

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

Gordon Room, Town Hall, Worthing

Tuesday 28 November 2017

Councillor Elizabeth Sparkes (Chairman)

Adur District Council:

Councillor George Barton
Councillor Kevin Boram
Councillor Carol Albury
Councillor Ann Bridges
*Councillor Jim Funnell
Councillor Paul Graysmark
*Councillor Barry Mear
*Councillor Geoff Patmore

Worthing Borough Council:

Councillor Lionel Harman
Councillor Paul Baker
*Councillor Callum Buxton
Councillor Jane Sims
Councillor Bryan Turner
Councillor Steve Wills
Councillor Mark Withers

*Absent

JGC/029/17-18 Substitute Members

Councillor Carson Albury substituted for Councillor Jim Funnell.

JGC/030/17-18 Declarations of Interest

There were no declarations of interest.

JGC/031/17-18 Minutes

The minutes of the Joint Governance Committee meeting held on the 26 September 2017, were agreed as a correct record.

JGC/032/17-18 Public Question Time

There were no questions from the public.

JGC/033/17-18 Items Raised Under Urgency Provisions

There were no urgent items raised.

JGC/034/17-18 Chairman's Announcement

Tom Wilkins, Ernst & Young, advised Members that he would no longer be supporting the work of the Committee and introduced his replacement, Hannah Lill.

The Chairman wished to place on record the Committee's thanks for all of Tom's work.

JGC/035/17-18 Mid Year Review of Treasury Management 2017-18, Adur District Council and Worthing Borough Council

Before the Committee was a report from the Director for Digital & Resources, copies of which had been circulated to all Members and a copy is attached to the signed copy of these Minutes as item 6.

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2017, as required by regulations issued under the Local Government Act 2003.

The Committee noted that the Worthing investment counterparty limit with Lloyds Bank had been breached over the weekend of 1 to 4 September 2017, due to the receipt, late on Friday afternoon, of the sales proceeds of the Aquarena site. The Head of Financial Services confirmed that no other approved limits for Worthing Borough Council within the Annual Investment Strategy were breached during the first 6 months of 2017/18.

The Committee also acknowledged the recent £5m loan to Worthing Homes at a fixed interest rate of 2.53%.

Resolved,

The Joint Governance Committee noted the contents of the report.

JGC/036/17-18 Chairman's Announcement

The Chairman advised the Committee of a change to the order of the agenda. The next item of business would be Item 8 - Risk and Opportunity Management.

JGC/037/17-18 Risk & Opportunity Management

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 8.

The report provided an update on the management of the Councils' risks and opportunities.

There were currently 112 risks and 16 opportunities compared with 120 risks and 17 opportunities in the report to committee in June 2017. Officers explained that some risks had their assessment changed, some new risks and opportunities had been added with some removed and the details of those changes were set out in the appendix to the report.

A Member raised concerns related to the risk of failure to manage leaseholder services appropriately within the Housing Service, as highlighted in Appendix 1. Officers advised that the risk had been identified due to staffing issues. A number of staff had left the organisation with skills and knowledge in managing leaseholder services. The Councils would be interviewing for a new Interim Leaseholder Manager the following week.

The increased risk associated with Corporate Telephony was highlighted along with concerns that it seemed to be getting worse not better. The Committee was informed that the Director for Digital & Resources had been actively managing the telephony contract and that the Councils would be conducting a procurement exercise early in the new year to find a more robust solution. The Committee requested that an update be provided in due course.

A Member requested that mitigation measures for managing or reducing the high risks should be included in future reports.

Officers advised that a decision had been taken to postpone a Disaster Recovery Test until early 2018 due to the Adur Revenues and Benefits Service migration taking longer than expected. The Chairman requested that the Director for Digital & Resources attend the January 2018 meeting to update Members regarding Disaster Recovery Test plans.

Resolved,

The Joint Governance Committee

- noted the progress in managing risks and opportunities;
- requested that future reports include mitigation measures for managing and reducing high risks;
- agreed to receive a further progress report in March 2018.

JGC/038/17-18 Internal Audit Progress Report

Before the Committee were reports from the Acting Head of Internal Audit, copies of which had been circulated to all Members and copies are also attached to the signed copy of these Minutes as Item 7.

The report sought to update the Committee with the current performance of the Internal Audit Section, to provide summaries of the key issues raised in final audit reports issued since the last report to the Committee and the current status on the implementation of agreed audit recommendations.

It was noted that the Internal Auditors were on target to complete the audit plan by the year end. As at the end of October 2017, 54.1% of planned days had been achieved. Since the last meeting of the Committee, 3 audit reports had been finalised and the key issues were set out in Appendix 2 to the report. Members also acknowledged the good progress being made in regards to the implementation of agreed audit recommendations.

