

**Minutes of a Meeting of the  
Joint Governance Committee of  
Adur District and Worthing Borough Councils**

**Gordon Room, Town Hall, Worthing**

**Tuesday 25 November 2014**

Councillor Noel Atkins (Chairman)

**Adur District Council:**

Councillor Rod Hotton  
Councillor Carson Albury  
Councillor James Butcher  
Councillor Ann Bridges  
Councillor David Donaldson  
\*Councillor Emily Hilditch  
Councillor Paul Graysmark  
\*Councillor Barry Mear

**Worthing Borough Council:**

Councillor Elizabeth Sparkes  
Councillor Mark Nolan  
Councillor Sean McDonald  
Councillor Louise Murphy  
Councillor Luke Proudfoot  
Councillor Hazel Thorpe  
Councillor Bob Smytherman

\*Absent

**JGC/14-15/001      Declarations of Interest / Substitute Members**

There were no declarations of interest.

**JGC/14-15/002      Public Question Time**

There were no questions from the public.

**JGC/14-15/003      Minutes**

The minutes of the Joint Governance and Audit Committee meeting held on the 23 September 2014, were agreed as an accurate record.

**JGC/14-15/004      Items Raised Under Urgency Provisions**

There were no urgent items raised.

**JGC/14-15/005      Annual Audit Letters**

Before the Committee were three audit letters from the External Auditor (Ernst & Young), copies of which had been circulated to all Members and copies of which are attached to the signed copy of these Minutes as Item 5.

The Committee noted that the purpose of the Annual Audit Letter was to communicate to the Members of Adur and Worthing Councils and external stakeholders, including members of the public, the key issues arising from the external auditor's work.

It was noted that the detailed findings of the audit had been published in the ISA260 reports and considered by the Committee in September.

**Resolved,**

That the Joint Governance Committee noted the contents of the letters.

**JGC/14-15/006      Joint Half Year In-House Treasury Management Operations  
Report 1 April – 30 September 2014 for Adur District Council  
and Worthing Borough Council**

Before the Committee was a report, presented by the Strategic Finance Manager, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 6.

The report presented the treasury management portfolio position for the halfway point of the 2014/15 financial year for both Adur District Council and Worthing Borough Council.

The Committee noted the borrowing positions of Adur and Worthing Councils and were updated on the latest position with the Local Government Association Municipal Bonds Agency (MBA).

The Committee was requested to approve the addition of Svenska Handelsbanken to the Approved Counterparty List for Adur Council and the Local Capital Finance Company Limited to the Approved Counterparty Lists of both Adur and Worthing Councils.

**Resolved,**

The Joint Governance Committee

- a) noted the contents of the report;
- b) agreed the addition of Svenka Handelsbanken to Adur District Council's counterparty list with a maximum investment limit of £3m;

- c) agreed the addition of The Local Capital Finance Company Limited (the Municipal Bonds Agency) to both Adur and Worthing Councils list of approved counterparties for investment purposes to facilitate proposed investments up to a limit of £50,000 per Council;
- d) agreed to amend the list of approved non-specified investments to approve the acquisition of share capital in the MBA for an indeterminate period.

## **JGC/14-15/007      Local Government Ombudsman's Annual Review**

Before the Committee was a report, presented by the Policy Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 7.

The report reviewed the Annual Review letters of the Local Government Ombudsman relating to Adur District Council and Worthing Borough Council for 2013/14.

The Committee noted that the Director for Customer Services had requested increased scrutiny and analysis of complaints. From the 1 August 2014, Local Government Ombudsman complaints had been registered on the Council's complaints logging tool 'Covalent'. This would enable officers to analyse trends and make service improvement when and where necessary.

The Committee were advised that analysis of complaints would be presented in a future report to the Joint Governance Committee and that the Councils Leadership Team regularly undertook analysis of complaints.

Members expressed disappointment at the lack of detail regarding each complaint. Officers agreed to raise the lack of detail with the Local Government Ombudsman.

A Member questioned the categories of complaints identified in the Local Government Ombudsman Annual Review as a number of these were County Council responsibilities. Officers agreed to investigate the nature of these complaints and report back to the Committee.

### **Resolved,**

The Joint Governance Committee

- i. noted the contents of the report; and
- ii. requested that more detailed analysis of complaints be provided through quarterly reports to the Joint Governance Committee.

The meeting was declared closed by the Chairman at 6.44pm, it having commenced at 6:30pm.

**Chairman**