts as set out in paragraphs 5.9 and 5.10;
 - d. Approve the amendment and addition of new schemes funded from underspend as summarised in paragraph 5.11.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media,149798.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

(ii) Financial Performance in 2017/18
(B) Revenue

Purpose

This report outlines the revenue financial monitoring position for the end of the 2017/18 financial year for Joint Strategic Committee, Adur District and Worthing Borough Councils. At the time of publication of this report, the Statements of Accounts are in the process of being audited. Any adjustments that emerge as the audit proceeds will be reported to members later in the year.

The outturn positions are underspends of £495,023 in Adur District Council, and £812,788 in Worthing Borough Council. After allowance for proposed carry forward of budgets in 2018/19, this represents a 4% underspend against budget for both Councils.

The outturn figures include revenue savings that have been factored into the 2018/19 budget that have crystallised in 2017/18, earlier than projected. These include ICT maintenance costs, pension contributions and the capitalisation of staff costs. Also there are proposed carry forward requests, detailed in section 6.1, that will need to be met from these underspends which relate to committed spend that is to now planned for 2018/19; Adur District Council £88,680 and Worthing Borough Council £231,330 (including the Joint Services proposals).

In addition there are some variances that relate specifically to 2017/18, some of which occurred in the last quarter of the year. In Adur District Council these include planning application fees and market income. Worthing Borough Council received additional income from commercial properties and theatres had a successful fourth quarter. There was also an improvement on some of the underachievements previously forecast; such as homelessness, bereavement services and Parks and Open Spaces.

This is an improved outcome to what was projected in the quarter 3 monitoring report when underspends of £14,000 and £46,100 were being forecast in Adur and Worthing respectively. The areas that have contributed to the net movement are highlighted in the report and appendix 5(a) and in addition to the above include; External borrowing costs,

investment income, Minimum Revenue Provision, and income from Environmental Services, Building Control, and property investments.

The following appendices have been attached to this report:

- Appendix 1 (a) Joint Summary of 2017/18 Outturn
- Appendix 2 (a) Adur District Council – Summary of 2017/18 Outturn
- (b) Adur District Council - Use of Earmarked Reserves
- Appendix 3 (a) Worthing Borough Council – Summary of 2017/18 Outturn
- (b) Worthing Borough Council - Use of Earmarked Reserves
- Appendix 4 HRA Summary
- Appendix 5 (a) Major Variations – Budget to Outturn (over £20,000)
- (b) Major Variations – Quarter 3 to Quarter 4
- (c) HRA Major Variations – Budget to Outturn

Summary of Discussion

Before the Committee was a report by the Director for Digital & 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 7(B).

The report outlined the revenue financial monitoring position for the end of the 2017/18 financial year for Joint Strategic Committee, Adur District and Worthing Borough Councils. At the time of publication of the report, the Statements of Accounts were in the process of being audited. Any adjustments that emerged as the audit proceeded would be reported to members later in the year.

The outturn positions were underspends of £495,023 in Adur District Council, and £812,788 in Worthing Borough Council. After allowance for proposed carry forward of budgets in 2018/19, this represented a 4% underspend against budget for both Councils.

The outturn figures included revenue savings that had been factored into the 2018/19 budget and had crystallised in 2017/18, earlier than projected. These included ICT maintenance costs, pension contributions and the capitalisation of staff costs.

There were proposed carry forward requests, detailed in section 6.1, that would need to be met from underspends, which related to committed spend that was planned for 2018/19; Adur District Council £88,680 and Worthing Borough Council £231,330 (including the Joint Services proposals).

In addition there were some variances that related specifically to 2017/18, some of which occurred in the last quarter of the year. In Adur District Council these included planning application fees and market income. Worthing Borough Council received additional income from commercial properties and theatres had a successful fourth quarter.

The Committee noted that there was an improved outcome to that projected in the quarter 3 monitoring report when underspends of £14,000 and £46,100 had been forecast in Adur and

Worthing respectively. The areas which had contributed to the net movement were highlighted in the report in Appendix 5(a) and included; External borrowing costs, investment income, Minimum Revenue Provision, and income from Environmental Services, Building Control and Property Investments.

