



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

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Executive Member for Regeneration

REG/006/18-19 Draft Adur SPD: Demonstrating Genuine Redundancy of Employment Sites

Executive Member for Resources

JAW/009/18-19 Efficiency of Service

Executive Member for Customer Services

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Executive Member for the Environment

JAW/010/18-19 Cessation of the Voluntary Code of Practice for Professional Dog Walkers Scheme

Executive Member for Health and Wellbeing

HAW/005/18-19 Adur Community Grants - Allocation of Funds for 2018/19 - Second Round

JAW/008/18-19 Food Service Delivery Plan 2018-19

B. Decisions Taken by the Joint Strategic Committee on 6 November 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/052/18-19 2nd Revenue Budget Monitoring 2018/19 (Q2)

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 5.

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the financial year 2018/19, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at the 30 September 2018, the forecast position would reflect the latest information available to ensure an up-to-date forecast was presented.

Members were informed that the current year-end forecasts indicated that Adur would underspend by £184,000 and Worthing would underspend by £745,000. It was noted that sitting behind the underspends was a significant change in the Councils Business Rate forecasts. This was mainly to do with an upswing in the amount of reliefs we are awarding through the Business Rate System for which the Councils get reimbursed in the current financial year. However, the costs of those reliefs was not felt by the Councils until the following financial year. Officers would be recommending at the year end that the underspends be set aside into the Business Rate Smoothing Reserve to manage future risks against this rather important budget life.

The Committee challenged the Net (Surplus) / Deficit figures in paragraph 4.11.1. Officers advised that the original estimate for 2018/19 was a deficit of £734,570 and the projected outturn for 2018/19 was a deficit of £901,214 to be funded from reserves.

A Member asked a question about Revenues and Benefits outlined in paragraph 14.7.7, specifically, were national insurance numbers used as part of the enhanced data received. Officers advised that national insurance numbers were held within benefit records but not against council tax records. Therefore, if the Councils were pursuing an unpaid council tax debt, officers would check benefits records to see whether they could set up an attachment to earnings or attachment to benefits.

The predicted shortfall in Building Control income for Adur and Worthing was highlighted and a Member asked how the Councils charges compared with outside inspectors and what steps would be used to address the shortfall. Officers advised that a review of fees and charges was being conducted and it was noted that neighbouring local authorities did actually charge more. Therefore, it was about the quality of the offer that the Councils were making compared to other local authorities, not just compared to the private sector. A loss in income had been budgeted for in order to provide time for the service to recover.

Decision:

The Joint Strategic Committee noted the report and projected outturn position for the Joint Strategic Committee, Adur District Council and Worthing Borough Council against the approved revenue budgets and proposed use of reserves (Appendix 1b and 2b).

JSC/053/18-19 2nd Capital Investment Programme and Projects Monitoring 2018/19

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 6.

The report updated the Joint Strategic Committee on the progress made on the 2018/19 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

The Committee questioned whether the £1m reprofiled budget for Teville Gate MSCP - Creation of a surface car park was correct. Officers advised that it was the correct figure but stressed that it was the money set aside, not necessarily the amount the Council would spend. It was also noted that the overall budget was for both the demolition and the surface car park with demolition being the larger cost. It was noted that the cost of demolition was significantly lower than had been budgeted for.

A Member requested an update regarding the installation of a surface car park at Teville Gate and the wider development. The Executive Member for Regeneration advised the tender process for appointing a contractor was underway and that the timelines for delivery will be dependent on the contracts that come back. The anticipated cost of the surface car park was nearer £400k.

Decision,

The Joint Strategic Committee

(a) With respect to the Capital Investment Programme of Adur District Council

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 8.1.1 and Appendix 3;
- ii) approved the increase of £50,000 in the Adur Homes Budget for Phase 2 of the Housing Repairs System funded from the reallocation of budgets in the overall Adur Homes 2018/19 Capital Investment Programme as advised in paragraph 8.1.2 i);

- iii) approved the virement of £14,680 from the 2018/19 Capital Investment Programme Contingency Budget to the Condition Surveys Budget as advised in paragraph 8.1.2 ii).

