



Communities Directorate

2 September 2014

Joint Overview & Scrutiny Committee

Date: 11 September 2014

Time: 6:30pm

Venue: Civic Centre, Ham Road, Shoreham-by-Sea

Committee Membership:-

Adur District Council: Councillors Liza McKinney (Chair), Rod Hotton (Vice-Chair), Ann Bridges, James Butcher, Brian Coomber, Emily Hilditch, Ken Bishop and Liz Haywood

Worthing Borough Council: Councillors Roy Barraclough (Chair), Vino Vinojan (Vice-Chair), Keith Bickers, Edward Crouch, Heather Mercer, Mark Nolan, Keith Sunderland and Victoria Taylor

Agenda

Part A

1. Declarations of Interest / Substitutions

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

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

2. Minutes

To approve the minutes of the Joint Overview and Scrutiny Committee meeting held on 31 July 2014, copies of which have been previously circulated.

3. Public Question Time

To receive any questions from members of the public.

(Note: Public Question Time will operate for a maximum of 15 minutes.)

4. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

5. Consideration of any matter referred to the Committee in relation to a call-in of a decision

6. Interviews with the Cabinet Members for Customer Services (Jim Funnell ADC, Mary Lermite WBC)

To consider a report by the Chief Executive, copy attached as item 6.

The Joint Chairs request that Committee Members submit questions to the Cabinet Members at least two days prior to the meeting, particularly in instances where questions require detailed answers that include figures.

Please submit questions via Tim Crowhurst, Policy

Officer: tim.crowhurst@adur-worthing.gov.uk . Members are reminded to keep their questions relevant to the portfolio of the Cabinet Members being interviewed.

7. Interview with the Chairman of the Safer Communities Partnership

To consider a report by the Chairman of the Safer Communities Partnership, copy attached as item 7

8. Allotments Strategy Progress Update

To consider a report by the Director for Communities, copy attached as item 8

9. 1st Capital, Revenue Budget and Performance Monitoring 2014/15

To consider a report by the Director for Digital and Resources, copy attached as item 9

10. Adur and Worthing Joint Overview and Scrutiny review of Economic Recovery

To consider a report by the Chief Executive, copy attached as item 10

11. The Letting and Management of Commercial Contracts

To consider a report by the Director for Digital and Resources, copy attached as item 11

12. Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2014/15

To consider a report by the Chief Executive, copy attached as item 12

13. Members Items

Consideration of the future investigation of items to be agreed by the Chairmen of the Committee

Part B - Not for Publication – Exempt Information Reports

None

For Democratic Services enquiries relating to this meeting please contact:

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Ward: N/A

Interview of the Cabinet Members responsible for Customer Services

Report by the Chief Executive

1.0 Summary

- 1.1 As part of their work programme, the Committee have agreed to interview Adur & Worthing Councils Cabinet members on their portfolio responsibilities and priorities for 2014-15.
- 1.2 At this meeting, members of the Committee are asked to consider the responsibilities and priorities for the Cabinet members responsible for Customer Services, Councillors Mary Lermite and Jim Funnell.

2.0 Background

- 2.1 A copy of the Councils' Corporate Priorities are included in the attached annex, with the sections which are relevant to Customer Services highlighted. Customer Services, through '*Becoming more adaptive Councils*' and '*Cultivating Enterprising Communities*', is also one of the key priorities in the Councils' new strategic corporate programme *Catching the Wave*.
- 2.2 As part of their 'Challenge' role, Joint Overview and Scrutiny are asked to consider both the information contained within the annex in respect of Customer Services and, in particular, the delegated functions listed at paragraphs 2.4 and 2.5 below. It is part of the Scrutiny role to challenge, in the form of questions, the progress that has been made in respect of Councillor Lermite and Councillor Funnell's portfolios and their priorities for 2014-15.
- 2.3 The Committee are entitled to ask for further investigation into items that they may not be satisfied with progress.
- 2.4 The *Adur District Council Cabinet Member for Customer Services* has responsibility for the following delegated functions:-
 - Customer contacts and services, including Help Points.
 - CenSus IT partnership.
 - Housing and Council Tax benefits (Adur).
 - Housing - Housing Revenue Account, ACF Tenants' Services, anti-social behaviour / neighbourhood disputes in relation to tenants, sheltered housing, leasehold administration, Adur Housing Voice, Adur Talkback, Choice Based

Lettings, Community Alarm, Grounds Maintenance and Building Cleaning, Adur Home Service, Temporary Accommodation Management.

- Housing strategy and housing enabling role; affordable housing provision; housing register need options and advice.
- Housing - non Housing Revenue Account - including homelessness and advice (prevention and management), private sector housing and other housing services - choice based lettings, grants (disability and housing).

2.5 The *Worthing Borough Council Cabinet Member for Customer Services* has responsibility for the following delegated functions:-

- Customer contacts and services, including Help Points.
- Public consultation, including community engagement and citizens panels.
- Affordable Housing Provision.
- Benefit Fraud Detection/Prevention (Worthing).
- Housing and Council Tax Benefits and Adjudication (Worthing).
- Disabled Facilities Grant and other Housing Grants.
- Empty Properties.
- Housing Strategy Development & Review.
- Non-Domestic Rates (Worthing).
- Revenues and Benefits (Worthing).
- Strategic Housing and Enabling.
- Supported People (Other).
- Worthing Cultural Assets; Museum, Art Gallery, Ritz Cinema, Assembly Hall, Pavilion Theatre and Connaught Theatre. (NB. Worthing Pier is with the Regeneration Portfolio).
- Homelessness and Advice (Prevention and Management), including Choice Based Lettings, Bed & Breakfast.
- Housing Need, Options and Advice and Housing Register.

3.0 Proposals

3.1 **That the Joint Overview and Scrutiny Committee ask questions of the two Cabinet Members with responsibility for Customer Services, based on their functions as outlined in paragraphs 2.4 and 2.5 above and the relevant Councils Corporate Priorities in respect of Customer Services.**

4.0 Legal

4.1 The Joint Overview and Scrutiny Committee follow the procedures outlined within the Councils Constitution.

5.0 Financial implications

5.1 There are no direct financial implications to consider within this report.

6.0 Recommendation

6.1 **Members of the Committee are asked to question the two Cabinet Members with responsibility for Customer Services.**

Local Government Act 1972

Background Papers:

Joint Overview and Scrutiny Committee Work Programme 2014-15

Contact Officer:

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Councillors

Adur District Council, Cabinet Member for Customer Services: Jim Funnell
E-mail: jim.funnell@adur.gov.uk

Worthing Borough Council, Cabinet Member for Customer Services: Mary Lermite
E-mail: mary.lermite@worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

1.1 The relevant Council Priorities are highlighted within the annex to this report

2.0 Specific Action Plans

2.1 Any specific action plans will be considered within the context of the annex to this report.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 The Council delivers its services in accordance with the Equality Policy.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 Matter considered and no issues identified

8.0 Consultations

8.1 The Cabinet Members for Customer Services and key senior officers were consulted during the drafting of this report.

9.0 Risk Assessment

9.1 Any areas of risk are identified within the annex to this report.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 Matter considered and no issues identified



Corporate Priorities

Supporting and improving the local economy

- 1) Promote and support projects and ideas that attract new and retain existing businesses, and generate investment in the area.
- 2) Enable new homes to be built to help meet the housing needs of our communities.
- 3) Support high quality developments.

Protecting front line services

- 1) Provide and develop customer driven cost effective services.
- 2) Fulfil statutory obligations for delivery of front line services.
- 3) Adopt more sustainable ways of delivering services.

A mixed economy of Partnership working

- 1) Work actively together in partnership to deliver cost effective services whilst retaining separate identities and seek to extend partnerships with others.
- 2) Work more closely with and commission our communities, the voluntary sector, public organisations, business and commercial sectors to:
 - Develop and deliver services.
 - Reduce crime, fear of crime, antisocial behaviour and support the Early and Family Intervention projects.
 - Deliver interventions that improve the health of our communities.

Ensuring value for money and low Council Tax

- 1) Keep council tax increases low.
- 2) Generate financial capital, increase income and seek external funding sources.
- 3) Drive continual improvement and efficiencies in services particularly in procurement and contract management.
- 4) Reduce costs through 'Digital by Default' - getting more transactions online to ensure access to services is straightforward and convenient to the customer.

Joint Overview & Scrutiny Committee – Adur and Worthing Councils – 11th September 2014

The Adur & Worthing Safer Communities Partnership – 2012 to 2013

1. Vision Statement

- 1.1 This report outlines both the achievements and challenges of the Adur & Worthing Safer Communities Partnership through 2013/14. The partnership vision statement continues to be ‘To reduce crime and disorder through effective multi-agency working, to make Adur & Worthing a safer place to live, work and visit.’
- 1.2 The SCP priorities for 2013/14 included:
- **Anti-Social Behaviour (ASB)** with particular regard to youth disorder;
 - **Alcohol & Drug Misuse** with particular regard for young people & the street drinking community;
 - **Harm Reduction** to tackle domestic abuse, serious sexual offences, hate crime and support vulnerable victims;
 - **Safer Roads** to reduce road traffic deaths, serious injuries & anti-social driving;
 - **Priority Crime** (includes Violent Crime, Theft Other, Burglary Other Than Dwelling, Arsons) to reduce the levels of crime & disorder.

2. Background

- 2.1 The Safer Communities Partnership, although set up by primary legislation as an independent body, now effectively operates as a sub-committee of the Adur and Worthing Local Strategic Partnership and is made up of representatives of ‘responsible authorities’ (including police, local authorities, fire and rescue authority, probation service, health and the Police and Crime Commissioner’s office).
- 2.2 Chair of the Adur and Worthing Safer Communities Partnership is Councillor David Simmons, Cabinet Member for Health and Well-Being, Adur District Council, who is also the Chair of the Safer West Sussex Partnership, having been elected to that position by other Cabinet Members across West Sussex.
- 2.3 The two responsibilities have to this point contributed to the development of the West Sussex Safer Community Strategy and the Police Commissioner’s Annual Policing Plan while enabling the Adur and Worthing districts to ensure local priorities are addressed within the wider plans for West Sussex.
- 2.4 This will undoubtedly impact on the provision of partnership funding as the Police Commissioner, through whom all grants now come, seeks to achieve her targets while supporting local partnerships. All partnerships will come under more scrutiny to assess outcomes and achievements from their work.

- 2.5 That being said, there have been a number of significant changes in West Sussex to both the provision of data, and the general structure around the arrangements for what is now known as the Safer West Sussex Partnership.
- 2.6 During 2012-13 Cabinet Members for Adur and Worthing along with our officers have contributed to the preparation of a county wide Safer Community Strategy, and continue to represent the needs of both districts in their roles as members of the Police and Crime Panel (PCP), holding the Police Commissioner to account.
- 2.7 Cabinet Member David Simmons also sits on two working groups with staff from the Police Commissioner's Office, addressing the victims services and the policing plans for Sussex on behalf of the PCP.

3. Challenges and Achievements

- 3.1 The Safer Communities' Partnership's Strategic Assessment gives a detailed description of what the Partnership delivered through 13/14 (Achievements shown on Appendix 1).

Generally, the document highlights:

- The overall picture for crime is good with reductions in total crime across Adur & Worthing;
- Anti-Social Behaviour (ASB) continues to be a concern to our local communities;
- There is continued concern regarding young people and substance misuse (drug & alcohol) and the impact on anti-social behaviour and the safety of young people themselves;
- Street Drinkers continue to be a priority in Worthing for local partners and businesses;
- Concern that financial pressure on some of our most vulnerable families will add to the issue of domestic violence, ASB and general crime types;
- Emerging Crime including theft from vehicle, theft of cycle & acquisitive crime are all identified as increasing;
- Safer Roads, has been highlighted and continues to be a priority for the Neighbourhood Panels and was identified through the consultation process.

- 3.2 The Safer Communities Partnership's Spending Plan highlights the reliance on external funding. This affects the majority of the Partnership's projects and initiatives. The two main sources of funding are the Police and Crime Commissioner (contribution to the ASB Project) and Think Family (funding the FIP and Think Family Key Workers). Both these funds are provided on a short term basis which means short term contracts and uncertainty for staff. There is also the risk and perhaps some expectation that these funding sources will cease at some point resulting in the loss of services.

3.2.1 The Think Family team in West Sussex has been supported primarily by the secondment of Jacqui Cook on a part-time basis. This was reduced to 1 day a week, paid for by West Sussex to backfill her position. However, with Think Family Expansion now underway, West Sussex are seeking to extend her involvement to three days a week to provide consistency across the county. Final details need to be worked through if this request is to be agreed.

3.2.2 Although Katy Bourne, the Sussex Police Commissioner, has given an assurance that she sees the CSPs as a key part of the attack on crime and disorder, it is by no means certain that the same levels of funding will eventually be passed down for local support. Our CSP is already considering how it can work smarter, and reviewing spending to maximise the

outcomes possible within reducing resources. That being said, there is a level of staffing below which some areas of work will not be possible, and there may be a need for a trade-off to ensure that priority areas are not left unsupported.

- 3.3 One of the main challenges faced when considering the financial position of councils will be how to maintain key staff in post to enable progress to be made where essential posts are not currently mainstreamed.
- 3.4 One such post is that of the Anti-Social Behaviour Officer, who performs a valuable and essential role in tackling key priorities around Think Family and family intervention across Adur and Worthing as well as achieving against national expectations and targets.
- 3.5 Any political decision as to how, and indeed whether to mainstream these posts will be influenced in future by the way in which the Police Commissioner decides to provide continuing support for the Community Safety Partnerships. Her emphasis will undoubtedly be on assessing progress against targets and value for money.
- 3.6 Perhaps inevitably, the team are now being expected to make financial cutbacks for next year, and while this may be seen as necessary to spread the reductions across all departments, there are two things to consider:
 - How do we continue to manage external funding that has been committed to support local action and who will do it if we lose staff?
 - What will be the impact on achievement against national objectives (which frequently pay by results) if the reductions take place and what the eventual outcome would be should we not succeed in meeting those obligations?
- 3.7 Perhaps community action will be one way of tackling future crime patterns, but members will be aware of how difficult it is to motivate concerned members of the public to get involved in a society that expects payment for their time and effort
- 3.8 Community involvement will also lead to other issues and barriers which will need policy decisions, such as the access to key data sets which to date are the province of statutory authorities (e.g. repeat and prolific offenders).
- 3.9 What is clear, is that as a council we do need to generate that sort of community support to enable us to achieve and maintain low levels of crime and disorder. Arguably, it will still be essential for professional staff to be there to provide co-ordination, training, support and back up; for experience tells us that unless that is provided, public support will melt away.
- 3.10 One of the historic problems in partnership working has been the lack of pooling of budgets and cross partnership support for financial contribution in order to achieve common (or sometimes not so common) goals.
- 3.11 The more successful the partnership is in saving money for member organisations the better, but there needs to be an understanding that reducing crime and keeping it low, comes at a cost, and such successes are recognised in financial terms by all partners, including the council(s). Political expediency must not be allowed to derail existing and successful partnerships.

