



ADUR DISTRICT  
**C O U N C I L**

**01 November 2018**



**Council Meeting  
01 November 2018**

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

**7:00pm  
Agenda**

**23 October 2018**

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

**Part A**

- 1. Apologies for absence**
- 2. Southlands Ward - Election result**

Council to note the Returning Officer's Return of Person elected in the by-election on 11 October 2018 for the Southlands Ward vacancy.

<b>Name</b>	<b>Party</b>	<b>Serving until</b>
Deborah Stainforth	Labour	May 2020

**3. Declarations of Interest**

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

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

#### 4. 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 30 October** at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

#### 5. Confirmation of Minutes

To approve the minutes of the Meeting of the Council on 19 July 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/>

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

#### 7. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent.

#### 8. 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 8A, 8B and 8C.

Full reports are available on the website as listed below:

Executive/Committee	Date	Item
A	Joint Governance Committee	31 July 2018
		i) Social Media Policy - updating the Councils' approach <a href="https://www.adur-worthing.gov.uk/media/media.150059.en.pdf">https://www.adur-worthing.gov.uk/media/media.150059.en.pdf</a>
		ii) Budget Procedure Rules <a href="https://www.adur-worthing.gov.uk/media/media.150061.en.pdf">https://www.adur-worthing.gov.uk/media/media.150061.en.pdf</a>

B	Licensing Committee	24 September 2018	Licensing Act 2003 – Review of Statement of Licensing Policy  <a href="https://www.adur-worthing.gov.uk/media/media.150719.en.pdf">https://www.adur-worthing.gov.uk/media/media.150719.en.pdf</a>
C	Joint Governance Committee	25 September 2018	i) Scheme of Allowances for Adur District Council 2019/20  <a href="https://www.adur-worthing.gov.uk/media/media.150743.en.pdf">https://www.adur-worthing.gov.uk/media/media.150743.en.pdf</a>  ii) Governance of Partnership working between Adur District Council & Worthing Borough Council: The Joint Committee Agreement  <a href="https://www.adur-worthing.gov.uk/media/media.150742.en.pdf">https://www.adur-worthing.gov.uk/media/media.150742.en.pdf</a>

## 9. Changes to Decision Making following the Southlands by-election

To consider a report by the Director for Communities, copy attached as item 9. Annex B to this report is to follow.

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

To receive a report from the Leader as item 10. The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting.

There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under Item 11.

**(Note:** Papers relating to items under 8 and 10 have been previously circulated and can be viewed here on the Council's website:  
<https://www.adur-worthing.gov.uk/meetings-and-decisions/>

## 11. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is **Tuesday 30 October** at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto: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:

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For Legal Services enquiries relating to this meeting please contact:

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**Extract from Joint Governance Committee - 31 July 2018**

**JGC/029/18-19      Social Media Policy - updating the Councils' approach**

**Purpose**

- 1.1. Since its inception 20 years ago, social media has rapidly transformed the way individuals and organisations interact with each other, providing a voice for those who weren't being heard before and additional platforms for promotion.
- 1.2. With technology constantly and quickly evolving, the Councils has a duty to regularly review its policy around social media.
- 1.3. This updated Social Media Policy will give clear guidance on when and how it should be used by staff and members in professional and personal capacities. It includes new data protection requirements.
- 1.4. This will ensure the organisation can make best use of these technologies and so improve the way it does business.
- 1.5. It will also ensure staff and members know where they stand when it comes to social media, making them aware of their responsibility to comply with good practice and the law; while protecting the Councils brand and reputation.

**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 12.

The report explained that since its inception 20 years ago, social media had rapidly transformed the way individuals and organisations interacted, providing a voice for those who weren't being heard before and additional platforms for promotion. With technology constantly and quickly evolving, the Councils had a duty to regularly review its policy around social media.