(b) With respect to the Capital Investment Programme of Worthing Borough Council

- i) noted the reprofiling of the Worthing Borough Council capital schemes as advised in paragraphs 8.2.1 and Appendix 4;
- ii) approved the virement from the budget for the Crematorium resiting of the car park attendant's kiosk to the Crematorium Improvement Scheme Phase 1 as detailed in paragraph 8.2.2 i).

JSC/054/18-19 Council Tax Support - the impact of the 2018/19 schemes plus public consultation questions to be used in respect of the 2019/20 schemes

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.

The report contained an analysis of the cost of the 2018/19 Council Tax Support schemes and provided details about the proposed questions to be included in the public consultation in respect of the 2019/20 schemes, specifically whether

- a) Adur should introduce and Worthing should retain the £5.00 weekly restriction
- b) Both Councils should continue to align the rules for Council Tax Support with the rules for Housing Benefit

Members suggested that the reading age of the consultation document (appendix 2) was too high and that Q1 should be reworded so that the Adur questionnaire only asks whether the respondent lives, works or runs a business in Adur and that the Worthing questionnaire only asks whether the respondent lives, works or runs a business in Worthing. Officers agreed to revise the wording of the consultation questionnaires in consultation with the Executive Members for Customer Services.

The Committee also requested that the word 'restriction' be replaced with 'contribution' in the WBC Council Tax Support Scheme 2019/20 Consultation Questionnaire (appendix 2, page 61).

Decision,

The Joint Strategic Committee:-

- (i) noted the content of the report;

- (ii) agreed that the proposed questions shown in appendices one and two, as amended, should form the basis of the public consultation to be conducted in respect of the schemes for 2019/20 for
 - a) Adur District Council
 - b) Worthing Borough Council
- (iii) delegated authority to the Head of Revenues & Benefits in consultation with the respective Executive Members for Customer Service to refine the consultation questions if required.

JSC/055/18-19 Stewarding our Environment Framework

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 sought approval for a new environmental framework representing the extensive activity being delivered by the councils. Much of the activity was delivered through Platforms for our Places, under Platform 3: Stewarding our Natural Resources.

The framework set out the substantial and ambitious sustainability work being delivered by the councils in collaboration with partners and demonstrated how the councils were putting their house in order, providing leadership, promoting and increasing the visibility of the work and providing a promotional tool for attracting further collaboration and funding.

Consideration was given to the key milestones related to actions outlined in paragraph 3.7 of the report including:-

1. Achieving 'excellent' bathing water quality in Worthing by December 2019

Members noted that Shoreham Beach had already been rated as excellent and a large project was underway with Southern Water to improve bathing water quality in Worthing.

2. Launching the 'easit' discount travel scheme to businesses and staff in March 2019

The Committee noted that Worthing Hospital was currently affiliated to a travel scheme but had indicated that it would switch to the proposed 'easit' Adur and Worthing scheme once established.

Members expressed their support for the proposals as they would make Adur and Worthing better places.

Resolved,

That the Joint Strategic Committee

- approved the adoption of the new Environmental Framework for Adur & Worthing Councils; and
- approved commitment to the three pledges referred to in the new framework:
 - 1) the government's '2020 Emissions Reduction Pledge';
 - 2) the '100% Clean Energy by 2050' Pledge (UK100 Cities); and
 - 3) the 'Plastic Free Council' Pledge (Surfers Against Sewage).

JSC/056/18-19 Update on Digital Strategy: Delivering Better Outcomes For Our Communities

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 updated the Committee on the implementation of the Council's Digital Strategy, summarising the outcomes that were being delivered, and setting out the priorities for the next two years.

Members welcomed the excellent work highlighted in the report and thanked the officers involved. The Committee acknowledged the delivery of a number of radical solutions which had improved the customer experience when accessing Council services whilst saving a considerable sum of money.

Resolved,

That the Joint Strategic Committee noted the contents of the report.

JSC/057/18-19 Draft Response - JOSC Review of Consultations

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 10.