- 3.12 Another factor in future development is the emergence of the new tools and powers under the ASB and Policing legislation which comes into force in October 2014. In anticipation of this, a new ASB policy and procedures document has been produced for Adur & Worthing, which includes things such as the 'Community Trigger'. The amount of additional work that might represent has yet to be worked through. This report is to go to JSC on 7th October.
4. **The Police and Crime Panel**
- 4.1 The panel is made up of elected members, mostly Cabinet Members holding the safer communities portfolio, from all of the District, Boroughs, the City of Brighton and Hove and County Councils across Sussex.
- 4.2 In addition, the two independent members, both from the Worthing area appointed in 2012, continue to be involved and were reappointed this year.
- 4.3 Adur and Worthing was represented by Councillors Tom Wye (Worthing) and Councillor David Simmons (Adur), supported by two nominated substitutes, Councillor Pat Beresford (Adur) and Councillor Paul Yallop (Worthing). However, Councillor Val Turner has now assumed the responsibility on behalf of Worthing.
- 4.4 As previously stated in this report, Councillor David Simmons has been appointed to two working groups looking at firstly the revised policing plan for the county of Sussex, and secondly at victim's services. Supporting that working group on victims is Graham Hill, one of the independent members who is in charge of victim's support for Worthing and Adur, who like Councillor Simmons, has a policing background as well as considerable experience in helping victims of crime.
- 4.5 The Police Commissioner in setting out her stall for funding 2015 onwards, is keen to ensure that successful community safety partnerships will continue to receive some funding. However, in order to understand what success looks like and to assist her decision, it is essential to set the baseline against which measurements of outcomes can be made.
- 4.6 The stance of West Sussex County Council, who, as previously reported in 2013, terminated their provision of crime data to the partnership continues to have an impact, although Sussex Police have been able to assist in part. As a consequence, it is arguable that there are gaps which exacerbate the problem of objective setting and outcome evaluation. In the light of current financial constraints, the position is unlikely to change.
- 4.7 One issue that will need to be resolved in future is the co-location of our community and partnership teams within police accommodation. There are currently two such arrangements:
- In Worthing the safer community's team and the manager for the team and the FIP are based in the town centre police office in Chatsworth Road
 - In Adur, the anti-social behaviour team and the FIP workers are based in Shoreham Police Station, Ham Road.
- 4.8 While this is not an immediate problem, the Commissioner has indicated her wish to sell Shoreham Police Station which means that an alternative arrangement will be necessary for our staff there if we wish to continue to reap the benefits of co-location. Currently it appears Worthing is not affected.

5. Partnership Working

- 5.1 In addition to the above, the landscape in respect of partnerships continues to change. External funding continues to be an important support locally, underpinning partnership working. These areas of work which impact of safer communities include:-
- The Strategic Health and Well-Being Board and changes to health
 - Better linkage between Health and Well-Being Hubs and Safer Communities
 - External funding for positive programmes around health
 - Local Action Plans being developed between Action in Rural Sussex and Parish Councils (Adur)
 - Positive activities across the two districts aimed at health and well-being and developing more acceptable behaviour strategies for young people particularly
 - The expansion of the Family Intervention Programme (the national Troubled Families Initiative known as 'Think Family' in West Sussex) and Think Family Neighbourhoods
 - Light touch support for 'BIG Local' following the grant to Sompting of £1 million over 10 years for community led developments around safer communities and other programmes currently being structured.
- 5.2 These developments provide an opportunity to work more closely with the community, and BIG Local is being supported by our community team to ensure that the community benefits from this not inconsiderable investment.
- 5.3 Community safety does not exist in a vacuum, and our planned Waves Ahead conference in September 2014 will once again bring together partners from across the community to provide that joined up momentum that is so important as the landscape changes to engage more effectively with community self-help and action.
- 5.4 Through the conference, once again we will seek to broaden the pot of people and organisations prepared to take on areas of responsibility within our priority areas, many of which will have a direct or indirect positive effect on crime and disorder. This is an important part of the future landscape.
- 5.5 As mentioned in the Appendix of achievements, strategic Joint Action Groups (JAGs) have also been set up under the wing of the partnership, leading to a third tier, that of Local Action Teams (LATs), where partners and the community come together to address local crime and disorder issues.
- 5.6 A good example is the LAT, Chaired by Councillor David Simmons, tackling the issues of car and vehicle crime across the Adur and Worthing Districts.

This campaign, which is just about to change to a wider focus has a number of strands which include:-

- Raising the profile of the problem
- Public education
- Intelligence gathering to identify those responsible
- Circulation of information to possible disposal areas (pubs and clubs)
- Tackling outlets and 'handlers' for stolen property
- Supporting police enforcement activity

A number of further Public education days are planned at strategic locations on the run up to Christmas, staffed mainly by volunteers, and supported by media and press releases. A Crimestoppers Campaign is in existence with the placing of street signs in areas of interest as well as publicising IMMOBILISE, an initiative supported by Sussex Police to ask people to record their valuable equipment, mobile phones and 'sat navs' to assist patrol officers stopping suspects in identification of stolen property.

- 5.7 The anti-social behaviour team have also linked to the FIP in as much as their efforts have provided an earlier intervention, trying to prevent the issue escalating to the FIP level. Frequently ASB officers have supported the housing department, working with up to 7 victims at a time, to try and resolve particular issues.

Working with the police as partners is key, but our ASB officers identified a need for better multi-agency co-ordination to repeat and vulnerable victims and the Anti-Social Behaviour Risk Assessment Conference as shown in the Appendix 1 is one such initiative to better provide a quality and joined up approach to victim need.

Firm links are established with FIP (Think Family expansion) and the Active Communities Team to develop diversionary approaches and a programme of activities targeted at the groups most at risk.

- 5.8 As referred to at 3.12, changes to legislation, in October 2014, will also change the ASB landscape and the role of our officers, who will have a pivotal role in monitoring local responses to ASB and nuisance as well as providing advice, guidance and training to those pursuing civil enforcement in Adur and Worthing.
- 5.9 The section 30 orders, used by Police in Worthing during the summer in respect of the street community will be superseded by the new legislation, but currently no information is available as to the differences which might accrue as a consequence. The current order ended after its 3 month period at the end of August 2014, and was seen as being particularly successful in minimising the problems historically caused by the street community.
- 5.10 Developments in the last 6 months include Think Family Neighbourhoods, where targeted work is being undertaken in two areas, one in Adur and one in Worthing, to bring the communities together and encourage greater community involvement in self-help and community development; Eastbrook in Adur and Northbrook in Worthing.
- 5.11 Other programmes either in train, proposed or in development include:
- Working with Looked After Children to give them a focus on their future development and the ability to support themselves when leaving care
 - A peer mentoring programme for young people
 - Volunteer counselling for young people
 - Young Persons Alcohol Outreach Workers and work to target street drinkers
 - Park Nights (Health and Well-Being Team) across Adur and Worthing
 - Break For Change Project addressing child to parent abuse
 - The "Better Place" Group addressing environmental issues, community cohesion and developing play spaces and community gardens as well as other community activities.
 - Area Road Safety Partnership (Fire District Commanders Fund)
 - Taxi Marshall Scheme (Funded by Licensed Premises)
 - Play streets

- Action Eastbrook and action Northbrook
- 5.12 Basically, it is no longer enough to consider just the Safer Communities Partnership in a bubble of isolation, but it needs to be seen as a continuum with other services and actions in the statutory, public and voluntary sectors.
- 5.13 It is clear that while there will always be new challenges and things to do, Adur & Worthing are approaching the future from a sound and effective base of professionalism and expertise, project work, service delivery and vibrant partnership activity, all of which will enable us to better ride out the difficulties anticipated in future.
6. **Drug and Alcohol Workers**
- 6.1 Members will remember the grant application that was submitted to the lottery to support work on alcohol across Worthing and Adur. Sadly, although the application was resubmitted, it didn't pass through the lottery process and was rejected.
- 6.2 Due to the fact that the Safer Communities Partnership had been judicious in its handling of previous government grants, there has been a small reserve of partnership funds (mentioned last year) available to support ongoing requirements in the short term. The same source of funding has been applied to the anti-social behaviour team until the allocations from the Police Commissioner are known for next year.
- 6.3 Had we not been able to do this, then we would have lost key experienced staff at a time when we need to maintain the downward pressure on crime and disorder, which would have in all likelihood led to a rise in crime and anti-social behaviour.
- 6.4 Clearly, as the BIG Lottery application was unsuccessful, if the settlement from the Police Commissioner through West Sussex County Council for 2014/15 is disappointing, then hard decisions will need to be made about the future shape of our services and how we might continue to achieve our outcomes in the changing landscape.
7. **Conclusion**
- 7.1 Even in these challenging times, it is clear that the Adur and Worthing Safer Communities and local Strategic Partnerships are performing well. We will however see a changing landscape over the next year, which will bring with it many new challenges, especially around sustainability and maintenance of key posts.
- 7.2 Many problems being addressed have common roots, such as alcohol (violent crime, ASB and DV) and drugs (acquisitive crime) and are tackled in partnership. Mental Health, as a new responsibility as a Champion Council, also is cross cutting and will form part of the Adur and Worthing strategic direction on health and well-being.
- 7.3 The drive to involve the community in self-help will undoubtedly continue, but brings with that policy a raft of fresh challenges, and their greater involvement will undoubtedly require support and co-ordination from professional and experienced officers.
- 7.4 That being said, working smarter will of course involve innovative ways of achieving the same objectives, and undoubtedly the voluntary sector and the community will all need to play their part.

- 7.5 Future national government spending reviews will probably lay down further restrictions on finance, so the future is not assured by any means. It remains to be seen whether our continued momentum can be sustained, and our best chance of doing so is based in our partnerships which thankfully are well founded in the Adur and Worthing area.
- 7.6 Adur and Worthing continue to punch above their weight in involvement with county wide objectives and outcomes, and support a wide range of issues around Safeguarding of Children, older vulnerable people and Domestic Violence. But in such an uncertain world, all matters will need to be kept under constant review to ensure as far as possible that we retain the skills necessary for future involvement while retaining both the commitment and ability to achieve success.

A handwritten signature in black ink, appearing to be 'DS', with a horizontal line extending to the right.

Councillor David Simmons
Chair, Adur & Worthing Safer Communities Partnership
3rd November 2013

SAFER COMMUNITIES PARTNERSHIP TEAM – ACHIEVEMENTS 2013 – 2014

1. Anti-Social Behaviour

- 1.1 The focus for tackling Anti-Social Behaviour across Adur & Worthing continues to utilise an early intervention approach, as well as engaging with young perpetrators and vulnerable victims. It was recognised by the partnership that by intervening at as early a stage as possible it not only proved to address behaviours before they were too entrenched, but saved on valuable and often costly resources. The Early Intervention Project process has been key in contributing to support those young people who are at risk of offending or have just started to offend avoiding entry into the criminal justice system. There has been significant success with this project, showing results of over 70% of those young people engaged in the project not coming back to the attention of Police and agencies following intervention.
- 1.2 The Anti-Social Behaviour Risk Assessment Conference (ASBRAC) has been developed in the latter part of 2013 and brings together Adur Homes, Environmental Health, Registered Providers (RPs), Social Care, WSCC, Victim Support, Sussex Police and more recently Mental Health to discuss the most vulnerable members of the community and to action plan to reduce possible harm. This has been a significant piece of work that has been received well by partners and will, going forward be at the centre of a district wide response to repeat and vulnerable victims. The team are also sharing their expertise with other authorities who are looking to implement a similar process.

2. Anti-Social Behaviour and Think Family

- 2.1 The ASB Team has been central to embedding E-CINs locally, as a multi-agency platform for problem solving/ case management of victims and perpetrators. As an early adopter of this system locally, in 2013 there has been a need to roll this system out to other agencies working in the field to support co-ordination and management of ASB and vulnerable victims. Comprehensive training has been delivered by the team to Environmental Health, Worthing Homes, Neighbourhood Policing Team and this remains an ongoing piece of work. Locally we are also using it to case manage families at neighbourhood level as part of the Think Family Programme. The benefits of this work has been recognised across Sussex and as a consequence agencies including Sussex Police will be exclusively using this system to record/ hold case files that can be shared with all interested parties, making action to tackle issues swifter and more co-ordinated. Several high profile presentations have been delivered by the team to assist in the promotion of this system across Sussex.

3. Youth Diversion

- 3.1 Diversionary activities have also been delivered, to provide for those young people who are most at risk of offending/ vulnerable or have a sibling who is offending. The partnership provides funding to support these young people using the arts. Jellyfish, a music programme continues to grow with 30 young people now attending on a weekly basis and such is its popularity that another instructor has had to be employed in this period. The Project enables young people to learn to play in bands, write their own music, develop their musicality and perform on a regular basis. Young people are generally referred through Pastoral Teams in local schools, IST, and Young Carer's.

3.2 Although young people are there to play music, they also have the opportunity to talk to youth workers on a one to one basis about any issues that are affecting them. This has included; issues around drug use, family breakdowns, risk-taking behaviours, mental health concerns, relationships, confidence/low self-esteem & school exclusion. One young man has been attending Jellyfish for 3 years and is now at Northbrook College studying Music. He has also become a volunteer Music Tutor on the Project, helping to steer and direct it each term.