Resolution from Committee

That the Joint Strategic Committee recommended that Adur District Council, at its meeting on 19 July 2018 and Worthing Borough Council at its meeting on 17 July 2018:-

- a. noted the overall final outturn for 2017/18.
- b. agreed to the net carry over of an approval to use reserves where the original approval for 2017/18 was not utilised in-year as set out in paragraph 6.2 (General Fund) totalling:
 - i. Worthing Borough Council £10,000
- c. approved the net appropriations to General Fund Reserves in the year as detailed in paragraph 6.3 totalling:
 - i. Adur District Council £655,819
 - ii. Worthing Borough Council £1,315,127
- d. agreed the net carry over of revenue budget to 2018/19 funded from reserves as detailed in paragraph 6.1:
 - i. Adur District Council £88,680
 - ii. Worthing Borough Council £231,330
- e. approved the establishment of a new Business Rates Smoothing Reserve for Adur District Council and Worthing Borough Council as detailed in paragraph 4.12; to earmark funds to address the timing difference between the Business Rates income received in the General Fund in year (net of reliefs), and the grant income paid from Central Government to reimburse lost revenue as a consequence of Government policy decisions on reliefs.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media.149798.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

Achieving Financial Sustainability - Budget Strategy for 2019/20 and beyond

Purpose

- 1.1. Over the last three years, our councils have been successfully delivering a budget strategy to address the rapid change in local government financing, preparing for the removal of central government funding in 2020.
- 1.2. This strategic effort has involved the development of new and critical capabilities in the organisation, including strategic property investment, nationally recognised digital service design, and high quality, successful commercial services.
- 1.3. It has also required careful financial management, including managed and prudent increases in council tax, and a clear focus on driving efficiency and productivity.
- 1.4. Funding received from Government grant has been significantly reduced over the last 7 years, from 2019/20 onwards the councils will no longer receive any support via Revenue Support Grant. Looking ahead to 2020/21, the level of funding from central government is likely to further reduce.
- 1.5. Adur and Worthing Councils have responded to the challenge of falling government grant by promoting economic regeneration, investing in property, growing our commercial offer, and through business efficiency from the customer and digitisation transformation programmes. Despite the inevitable challenges brought by reducing resources, the Councils have continued to maintain good core services across the board and have a clear focus on customer service excellence.
- 1.6. This report aims to set out the Councils will continue to address the changing financial climate over the next 10 years, outlining the revenue forecast and setting out our strategic response, creating the conditions to be self-financing by 2020/21. With the detailed budget proposals for 2019/20 coming forward to Joint Strategic Committee in December, this reports sets out the broader context for the detailed work that will be undertaken over the intervening months.
- 1.7. As set out in the following pages, the Councils will be increasingly reliant on council tax income, business rate income, and our own income generating services. Our Councils have a good track record in innovation, working creatively in partnership, transforming our digital capabilities and putting the customer at the heart of our services, so that we

have capacity to do far more than just 'survive'.

- 1.8. Our strategy, 'Platforms for our Places' was approved by the Councils in February 2017 is sets out how we can play an even greater role in helping to shape the future of our places. The refresh of this strategy is elsewhere on this agenda. The 5 'Platforms' that provide the direction for all our work over the next 2 years are:
- Our Financial Economies
 - Our Social Economies
 - Stewarding our Natural Resources
 - Services and Solutions for our places
 - Leadership of our Places
- 1.9 Over the summer and autumn, the Operational Leaders Group (Heads of Service) will be working with the Councils Leadership Team to produce new service plans designed to deliver a balanced budget over the next 3 years. The outcome of the service planning will be presented to Joint Strategic Committee for approval in December 2018 as part of the development of the 2019/20 budget.

Summary of Discussion

Before the Committee was a report by the Director for Digital & 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 8.

The report established how the Councils would address the changing financial climate over the next 10 years, outlining the revenue forecast and setting out the Councils strategic response, creating the conditions to be self-financing by 2020/21. With the detailed budget proposals for 2019/20 coming forward to Joint Strategic Committee in December, the report sets out the broader context for the detailed work that would be undertaken over the intervening months.