The report provided a draft response to the Joint Overview and Scrutiny Committee (JOSC) review of consultations. Alongside this, the report provided an update on the Councils progress to develop new principles to guide engagement with their partners and communities.

Overall, it was recommended that the work of JOSC should be welcomed by the Joint Strategic Committee and to recognise that it would feed into the ongoing work

to develop a set of engagement principles as committed to in Platforms for our Places.

JOSC made a total of five recommendations and the Joint Strategic Committee was asked to make a determination in relation to each recommendation.

Resolved,

That the Joint Strategic Committee

- i) agreed the proposed responses to the Joint Overview and Scrutiny Committees recommendations on consultations, as detailed in Attachment A of the report;
- ii) noted that the Joint Overview and Scrutiny Committee report would feed into developing the engagement principles committed to under Platforms for our Places.

JSC/058/18-19 Environmental Services for the Future

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 detailed a proposal for both Councils to introduce an alternate weekly collection service for residents refuse and recycling bins, commencing in September 2019 across the District and Borough.

The case for this proposal was made by outlining a number of issues, and factors that both Councils would need to take into account including:

- The legislative requirement for both Councils to improve their recycling rates from the present % rate, to achieve the European Waste Framework Directive target to recycle 50% by 2020.
- The positive impact that alternate weekly collections had delivered for other Local Authorities who operated this collection system. Such change had supported significant changes in the way that households managed their waste with all areas reporting a reduction in the amount of residual waste per household, as well as an increase in the proportion of waste that was recycled.
- The surge in community interest and involvement in environmental issues, that support the Councils ambitions to drive a sustainability agenda and be effective stewards of our natural resources.

The report also provided information on how this proposal helped contribute to delivering objectives under each area as laid out in the Councils' strategic plan 'Platforms for our Places'.

During debate of the item, Members consider a number of key points, including:-

- how the proposals would impact on residents living in flats;
- what the Councils could do to encourage people to recycle food waste themselves;
- the impact the proposals would have on the number of refuse vehicle movements across Adur and Worthing;
- the impact on waste collection personnel; and
- how the Councils could help residents increase recycling rates.

Officers advised the Committee that the Councils:-

- would maintain weekly collections for buildings of multiple occupation, such as flats;
- deliver an extensive communications campaign to encourage more composting, better meal planning and educate in regards to recycling;
- would learn from the work of other local authorities who had already switched to alternate weekly collection services;
- deliver fuel savings as a result of fewer vehicle movements and by looking to optimise routes;
- did not anticipate needing to make any redundancies as a result of the proposals, during the period for implementation (from September 2019 onwards), due to the number of natural vacancies, a lesser reliance on agency staff and through redeployment opportunities; and
- would not need to put forward proposals for additional vehicles to meet the growing demand for collections resulting from new developments.

A Member questioned whether it was necessary for the Councils to charge households £20 when they applied for larger bins due to medical need. The Leader of the Worthing Borough Council agreed to look again at this aspect of the proposal.

The Committee expressed support for the proposals for the reasons outlined in table 2, paragraph 4.2 of the report.

Resolved,

That the Joint Strategic Committee

1. approved the introduction of an alternate weekly collection service of household refuse and recycling, commencing in September 2019. This will involve an operational redesign of services to be led by the Head of Environmental Services, supported by other departments as required;
2. approved the delivery of an extensive communication campaign in the lead up to and during implementation to be reviewed at an appropriate time;

3. delegated authority be given to the Director for Communities to procure additional bins needed during the delivery phase of the project;
4. requested that a report be brought back to the Joint Strategic Committee with a review of the delivery of the alternate weekly collection service, 6 months after implementation.

C. Decisions Taken by the Joint Strategic Committee on 4 December 2018

JSC/066/18-19 Financially Sustainable Councils: Budget update 2019/20 - 2023/24 and savings proposals

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 5.

The report provided an overview of the delivery of Adur and Worthing Councils sustainable financial strategy for 2019/20, along with details of the proposals that would help to deliver a balanced budget for the next financial year and beyond.

The report outlined the medium term financial challenge through to 2023/24, setting out performance in the key strategic areas of commercialisation, service and digital transformation and strategic property investment.