4. Street Community Alcohol Use and Misuse

4.1 The partnership have continued to prioritise two distinct groups of people in order to tackle drugs & alcohol misuse, those being young people and an identified group of the Worthing “Street Community”, which for the purposes of this report are referred to as Street Drinkers. Although, it is widely understood that Street Drinkers often have multiple and complex needs of which drugs & alcohol use is the main factor, but not the only one.

4.2 The Street Drinkers Operational Group has been working together (ASB Team, Housing Services, Outreach Workers and Sussex Police) to reduce ASB caused by the Street Drinking community. This has involved a mixture of support and enforcement. It is widely accepted that enforcement alone will not stop those individuals who have addiction or are habitual drinkers from drinking. The partnership approach is to balance supportive measures and encourage drinkers to reduce the number of units they are drinking so that they can start to address some of the contributing factors, for example secure accommodation & manage debt. During 2013 the group has reviewed their process to focus on the top 10 individuals that are at risk and/or having an impact on the community.

4.3 The Street Drinkers Outreach Worker has focused their resources on maintaining assertive outreach to the identified “street community”, providing the support element of the street drinking work. Along with the Councils’ Housing Outreach worker, the Street Drinkers Outreach Worker has targeted areas of Worthing predominately where drinkers are known to frequent. Outreach workers, typically in high season (summer months) will provide outreach services starting at 6am in order to catch the drinkers whilst bedded down and not too intoxicated that they cannot engage in meaningful support. It is widely recognised that it is again more beneficial to meet this client group in their own surroundings that ask them to present at agency buildings where they could be turned away if intoxicated. This project also once engaged offers 121 support, group sessions and also provides advocacy support to drinkers in order to start getting the drinker into long term recovery and stem the cycle of change.

5. More general Alcohol Use and Misuse issues

5.1 The Joint Action Group (JAG) also put into place a Local Action Team (LAT) to support and address street drinking issues in and around Liverpool Gardens/Montague Street Band Stand in 2013. There had been numerous complaints from local businesses, members of the public and local elected members re: this area and working with the operational group the LAT explored remedies to reduce the impact. One of the measures implemented was Section 30 order that gives the Police the ability to serve those acting anti-socially direction to leave a geographical area for 48 hours without returning. This was in place from December 2013 to the end of February 2014 and again in the summer period until the end of August 2014

5.2 ACPO Alcohol Harm Reduction week was held in September 2013, which is a national campaign highlighting the realities of dealing with drunkenness and alcohol-related

incidents. Sussex Police and the Safer Communities Team supported this initiative in order to highlight the local impact it has on both the police service and partner agencies.

6. Night-Time Economy - Worthing

6.1 The campaign, 'Operation Marble' (Policing of the night time economy) focused on the night time economy in Worthing over the weekend period during the harm reduction week. This ran as normal but with additional support from extra staff from Licensing and Neighbourhood Policing as well as representatives from the Safer Communities Team, Fire Service and Street Pastors. Nightclubs and pubs supported activities highlighting prevention and local taxi firms reinforced safe drinking messages through the use of poster advertisements within vehicles.

A summary of some of the activities are shown below:

- Nightclubs worked with Police on various days implementing a knife arch as a condition of entry to deter knife crime fuelled by alcohol;
- West Sussex Fire Service displayed a crash car trailer in the town centre to highlight the dangers of drink driving;
- The Police and Safer Communities Partnership Team displayed a "Choose your ride" car in the centre of the town. This car is a twin concept of a taxi and police car that initiates thoughts as to what option you want at the end of an evening;
- Think safe, drive Safe posters were created and circulated in local taxi's highlighting safe drinking options;
- Alcohol education lessons were delivered in local schools by Neighbourhood Schools officers across the district to various young people of secondary school age;
- Tweets from the weekend were posted on various community websites.

6.2 Reducing vulnerability is a priority for the partnership and for 13/14 they have focused and supported a number of projects/ initiatives that contribute towards putting into place safety measures to protect and reduce the opportunity for harm.

6.3 Taxi Marshals have continued to provide a uniformed presence in Worthing Town Centre on a Friday and Saturday night. They continue to ensure that people wanting to leave the town centre do so safely and are accommodated in taxis.

6.4 Street Pastors have also contributed to reducing harm in Worthing by providing support to those using the night-time economy, many of which are often highly intoxicated. They continue to recruit new pastors and have a fully qualified team. 'The Place' was being used in the early part of 2013 as a 'safe haven' where Pastors can take those most at risk and provide a shelter, this later moved to Storm House just a short distance away. Developments of this project, has seen training given to a new group of pastors that in summer months who work twilight hours in local hotspots and parks providing support/ information to young people who might be using substances, demonstrating risky behaviour or who are involved in ASB/Crime. It is envisaged that following this pilot project that in the next assessment period the impact of this work will be seen.

7. Community Tensions

7.1 The Community Tensions Monitoring Group has met on a monthly basis to identify and monitor community tensions and put actions in place, if appropriate to reduce the level of tension. Most have been assessed as low risk. However issues have been highlighted around

travellers and more recently there have been incidents of racist graffiti targeted at the local mosque as well as at a family home. Where risks are identified measures are put in place to address and reassure the community.

- 7.2 This group is seen as an important forum to consider locally impacts of national and international events which could lead to tensions between community and cultural groups, which has relevance to the national government's anti-radicalisation strategy called 'Prevent'

8. Break for Change

- 8.1 This program works with parents and children where there has been child to parent abuse. The program runs for 11 weeks and is run by a range of agencies including: Safer Communities Team, Family Resource Team, Worthing Women's Aid, Rise, Worth and the Youth Service.
- 8.2 Following on from the success of pilot programs, Break 4 Change has now secured funding to be delivered across the County funded through Think Family. In 2013, the project was run in Arun District and was well attended with some very positive outcomes for the 7 families that participated.
- 8.3 The young people work in a separate group to the parent group and focus on therapeutic work where their behaviour can be challenged. They also use creative techniques to practice what they have learnt. This involves graffiti, art, music, lyric writing and rap. The parent group predominately is therapeutic looking at skills for assertiveness, listening skills and building a relationship with their child.
- 8.4 The group is given a CD of the songs they have created to take home at the end of the course. Whilst the sessions are running the group also uses film to start a healthy form of communication between the young people and parents. The young people pose a question to the camera for the parent to see and respond to in the next session. This creates a dialogue between them that runs throughout the sessions. There is a celebratory session at the end when the two groups come together and the hard work is praised.

9. Safer Roads and Reduction of Killed and Serious Injuries

- 9.1 Road Safety is an issue that is consistently raised by member of the public, Neighbourhood Panels and Neighbourhood Watch groups and is a key priority for Adur and Worthing CSP.
- 9.2 The Road Safety Action Group (RSAG) have continued to support residents and Neighbourhood Panels through community speed watch and are actively deploying the speed indication device (SID) in high impact areas such as the A27 at Upper Brighton Road, Grinstead Lane in Lancing and the lorry car park in Southwick. The SID identifies and records data on those vehicles that are speeding through areas. The device notifies the driver that they are speeding by displaying an unhappy face. In certain areas there device has been used to provide reassurance to those residents who have a misconception that their area is being sped in. The SID has been deployed over 60 times in the past 12 months.
- 9.3 In November Northbrook College and the Pavilion played host to the Safe Drive/ Stay Alive project with over 1,000 young people from across Adur & Worthing receiving a hard hitting 90 minute production of fictitious clips and real-life accounts from members of the

emergency services and members of the public who have been directly affected by a road incident. The event tackles many of the common dangers for young people e.g. peer pressure, drink driving, speeding, not wearing seatbelts and the distraction of mobile phones. Young people were also able to hear first-hand the experience of a mother who lost two children in road accidents. This project always proves thought provoking and for those that attend, an emotional experience not to be forgotten!

10. The Joint Action Group (JAG) and Local Action Teams (LATs)

- 10.1 The Joint Action Group (JAG) responds to emerging crime patterns and threats, as well as planning projects/ initiatives to mitigate the impact of seasonal peaks and trends.
- 10.2 During 2013 there have been a number of time limited Local Action Teams drawing together key professionals and local stakeholders, set up to address emerging crime trends. These include:
- Burglary other than dwelling
 - Cycle theft (current)
 - Various vehicle crime to include
 - theft from insecure cars
 - theft of high value tools from tradesmen's vans
 - damage to vehicles
 - Intelligence gathering
 - Outlets for stolen property
 - Publicising IMMOBILISE, a free site registering details of property
 - Street drinkers and associated issues as described above
- 10.3 The vehicles crime LAT, Chaired by Cabinet Member of Adur Council, David Simmons, has focused its attention on vehicle crime & links with other crime types such as burglary other than dwelling and drugs. Vehicle crime, particularly theft from a vehicle has risen significantly with a trend being seen across Shoreham and in pockets in Lancing and more recently in Gaisford in Worthing.
- 10.4 The LAT held two public events to raise awareness of the rise in crime of this type and advising residents to remove valuables from their car and completed several radio broadcasts. BBC South Today sending a film crew to capture the initiative and considerable amount of press coverage was achieved. Crimestoppers signage was also erected in hot spot locations, so that residents could report intelligence anonymously in support of police activity.

11. Seasonal Campaigns

- 11.1 Op Tinsel was delivered to address the seasonal peaks in crime during the Christmas Period. Multi-agency focused road shows saw the partnership take to late night shopping nights in Shoreham & Worthing to raise awareness of the crimes that traditionally peak over the Christmas period (Burglary dwelling, theft from vehicle & alcohol related crimes). The road shows delivered crime prevention messages around theft from vehicle, domestic burglary, theft from person particularly focused on purse/ wallet theft and also the risks associated with increased alcohol usage during the festive period. It also gave local residents & stakeholders the opportunity to raise concerns in their area, identify local priorities that perhaps hadn't been identified through traditional data sources as well as for partners to feedback on the activities/ projects that were already in place to tackle issues.

- 11.2 Op Tinsel also put into place additional measures to address the issues associated with the Christmas festivities and the increased consumption of alcohol in night-time venues. Lollipops were distributed by the Street Pastors to those who were vulnerable and intoxicated as have been identified as best practice to reduce noise nuisance. During December Op Billabong (an operation run to deter and prevent shop lifting) was run in both Worthing & Shoreham Town Centres.

Op Halloween was delivered over the bonfire/ Halloween period. This time of year traditionally sees an increase in criminal damage and ASB. Two academies in Shoreham were jointly visited by crew from WSFRS and supported by the Police Schools Officers to raise awareness of the dangers at this time of year in terms of firework safety and also demonstrate the potential impact on other residents of behaviours. Till-wobblers, redesigned this year were given to local supermarkets to display on their checkouts advising customers that they would not sell eggs, flour and paint to those persons under 16 years old over the time period. The Op Halloween planning group have also utilised the partnerships' social media account to promote the Fireworks Code and advertise organised events.

12. Young People's Takeover Day

- 12.1 Following the success of last year's 11 million Takeover Day, in November the Safer Communities Team provided another opportunity for young people to get involved in the decision making processes of their local council. The team supported a group of young people to work alongside the Safer Communities Team, Sussex Police and WSFRS to gain experience of how decisions are made and provide insight into the issues that are important to our residents.
- 12.2 The partnership also hosted the first local youth voices 'Speakeasy' headed up by Adur and Worthing Councils on Thursday 13th June with support from Sussex Police, West Sussex County Council, Worthing Youth Council and the NSPCC. The 'Speakeasy' engaged with young people on a range of issues such as Youth Unemployment and Careers Advice, Drug and Alcohol Misuse, Young People and Domestic Abuse, Staying Safe in a Digital Environment and Local Activities and Projects for Young People. During the event, students had the chance to take part in a question and answer session with senior managers and decision makers and to challenge and ask questions about how and why they make the decisions they do.
- 12.3 Feedback gathered on the day has been used to inform the work of officers involved in the day both locally and nationally. Young people's views on E-safety and what internet based organizations should be doing to keep young people safe was shared with Maria Miller, Culture Secretary in time for her meeting with Facebook, Google and other organizations on June 18th. They called for them to do more to make reporting easier and to make it more difficult for inappropriate content to be posted online.
- 12.4 Young people who took part in the Drug and Alcohol workshop worked with the Safer Communities Team and the Police to identify how they would want to receive services and education about substance misuse as well as exploring the law around them. This feedback was directly inputted into a bid to Reaching Communities to fund substance misuse work in the local area.

Wards: All

Allotments Strategy Progress Update

Report by the Director for Communities

1.0 Summary

- 1.1 This report provides an update on the progress made in writing an Allotment Strategy for both Councils.
- 1.2 It also provides information on the work that Officers have started in implementing the proposed actions which will be contained in the strategy.

2.0 Background

- 2.1 Officers have been requested to provide an Allotment Strategy for consideration for approval, which once approved will be used to shape the future management of and opportunities for improvement for both Councils allotment sites.
- 2.2 Work on this strategy has been delayed and is taking longer to complete than anticipated as Officers charged with writing the strategy have also been busy dealing other pressing matters related to the Parks & Foreshore Service.
- 2.3 These have included dealing with traveller incursions; reacting to flooding incidents over the Winter period; helping to facilitate an increasing number of community events; responding to concerns regarding water quality at Brooklands Lake; submitting multiple external funding bids; several meetings with community organisations exploring opportunities for community management of facilities; development of community gardening proposals; and dealing in the Spring and early Summer with the additional pressure placed on the Service by the increased grass growth experienced.
- 2.4 Officers are now proposing that an Allotment Strategy for consideration will be completed in time for the November 2014 meeting.
- 2.5 Discussions have taken place between both Cabinet Members for the Environment and Officers on the allotment sites contained within their portfolios.
- 2.6 The Cabinet Member for the Environment for Adur has worked closely with Officers from the Parks & Foreshore section in a recruitment drive to appoint Overseers from existing plot holders to provide cover for all of Adur's allotment sites. This recruitment drive has proved to be successful with a further 7 people coming forward to fill Overseer vacancies. Officers will continue to seek Overseers for the remaining Adur sites still without an Overseer. A framework exercise to agree

renumeration to each individual Overseer based on the number of plots managed has now been completed and will be subject to a separate report to Adur's Cabinet Member – Environment in the near future for approval.