The Committee noted that Adur and Worthing Councils would be increasingly reliant on council tax income, business rate income, and their own income generating services. The Councils had a good track record in innovation, working creatively in partnership, transforming digital capabilities and putting the customer at the heart of services, in order to do far more than just survive.

Over the summer and autumn 2018, the Operational Leaders Group (Heads of Service) would be working with the Councils Leadership Team to produce new service plans designed to deliver a balanced budget over the next 3 years. The outcome of the service planning would be presented to Joint Strategic Committee for approval in December 2018 as part of the development of the 2019/20 budget.

Members acknowledged the challenges that lay ahead and the need for Adur and worthing Councils to become self sufficient.

Resolution from Committee

That the Joint Strategic Committee:-

- a. noted the report and the outline 5-year forecasts in Appendix 2;
- b. approved the proposed budget process as set out in section 6 of the report;
- c. recommended that Adur and Worthing Councils approve the Budget Strategy for 2019/20, outlined in Section 10 of the report.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media.149799.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

Investing for the future - our Capital Strategy 2019/20

Purpose

- 1.1 This report seeks the approval of the Council's Capital Strategy for 2019/22. The Strategy outlines the Council's approach to capital investment and how the Council ensures that capital investment is directed to the Council's Priorities. It also sets out the basis for prioritisation of capital bids included in the 3 Year Capital Investment Programme and the monitoring of the programme.

Summary of Discussion

Before the Committee was a report by the Director for Digital & 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 9.

The report sought the approval of the Council's Capital Strategy for 2019/22. The Strategy outlined the Council's approach to capital investment and how the Council ensured that capital investment was directed to the Council's Priorities. It also set out the basis for prioritisation of capital bids included in the 3 Year Capital Investment Programme and the monitoring of the programme.

Resolution from Committee

That the Joint Strategic Committee recommended to Adur and Worthing Councils that the Capital Strategy 2019/22 be approved.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media.149800.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

Commercial Property Investment Strategy

Purpose

- 1.1 The purpose of this report is to set out a robust commercial property investment strategy, with the specific objective of supporting the Councils' strategic income generation objective, building upon previous Strategic Property Investment Fund (SIF) reports.
- 1.2 The Strategy will provide a basis for the expansion and management of each Council's portfolio, detailing: -
 - Robust parameters to guide and support the development of risk managed, financially resilient, income generating commercial property portfolios.
 - Governance criteria to facilitate diligent analysis and transparency, supporting an informed decision making process.

Summary of Discussion

Before the Committee was a report by the Director for the Economy, 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.

The purpose of the report was to set out a robust commercial property investment strategy, with the specific objective of supporting the Councils' strategic income generation objective, building upon previous Strategic Property Investment Fund (SIF) reports.

The Strategy would provide a basis for the expansion and management of each Council's portfolio, detailing: -

- Robust parameters to guide and support the development of risk managed, financially resilient, income generating commercial property portfolios;
- Governance criteria to facilitate diligent analysis and transparency, supporting an informed decision making process.

A Member sought assurance that the Councils would be seeking the right kinds of investments and tenants. Officers advised that investment decisions were taken in

consultation with the relevant Leader, Executive Member for Resources and the Chief Financial Officer and that due diligence would be applied.

Resolution from Committee

That the Joint Strategic Committee:-

- i) recommended that Adur District Council and Worthing Borough Council adopt the Property Investment Strategy;
- ii) agreed the suggested delivery and governance model.

(Link to the report on the Council's website:
<https://www.adur-worthing.gov.uk/media/media.149801.en.pdf>)

Extract from Joint Strategic Committee - 10 July 2018

Delivery of new homes through the Adur District council Housing Revenue Account

Purpose

1.1. This report provides Members with an update on the progress on three specific sites which will deliver new Council housing in Adur:

- Albion Street,
- Cecil Norris House and
- 101, North Road Lancing

The report also outlines the 'Hidden Homes' project and makes a request to release funding for further feasibility work.