The Head of Communications explained that the updated Social Media Policy before the Committee give clear guidance on when and how it should be used by staff and members in professional and personal capacities. The would ensure the organisation can make best use

of these technologies and so improve the way it does business. It would also also ensure staff and members know where they stand when it comes to social media, making them aware of their responsibility to comply with good practice and the law; while protecting the Councils brand and reputation.

There was a discussion on the Policy in relation to GDPR compliance.

It was agreed that a delegation be given to the Head of Communications to ensure correct links and GDPR compliance criteria were addressed before the Policy was presented to each Council. Relevant officers were to work together to ensure that the amended policy reflected the legal responsibilities of the Councils.

### **Resolution from Committee**

- (i) the updated Social Media Policy included at Appendix A to the report be amended as identified at the meeting; with the Head of Communications being granted delegated authority to amend the document prior to the Council meetings
- (ii) that once amended the each Council be **recommended** to adopt of the updated social media policy to form part of each Council's constitution.

[link to committee report](#)



**Extract from Joint Governance Committee - 31 July 2018**

**JGC/031/18-19      Budget Procedure Rules**

**Purpose**

- 1.1. Neither Council currently has procedure rules specifically relating to the Budget process and the more generalised Council Procedure Rules are not really appropriate for dealing with this item.
- 1.2. It is therefore proposed that the attached budget procedure rules are adopted by each Council to form part of their Constitutions to ensure a fair, efficient and consistent process is followed when considering the Council's Budget.

**Summary of Discussion**

Before the Committee was a report by the Solicitor to the Councils and Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 14. Neither Council currently has procedure rules specifically relating to the Budget process and the more generalised Council Procedure Rules are not really appropriate for dealing with this item.

It is therefore proposed that the attached budget procedure rules are adopted by each Council to form part of their Constitutions to ensure a fair, efficient and consistent process is followed when considering the Council's Budget.

In the discussion it was proposed, seconded and agreed that the references to Group Leaders and Independent Members only being able to present amendments to the Council be amended for equality and that all Members could submit amendments for consideration. It was also agreed that the list of amendment be circulated to all Councillors prior to the Council meeting.

**Resolution from Committee**

(i) subject to the Monitoring Officer making the necessary amendments to the Budget Procedure Rules to enable the views of the Committee as reflected above to be incorporated

(ii) the amended Budget Procedure Rules for both Adur and Worthing Councils, as attached at Appendix A and B, be **recommended** to each Council for the adoption as part of each Council's Constitution.

[link to committee report](#)

## **Extract from Licensing Committee - 24 September 2018**

### **LC/18-19/09                    Licensing Act 2003 – Review of Statement of Licensing Policy**

#### **Purpose**

In accordance with the statutory requirements of the Licensing Act 2003 (the 2003 Act) the Council's statement of Licensing Policy is being reviewed. Following a wide ranging consultation exercise members are requested to consider the attached draft and the representations received and recommend a policy for adoption by full Council at its next meeting on 1 November 2018.

#### **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 5. In accordance with the statutory requirements of the Licensing Act 2003 (the 2003 Act) the Council's statement of Licensing Policy was being reviewed. Following a wide ranging consultation exercise Members were requested to consider the attached draft and the representations received and recommend a policy for adoption by full Council at its next meeting on 1 November 2018.

The Licensing Officer introduced the report to the Committee and gave a summary of the Policy and changes made following consultation.

The Committee questioned the Officer on process and the status of the Licensing policy when compared nationally. The Officer also clarified the Authority's position as a Responsible Authority. Members explored other parts of the policy including Venue Drugs policies, the protection of children from harm and alcohol with food

Changes to the policy were discussed and amendments agreed, these included:

- Clarification over the wording terminal hours (it should stipulate opening and closing hours);
- Removal of a bullet point from from 1.7:

- What policing resources there are at night, and whether these will cope with an increase in licensed premises;
- Amendment of a bullet point from 1.7:
  - The number of noise complaints the Licensing Authority receives, when, what about and their location;
- Clearer definition over what constituted Charitable collections;
- The adding of the word 'substantial' into para 4.28 (bullet point 4 before 'table meal')