- 2.7 A recent tour of all Adur allotment sites with the Cabinet Member- Environment and an Adur allotment representative has led to a list being compiled of areas for improvement on the sites. A capital bid for 2015/16 has been submitted to fund some of the improvements identified as being needed at Williams Road. These include pathway remedial works, creation of raised beds for disabled plot holders and renovation of brick built plot holder sheds. It has also provided a greater understanding of what is required to be included in the strategy to benefit Adur allotment plot holders.
- 2.8 In Worthing, the self-management trial at West Tarring allotment site which was started in October 2013 has been considered to be a great success by both the plot holders and also the Council. The plot holders have demonstrated that they have the key skills and commitment required to not only take over the day to day responsibility for the site but have also carried out considerable improvements to the site's infrastructure and general appearance.
- 2.9 The Council has also benefited through providing a greatly reduced grounds maintenance and administrative service for West Tarring. The financial savings in this outweighs the loss in rent received.
- 2.10 Under the direction of Worthing's Cabinet Member – Environment, Officers have been working closely with the elected Executive from West Tarring allotments and Overseers representing the other 7 Worthing allotment sites to work towards the implementation of self-management for all Worthing allotment sites by October 2015.
- 2.11 To achieve this, an All Sites Working Group has been set up to agree a framework for consideration by Worthing plot holders on whether they wish to follow West Tarring's example and become self-managed from October 2015.
- 2.12 It is expected that the self-management framework for all sites will be completed by January 2015, with a vote for the other 7 sites on whether to opt for self-management to take place in January 2015.

3.0 Proposals

- 3.1 It is proposed that Officers complete the Allotment Strategy for consideration by this Committee in November 2014.
- 3.2 It is proposed that the process continues on recruiting Overseers for all Adur Allotment sites.
- 3.3 It is proposed that All Sites Working Group continues to develop the framework for the self-management of the remaining 7 Worthing allotment sites.
- 3.4 It is proposed to report back to this Committee on the progress of the above 3 proposals when considered appropriate.

4.0 Legal

4.1 There are no powers or legal consideration arising from this progress report.

5.0 Financial implications

5.1 There are no direct financial implications arising from this progress report.

6.0 Recommendation

6.1 That the Committee approves the proposals put forward in this report.

Local Government Act 1972

Background Papers:

No background papers

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Schedule of Other Matters

1.0 Council Priority

1.1 The actions detailed in this report meet the Council's following priorities

1.2 Adopt more sustainable ways of delivering services.

1.3 Through greater community involvement, the Councils will be able to develop a more sustainable way of delivering its allotment services.

1.4 Work actively together in partnership to deliver cost effective services whilst retaining separate identities and seek to extend partnerships with others.

1.5 The partnership with Worthing Allotment Management is a great example of how the Council has managed to continue to discharge its statutory duty to provide allotments where there is a demonstrable demand for its provision through greater community involvement and empowerment.

1.6 Keeping Council Tax increases low.

1.7 The actions contained within the report will produce revenue savings through reduced Councils administrative and grounds maintenance costs going forward via transferring responsibilities and duties to the plot holders through self-management in Worthing and the increased direct involvement of Overseers in Adur.

2.0 Specific Action Plans

2.1 Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 More direct active involvement on the allotment sites by the Overseers and plot holders will contribute to the reduction of crime and anti-social behaviour taking place on allotment sites.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered and no issues identified.

8.0 Consultations

8.1 Consultation has taken with place with Allotment Overseers in Adur and also Worthing Allotment Management (WAM) for West Tarring and Overseers for Worthing's other allotment sites.

8.2 The results of this consultation will be used in conjunction with the Cabinet Member's for Environment direction to help shape the Allotments Strategy to be presented for approval.

9.0 Risk Assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 This report contains information on the greater community involvement that the both Cabinet Members for the Environment and Officers are seeking to develop for both the current and future management of allotment sites in Adur & Worthing.

1ST CAPITAL, REVENUE BUDGET AND PERFORMANCE MONITORING 2014/15 REPORT BY DIRECTOR OF DIGITAL AND RESOURCES

1.0 SUMMARY

- 1.1 This report updated the 2nd September, 2014 Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2014/15, compared to the Revenue Budget approved by both Councils on the 20th February 2014 (Adur District Council) and 18th February 2014 (Worthing Borough Council).
- 1.2 Information is also provided in respect of earmarked reserves and capital expenditure for the 2 constituent authorities.
- 1.3 The Joint Strategic Committee (JSC) was asked to consider and recommend to Adur and Worthing Councils where appropriate:-
- the current projections of variations in the two Councils' General Fund Revenue Budgets and the anticipated position relating to the staff vacancy provision;
 - the current projections of variations in the Adur Housing Revenue Account;
 - the progress of the 2014/15 Capital Investment Programme for Adur and Worthing Councils;
 - any amendments and virements to budgets for each Council;
 - an updated corporate risk register; and
 - the progress on some key local performance monitoring indicators.

2.0 BACKGROUND

- 2.1 In February 2014, the Councils agreed the 2014/15 Revenue Budgets as part of the overall council tax setting process for Adur District Council and Worthing Borough Council. Local authorities have a statutory duty under the Local Government Act 2003, to monitor their income and expenditure against their budget, and be ready to take action if overspends or shortfalls in income emerge. If monitoring establishes that the budgetary situation has deteriorated, authorities are required to take such action as they consider necessary. This might include, for instance, action to reduce spending in the rest of the year, or to increase income, or the authority might decide to take no action but to finance the shortfall from reserves.

2.0. BACKGROUND

- 2.2 This report represents the 1st Quarter of the monitoring cycle. The projected outturn is reported three times during each financial year. There will be a further analysis of the variances at the end of the year when the outturn figures are reported.
- 2.3 The Councils' Standing Orders and Financial Regulations place an obligation on Chief Officers to advise Members where revenue expenditure cannot be contained within the approved estimates.

Budget Managers may, after consultation with the Section 151 Officer, vire up to £10,000 between any heads of expenditure or income within the approved revenue or capital budget of any Cabinet Member or Committee.

A Director may, after consultation with the Section 151 Officer, vire up to £25,000 between any heads of expenditure or income within the approved revenue or capital budget of any Cabinet Member or Committee.

A Cabinet Member may, after consultation with the Section 151 Officer, vire up to £50,000 between any heads of income or expenditure within their approved budgets. This can be agreed through consultation with the Cabinet Member electronically.

The Cabinets may incur, without Councils approval, expenditure not within the approved budget provided that the following criteria apply:

The cost is to be met from external funding, a contingency or reserve set up for the purpose; or

It is to be met from proven savings elsewhere in the revenue budget and does not exceed £150,000; or

It is to be met from proven savings in that financial year in the Capital programme and does not exceed £150,000 per project; and

The new project (whether revenue or capital) is fully funded by a grant or external contribution and resources already contained within the Councils' budgets provided that the cost of the project does not exceed £150,000.

The expenditure does not have the effect of changing Council policy.

Any movements in approved budgets will be identified and any necessary approvals sought as part of the quarterly monitoring reports.

Budget Managers have delegated responsibility to monitor their services on an ongoing basis throughout the year.

- 2.4 The JSC budgets are held separately and operate as holding accounts. They represent pooled budgets of Adur and Worthing Councils. All expenditure and income in the JSC budgets are recharged back to the respective authorities. This means that the net expenditure is fully allocated out to the two councils and the overall projected outturn for the JSC at the year end will be zero. All JSC over or underspends detailed in this report will be incorporated into the individual councils' accounts via the allocation process at the year end.

3.0 REVENUE 2014/15 FORECAST

3.1 We adopt a more structured approach to services which have budget problems or hard to predict income streams. For 2014/15, these services are:-

- Building Control
- Crematorium
- Development Control
- Homelessness
- Investment Properties
- Leisure Fit4
- Trade Refuse

We have set up a more rigorous budget monitoring involving the Cabinet Member of Resources for:

- Theatres
- Grounds Maintenance
- Parking

3.2 Most of these services are subject to more vigorous monitoring because they meet one or more of the following criteria:-

- Demand led
- Income based
- Specialist
- Significant changes to the service are being made in the near future.

3.3 In summary the overall revenue outturns reported for Q1 are as follows:-

Summary of 1st Budget Monitoring Report			
	Joint	Adur	Worthing
	£000s	£000s	£000s
Current Budget 2014/15	20,590	9,629	13,977
Projected outturn	20,428	9,472	13,800
Projected Forecast over/ (underspend)	(162)	(157)	(177)
Projected over/(underspend) percentage	-0.8%	-1.6%	-1.3%

* As highlighted earlier in this report, the JSC underspend is transferred to Adur and Worthing Councils in line with their allocated share. The reported budget variances in Adur and Worthing, in the table above, include the total share transferred from the JSC.

3.0 REVENUE 2014/15 FORECAST

3.4 The headline budget variations across both the councils and joint shared services are:-

3.4.1 The Business rates retention scheme was introduced from April 2013 and is now in its second year. Councils have a target income level set by DCLG at the start of the year. If they exceed this target they will be able to keep a percentage of the income and if there is a shortfall the difference will be paid over to government, subject to a 'safety net' figure. Overall each Council was budgeted to be in surplus in 2014/15 with net additional income of £142,000 for Adur District Council and £172,000 for Worthing Borough Council. Currently each Council is expected to benefit from higher than expected income due to additional S31 grant paid directly to the General Fund which compensates the Councils for income lost due to new mandatory relief such as the new retail relief. Overall income is as follows:

	Adur	Worthing
	£'000	£'000
Original budget	142	172
Current expected income	291	278
Additional income	149	106

There are a number of volatile risk areas that will feed into the calculation of future growth:-

- Some businesses represent a disproportionate and material business rate within the respective Councils' areas.
- Appeals are granted that go back several years.
- Mandatory rate relief (primarily charitable status).

At this stage of the year Adur DC's Collection Fund net position is showing 1% growth and Worthing's is showing growth of 11%.

The Council has jointly procured, with other Councils in the County, a software package which will enable more accurate forecasting of appeals, which are the main unknown factor in forecasting surpluses. Both authorities are now projected to be marginally in surplus in the Collection Fund at the end of the financial year. The 2014/15 surplus will be distributed in 2015/16 as prescribed by the code of practice.

3.4.2 Worthing Theatres

The first quarter shows a healthy improvement on last year in ticket income and a much improved catering position which have been the two areas of major concern. Worthing Theatres have also taken further steps to improve the cultural offer and are very proud of the content of the new season brochure which should help increase sales and revenues.

3.0 REVENUE 2014/15 FORECAST

3.4.2 Worthing Theatres

The team are currently forecasting a year end overspend of £194,000. The theatres management team are working hard to improve this expected position and bring spend back in-line with the budget by the year-end.

A management action plan is already in place to continuously maximise effectiveness and efficiencies. This includes the appointment of a Venue Hire Co-ordinator which is already resulting in additional venue hire income through wedding receptions, parties and functions and increase to the number of contemporary music hires. Increased venues hires will also result in additional catering income. The service is also promoting the venues and the offer via new social media sites in order to increase ticket sales.

3.4.3 Non Distributed costs

Any residual costs relating to the Aquarena have been transferred to Non Distributed costs as this site is no longer an operational building. There are residual running costs relating to the old site of £60k, which are mainly rates. The Council remains liable for the building and the car park until completion of the sale which could take up to 9 months.

3.4.4 External Borrowing Costs and Investments

For Adur the net cost of external borrowing and investments is projected to have a favourable variance of £130,000 and £435,000 for Worthing

3.4.5 Property management Income

The Worthing Investment Properties income shortfall £195,000 and Adur £60,000

3.4.6 Car Parks

Adur Car Parks income is down by £92,000 as the Riverside car park remains unchargeable, and there have been a number of incidents of vandalism on the machine in Old Fort which led to some days where the machine was not working. This has now been resolved with a lockable cage to protect the machine at night. Penalty charge notice levels have decreased. For Worthing, there has been a negligible impact on income resulting from the tariff trial to date and the service remains on budget

3.4.7 Community Safety

WSCC provided funding for backfilling of the Community Safeties Manager post. There was a delay in appointment and as a result there were gaps in cover and work that needed to be delivered hasn't been completed. It is necessary to use this funding of £19,250 to meet delivery. Additionally, £5,920 is required to continue the delivery around alcohol misuse, particularly the alcohol worker and taxi marshal scheme. The latter being funded from voluntary contributions from licensed premises. These items should have been included in the requests for carry forward but the requests were received late. As these relate to external funding it is recommended that they are funded from the Capacities Issues Reserves of the Authorities on a 40:60 Adur: Worthing split.

3.0 REVENUE 2014/15 FORECAST

3.5 The variations greater than £10,000 for this budget monitoring report are detailed below:

3.6 Joint variances over £10,000 have been allocated to the individual Council and marked with an asterisk*.

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Significant Variations Share of joint services allocated 40:60 to Councils *
Fit 4 Leisure Income				(287)	INCOME: Increased FIT4 income. See offsetting costs below.
Investment Properties			60	195	Underachievement of income due to empty properties. See section 3.5.7
Car Parking			92		Under achievement of income
Crematorium				80	Income from Cremations and memorials underachieving due to reduced death rate during the first quarter
Building Control				(20)	Early indications show that due to the improving economic position income will be exceeded
Building Maintenance			(50)		Additional income from new contracted works
Community Alarm			14		Shortfall in income partly due to loss of WSCC grant
Licensing				23	Reduced number of private hire operators and demand for various other licences still low but increasing.
Recycling	(20)	*	(8)	(12)	Increase in Garden Bin take up over and above predicted income
Theatres				200	Net shortfall of savings target in current year. See note 3.5.2
Housing Benefit Administration			71		Benefit Subsidy claim 12-13 overpaid.
Business Rates Retention Scheme			(149)	(106)	Additional grant for small business rate relief. See section 3.5.1
Total Income	(20)		30	73	

3.0 REVENUE 2014/15 FORECAST

Service Area	Joint £000s (under)/ over- spend		Adur £000s (under)/ over- spend	Worthing £000s (under)/ over- spend	Significant Variations Share of joint services allocated 40:60 to Councils *
Fit 4 Leisure				210	COSTS Increased variable salary and supplies & services costs associated with generating income.
Waste Collection and Street Sweeping	(40)	*	(16)	(24)	Vehicle fuel cost has increased less than anticipated
Office Accommodation	(102)	*	(41)	(61)	Savings on office cleaning contract
Non Distributed costs				60	Un-budgeted rates and residual costs of Aquarena site.
Treasury Management			(130)	(435)	Investment income below target but offset by lower borrowing costs due to slippage in the Capital programme and continuing strategy of borrowing shorter term to take advantage of lower rates.
Total costs	(142)		(187)	(250)	
Total Variance	(162)		(157)	(177)	

3.7 The Councils' individual Summary Projected Outturns are reported in Appendix 1a for Adur District Council and Appendix 2a for Worthing Borough Council.