Officers referred to the Taxi Licensing fact finding report highlighted at the last meeting and drew members attention to the Action Plan which had been devised, by senior management, in response to the recommendations identified.

The Committee discussed whether all of the recommendations from completed audit reports should be incorporated into Internal Audit Update Reports in the future. Officers advised that a summary of priority 1 recommendations was included within Appendix 2 - Key Issues from Finalised Audits but priority 2 and 3 recommendations were not currently reported to Committee. Members requested that all recommendations from newly completed audit reports be included in future Internal Audit Update reports.

The Adur Chairman of the Joint Governance Committee raised concerns regarding the outcomes of the Taxi Licensing Fact Find report presented to Committee at the September meeting and sought an update from the Director for Communities.

The Committee was informed that the audit had been conducted between February and August 2017 and that officers had been working very diligently to review a number of operational processes. An emphasis had been placed on improving communications and working relationships with the trade. A Joint Working Group had enabled closer working and as a result, relationships had very much improved. Officers had also reflected on internal workings, reviewing the use of staff and the processes used to deliver an effective service. This included the collection and retention of money, how information was being recorded on the Councils systems, the delivery of training and the Licensing Teams being brought together and co-located in Portland House. Members noted that this had provided greater oversight of what was happening on the ground and would enable quicker management responses to any issues arising.

The Committee was informed that the Action Plan had been reviewed and updated, with an updated version being circulated ahead of the meeting. Members noted that out of the 25 recommendations, 12 had been implemented and a 13th was due to be completed in the coming days. A number of recommendations would be completed during December 2017 and the remainder related to a review of the Taxi Licensing Handbook in 2018 and the implementation of a new digital system to support the work of the service.

The Adur Chairman of the Joint Governance Committee questioned how the Council got into this situation.

Officers advised that there were a number of processes that had required review and a number of systems that were not working as well as they might. Relationships between officers and some members of the trade had broken down and were not conducive to taking matters forwards. Those relationships had now been re-established with regular constructive conversations taking place. Trade forums were also taking place enabling dialogue on matters such as disability awareness and wheelchair accessible vehicles. A Joint Working Group had brought together trade representatives from both Adur and Worthing enabling conversations on common issues across both locations.

Members acknowledged the hard work that had taken place, the progress made and were pleased to hear that relations between the trade and the Councils had improved.

A Member queried why the operational budgets for Adur and Worthing had performed differently, historically. Officers agreed to investigate the financial records and report back outside of the meeting.

Resolved,

The Joint Governance Committee noted the contents of the report.

JGC/039/17-18 Close Circuit Television (CCTV) Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 9.

The report asked the Committee to agree a new CCTV Policy to ensure compliance with Data Protection legislation and that good operational arrangements were in place.

The purpose of the CCTV policy, set out in Appendix A, was to ensure that Adur District Council and Worthing Borough Council complied fully with their legal obligations under the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) in relation to the protection of personal data that was held / processed about or concerning any individual.

The Committee noted that the policy covered the use of overt camera related surveillance equipment including:-

- Automatic Number Plate Recognition (ANPR);
- Body Warn Video (BWV);
- Unmanned Aerial Systems (UAS) aka drones.

Officers advised that the Councils would undertake a privacy impact assessment prior to the use of CCTV to ensure that it was lawful and proportionate and that 2 senior officers would need to approve the use of surveillance.

Resolved,

The Joint Governance Committee agreed the CCTV Policy, as set out in Appendix 1, with immediate effect.

JGC/040/17-18 Honouring links with Richebourg L'Avoue

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 10.

The Committee was asked to consider the options for formal recognition of the links between the Borough Council and Richebourg L'Avoue and make a recommendation to the Council meeting on 19 December 2017.

Worthing Council accepted a Motion on Notice from the Mayor, on 31 October 2017, requesting that Officers bring a report to the Joint Governance Committee to consider the available options of strengthening ongoing relationship between citizens of the Borough of Worthing and the Town of Richebourg.

The Committee were asked to recommend that the Council of the Borough of Worthing grant Freedom of the Borough to the office of Mayor of Richebourg.

Resolved,

That the Joint Governance Committee:-

- considered and noted the proposals set out in the report; and
- recommended to Worthing Council meeting, on 19 December 2017, that in accordance with the provisions of Section 249 of the Local Government Act 1972, as amended, the Council of the Borough of Worthing do grant Freedom of the Borough to the office of Mayor of Richebourg;
- recommended that Council note that an Extraordinary Council meeting will be required to formally confirm the Freedom of the Borough, with this likely to be after the February or April Council meetings.

The meeting was declared closed by the Chairman at 7.10pm, having commenced at 6.30pm.

Chairman