### **Resolution from Committee**

**Resolved:** that the Statement of Licensing Policy be recommended to Full Council as amended

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/licensing/committee.148126.en.html>

**Extract from Joint Governance Committee - 25 September 2018**

**JGC/045/18-19          Scheme of Allowances for Adur District Council 2019/20**

**Purpose**

- The Joint Governance Committee was being asked to consider the report of the Joint Independent Remuneration Panel and make recommendations to Adur District Council and on the level of Members' Allowances for the municipal year 2019/20.
- Recommendations from the Committee on the level of allowances would be proposed at the meeting of Full Council in November

**Summary of Discussion**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 14.

*The report requested the Joint Governance Committee consider the report of the Joint Independent Remuneration Panel and make recommendations to Adur District Council on the level of Members' Allowances for the municipal year 2019/20. The recommendations from the Committee on the level of allowances would be proposed at the meetings of Full Council in November 2018.*

The Chairman welcomed Mr Hillman and thanked him for not only Chairing JIRP but for producing a diligent piece of work.

The Chairman advised the Conservative Group had discussed the report in detail, and notwithstanding the Panel's view in 6.2 of the report, that Adur Members remain underpaid over their Worthing colleagues, it was their unanimous decision that Members should accept the same rise in allowances as that agreed by the NJC National Pay Bargaining Agreement of 2%. This would give rise to a saving on the budget of £2,004 as set out in the report.

The Democratic Services Officer briefly outlined the report for Members and advised that next year there would be a joint review across Adur and Worthing.

The Officer advised there were two options open to the Committee Members:-

**Option 1** - Indexed to the Officer's NJC National Pay Bargaining agreement plus an increase of 2% which would mean an increase in the current budget of £2175; and  
**Option 2** - An increase tied to the NJC National Pay Bargaining agreement only and approving this option would mean a £2004 saving to the budget.

The Committee Members considered the report and recommended Option 2.

### **Resolution from Committee**

The Joint Governance Committee agreed Option 2 as a recommendation to Adur District Council in respect of setting the level of allowances for 2019/20

[link to committee report](#)

**Extract from Joint Governance Committee - 25 September 2018**

**JGC/029/18-19      Governance of Partnership working between Adur District Council & Worthing Borough Council: The Joint Committee Agreement**

**Purpose**

- 1.1. The agreement between ADC & WBC has been reviewed and there are proposed amendments for the Joint Governance Committee to consider and make appropriate recommendations to each Council.
- 1.2. It is important that the agreement between the two authorities regarding their Joint working is kept up to date and fit for purpose to ensure good governance arrangements are in place thereby affording protection to each Council, and ensuring swift and agile decision making in relation to joint services

**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 13.

*The report advised the agreement between Adur District Council and Worthing Borough Council had been reviewed and that there were proposed amendments for the Joint Governance Committee to consider and make appropriate recommendations to each Council.*

The Monitoring Officer introduced the report and explained that the Joint Committee Agreement governed the partnership working arrangement between Adur and Worthing; formed part of the Constitution and had been adopted and signed by both Councils. The Agreement was entered into in 2007, when the partnership started, and to reflect progress over the years was now due for review.

The Monitoring Officer highlighted some of the changes that had been made to the draft Agreement, and advised the formatting of the document had been changed significantly for clarity. When the Councils first entered into the agreement, Schedule 1 related to services

that were in the joint arena, however all services were in the joint arena, therefore it has identified items that are reserved for each Council rather than listing those that are joint.

The Officer also advised of amendments to the report was published, paragraph 20, i.e. Audit Commission Act should now read Local Audit and Accountability Act and in respect of Schedule 2 minor amendments to the wording as it reads as though it is a new situation in respect of cost allocation, but has now been established for some time.

The Chairman requested that the document be a track change copy in order for Members to see easily where the changes have been made. It was also confirmed the Head of Finance had reviewed and agreed the draft Agreement.

A Member commented he felt the partnership working had gone extremely well and saved both Councils a considerable amount of money that not only provided savings to taxpayers but also resilience to services.