3.8 There are some expenditure items that are not identified until the year end that will impact on the final outturn. These items can have a positive or negative impact on the final position.

They include:-

- Movement in the estimate for doubtful debts
- A review of any amounts needed to be set aside for liabilities that are likely to occur in the future
- Changes in allocations of staff time to outside the General Fund

4.0 CROSS CUTTING BUDGETS

4.1 Last year Joint Strategic Committee budgets in the categories of expenditure detailed below were underspent by £48,370.

- Equipment, furniture and material
- Postage
- Printing stationery and office supplies
- Consultancy costs

For this year we shall also review the following:

- Travel costs.

There are no significant under or overspends anticipated at this stage of the budgetary cycle for these categories.

5.0 VACANCY SAVINGS

5.1 There is an allowance for staff vacancy savings in both authorities' budgets for 2014/15 (Adur £240,640 and Worthing £508,610). There is no savings target included in the JSC budget.

5.2 The projected estimate of salaries underspends in the JSC represents an expected contribution to Adur and Worthing's vacancy savings. At this stage the projected outturn underspend of salaries of £212,000. It likely that outstanding job evaluation increases will offset this.

6.0 ADUR HOUSING REVENUE ACCOUNT (HRA)

6.1 Adur Homes is held within a ring fenced Housing Revenue Account.

	CURRENT ESTIMATE 2014/2015	PROJECTED OUTTURN 2014/2015	VARIANCE (UNDER)/ OVERSPEND 2014/2015	% (UNDER) OVERSPEND On gross expenditure
	£'000	£'000	£'000	
Expenditure	13,395	13,143	(252)	
Income	(13,395)	(13,395)	0	
Net (Surplus)/ Deficit	0	(252)	(252)	1.8%

6.0 ADUR HOUSING REVENUE ACCOUNT (HRA)

- 6.2 Quarter 1 shows a saving for the HRA of £252,000. This is due to a forecast saving in borrowing costs (interest and premia) of £280,000 plus £112,000 from the post of Executive Head of Adur Homes. This saving however is offset by the cost of the new post of Head of Adur Homes (£85,000), the contribution to the Council's Senior Management Team (£41,000) and the contribution of £14,000 to the new post of Head of Organisational Development.

7.0 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL CAPITAL INVESTMENT PROGRAMMES 2014/2015

Background

- 7.1 In accordance with the Councils' Capital Strategy the Joint Capital Working Group oversees the implementation and progress of both Councils' Capital Investment Programmes.
- 7.2 The Joint Capital Working Group meets quarterly and monitors the programmes' progress and finance, seeking to address any problems at an early stage in order for schemes to be completed within budget and timescales. Where problems are highlighted the Group considers possible remedies including virements between schemes, reprofiling of budgets between years and the withdrawal of schemes from the programme when schemes are unable to proceed. This could be due to resourcing problems, time delays or other factors beyond the Councils' control.
- 7.3 Full summaries of the progress of all the schemes in the 2014/2015 Capital Investment Programmes are prepared each quarter highlighting:

Schemes not progressing satisfactorily	Red
Schemes where progress is being closely monitored	Amber
Schemes progressing well	Green
Schemes where progress is beyond officers' control	■
Schemes with financial issues	£
Schemes where progress has improved	▲
Schemes where progress has deteriorated	▼

- 7.4 The Joint Capital Working Group also ensures that capital schemes are approved within financial regulations; a Summary of Project Initiation Document (P.I.D.) Approvals for 2014/2015 schemes and the P.I.D. documents (for schemes costing under £150,000k) are available from the Adur District Council and Worthing Borough Council Joint Intranet.
- 7.5 Financial Regulations require officers to report each project on completion detailing the original estimate, tender estimate and the final outturn; a Summary of Capital Project Final Account Forms submitted together with the Forms are available from the Adur District Council and Worthing Borough Council Intranet.

7.0 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL CAPITAL INVESTMENT PROGRAMMES 2014/2015

Background

7.6 Each year a small number of schemes are selected for a more detailed evaluation on completion and officers are asked to complete a Post Scheme Evaluation Form. These forms are also available from the Adur District Council and Worthing Borough Council Intranet with the Capital Project Final Account Forms above.

7.7 Learning points highlighted from 2013/2014 Post Scheme Evaluations and Capital Final Account Forms were:

- (i) Adequate access to Council Buildings and the likely disruption to service provision needs to be agreed in advance of the works contract to avoid timescales slipping and additional contractor costs being incurred.
- (ii) Communication and planning with ICT is essential prior to scheme commencement to define the works required and to set realistic timescales.
- (iii) Good communications and involvement with local communities regarding their aims and outcomes is essential for community schemes and may reduce vandalism.
- (iv) Additional revenue budgets are required for regeneration schemes and consideration needs to be given as to how these could be incorporated into the revenue budget in future years.
- (v) Good communications are required with the Councils' surveyors and engineers and involvement is required before capital bids are submitted for all construction and property related schemes.
- (vi) Flexibility is required for complex projects and specialist advice and alternative proposals might need to be considered.
- (vii) Project timescales must be clear from the beginning of all projects and must be regularly reviewed in order to prevent over-runs and additional costs.
- (viii) End users of ICT and replacement assets must be fully involved with the purchase from the outset of the project and the time required for this needs to be realistic.
- (ix) Procurement of ICT software licences through authorised resellers as part of the Government Procurement Service is a relatively easy process.
- (x) Involving contractors in the development and planning through the IESE tender process facilitates good communications.
- (xi) Visits by specialist suppliers to the location will help to specify the product required and can be the basis for the tender package; specialist works can be more effectively managed when arranged directly through a specialist contractor/supplier rather than subcontracted through a main contractor.

7.0 ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL CAPITAL INVESTMENT PROGRAMMES 2014/2015

Background

- (xii) Managing projects which have multi funders is complex and time-consuming and this needs to be factored into the initial project plan.
- (xiii) Timescales for contributions to third parties for non Council assets are beyond the Council's control.
- (xiv) Asset replacement cycles need to be realistic to keep up with technology and need to be linked to use and down time in order to be cost effective.

8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2014/2015 CAPITAL INVESTMENT PROGRAMME – JULY 2014

- 8.1 There are 58 schemes in the 2014/2015 current capital investment programme of which 31 schemes are progressing satisfactorily or have completed. Three schemes have been identified as not progressing satisfactorily and a summary of these schemes is attached as Appendix 4 to this report. A summary of the progress of all the schemes in the 2014/2015 Capital Investment Programme is available from the Councils' Joint Intranet. The current 2014/2015 budget is £12,367,160 which has increased by £1,696,230 from the original budget due to slippage from the 2013/2014 capital investment programme, approved changes to the 2014/2015 budget and budgets reprofiled to 2015/2016.
- 8.2 Budgets totalling £1,763,830 have been reprofiled to 2015/2016, where the original project plan has changed and the schemes are unable to complete in 2014/2015. A list of schemes reprofiled is attached as Appendix 6 to this report.
- 8.3 The following schemes have also been identified as possibly requiring reprofiling of budget to 2015/2016:
- i) Commerce Way Vehicle Workshop replacement roof including the provision of solar panels. Complexity of scheme may delay progress.
 - ii) ICT CenSus Projects. The implementation of the 'Redhat Linux' has been delayed by the need to complete all the PSN projects before this scheme can commence.
 - iii) Kingston Beach area improvements. Consultations with residents and Cabinet Members are proceeding and some works are anticipated this year but timescales are uncertain and there could be slippage.
 - iv) Southwick Recreation Ground refurbishment of hard surfaces. Discussions in progress with the MS Day Care Centre regarding suitable dates for the work as the Day Centre requires vehicular access 7 days a week. The scheme may slip to 2015/2016 if dates cannot be agreed.

8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2014/2015 CAPITAL INVESTMENT PROGRAMME – JULY 2014

- v) Street Scene rolling programme of improvements. Coronation Green surfacing and improvements. Works likely to commence Spring 2015 and might not complete by 31st March 2015.
- vi) Shoreham Harbour Capital Projects - Only 2 projects identified for funding in 2014/2015. The remaining budget is likely to be reprofiled to future years.

8.4 The following amendments, to the 3 Year Capital Investment Programme, are recommended:

8.5 West Sussex County Council have advised the Council that they are proposing to undertake 2 transport infrastructure schemes in 2014/2015 approved by the WSCC County Local Committee, and have requested the release of the following S106 receipts collected and held by Adur District Council. Under financial regulations the S106 receipts can be released by Officers but the schemes need to be added to the 2014/2015 Capital Investment Programme.

Scheme	S106 Agreement	Amount	Total Scheme Cost
		£	£
Footway enhancement scheme in South Street, Lancing.	ADC/487/08	1,520	
	ADC/595/08	5,920	
	ADC/365/09	5,358	
	ADC/164/08	6,960	19,758
Improvements at Southwick Station, including signage improvements, crossing improvements and tactile paving.	ADC/97/06	10,000	
	ADC/783/07	12,826	
	SW/81/04	1,680	24,506

8.6 After initial delays, due to priority being given to the Homes and Communities Scheme which is now not proceeding, the Council's Empty Properties Scheme to bring empty properties back into the community as residential homes is now accelerating. Reducing the numbers of empty properties in the District has a direct effect on the New Homes Bonus received by the Council and the Empty Properties Budget is £20,000 funded from the New Homes Bonus. Works in default, demolitions and enforced sales are all progressing and the estimated cost of these works is £22,000. It is anticipated that further schemes will come forward in 2014/15. Additional funding of £5,000 is requested from the 2014/2015 New Home Bonus to fund the small anticipated overspend and to fund any further schemes identified in 2014/2015 to bring empty properties back into use.

8.7 The Council has received a capital grant of £5,560 from the Cabinet Office for the purchase of elections hardware. The grant and purchases need to be added to the 2014/2015 Capital Investment Programme.

8.0 PROGRESS OF THE ADUR DISTRICT COUNCIL 2014/2015 CAPITAL INVESTMENT PROGRAMME – JULY 2014

- 8.8 The Joint Strategic Committee 24th June 2014 approved the carry forward of £20,000 from the 2013/2014 Housing Revenue Account to fund the purchase of a leasehold database. The current system does not meet the needs of the service and the proposed database will streamline processes and will be fully integrated to the Housing Management System. The purchase of the new system needs to be added to the Adur Homes 2014/2015 Capital Investment Programme.
- 8.9 The 2014/2015 Capital Investment Programme includes a budget of £24,750 for the purchase of community alarm equipment to replace existing equipment and also to buy new equipment to expand the service. The purchases are funded from the Community Alarm Service. Current estimates indicate that equipment purchases of £35,500 will be required in 2014/2015 to provide an efficient Community Alarm Service. It is recommended that the 2014/2015 Community Alarm Budget is increased to £35,500 to accommodate the additional purchases and that the increased budget is funded from income generated from the Community Alarm Service.
- 8.10 Budget of £27,000 was carried forward from 2013/2014 for the provision of outdoor fitness equipment at Buckingham Park. In order to maximise the equipment to be replaced at Buckingham Park it is requested that the budget is increased to £37,000 with the additional £10,000 being funded from a contribution from the Parks revenue budget.
- 8.11 The Adur Homes 2014/2015 Capital Investment Programme has been reviewed and the budgets require revising in line with the anticipated spend profile at this time. This has resulted in reprofiling budget of £225,000 to 2015/2016. The main reasons for the budget revisions are as follows and full details of individual scheme revised estimates are set out in Appendix 4 to this report.
- i) Insufficient staff resources to prepare contracts and oversee works has resulted in low risk/low priority work being rescheduled to 2015/2016.
 - ii) The main contractor for the kitchen and bathroom improvements is unlikely to complete works to fully utilise the original 2014/2015 budget.
 - iii) Budget revisions are required to accommodate additional priority works in 2014/2015 which were not envisaged when the original budget was agreed.
 - iv) Works to replace a number of the existing community alarm/alert systems originally budgeted in 2015/2016 have been added to the 2014/2015 programme of works, due to some systems showing early signs of failure and are therefore in need of earlier replacement.

It is recommended that individual scheme budgets are revised in line with anticipated revised estimates as set out in Appendix 4 to this report.

9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2014/2015 CAPITAL INVESTMENT PROGRAMME – JULY 2014

- 9.1 There are 78 schemes in the 2014/2015 current capital investment programme of which 34 schemes are progressing satisfactorily or have completed. Only 1 scheme has been identified as not progressing satisfactorily and a summary of this scheme is attached as Appendix 5 to this report. A summary of the progress of all the schemes in the 2014/2015 Capital Investment Programme is available from the Councils' Joint Intranet. The current 2014/2015 budget is £5,214,820, a decrease of £970,950 on the original budget due to slippage carried forward from 2013/2014, approved changes to the 2014/2015 Capital Investment Programme and budgets reprofiled to 2015/2016 and future years.
- 9.2 Budgets totalling £1,649,430 have been reprofiled to 2015/2016 and future years where the original project plan has changed and the schemes are unable to complete in 2014/2015. A list of schemes reprofiled is attached as Appendix 7 to this report.
- 9.3 The following schemes have been identified as possibly requiring reprofiling of budget to 2015/2016:
- i) Beach House Park replacement of the irrigation system on the bowling greens. The project has been delayed by consideration of the Parks Strategy and recommendations are due to be considered by the Joint Strategic Committee in September 2014. The Strategy recommends that the bowling green at Beach House Park is retained but it might not be possible to procure the new system this financial year.
 - ii) Crematorium driveway works. UK Gas have carried out feasibility works regarding the new gas main and are finalising their proposals which will determine how and when the scheme will progress.
 - iii) Davisons Leisure Centre replacement of boilers and one hot water cylinder. Scheme progress is dependent on WSCC and changes in WSCC personnel and responsibilities may delay the progress of this scheme.
 - iv) Davisons Leisure Centre refurbishment of tennis courts to improve the drainage. Scheme progress is dependent on WSCC who are carrying out their own drainage investigations which may delay the progress of this scheme.
 - v) Public Conveniences improvement and upgrading of the Guildbourne site and Sea Lane Café site. Works to be undertaken after the seafront public conveniences have been completed and might be delayed into 2015/2016.
 - vi) Solar Renewable Energy Projects at Portland House, Assembly Hall and Worthing Leisure Centre. Schemes are to be progressed by "Your Energy Sussex" a County led initiative. The delivery consultant has been agreed and they are currently assessing sites and pricing. However, the legal agreement with "YES" is currently being negotiated and works might slip to 2015/2016 if there is a delay in the legal agreement.