1.2 The report requests that members of the joint strategic committee recommend to Council the release of the appropriate budgets for the delivery of this important development work to take these schemes forward and set the scene for a future programme of Council house development within Adur.

Summary of Discussion

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 13.

The report provided Members with an update on the progress on three specific sites which would deliver new Council housing in Adur:

- Albion Street,
- Cecil Norris House and
- 101, North Road Lancing

The report also outlined the 'Hidden Homes' project and requested the release of funding for further feasibility work.

The report requested that members of the Joint Strategic Committee recommend to Council the release of appropriate budgets for the delivery of this important development work in

order to take the schemes forward and set the scene for a future programme of Council house development within Adur.

Members were advised that the figures on page 317 (para 4.4.6 Budget for feasibility work) of the report were incorrect. The correct figures were:-

- Set aside Right to Buy receipts - £82,000
- Use of new development reserve - £48,000
- Borrowing - £145,000
- Initial scheme estimate - £275,000

A Member noted that there was a £500k contingency provision set aside for the Albion Street development and asked how the Council would ensure that the scheme remained cost neutral. Officers advised that the nature of the scheme had changed over time. The Council was undertaking due diligence work on the value of the land that the developer would end up with to ensure that the amount of money received was commensurate with the amount of land being transferred. Members were advised that there had been inflationary pressures within the building industry over the last 2 years and therefore it was necessary to ensure there was sufficient budget in place for the scheme to progress.

The Committee welcomed the proposals to build the first social housing in Adur for a considerable period of time.

Resolution from Committee

That the Joint Strategic Committee:-

- i) agreed to release a budget of £2.1m for the development of 14 homes at Albion Street funded by capital receipts;
- ii) recommended that Adur District Council approve a budget of £3.3m (including fees) for the redevelopment of Cecil Norris House;
- iii) approved the release of a budget of £160,000 to fund the conversion of the ground floor of 101 North Road Lancing;
- iv) approved the release of £275,000 to undertake feasibility studies to take forward the development of new homes as part of the 'Hidden Homes' Project.

(Link to the report on the Council's website:
https://www.adur-worthing.gov.uk/media/media_149805.en.pdf)



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

A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting . Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage.

www.adur-worthing.gov.uk/committee/agendas-minutes.htm

Leader

Executive Member for Regeneration

-

Executive Member for Resources

JAW/018/17-18 Applications for Voluntary and Compulsory Redundancies
RES/008/17-18 Irrecoverable Debts

Executive Member for Customer Services

Executive Member for the Environment

JAW/001/18-19 Award of Homefield Park Tennis Court Refurbishment

JAW/003/18-19 Award of the Worthing Leisure Centre Athletic Track Refurbishment
Contract

Executive Member for Health and Wellbeing

B. Decisions Taken by the Joint Strategic Committee on 5 June 2018

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/005/18-19 Improving food hygiene standards - proposal to charge a fee when requested to re-assess food hygiene ratings

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 5.

The report asked Members to consider introducing a charge to Food Business Operators who request a re-inspection / re-visit under the Food Hygiene Rating Scheme to re-assess the food hygiene rating of their establishment.

The Committee noted that the proposed charge of £150 was based on the staffing cost of conducting a re-inspection, was comparable with charges levied by other local authorities and would be reviewed annually.

Members welcomed the proposals as it would enable business operators to be more proactive and arrange reinspections more quickly.

Decision:

The Joint Strategic Committee agreed the introduction of a set rate charge of £150 for a request for a re-inspection/ re-visit from a Food Business Operator, effective from 1 July 2018.

JSC/006/18-19 Connecting Community Transport 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 6.

The report updated Members on the progression of an Officer-led 'Community Transport Review' in Adur and Worthing, provided a brief overview of the project to date, and proposed a different funding model for the Community Transport budget from 1 October 2018 onwards.

A Member questioned whether a move to grant funding would be detrimental to existing customers and sought clarification as to whether Dial a Ride would be able to apply for a grant. Officers advised that the changes proposed would not impact residents as there were a number of travel options available and confirmed that Dial a Ride would be able to apply for a grant.