Following consideration of the report, the Committee Members agreed the use of track changes when amendments were to be agreed within the Constitution.

### **Resolution from Committee**

The Joint Governance Committee considered the proposed draft agreement as amended and recommended approval to both Councils. The Committee Members also agreed the use of track changes when amendments were to be agreed within the Constitution.

[link to committee report](#)





Ward(s) Affected: All

## **Changes to Decision Making following the Southlands by-election**

### **Report by the Director for Communities**

#### **Executive Summary**

##### **1. Purpose**

- 1.1 To note that the election of Councillor Deborah Stainforth, representing the Labour party for Southlands Ward, has affected the political balance of the Council.
- 1.2 To note the re-calculation of the political balance on the Council.
- 1.3 The report further outlines decisions required by Council to ensure that committee appointments post Southlands by-election are determined according to relevant legislation.

##### **2. Recommendations**

- 2.1 That the Council notes the revised political balance of the Council as per paragraph 3.4.
- 2.2 That the Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in Annex B.

2.3 That the Council notes the change to the Group Leader and Deputy Leader of the UKIP group as confirmed to the Proper Officer as listed in Annex B.

### 3. Context

- 3.1 At the meeting of Annual Council in May 2018 Council determined a number of matters related to decision making by the Council until May 2019. However, on the 4 September 2018, Councillor Paul Graysmark retired from his seat as Ward Councillor for Southlands Ward.
- 3.2 Following the resignation an election was called for and held on Thursday 11 October 2018 with Deborah Stainforth of the Labour party being duly elected to the position of Ward Councillor for Southlands Ward.
- 3.3 Decision making is governed by the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to Executive arrangements.
- 3.4 The new calculation of the political balance of the Authority is:

Number of seats on Council:		Proportion of seats
16	Conservative	55.17%
8	Labour	27.59 %
3	UKIP	10.34%
2	SBRA / Independent	6.9%

### 4. Issues for consideration

- 4.1 The resignation of Paul Graysmark has left a vacancy on the Joint Governance Committee.
- 4.2 The overall political balance has changed as a result of the by-election.
- 4.3 Conservative allocation of seats on Committees is correct according to the political balance rules as the majority group (Conservative) has to have a majority on all Committees.

- 4.4 The overall Labour allocation of seats across the Council's Committees has increased from 12 to 13. Based on political proportionality rules the Labour group is entitled to an additional seat on a ten seat committee but no other increases on other committees.
- 4.5 The overall UKIP allocation of seats on committees has fallen to 5
- 4.6 The overall SBRA allocation of seats on Committees remains at 3
- 4.7 As the majority party the Conservative Group must have a majority on each of the Council's relevant non-executive Committees, this means that overall there is an over allocation of seats (a detailed breakdown of this can be found in Annex A of this report). In real terms this means that, in total, opposition parties will be under allocated with regards to seats on Committees.
- 4.8 With that in mind the Council needs to appoint to the following Committees:
- 4.8.1 Former Councillor Paul Graysmark's resignation has left a vacancy on the Joint Governance Committee which can be filled by either SBRA or UKIP. Conservatives and Labour have the correct allocation on 8 seat Committees. Agreement has been reached between opposition groups and the seat will remain as a UKIP seat.
- 4.8.2 The tenth seat on the licensing Committee, this can go to Labour, UKIP or the SBRA. Agreement has been reached between these groups and UKIP has agreed to give up its seat on the Licensing Committee and this 10th seat will be taken by the Labour Party.
- 4.9 Following the resignation of the former UKIP group leader there is a need for the Council to note that the new Leader of the UKIP group is Councillor Robin Monk and Deputy Group Leader is Clive Burghard
- 4.10 Appointments to Committees according to political group wishes are listed in Annex B (Annex B will be circulated separately after publication of this agenda)

## **5. Engagement and Communication**

- 5.1 Group Leaders were contacted upon the conclusion of the by-election in order to reapportion seats accordingly.