9.0 PROGRESS OF THE WORTHING BOROUGH COUNCIL 2014/2015 CAPITAL INVESTMENT PROGRAMME – JULY 2014

- vii) Homefield Park Newlands Road Access reconstruction. The scheme has not commenced and might not complete this financial year.
- viii) Victoria Park refurbishment of paths. The scheme has not yet commenced and might not complete this financial year.

9.4 The following amendments to the 3 Year Capital Investment Programme are recommended:

9.5 The 2014/2015 Capital Investment Programme includes an “invest to save” scheme at Worthing Leisure Centre to replace the astroturf and convert the area into 6 pitches, upgrade the changing area and install floodlighting. The pitches have been completed under budget and it is requested that the underspend of £60,000 is used to provide additional car parking spaces at Worthing Leisure Centre. The work is an essential part of the scheme required to absorb the anticipated increase in membership and customer parking generated from the use of the new pitches.

9.6 The Council has received a capital grant of £5,560 from the Cabinet Office for the purchase of elections hardware. The grant and purchases need to be added to the 2014/2015 Capital Investment Programme.

9.7 The 2014/2015 Capital Investment Programme includes a budget of £28,800 for the replacement of fitness bikes for the Splashpoint Leisure Centre. The actual cost of the replacement equipment is £40,000 and it is recommended that the budget is increased to £40,000 funded from 2014/2015 Splashpoint Leisure Centre income.

10.0 MINIMUM REVENUE PROVISION (MRP) AND DEBT POSITION

10.1 In recognition of the introduction of the Housing Revenue Account (HRA) Self-Financing regime from 1 April 2012, the Councils’ joint treasury management policy requires separate accounting for General Fund and HRA debt for Adur Council in accordance with the “two pool approach” recommended by the CIPFA Treasury Management Code of Practice.

10.2 This approach apportioned historic debt at 31 March 2012 between HRA and General Fund in accordance with the Code guidance, and requires new borrowing from 1 April 2012 to be attributed to either General Fund or HRA according to the purpose for which it is obtained. This is because the Code stipulates that General Fund and HRA treasury management decisions are considered independently of each other, and in an equitable and transparent manner.

10.3 This transparency is in part facilitated by the reporting here of the analysis presented below, which in turn reflects the Treasury Management Strategy & Annual Investment Strategy, and the HRA Budget Report agreed before the start of the financial year.

10.0 MINIMUM REVENUE PROVISION (MRP) AND DEBT POSITION

10.4 Accordingly, the Table below sets out the respective General Fund and HRA debt positions for Adur Council, and also the General Fund position for Worthing (as it does not have an HRA). The table includes a comparison of actual debt with the corresponding underlying need to borrow (the Capital Financing Requirement, or CFR, being capital expenditure not financed from internal resources). It also compares the HRA Debt Limit imposed by central government with the actual indebtedness.

CFR v LONG TERM DEBT POSITION	ADUR DISTRICT COUNCIL			WORTHING BOROUGH COUNCIL
	General Fund (£)	HRA (£)	Total (£)	General Fund Total (£)
Actual Debt @ 01/04/14	13,215,445	64,993,382	78,208,827	14,722,209
Forecast Borrowing 2014/15 to fund capital expenditure	4,859,000	372,000	5,231,000	3,982,000
Debt Repaid (Net of re-financing) 2014/15	(516,373)	(1,706,167)	(2,222,540)	(834,440)
Actual CFR 31/3/14	11,029,957	65,253,458	76,283,415	23,759,369
Forecast Unfinanced Capital Expenditure 2014/15	4,859,000	372,000	5,231,000	3,982,000
MRP 2014/15	(802,565)	(1,716,907)	(2,519,472)	(875,825)
Forecast CFR @ 31/3/15	15,086,392	63,908,551	78,994,943	26,865,544
Forecast (Over)/Under Borrowing @ 31/3/15	(2,471,680)	249,336	(2,222,344)	8,995,775
HRA Debt Limit	N/A	68,912,000	N/A	N/A
HRA Borrowing Headroom (Debt Limit – Actual Debt)	N/A	5,252,785	N/A	N/A

10.5 Treasury management decisions are governed by considerations of prevalent interest rates. Consequently, at any given time, the Councils may legitimately be over or under borrowed for a variety of reasons:

- (i) There may be timing differences between when funds are borrowed to fund the capital programme and when the funds are spent.
- (ii) When interest rates for investments are lower than those for borrowing the Councils may choose to use internal resources to fund the capital programme (i.e. internal borrowing).

10.0 MINIMUM REVENUE PROVISION (MRP) AND DEBT POSITION

- (iii) If interest rates are expected to increase in future the Councils may borrow in advance of the need to fund the capital programme, as permitted by the CIPFA Code for Prudential Borrowing.
- 10.6 In the longer term, the Capital Financing Requirement and the level of borrowing should be broadly in line with each other. For Adur Council the General Fund is forecast to be over-borrowed by approximately £2.5m at 31 March 2015 if the capital expenditure plans are realised in full. However, in practice, the over borrowed position predicted at the end of the year is invariably below the forecast due to slippage in the capital programme and re-profiling of budgets. Hence, a more accurate position will emerge as the year unfolds.
- 10.7 In any event, the forecast over-borrowed General Fund position for Adur at 31 March 2015 is mainly a reflection of past historic debt and the application of the CIPFA two pool approach applied at 1st April 2012.
- 10.8 This methodology assumed the HRA was fully borrowed at the level of its CFR, with all remaining debt allocated to the General Fund. This resulted in the General Fund being deemed to be £2.2m over-borrowed at this point in time. But as the forecast for the equivalent figure at 31 March 2015 is £2.5m, there is no significant change to the underlying position. This is to be expected given the long-dated maturity profile of the debt portfolio, and the Council's prudent policy of setting aside MRP each year.
- 10.9 By contrast the HRA for Adur Council is expected to be some £249k under borrowed, similar to the position carried forward at the start of the year (£260k). The under borrowing position reflects the HRA share of the repayment of two PWLB loans of £500,000 each between the period 1 April 2012 and 31 March 2015, and the impact of the forecast unfinanced capital expenditure for 2014/15. One of the two loans was repaid on 21st May 2012, while the other is due to be repaid on 11 October 2014.
- 10.10 Significantly, since drawing down the HRA self-financing debt settlement amount (as required by Central Government) of £51.185m on 28 March 2012, Adur Council will have repaid £5.25m by the end of 2014/15. This will provide capacity for new borrowing to fund housing investment in future years.
- 10.11 Worthing Council is expected to be under-borrowed by nearly £9m at 31st March 2015, some £143k more than at the end of the previous year. This again assumes the capital expenditure plans are realised in full. The under borrowed position reflects the cumulative effect over many years of using internal cash surpluses as a cheaper alternative to borrowing from the external financial markets as a means of financing capital expenditure.

11.0 PERFORMANCE MONITORING

This report sets out the latest progress on key performance indicators.

Key Performance Indicators

1. % of household waste sent for reuse, recycling and composting

2013/14		2014/15 Q1 (13/14 Comparison)			2013/14 Q4
Adur	30.91%	Adur	36.45%	(37.3%)	30.91%
Worthing	34%	Worthing	40.47%	(38.92%)	34%
Targets	38.5%	Targets	37%	(38.5%)	38.5%

Increase in recycling rates in the period April – June is mainly due to the green waste. There has been an increase in the uptake of this service and the weather has been causing grass growth. A more realistic target of 37% has now been introduced for 2014/15.

2. Kilograms of residual household waste per household (Less is best)

2013/14		2014/15 (2013/14 Figures)				
			Adur		Worthing	
Adur	478	April	502	(508)	485	(503)
Worthing	491	May	505	(505)	483	(504)
Target	500	June	500	(486)	484	(491)
		Targets	520	(500)	520	(500)

The average amount of residual waste collected per household has remained relatively unchanged for the last few years and tends to fluctuate between 470 and 500 kilos. A more realistic target of 520 has been introduced for 2014/15.

3. Council Tax Collection (Quarter 1)

2013/14		2014/15 Q1 (2013/14 Figures)		
Adur	97.51%	Adur	29.8%	(29.84%)
Worthing	97.7%	Worthing	32.66%	(32.66%)
Targets	97.50%(A) 98.00%(W)	Yearly Targets	97.50%(A) 98.00%(W)	

Council Tax collection rate in Adur is just higher than the target set which was 29.80%.

The 13/14 average overall collection rates for all Local Authority District and Borough Councils in the South East was 98.14%.

11.0 PERFORMANCE MONITORING

Key Performance Indicators

4. Business Rates (Quarter 1)

2013/14		2014/15 Quarter 1 (2013/14 Figures)		
Adur	97.78%	Adur	30.02%	(32.80%)
Worthing	97.8%	Worthing	36.09%	(35.11%)
Target	(A) 97.00% (W) 95.00%	Yearly Targets	(A) 97.00% (W) 98.00%	

The collection rate of 30.02% in Adur is below that anticipated for Quarter 1 (target 32.80%) but is likely to be due in part to the number of large businesses which have opted for the new 12 monthly instalment plan. It is expected that the collection rate will improve over the coming months. The collection rate for Worthing is an improvement compared with the same time last year.

The 13/14 average collection rates for all local authority Districts and Borough Councils in the South East was 98.45%.

5. Sickness Rates (Quarter 1)

2013/14	2013/14 Q1	2013/14 Q2	2013/14 Q3	2013/14 Q4	2014/15 Q1
6.94 days	1.14 days	1.37 days	2.66 days	1.71 days	To be confirmed

Quarter 1 sickness rates are not yet available at the time of preparing this report but will be reported at the meeting. The average end of year sickness rate for 13/14 compares with 6.79 days in 12/13.

6. Council Tax Benefit Payments

Worthing

2014/15 CTB Budget = £7,210,000

2014/15 CTB Payments = £6,952,547.59 at 31.07.14

Adur

2014/15 CTB Budget = £5,159,500

2013/14 CTB Payments = £4,758,112.08 at 31.07.14

Most payments are made at the start of the financial year and are now accounted for in the Collection Fund.

11.0 PERFORMANCE MONITORING

Key Performance Indicators

7. Corporate Contact Centre Quarter 1 – Key Performance Targets

	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Q1 2014/15
Call Volumes	56,738	61,670	50,656	55,416	55,882
Call abandonment rate Target – 5%	16.13%	20.9%	10.04%	4.5%	9.62%
Service Level Target – 80%	93.29%	92.13%	91.13%	95.6%	90.60%
Joint call and wrap up time Target - <5minutes	4.69 minutes	4.51 minutes	4.59 minutes	4.50 minutes	4.53 minutes

Abandoned Call: This indicator covers a call which the customer terminates before being answered (after waiting 5 seconds).

Service Level: This indicator covers the percentage of calls answered that were done so in 20 seconds.

Average call and wrap time: This indicator covers the time taken to complete the call to a customer and the subsequent notations.

8. Planning Applications statistics

The latest Planning Performance statistics for Q1 2014/15 are set out below. These show the percentage of Planning applications dealt with inside the Government timescales (13 weeks for major applications and 8 weeks for minor and other applications).

	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14	Q1 14/15
ADUR					
Majors	33%	50%	50%	67%	100%
Minors	67%	68%	63%	65%	60%
Others	77%	79%	77%	79%	76%
Worthing					
Majors	0%	20%	43%	83%	50%
Minors	68%	63%	64%	82%	75%
Others	74%	74%	74%	80%	85%

The average Q1 processing times for other South East Districts and Borough Councils are currently being collated by the Local Government Association and will be available in due course.

12.0 CONCLUSIONS

- 12.1 At the end of the first Quarter of the revenue budgetary cycle a relatively small budget percentage variance is anticipated. Overall income streams have been volatile but the net of these variances is projected to be favourable. There are some particular problem areas of expenditure in Worthing offset by Treasury Management. It is expected there will be an underspend at outturn in both Authorities, all be it smaller than in previous years.
- 12.2 At Quarter 1 both Adur District Council and Worthing Borough Council Capital Investment Programmes have already identified considerable reprofiling of budgets to future years, and other schemes which might also not complete in 2014/2015. This reflects the inherent difficulty in accurately budgeting for capital schemes where, due to the complex nature of a capital acquisition, a number of factors can affect the timing and outturn of those schemes. Worthing Borough Council has one scheme that is not proceeding which could result in an underspend of £66,000 but is dependent on all other schemes completing within budget. Adur District Council also has two schemes that are not proceeding which could result in an underspend of £54,680 but again this is dependent on all other schemes completing within budget.

13.0 LEGAL

- 13.1 Section 151 of the Local Government Act, 1972 requires the Councils to make arrangements for the proper administration of their financial affairs.

14.0 RECOMMENDATIONS

- 14.1 The Joint Overview and Scrutiny Committee is asked to note this report.**

Local Government Act 1972

Background Papers:

Revenue Budget 2014/15 Joint, Adur and Worthing <http://www.adur-worthing.gov.uk/media/media,123434,en.pdf>

Joint Overall Budget Estimates 2014/15 - <http://www.adur-worthing.gov.uk/media/media,120116,en.pdf>

Adur Overall Budget Estimates 2014/15 And Setting of 2014/15 Council Tax - <http://www.adur-worthing.gov.uk/media/media,120959,en.pdf>

Worthing Overall Budget Estimates 2014/15 And Setting of 2014/15 Council Tax - <http://www.adur-worthing.gov.uk/media/media,120877,en.pdf>

Background Papers:

Capital Investment Programme 2014/15 – 2016/17 -

<http://www.adur-worthing.gov.uk/media/media,119298,en.pdf>

Revenue and Capital Outturn for Joint, Adur and Worthing 2013/14

<http://www.adur-worthing.gov.uk/media/media,124885,en.pdf>

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SCHEDULE OF OTHER MATTERS

1.0 COUNCIL PRIORITY

- 1.1 The monitoring of the budget and performance underpins the achievement of both Councils' priorities.