Significant service redesign was being undertaken at Adur and Worthing councils which was designed to promote better customer experience and improved business efficiency. Services were being designed to help meet rising demand by improving productivity, such as in housing, or improve the customer experience, as achieved with the new digital services in housing repairs and waste collection. Contained within the report, were specific proposals to increase income, to deliver efficiency, and other savings initiatives for 2019/20. The Committee was asked to support the savings proposals.

The Committee queried which year annual savings would include net income from the new office block being constructed on the Adur Civic Centre site. Officers advised that it was expected that the building would be completed in May 2019 with occupation occurring shortly there after. The occupier would have a rent free period, but officers were expecting some rental income towards the second half of the 2019/20 financial year.

Officers were asked about the options the Councils had in relation to their 51 bus shelters. It was noted that the Councils were exploring bus shelter advertising and that there was an opportunity, particularly in Worthing, to secure some advertising revenue from those bus shelters that were in the Councils sole ownership. A proposition would be brought forward in due course.

A Member asked whether the existing budgets for emergency and temporary accommodation were sufficient and what was being done about an increase in the number of empty properties in Worthing. Officers advised the increasing cost of emergency and temporary accommodation, was being carefully monitored by an internal working group. It was noted that at present, the position was stabilising. Initiatives were being developed with the aim of bringing down the cost of this provision. Officers advised that they would provide a response to the question regarding long term empty properties following the meeting.

Another Member requested that the Members training budget be increased in order for newly elected councillors to attend external training courses. However, it was noted that a decision had been taken some time ago to deliver training inhouse. Therefore, it was suggested that when training needs were identified, Democratic Services should be informed so that an inhouse training session could be arranged.

Decision:

The Joint Strategic Committee:-

- (i) noted the current 5 year forecast;
- (ii) noted the committed growth items as set out in appendix 2;
- (iii) approved the proposed savings as set out in appendix 3; and
- (iv) agreed to release £120,000 from the Capacity Issues Reserve to fund the costs associated with delivering the savings outlined in Appendix 3 of the report.

JSC/067/18-19 Investing for the future: Capital Programme 2019/20 to 2021/22

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 6.

It was noted that in 2017, the Committee had approved a two year capital programme for the first time, with the aim of improving how the capital programme was delivered and managed.

The report recommended the schemes for inclusion in the overall Capital Investment Programmes for 2020/21 and 2021/22 and changes to the approved 2019/20 Capital Investment Programme 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 2020/21 and 2021/22 programmes.

A Member sought clarification regarding the level of budget available for the Strategic Property Investment Fund. Officers advised that the fund would remain at £25m for each Council, per year, to support the delivery of the Budget Strategy capped at an overall investment amount of £75m per Council.

It was proposed and seconded that Worthing Borough Council's 3 Year Capital Programme be amended to include the Museum - New display cases for retail space in the museum scheme.

The Leader of Adur Council requested that an additional report be provided on the Fishersgate Recreation Ground - car park resurfacing scheme before funding was released.

Decision,

The Joint Strategic Committee:-

- (a) considered the General Fund Capital Investment Programmes for 2020/21 and 2021/22 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4;
- (b) agreed the addition of the cost of the refurbishment of the High Street Multi-Storey Car Park to the Worthing Borough Council General Fund Capital Investment Programme for 2020/21 as reported to JSC 6.11.18 and detailed in section 4.1(d) of the report;
- (c) agreed the changes to the General Fund Capital Investment Programme for 2019/20 as detailed in appendices 2 and 3;
- (d) agreed the amendments and additions to the reserve lists as detailed in appendices 6 and 7;
- (e) recommended the 2020/21 and 2021/22 Capital Investment Programmes, as amended, for approval by the respective Councils on the 13th December 2018 (Adur) and 11th December 2018 (Worthing);
- (f) recommended to Adur and Worthing Councils that the Strategic Property Investment Fund budget for 2019/20 be bought forward with the approval of the Executive Members for Resources.

JSC/068/18-19 Mid Year Review of Treasury Management 2018-19, Adur District Council and Worthing Borough Council

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.