## **6. Financial Implications**

6.1 There are no direct financial implications arising from this report

## **7 Legal Implications**

7.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business

7.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.

7.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.

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

### **Background Papers**

- Local Government Act 1972
- Local Government and Housing Act 1989
- Local Government Act 2000
- Local government and Public Involvement in Health Act 2007
- Knowles on Local Authority Meetings – A manual of Law and Practice
- Resignation email from Paul Graysmark
- Declaration of the Result of Poll 11 October 2018

### **Officer Contact Details:-**

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
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## **Sustainability & Risk Assessment**

### **1. Economic**

- No issues identified

### **2. Social**

#### **2.1 Social Value**

- No issues identified

#### **2.2 Equality Issues**

- No issues identified. Recruitment and selection in these matters are reserved to Political Parties

#### **2.3 Community Safety Issues (Section 17)**

- No issues identified

#### **2.4 Human Rights Issues**

No issues identified

### **3. Environmental**

- No issues identified

### **4. Governance**

- Issues relating to the Governance structure of the Councils are set out in the report

**(a) Representation of Political Groups on the Council**

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

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

Number of seats on Council:		Proportion of seats
(29)		(100%)
16	Conservative	55.17%
8	Labour	27.59%
3	UKIP	10.34%
2	Independent (SBRA)	6.90%

In accordance with the rules on political representation the number of seats to be taken by each political group on the Council's Committees and Sub-Committees equates to:

	Number of seats on Committees:
Conservative (55.17% x 48 seats)	26
Labour (27.59% x 48 seats)	13
UKIP (10.34% x 48 seats)	5
SBRA (6.90% x 48 seats)	3

A political group comprises 2 or more Members. Please note that the following are not included in the above figures because the political balance requirements do not apply:

- Executive (6 seats)
- Joint Strategic Committee (6 seats)

The Majority Group on the Council is entitled to the majority of seats on committees

Committee	No. of Seats	Conservative	SBRA	Labour	UKIP	Over or under allocated (+ or -)
Joint Governance	8	5	1	2	1	+1
Licensing	10	6	1	3	1	+1
Planning	8	5	1	2	1	+1
Overview and Scrutiny	8	5	1	2	1	+1
Joint Overview and Scrutiny	8	5	1	2	1	+1
Joint Staff	3	2	0	1	0	
Joint Senior Staff	3	2	0	1	0	
<b>TOTAL</b>	48	<b>30</b>	5	13	5	
<b>Over or under allocation on percentage split</b>		4 over	2 over	Correct allocation	Correct allocation	5 over

In summary:

Conservative allocation is correct according to the political balance rules as the majority group (Conservative) has to have a majority on all committees. The allocation of Conservative seats to Committees cannot therefore be amended.

The Labour Group and UKIP group allocations of seats to Committees are correct.

The SBRA is overallocated 2 seats to Committees.

Due to political balance rules relating to majorities there are not enough seats for SBRA and UKIP and Labour to all be fully allocated:

There is an over allocation of 1 seat on the four 8 seat committees and the 8th seat on each needs to be negotiated between the SBRA and UKIP, bearing in mind that UKIP (5) are entitled to 2 more seats than the SBRA (3) overall and that the SBRA have an over allocation of 2 seats, and

There is an over allocation of seats on the 10 seat committee and the 10th seat on the Licensing Committee needs to be negotiated between Labour, UKIP and the SBRA.

The details of the Group Leader's agreement will be contained on Annex B which will follow after publication of the agenda.