2.0 SPECIFIC ACTION PLANS

- 2.1 The Medium Term Financial Plan

3.0 SUSTAINABILITY ISSUES

- 3.1 Matter considered and no issues identified

4.0 EQUALITY ISSUES

- 4.1 Matter considered and no issues identified

5.0 COMMUNITY SAFETY ISSUES (SECTION 17)

- 5.1 Matter considered and no issues identified

6.0 HUMAN RIGHTS ISSUES

- 6.1 Matter considered and no issues identified

7.0 REPUTATION

- 7.1 Matter considered and no issues identified

8.0 CONSULTATIONS

- 8.1 Matter considered and no issues identified

9.0 RISK ASSESSMENT

- 9.1 Matter considered and no issues identified

10.0 HEALTH and SAFETY ISSUES

- 10.1 Matter considered and no issues identified

11.0 PROCUREMENT STRATEGY


- 11.1 Matter considered and no issues identified

12.0 PARTNERSHIP WORKING

- 12.1 This report contains the projected outturn for the Adur and Worthing Partnership.
- 12.2 Contained within accounts of both Councils is the relevant share of the Adur and Worthing Partnership arrangements.


SUMMARY - 1st QUARTER PROJECTED OUTTURN 2014/15

Actual Previous year 2013/14	ADUR CABINET MEMBER PORTFOLIOS	Original Estimate 2014/15	Projected Outturn to 31st March 2015	Forecast Over/(Under)
3,094,548	CM for Environment	3,150,480	3,218,480	68,000
1,080,917	CM for Health & Wellbeing	1,011,480	1,025,480	14,000
1,004,129	CM for Customer Services	1,179,930	1,250,930	71,000
562,756	CM for Leader	543,470	543,470	0
2,143,932	CM for Regeneration	1,804,090	1,804,090	0
2,941,864	CM for Resources	1,992,040	1,831,040	(161,000)
5,331	Support services	607,620	607,620	0
10,833,476	Total Cabinet Member	10,289,110	10,281,110	(8,000)
(1,300,790)	Credit Back Depreciation	(1,366,190)	(1,366,190)	0
750,298	Minimum Revenue Provision	963,680	963,680	0
(295,731)	Non ringfenced grants	0	(149,000)	(149,000)
1,869	Financial Instruments Adjustment Account	0	0	0
9,989,123		9,886,600	9,729,600	(157,000)
	Transfer to/from reserves			
(157,005)	Contribution to/(from reserves)	(308,520)	(308,520)	0
24,170	Budgeted contribution to Reserves	51,060	51,060	0
20,842	Revenue Contributions to Capital Expenditure	0	0	0
(736,143)	Transfer from reserves to fund specific expenditure (carry forwards)	0	0	0
539,433	Net Underspend/(Overspend) Recommended For Transfer To/(From) Reserves	0	157,000	157,000
9,680,420	Total Budget requirement before External Support from Government	9,629,140	9,629,140	0

 Earmarked Revenue Reserve Accounts	Opening Balance 2014/15	Estimated Decrease 2014/15	Estimated Increase 2014/15	Projected Closing Balance 2014/15
Capacity Issues Fund including General Fund Carry Forward Reserve - to set up Worthing and Adur Trust (27/09/2011 JSC) - Contribution to Coastal West Sussex (24/01/2013 JSC/091/12-13) - Events Budget (27/09/11 JSC/038/11-12) - New Ways of Working Project (28/02/12 JSC/085/11-12) - Re the delay in sale of the Civic Centre (28/02/13 JSC/109/12-13) - Contribution to external organisation to run Adur Festival (26/07/12 JSC/026/12-13) agreed for 3 years - Grant to Ropetackle Trust re appointment of professional manager (21 Dec 2012: LDR/013/12-13) agreed for 2 years - To fund secondment for work on EDRMS, 2 years 2013/14 and 2014/15 (28/02/2013 JSC/110/12-13) - Partnership and Business Support Manager post (7/11/13 JSC/058/13-14 40% share) - Costs relating to preparation for WBC in-house car parks service, pending clarification of use of the vehicle (3/12/13 JSC/072/13-14) - Contribution to Travellers' Transit Site (7/1/14 JSC/083/13-14) - Greater Brighton City Deal admin costs (6/2/14 JSC/090/13-14) - Compulsory Purchase for Shoreham Beach Boardwalk (6/2/14 JSC/104/13-14) - Public Service Network BPSS checks (6/5/14 JSC/129/13-14) - Coast Protection Scheme for Kingston Beach (6/5/14 JSC/132/13-14) - Adur Civic Presence revenue costs (6/5/14 JSC/133/13-14) - Pot of Gold (6/5/14 JSC/134/13-14) - Feasibility Study for Anaerobic Digester (24/6/14 JSC/008/14-15) Carry Forwards agreed JSC 11/06/2013: Adur share of Joint Adur Carry Forwards - Budgeted contribution to Reserves	1,765,928			
Insurance Fund	159,675	(9,500)	30,000	180,175
New Technology Fund: JSC/057/13-14 impact of Public Service Network	22,300			22,300
Local Plan (Adur) and PDG	140,476	(96,500)		43,976
Partnership Development Fund	52,011			52,011
Health & Safety	32,545			32,545
Investment Property Maint Fund -Revenue Maint Prog	68,387			68,387
Building Maintenance Fund - Revenue Maint Prog	150,810			150,810
Grants & Contributions held in reserves	258,249			258,249
Performance Reward Grant Fund	26,398			26,398
Election Reserve	10,380			10,380
Special & Other Emergency Reserve - Property Searches Litigation Settlement (24/6/14 JSC/006/14-15)	350,000	(40,000)		310,000
Vehicle Repair and Renewal Reserve	29,203			29,203
Others (all under £10,000)	14,451			14,451
Projected Underspend/ (Overspend) (Reserve to be identified at outturn).			157,000	157,000
General Fund Reserve	858,770			858,770
TOTALS	3,939,583	(1,166,470)	238,060	3,011,173

SUMMARY - 1st QUARTER PROJECTED OUTTURN 2014/15

Actual Previous year 2013/14	WORTHING CABINET MEMBER PORTFOLIOS	Original Estimate 2014/15	Projected Outturn to 31st March 2015	Forecast Over/(Under)
4,099,286	CM for Environment	3,503,140	3,470,140	(33,000)
1,419,297	CM for Health & Wellbeing	1,325,400	1,348,400	23,000
4,692,848	CM for Customer Services	3,792,090	3,992,090	200,000
942,708	Leader	1,008,200	1,008,200	-
2,538,060	CM for Regeneration	2,494,550	2,474,550	(20,000)
4,161,817	CM for Resources	3,238,620	2,997,620	(241,000)
(40,700)	Holding Accounts	767,730	767,730	-
17,813,316	Total Cabinet Member	16,129,730	16,058,730	(71,000)
(2,584,760)	Credit Back Depreciation	(3,178,370)	(3,178,370)	-
883,625	Minimum Revenue Provision	1,207,040	1,207,040	-
(384,434)	Non ring fenced grants	-	(106,000)	(106,000)
15,727,747		14,158,400	13,981,400	(177,000)
	Transfer to/from reserves			
50,350	Contribution to/(from reserves)	14,260	14,260	-
(148,572)	Budgeted contribution to/(from) Reserves	(195,880)	(195,880)	-
(1,075,835)	Transfer from reserves to fund specific	-	-	-
(299,260)	Net Underspend/(Overspend) Recommended	-	177,000	177,000
14,254,430	Total Budget requirement before External Support from Government	13,976,780	13,976,780	-

 Earmarked Revenue Reserve Accounts	Opening Balance 2014/15	Estimated Decrease 2014/15	Estimated Increase 2014/15	Projected Closing Balance 2014/15
	£	£	£	£
Capacity Issue Reserve	2,014,902			
- BID Levv		(7,000)		
- Housing Advisor post for 2 years (02/02/09 Cabinet meeting)		(30,000)		
- Invest to save schemes (Theatres) (26/07/12 JSC/035/12-13) *C		(48,752)		
- to set up Worthing and Adur Trust for theatres etc (27/09/2011 JSC)		(3,000)		
- Splash Point net cost of investment		(83,440)		
- Marketing/legal costs re disposal of High St & Civic Centre car park sites (28/02/12 JSC/094/11-12) up to £50k each		(100,000)		
- Investment at Commerce Way and Worthing car parks (27/09/12 JSC/049/12-13)		(30,000)		
- Contribution to Coastal West Sussex (24/01/2013 JSC/091/12-13)		(9,000)		
- Funding for secondment for work on EDRMS, 2 years 2013/14 and 2014/15 (28/02/2013 JSC/110/12-13)		(26,485)		
- Funding for Citizens' Advice Bureau for 2013/14 and 2014/15 (28/03/2013 JSC/125/12-13) conditions apply		(18,500)		
- Events Funding for Worthing (27/09/11 JSC/038/11-12)		(48,000)		
- Funding for EPOS system for Worthing Museum and Visitor Information Centre (01/10/2013 JSC/047/13-14)		(8,500)		
- Partnership and Business Support Manager post (7/11/13 JSC/058/13-14)		(37,080)		
- Preparation costs for WBC in-house car parks service (3/12/13 JSC/072/13-14)		(52,670)		
- Contribution to Travellers' Transit Site (7/1/14 JSC/083/13-14)		(83,750)		
- Greater Brighton City Deal admin costs (6/2/14 JSC/090/13-14)		(7,300)		
- Survey work for Coastal Communities Fund bid (1/4/14 JSC/124/13-14)		(20,000)		
- Public Service Network BPSS checks (6/5/14 JSC/129/13-14)		(27,880)		
- The Money Tree (22/7/14 JSC/028/14-15)		(21,000)		
- Feasibility Study for Anaerobic Digester (24/6/14 JSC/008/14-15)		(12,000)		
- Funding for Leisure Services Trust bid (24/6/14 JSC/012/14-15)		(100,000)		
- Funding for Decoy Farm survey (22/7/14 JSC/031/14-15)		(150,000)		
Expenditure funded from approved carry forwards from 2013/14				
Worthing Capital carry forward re Pavilion Electronic Signage - approved in Capital Outturn Report JSC 24 June 2014		(9,290)		
Worthing share of Joint carry forwards agreed JSC 24 June 2014		(80,450)		
Worthing carry forwards agreed JSC 24 June 2014		(98,651)		
- Budgeted contribution to reserves		(195,880)		
				706,274
Crematorium Improvement *C	0	(60,000)	60,000	0
Insurance Reserve	435,758	(30,270)	30,700	
- Seaside Improvement Pot (22/7/14 JSC/028/14-15)		(10,000)		426,188
Joint Health Promotion Reserve	21,855			21,855
Leisure Lottery & Other Partnerships *C	77,767			77,767
Museum reserve	112,181			112,181
Theatre Ticket Levy (Expenditure approved with Budget JSC 7/1/2014)	27,065	(84,790)	80,000	22,275
Planning Delivery Grant	124,362	(37,500)		86,862
Special & Other Emergency Reserve	149,427			
- Property Searches Litigation Settlement (24/06/14 JSC/006/14-15)		(74,000)		75,427
Grants & Contributions	545,156			545,156
VAT exemption liability- Palatine Pavilion	211,860			211,860
Vehicle Repairs & Renewal	97,000			97,000
Capital Expenditure Reserve *C	73,158			73,158
Projected Underspend/ (Overspend) (Reserve to be identified at outturn).			177,000	177,000
General Fund Working Balance	843,625			843,625
TOTAL	4,734,116	(1,605,188)	347,700	3,476,628

* Capital

Appendix 3

HOUSING REVENUE ACCOUNT QUARTER 1 BUDGET MONITORING

Housing Revenue Account			Quarter 1
	ESTIMATE 2014/15	Current Estimate 2014/15	PROJECTED OVER/ (UNDERSPEND) 2014/15
	£	£	£
EXPENDITURE			
General Management	2,436,890	2,464,890	28,000
Special Services	893,370	893,370	-
Rent, Rates, Taxes & Other Charges	29,780	29,780	-
Repairs & Maintenance	2,413,580	2,413,580	-
Revenue Contribution to Capital	1,950,000	1,950,000	-
Provision for refurbishment & New Build	566,060	566,060	-
Charges for Capital/Interest Repayment/Debt	2,868,140	2,588,140	(280,000)
Management Expenses			
Depreciation transfer to MRR Inc Non Op Assets	2,186,710	2,186,710	-
Bad/Doubtful Debt	50,000	50,000	-
TOTAL EXPENDITURE	13,394,530	13,142,530	(252,000)
INCOME			
Dwelling Rents	(12,273,230)	(12,273,230)	-
Non-Dwelling Rents	(538,240)	(538,240)	-
Heating Charges	(70,720)	(70,720)	-
Leaseholder's Service Charges	(102,000)	(102,000)	-
Other Service Charges	(366,630)	(366,630)	-
Contributions towards Expenditure	(15,710)	(15,710)	-
Interest Received	(28,000)	(28,000)	-
TOTAL INCOME	(13,394,530)	(13,394,530)	-
NET (SURPLUS)/DEFICIENCY	-	(252,000)	(252,000)
BALANCES			
1st April	2,108,313	2,108,313	
31st March	2,108,313	2,360,313	