The Committee was advised that a number of people did not qualify to use existing provision and therefore the Councils were looking to provide a more inclusive service. It was acknowledged that there were a large number of vehicles and operators in the Borough / District and it was suggested that a digital platform would be an ideal solution to link them all up.

Members stated that it was important for services to reach new audiences as well as existing and expressed hope that Dial a Ride would remain part of the future provision.

It was proposed and seconded that Option 1, identified in paragraph 5.3 of the report, be agreed as the appropriate direction of travel.

Decision,

The Joint Strategic Committee:-

1. noted the progress of the Community Transport Review to date and plans to take this forward; and
2. approved Option 1 identified in this report, that the Councils' Community Transport budget is returned to grant funding. This will mean it is available to *any* organisation offering Community Transport in Adur and Worthing, subject to the agreed criteria.

JSC/007/18-19 Sussex Yacht Club

Before the Committee was a report by the Director for the Economy, 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 7.

The report updated Members on progress with the project to develop a new flood defence wall to protect Shoreham Town Centre and the A259 from future flooding.

The Committee was informed of the contents of the Heads of Terms that had been agreed with Sussex Yacht Club for the purchase of land and noted the timetable for the project.

Members welcomed the proposals, acknowledging that this would complete the Adur Tidal Wall Scheme and provide much needed walking and cycling provision in the locality.

Decision,

The Joint Strategic Committee

- i) noted the contents of the agreed Heads of Terms attached at Appendix 1; and
- ii) noted the proposed next steps for the project, as set in Section 5.1 of the report.

C. Decisions Taken by the Joint Strategic Committee on 10 July 2018

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

The agenda for the Council meeting was despatched before this meeting of the Joint Strategic Committee - please visit the website for reports and decisions of this meeting at:

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee.148191.en.html>

JSC/013/18-19 Platforms for our Places : 6 month Progress Report (January to June 2018)

Before the Committee was a report by the Chief Executive, 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 5.

The report provided the third 6 monthly update on the Implementation of Platforms for our Places, and (along with the 6 month Progress Report at Attachment A) provided Joint Strategic Committee with an overview of the progress made and challenges experienced during the period January to June 2018. The report also provided an opportunity for the Joint Strategic Committee to report to both Full Councils and Joint Overview & Scrutiny Committees on progress.

A further report, to be considered later on the agenda, took the 18 month state of progress and refreshed the approach, making suggestions on a refined set of commitments for the next 18 months.

The Committee noted the continued good progress on the commitments made by the Councils. Members were advised that a number of the commitments were now complete, many had progressed further and only one showed “red” (or stuck).

The Committee welcomed the update, congratulated officers for the work they were doing and acknowledged that the Councils were now leading the way on a number of initiatives.

Decision:

The Joint Strategic Committee

1. noted the progress made and challenges experienced in the implementation of Platforms for our Places over the period January to June 2018;
2. requested a further update report in January 2019 detailing progress over the next 6 month period;
3. agreed to refer the report to Joint Overview & Scrutiny Committee for consideration.

JSC/020/18-19 Building Adur & Worthing's Digital Future - Beyond Gigabit

Before the Committee was a report by the Director for Digital & 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 11.

The report set out the steps Adur and Worthing Councils were taking to build the digital infrastructure to power our future economies. It provided an update on Gigabit West Sussex, the first DCMS Local Full Fibre Fund scheme in the UK. It also provided a road map of further projects that were in development, which would capitalise on the momentum and opportunity brought by the fibre scheme.

The Committee was asked to support the direction of travel, to make Adur and Worthing super-connected and digitally enabled places.

In showing support for development of these proposals, the Joint Strategic Committee would provide potential funders and investors with assurance that digital infrastructure development and wider digital ambitions enjoyed strong political leadership and direction.

On 31 May 2018, West Sussex County Council announced the award of a contract to Cityfibre, the UK's leading provider of wholesale full fibre infrastructure, for the construction of 9 future proof full fibre networks in Worthing / Lancing, Shoreham, Bognor Regis, Burgess Hill, Chichester, Crawley, Haywards Heath, Horsham and Littlehampton. An update on progress was provided.