## **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](http://www.adur-worthing.gov.uk/committee/agendas-minutes.htm)

#### **Leader**

LDR/001/18-19 Representing the Council in the Community - appointments to outside organisations

#### **Executive Member for Regeneration**

REG/002/18-19 Adur Local Development Scheme 2018-2020

JAW/006/18-19 Capital Improvement Works (Fire Management) to Worthing Pier

#### **Executive Member for Resources**

RES/004/18-19 Irrecoverable Debts

JAW/002/18-19 2018/19 Local Schemes for Business Rates Discretionary Relief

JAW/004/18-19 Applications for Compulsory Redundancies - Business Support - Service Redesign

JAW/005/18-19 Efficiency of Service

#### **Executive Member for Customer Services**

JAW/007/18-19 Acquisition of land in West Worthing

#### **Executive Member for the Environment**

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## **Executive Member for Health and Wellbeing**

HAW/003/18-19 Adur Community Grants - Allocation of Funds for 2018/19

### **B. Decisions Taken by the Joint Strategic Committee on 11 September 2018**

Full details can be

found: <https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/>

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

### **JSC/032/18-19 1st 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 Committee on the progress made with the 2018/19 Capital Investment Programmes for Adur District Council and Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

The Committee were advised that the Adur Homes Programme was making good progress, as outlined on page 26 of the report and the progress of Major Sites had been well received too.

The Digital Programme had been making strong progress overall with the inhouse team delivering at pace and a dedicated report would be brought to committee in November, highlighting a range of work that was underway. It was noted that two external software suppliers, who were delayed in their delivery, were being very carefully contract managed and payments were being withheld.

Planned work at the town hall to address asbestos removal, was proposed to be extended in scope to include fire safety improvements, including compartmentation work and new insulation.

The Committee was also asked to note the requests for the use of funds to improve health & safety equipment for cemeteries and the proposed upgrade of seafront lighting to LEDs.

Members were also advised of an amendment to the wording of recommendation 2.1 (b) v).

A Member sought some background information regarding an external funding bid to the Lawn Tennis Association for the resurfacing of the tennis courts at Field Place. Officers agreed to provide a written response to the question.

**Decision,**

The Joint Strategic Committee:-

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

- i) noted the reprofiling and likely phasing of the Adur District Council capital schemes as advised in paragraphs 7.2.1 and Appendix 3.
- ii) approved the purchase of health and safety equipment for the Council's cemeteries funded from contingency and underspends in the 2018/19 Capital Investment Programme, and the amendment to the 2018/19 Capital Investment Programme to include this scheme as detailed in paragraph 7.1.1 i).
- iii) approved the virement from the Digital Strategy Budget to the Corporate Hardware Budget to create a budget for the purchase of ad hoc I.T. equipment as detailed in paragraph 7.1.1 ii).
- iv) approved the Adur Homes purchase of health and safety equipment and ICT equipment, and the inclusion of this equipment in the Adur Homes Capital Investment Programme as advised in paragraph 7.2.2 i).
- v) approved the virement of £30,000 from the 2018/19 Capital Investment Programme Contingency Budget to the Adur Memorial Recreation Ground Play Area Improvements Budget to fund land contamination issues prior to the play area improvements as advised in paragraph 7.2.2 ii).

**JSC/033/18-19 Annual Treasury Management Report 2017-18 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 performance for Adur and Worthing Councils for 2017/18 as required by regulations issued under the Local Government Act 2003.

As several of the main British banks had split their business into "ring-fenced" and "non ring-fenced" entities, the report asked Members to approve the amendment to

the Councils' specified investments counterparties lists to include only the "ring-fenced" banks for 2018-19 onwards.

### **Decision,**

The Joint Strategic Committee:-

- noted the contents of the report;
- approved the amendment to the Councils' specified investments counterparties lists to include only the "ring-fenced" entities of those banks which have divided their operations.

### **JSC/034/18-19 Local Government Funding in 2019/20 - Consultation Response**

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 Committee was informed that the Government released a technical consultation on the 24 July 2018 which set out the Government preferred approach on four key issues for the 2019/20 Local Government Finance Settlement:

- i) Multi-year settlement offer;
- ii) New Homes Bonus;
- iii) Council tax referendum principles; and
- iv) Negative Revenue Support Grant 1.2

A proposed response to the consultation document, which was due by the 18 September 2018, was attached to the report as Appendix 1.