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils as at the 30 September 2018, as required by regulations issued under the Local Government Act 2003.

Decision,

The Joint Strategic Committee:-

- (i) noted the contents of the report;
- (ii) approved the amendment of the Treasury Management Strategy Statement and the Annual Investment Strategy to remove the minimum sovereign credit rating requirement from investment in UK institutions. In the unlikely event that the UK's sovereign rating is downgraded, the Councils must still be able to invest in UK banks and building societies.

JSC/069/18-19 Housing Development Programme - update and progress report

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 8.

The report updated Members on the progress of improving the supply of temporary and emergency accommodation, and creating new homes for rent from within the Housing Revenue Account (Adur District Council).

The report also sought authority to increase the budgets available to take forward a number of key projects as well as provide capacity to seek new opportunities to increase the supply of affordable units across Adur & Worthing.

A Member highlighted the number of families in emergency accommodation (figures were outlined on page 149 of the report) and requested that this figure be broken down in future to show the respective numbers for Adur and Worthing Councils.

A Member questioned whether the additional £10m of funding for the purchase of Council Housing for the HRA would have a positive impact considering levels of rental income. Officers advised that any opportunity to purchase properties for the Housing Revenue Account would be subject to an affordability assessment which would take into account the rental income that could be achieved over a period of time. The Council would only be able to purchase property where the cost benefit analysis stacked up. It was also noted that the Councils hoped to be successful in attracting funding from central government which would improve viability.

Resolved,

That the Joint Strategic Committee:-

- i) noted the progress to date on delivery of new affordable homes;
- ii) recommended that Adur District Council approve the creation of a £10m budget to facilitate the potential purchase or development of additional units for the HRA within the Adur area. Funded by a combination of prudential borrowing, RTB receipts, and external and S106 monies. Budget to be released on submission and approval of a suitable business case for each scheme, to the Adur Executive Member for Customer Services;
- iii) recommended that Worthing Borough Council approve an increase to the General Fund capital programmes of £11m to invest to save budget specifically for the purpose of increasing the supply of temporary and emergency accommodation. Budget to be released on submission and approval of a suitable business case for each scheme to the Worthing Executive Member for Customer Services and will be funded by prudential borrowing and external funding;
- iv) delegated authority to the Director of Communities to award the construction contracts for Downview, Albion Street and Cecil Norris House in consultation with the relevant Executive Members for Customer Services.

JSC/070/18-19 Community Works and our Third Sector - two years on

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 9.

The report provided an update for Elected Members on the progress of the Councils contract with 'Community Works', which was an infrastructure support organisation

who had been working with Adur and Worthing's Voluntary and Community Sector since July 2016.

Members were informed about developments across West Sussex to align the work of all the voluntary sector infrastructure organisations and future changes to the West Sussex County Council funding process.

Members acknowledged the excellent work being undertaken and welcomed the news regarding CCG funding.

Resolved,

That the Joint Strategic Committee noted the report, the positive impact that Community Works was having on local communities and the work taking place around infrastructure support in West Sussex.

JSC/072/18-19 Southwick Leisure Centre: Tennis Court Regeneration Project

Before the Committee was a report by the Director for Communities and 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 sought approval from Joint Strategic Committee to provide a floodlit Third Generation (3G) all weather pitch and refurbished tennis court on the site of the existing, redundant facilities at Southwick Leisure Centre utilising Capital funding already allocated in the Capital Investment Programme.

The report also sought approval for delegated authority to approve the procurement and award of the contract to the Director of Communities, in consultation with the Adur District Council Executive Member for the Environment.

Members welcomed the proposals whilst suggesting that public consultation be undertaken with local residents.

Resolved,

That the Joint Strategic Committee

- (i) approved the proposed project to deliver a floodlit Third Generation (3G) all weather pitch and refurbished tennis courts, subject to planning permission;

- (ii) delegated authority to the Director of Communities, in consultation with the Adur District Council Executive Member for the Environment, to approve the final procurement and award of contract up to a value of £322,000 to be allocated from the capital programme to ensure the restrictive timescales can be realised.

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

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.