The report also outlined proposed future projects to extend the fibre footprint in our towns, and described the added value projects being developed that would use fibre infrastructure and build on the emerging reputation Adur and Worthing had for digital.

A Member questioned how local hospitals and the wider NHS fitted into the project. Officers advised that the NHS had been involved in conversations earlier in the process and had been included in the West Sussex Framework. Officers anticipated that once the NHS saw the infrastructure being built and the benefits arising from it, they would join in the next five years once their existing contracts had expired.

Another Member sought clarification as to the benefits of the technology. Officers informed the Committee that the Fibre Infrastructure was hugely important for a 5G future because it would allow for new technologies including transport to be

connected all of the time. The Fibre Infrastructure would support all of the 5G small cells which would allow all of the smart technologies to be in place.

Members expressed their support for the proposals which had the potential to be a 'life changer' for the local area.

Resolved,

That the Joint Strategic Committee:-

1. noted the progress of Gigabit West Sussex and delivery timescales;
2. endorsed the plan for a further bid to DCMS for funding for schools;
3. agreed the principle of part-funding our CCTV sites through capital on a cost neutral basis, using the revenue budgets allocated for CCTV connectivity;
4. endorsed the development of proposals for small cell and public WiFi options in our towns, and the "barrier busting" regulatory and access work with West Sussex County Council;

supported the development of further digital proposals as outlined in the report in Section 3, helping our places become more digitally enabled.

JSC/021/18-19 Keeping the Communities of Adur & Worthing Safe

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 12.

The report provided a brief overview of how the Community Safety Partnership was formed, it's core duties, the role of Councils in this partnership, a flavour of the types of activity delivered to build safe/ resilient communities and the challenges faced by the partnerships in light of a significant reduction in grant funding from the PCC. As a consequence the report highlighted options and issues in considering how the Councils would meet their statutory duties against a backdrop of a significant reduction in grant funding.

Members acknowledged the excellent work being undertaken, including the recent 'behind closed doors' event. Concerns were raised regarding the rationale used by the PCC for reducing funding and encouraged the PCC to look again at the funding situation.

Resolved,

That the Joint Strategic Committee:-

1. noted the activity and the progress made by the partnership in building safe and resilient communities;

2. noted the implications of the significant reduction of grant from the PCC in 2019 onwards and the impact that this would have on the partnerships' ability to deliver their partnership plans;
3. endorsed the partnerships' approach to managing the funding issue and identifying opportunities for external funding.

JSC/023/18-19 Supporting our Residents - Operational Management of Adur Homes

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 14.

The report requested Member approval for the creation of and funding for an Adur District Council Housing Operations Manager to support the day to day delivery of the housing management and maintenance service for tenants and leaseholders and to deliver a service improvement plan.

Members expressed their support for the proposals

Resolved,

That the Joint Strategic Committee approved the creation of the Housing Operations Manager post and associated annual budget requirement which would be funded from the HRA Revenue Reserve in 2018/19 (£16,490) and 2019/20 (£51,260) .

JSC/024/18-19 Use of s106 Funding to help provide a cover for the outdoor swimming pool at Globe School

Before the Committee was a report by the Director for the Economy, 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 sought additional funding for the Globe School towards the provision of a cover and improved facilities for its existing outdoor swimming pool.

The Committee had previously agreed to make a contribution of £15,000 in March 2018, however, following an unsuccessful funding bid the school was still short of £30,000 towards the project despite extensive fundraising and support from the local community and other organisations.

It was proposed that some of the remaining s106 agreement funding secured from the Brighton and Hove Albion AFC First Team and Training Ground development, to improve football and general sport provision in Lancing and across the District, be used.

The Committee welcomed the proposal, acknowledging the contribution that development brought to local communities.

Resolved,

That the Joint Strategic Committee:-

1. agreed the request for a further £30,000 contribution towards the provision of a covered swimming pool (subject to the school entering into a community use agreement as part of any grant funding agreement);
2. agreed that the decision to enter into the relevant grant funding agreements be delegated to the Head of Planning and Development in consultation with the Adur District Council Executive Member for Regeneration.

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.