In parallel to the consultation, the Government had also announced a further round of business rate pilots for 2019-20. The terms offered for 2019-20 were not as good as those available in 2018-19: pilots would only retain 75% rather than the 100% retained in previous years and there would be no "no detriment" support. Current devolution areas, and possibly London, would continue on their existing terms, which were more favourable than those offered to other English authorities.

Councils wishing to be considered for pilot status in 2019/20 had to submit their bid to DCLG by 25 September 2018. It was likely that there would be a competitive process and not all bids would be successful. Members were reminded that last years bid was unsuccessful. DCLG intended to announce the outcome of the bidding process in December 2018.

A successful bid should generate significant additional revenue of £20m for the West Sussex authorities, and help local government shape the future roll out of fully localised business rates. It was proposed that the Councils participate in a County wide bid to be a pilot area for the business rate retention scheme. The Committee

were advised that the timescales for submitting the bid were tight, deadline of the 25 September, therefore a delegation was requested to enable the Councils to participate in the pilot.

**Resolved,**

That the Joint Strategic Committee

- i) approved the draft consultation response detailed in appendix 1 of the report;
- ii) approved that the Chief Financial Officer can sign the business rate pilot bid on behalf of Adur District Council and Worthing Borough Council in consultation with the Leaders of the Councils.

**JSC/035/18-19      Going Local - a prescription of a different kind**

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 updated Members on the progress of Going Local, a social prescribing service which had been live in Adur and Worthing since November 2016. The 1,000th person would soon be referred into the service. The project was a key deliverable in Platforms for our Places as Going Local promoted good physical and mental health of our communities, specifically addressing the wider determinants of health in our localities.

Plans to extend the project, were also covered in the report.

Members acknowledged the huge positive impacts the Going Local Project was making to local residents.

**Resolved,**

That the Joint Strategic Committee noted and celebrated the impact of Going Local.

**JSC/036/18-19      'Breathing Better' - working together to improve air quality across West Sussex**

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 10.

The report provided the Committee with the background and details regarding the county wide joint Air Quality Plan 'Breathing Better'.

The report sought approval from the Committee to formally work together with West Sussex County Council and all Districts and Boroughs across West Sussex, to deliver the ambitions of the plan, with the aims of improving air quality and meeting the Councils objectives as laid out in local plans and our strategic direction of travel - Platforms for our Places.

During discussion of the item, Members acknowledged the importance of the issue and that a joined up approach was required.

**Resolved,**

That the Joint Strategic Committee

- i) noted the contents of the report whilst agreeing to work in partnership to deliver the 'Breathing Better' West Sussex Air Quality Plan;
- ii) approved the joint working with West Sussex County Council and all Districts and Boroughs across West Sussex to achieve the ambitions of this plan.

**JSC/038/18-19 Joint Overview & Scrutiny Committee - 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 12.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) Working Group on Consultation by the Councils.

These recommendations followed the discussions of a Working Group set up by JOSC. A copy of the Working Group's report was attached as Appendix 1 to this report.

The Committee welcomed the report and thanked the Working Group for the recommendations.

**Resolved,**

That the Joint Strategic Committee:-

- i) noted the report, findings and recommendations from the Joint Overview and Scrutiny Committee; and
- ii) agreed to receive a report in November 2018 on the issues raised by the Joint Overview and Scrutiny Committee and consideration of the implications for each recommendation contained in the Scrutiny report

at Appendix 1 in order for the Executive to provide a formal response to the Joint Overview and Scrutiny Committee.

**JSC/039/18-19 Risk and Opportunity Management Strategy 2018-20**

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 provided the detail of the updated revised Risk and Opportunity Management Strategy (ROMS) 2018-20 for both Adur and Worthing Councils and sought approval of the strategy.

**Resolved,**

That the Joint Strategic Committee:-

- i) approved the revised/updated Risk and Opportunity Management Strategy 2018 - 2020 as set out at Appendix A and be adopted from 1 October 2018;
- ii) agreed that an annual summary of risks and opportunities be provided along with the strategy, following the recommendation from Joint Governance Committee.

**C. Decisions Taken by the Joint Strategic Committee on 9 October 2018**

Full details can be

found:<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee.148193.en.html>

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

**JSC/044/18-19 Update on the delivery of a Sustainable Procurement Strategy**

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 outlined the progress made delivering the Councils' Sustainable Procurement Strategy since the introduction of the strategy a year ago, and looked forward at activities planned for the coming year.

The Committee noted that during 2017, the structure and operational focus of the Councils' procurement function underwent significant change. A team of three

permanent members of staff was in place and was managed by an experienced Procurement Manager, reporting to the Chief Financial Officer.

The emphasis of procurement activity had shifted away from a transactional and compliance based approach into a much more strategic and commercially minded focus. The procurement team were working closely with departments towards the adoption of more holistic and a longer term view for the contractual arrangements put in place.

At the heart of these changes was the adoption of the new Sustainable Procurement Strategy last year, to deliver the aspirations in Platforms for our Places, in particular, those that can deliver sustainability and community benefits through the Councils procurement activities.

During this period of change the Procurement team had continued to support and advise departments on their procurement requirements and delivered approximately £200,000 worth of savings during 2017/18.

With the departure of the current Procurement Manager, Officers had considered how to best deliver the service for the future to ensure that the strategic direction was maintained and the councils continued to get best value from its procurement activity. With this in mind, it was proposed that the team would work closely with the Orbis partnership (East Sussex county Council, Surrey County Council and Brighton and Hove City Council), over the next two years, to deliver the Procurement Service.

The Committee was informed that during the coming year, the Procurement Team, with support from colleagues in the Orbis Partnership, would deliver the Year 2 Action Plan of the Sustainable Procurement Strategy, which would include:

- adoption of the Responsible Procurement Charter;
- undertake a commercial skills assessment of staff with procurement or contract management responsibilities and provide appropriate training;
- refining the category management structure with expenditure data from FY17/18 expenditure and the republished Contracts Register;
- support the delivery of key procurement projects, including ones to support emergency housing accommodation, the procurement of an operator for the Worthing Theatres and Museum, regeneration projects, and a number of property maintenance contracts.

A Member asked how many businesses complied with the Responsible Procurement Charter. Officers advised suppliers with contracts over £250k would be expected to sign up and comply with this. In time, all suppliers would be encouraged to sign up.

The Committee challenged how quickly the Councils could advance compliance with the charter by suppliers of smaller contracts. Officers advised that the Councils could look at accelerating the process and would report back on progress.

**Decision:**



The Joint Strategic Committee:-

- i) approved the Responsible Procurement Charter set out in Appendix B;
- ii) approved the direction of travel in developing a strategic procurement function and delivery of initiatives outlined in this report;
- iii) approved that quarterly update reports were provided to both Executive Members for Resources and a full progress report was provided to the Joint Strategic Committee in 12 months time.

### **JSC/045/18-19 Adur District Council - Housing Revenue Account Capital Programme 2019-2022**

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 outlined to the Committee, the Capital Investment Programme for three years combined - 2019/20, 2020/21 and 2021/22. It contained information about the planned investment in the housing stock which was owned by Adur District Council and managed under the name of Adur Homes.

Approval was sought for the release of the budget in compliance with Financial Regulations.

The investment allocated in the Housing Revenue Account for 2019/20 was £5,200,000; for 2020/21 it was £5,500,000; and for 2021/22 it was £5,500,000.

A Member questioned how many properties required an installation under the Central Heating Installation Programme, the unit cost per installation and forthcoming programme of works. Offices agreed to provide a written response following the meeting.

#### **Decision,**

The Joint Strategic Committee approved the revised Housing Capital Investment Programme for 2019/20, 2020/21 and 2021/22 and the release of these budgets for 2019/20 and 2020/21

#### **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](http://www.adur-worthing.gov.uk) or as indicated in each of the paragraphs above. Some of the reports may contain exempt information and not fully published on the websites.