CAPITAL MONITORING SUMMARY 2014/2015									JUNE 2014
Cabinet Portfolios	(1) Total ADC Scheme Budgets £	(2) Previous Years' Spend £	(3) 2014/15 Original Budget £	(4) Net Slippage b/f from 2014/15 £	(5) Approved Changes to Original Budget £	(6) 2014/15 Budget Reprofiled to 2015/16 and Future Years £	(7) 2014/15 Current Budget £	(8) 2014/15 Spend £	(9) Spend % of Current Budget
Customer Services	6,704,400	-	5,581,310	1,386,890	(56,800)	(1,035,000)	5,876,400	1,005,148	17.10%
Environment	1,600,180	190,390	1,223,090	57,700	135,000	(130,610)	1,285,180	67,886	5.28%
Health and Wellbeing	1,376,780	5,000	275,500	3,030	(78,750)	-	199,780	16,228	8.12%
Regeneration	770,520	61,860	737,450	(6,680)	1,165,000	(75,000)	1,820,770	3,725	0.20%
Resources	3,818,320	118,910	2,853,580	53,110	801,560	(523,220)	3,185,030	123,692	3.88%
TOTALS	14,270,200	376,160	10,670,930	1,494,050	1,966,010	(1,763,830)	12,367,160	1,216,680	9.84%

Financing of 2014/15 Current Budget:

Adur Homes Capital Programme:	£'000
Capital Receipts:	117
Major Repairs Reserve:	3,915
Prudential Borrowing:	372
Reserves:	826
	<u>5,230</u>

General Capital Programme:	£'000
Prudential Borrowing:	4,837
Capital Receipts:	331
Government Grants:	1,611
Revenue Reserves and Contributions	294
Other Contributions:	64
	<u>7,137</u>

Capital Monitoring - Summary of Progress:

Schemes not progressing satisfactorily or where there are financial issues:	3
Schemes where progress is being closely monitored:	22
Schemes progressing well:	28
Schemes completed:	3
Schemes not proceeding:	2
Total Schemes:	<u>58</u>


(1) SCHEME (Responsible Officer)	(2) Total ADC Scheme Budget £	(3) Previous Years' Spend £	(4) 2014/15 Original Budget £	(5) Budget Reprofiled to 2015/16 and Future Years £	(6) 2014/15 Current Budget £	(7) 2014/15 Spend To Date £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D(P)	(9) 2014/15 Anticipated (Underspend) /Overspend (Council Resources) £	(10) COMMENTS AND PROGRESS	(11) Status
									<input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes with financial issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	
Schemes not progressing satisfactorily or where there are financial issues	1,537,500	63,390	1,351,500	810,000	664,110	11,134		-	Scheme Details Below	RED
Schemes where progress is being closely monitored	10,623,330	217,250	7,481,130	878,830	9,752,250	1,008,200		-	Scheme details on intranet	AMBER
Schemes progressing well	2,048,890	90,650	1,754,220	75,000	1,917,190	166,621		5,000	Scheme details on intranet	GREEN
Schemes not proceeding	-	-	56,800	-	-	-		(56,800)	Scheme details on intranet	
Schemes completed	38,480	4,870	27,280	-	33,610	30,725		(2,880)	Scheme details on intranet	GREEN
TOTAL: C.I.P. 2014/15	14,248,200	376,160	10,670,930	1,763,830	12,367,160	1,216,680		(54,680)		
<u>SCHEMES NOT PROGRESSING SATISFACTORILY</u>										
Customer Services Affordable Housing (LASHG) 1 Partnership Schemes with Registered Social Landlords. (£477k Funded by S106) (ADJ)	810,000	-	810,000	810,000	-	-	T.B.C. (C) T.B.C. (D)		No schemes identified to date. Any schemes which come forward now are unlikely to require funding in 2014/15 due to lead in timescales for housing developments. Budget reprofiled to 2015/16.	


(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SCHEME (Responsible Officer)	Total ADC Scheme Budget	Previous Years' Spend	2014/15 Original Budget	Budget Reprofiled to 2015/16 and Future Years	2014/15 Current Budget	2014/15 Spend To Date	Anticipated Completion Date (C) / Approval Report(D)/ P.I.D(P)	2014/15 Anticipated (Underspend) /Overspend (Council Resources)	COMMENTS AND PROGRESS Status	
	£	£	£	£	£	£		£	<input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes with financial issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	
Environmental Improvements Car Park Improvements 2 Enhancements to Lower Beach Road Car Park and provision of a cyclepath link to Ferry Road and the Beach (Contribution of £143,000 from WSCC and £110,000 funded from S106 Receipts) (BC)	585,000	53,640	410,000	-	531,360	10,534	Mar 15 (C) 29.11.12 (D)	-	The tender process has recently been completed, and works were intended to start on site in August. However, WSCC Traffic Regulation Orders have delayed the start. Tendering highlighted that additional funding is required to enhance the seated area by the new bridge, and the July JSC have approved an additional £75k from ring-fenced capital receipts.	
Regeneration 3 Ferry Road Environmental Improvements (BC)	142,500	9,750	131,500	-	132,750	600	Dec 14 (C) 29.11.11 (D)	-	Scheme to be implemented alongside the Lower Beach (Riverside) car park scheme, which has been delayed by Traffic Regulation Orders and agreements with WSCC. Start date dependent on advices from next CLC.	
TOTAL:	1,537,500	63,390	1,351,500	810,000	664,110	11,134		-		


RESPONSIBLE OFFICERS:


ADJ Arjan de Jong
BC Bryan Curtis


Housing Strategy and Enabling Officer
Principal Engineer

(1) SCHEME 	(2) 2014/15 Budgets JSC Approved 6.2.14 £	(3) 2013/14 Approved Slippage to 2014/15 £	(4) 2014/15 Current Budgets £	(5) 2014/15 Revised estimates based on likely outturn £	(6) 2014/15 Spend to Date £	(7) 2014/15 Reprofiling of budgets to 2015/16	(8) Anticipated Completion Date '(C) / Approval Report (D)	(9) COMMENTS AND PROGRESS ON REVISED BUDGET <input checked="" type="checkbox"/> Progress Beyond Council's Control ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(10) Status
1 Disability Adaptations for Homes On-going programme providing access & home facilities for Council tenants with disabilities	227,000	-	227,000	297,000	26,264	-	Mar 15 (C) 6.2.14 (D)	Demand led scheme. Budget increased to accommodate requirement to build two extensions costing around £70k.	AMBER <input checked="" type="checkbox"/>
2 Re-cover Flat Roofs & Associated Works Continuation of re-covering failing roofs or those that are beyond their designed life	109,000	60,000	169,000	169,000	-	-	Mar 15 (C) 6.2.14 (D)	On target.	GREEN
3 Re-pointing Programme Essential work to keep buildings water tight & maintain the structure	109,000	31,000	140,000	20,000	-	55,000	Mar 15 (C) 6.2.14 (D)	Budget reduced and reprofiled due to insufficient internal staff resources to prepare contracts at this time.	AMBER
4 Kitchen & Bathroom Improvements Refurbishment programme to meet government decency standards	1,500,000	886,000	2,386,000	1,900,000	529,044	100,000	Mar 15 (C) 6.2.14 (D)	Contract in place, but it is initially considered that the main contractor will not be able to fully deliver the current budget which has been reduced and reprofiled as per anticipated spend profile.	AMBER
5 Environmental Improvements Provision of off street parking, garage compound lighting, estate lighting, fencing & pathways etc.	9,000	-	9,000	9,000	-	-	Mar 15 (C) 6.2.14 (D)	On target.	GREEN ▲

(1) SCHEME 	(2) 2014/15 Budgets JSC Approved 6.2.14 £	(3) 2013/14 Approved Slippage to 2014/15 £	(4) 2014/15 Current Budgets £	(5) 2014/15 Revised estimates based on likely outturn £	(6) 2014/15 Spend to Date £	(7) 2014/15 Reprofiling of budgets to 2015/16	(8) Anticipated Completion Date '(C) / Approval Report (D)	(9) COMMENTS AND PROGRESS ON REVISED BUDGET <input checked="" type="checkbox"/> Progress Beyond Council's Control ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(10) Status
6 Communal Way & Common Areas Refurbishment Replacement floor coverings, door entry screens & refuse storage areas	36,000	38,000	74,000	34,000	-	-	Mar 15 (C) 6.2.14 (D)	Major repair or replacement of the glazed rear common way to Manor Court 2014/15 postponed until 2015/16 due to lack of staff resources.	AMBER ▼
7 Re-covering pitched roofs Renewal of failing or suspect roof coverings & structure timbers	23,000	-	23,000	23,000	363	-	Mar 15 (C) 6.2.14 (D)	On target.	GREEN
8 Tests & Upgrade of Electrical Systems Electrical testing and upgrade of circuits & fittings to Council homes	9,000	-	9,000	9,000	-	-	Mar 15 (C) 6.2.14 (D)	Low priority works which have no known safety implications. Staff resources issue.	AMBER ▼
9 Joinery & Windows Replacement Installation of UPVC double glazed windows & doors to Council homes	73,000	-	73,000	73,000	2,547	-	Mar 15 (C) 6.2.14 (D)	Spring Gardens and The Green windows. On target.	GREEN
10 Central Heating Installation Programme On-going programme of central heating installation	109,000	-	109,000	359,000	88,055	50,000	Mar 15 (C) 6.2.14 (D)	Budget increased from reassessment of other budgets in the programme to allow commencement of Test Road area gas CH installations in 2014/15.	GREEN ▲
11 Boiler & Central Heating Replacement Programme Replacement programme with environmentally efficient boilers	250,000	60,000	310,000	388,000	130,611	-	Mar 15 (C) 6.2.14 (D)	Demand led scheme. Contingency of £78,000 added for possible replacement of the boilers at Manor Court (sheltered accommodation) where it has been noted that the boilers are failing.	GREEN <input checked="" type="checkbox"/>

(1) SCHEME 	(2) 2014/15 Budgets JSC Approved 6.2.14 £	(3) 2013/14 Approved Slippage to 2014/15 £	(4) 2014/15 Current Budgets £	(5) 2014/15 Revised estimates based on likely outturn £	(6) 2014/15 Spend to Date £	(7) 2014/15 Reprofiling of budgets to 2015/16	(8) Anticipated Completion Date '(C) / Approval Report (D)	(9) COMMENTS AND PROGRESS ON REVISED BUDGET ● Progress Beyond Council's Control ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(10) Status
12 Replacement of Door Entry Systems Replacement of failing & obsolete door entry systems	23,000	9,000	32,000	32,000	4,230	-	Mar 15 (C) 6.2.14 (D)	Considered on target, dependent on a further report on systems.	GREEN
13 Upgrade & Repair of Car Parking Improvement programme to housing & car parking areas	27,000	10,000	37,000	7,000	-	-	Mar 15 (C) 6.2.14 (D)	Low priority works which have no known safety implications. Staff resources issue.	AMBER ▼
14 Fishersgate Communal Areas Re-pointing, structural and concrete repairs, communal way works and general decoration and repair	9,000	100,000	109,000	126,000	35,753	-	Mar 15 (C) 6.2.14 (D)	On target subject to final account. Works expected to be complete by March 2015.	GREEN
15 Insulation Upgrade and Energy Related Improvements To improve energy efficiency in homes	9,000	4,000	13,000	31,000	-	-	Mar 15 (C) 6.2.14 (D)	Budget increased for consideration of initial photo voltaic systems in selected sheltered accommodation and also funding for feasibility study for Fishersgate area community heating project.	GREEN ▲
16 Upgrade of Smoke Detection Systems	5,000	30,000	35,000	55,000	3,036	-	Mar 15 (C) 6.2.14 (D)	Supplementary finance required for no access homes and initial tenant refusals.	GREEN

(1) SCHEME 	(2) 2014/15 Budgets JSC Approved 6.2.14 £	(3) 2013/14 Approved Slippage to 2014/15 £	(4) 2014/15 Current Budgets £	(5) 2014/15 Revised estimates based on likely outturn £	(6) 2014/15 Spend to Date £	(7) 2014/15 Reprofiling of budgets to 2015/16	(8) Anticipated Completion Date '(C) / Approval Report (D)	(9) COMMENTS AND PROGRESS ON REVISED BUDGET <input checked="" type="checkbox"/> Progress Beyond Council's Control ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(10) Status
17 Fire Safety Order Work Rolling programme - communal areas	136,000	83,000	219,000	200,000	(0)	-	Mar 15 (C) 6.2.14 (D)	Planned works at Grange Court, Sea House, Locks Court, sheltered accommodation, Marsh House alarm system and Grange Court tenants flat doors will be completed Mar 15. Further costs may be incurred that will serve to accelerate the work programme. This can be accommodated within the current year Capital Programme.	RED ▼
18 Stock Condition Survey	82,000	-	82,000	82,000	-	-	Mar 15 (C) 6.2.14 (D)	Provision of demonstration software for capturing information has been delayed by Orchard which is an integral part of the process to inform a format to a Consultant. An alternative software package is also available and under consideration. Software package may now be considered as a Corporate, rather than an Adur Homes resource which has led to delay. Survey and data capture will be advanced this year with further financial provision to complete the process early 2015/16.	AMBER
19 Lift Refurbishments	96,000	-	96,000	136,000	-	-	Mar 15 (C) 6.2.14 (D)	Budget increased to allow for further surveys and an increased requirement.	GREEN

(1) SCHEME 	(2) 2014/15 Budgets JSC Approved 6.2.14 £	(3) 2013/14 Approved Slippage to 2014/15 £	(4) 2014/15 Current Budgets £	(5) 2014/15 Revised estimates based on likely outturn £	(6) 2014/15 Spend to Date £	(7) 2014/15 Reprofiling of budgets to 2015/16	(8) Anticipated Completion Date '(C) / Approval Report (D)	(9) COMMENTS AND PROGRESS ON REVISED BUDGET <input checked="" type="checkbox"/> Progress Beyond Council's Control ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(10) Status
20 Community Action Software (Purchase approved by JSC 5.3.14)	-	14,400	14,400	14,400	-	-	Mar 15 (C) 5.3.14 (D)	Order has been placed for installation autumn/winter 2014/15.	GREEN
21 Sheltered Accommodation - Community Alarms Systems Replacement of existing community alarm/alert system	-	-	-	40,000	-	-	Mar 15 (C) 1st Qtr Monitoring	Some systems showing early signs of failure, high risk and in need of replacement in 2014/15. Works originally budgeted in 2015/16. Reported in JSC report 6.2.14.	GREEN
DIRECT WORKS TOTALS:	2,841,000	1,325,400	4,166,400	4,004,400	819,904	205,000			
22 Capital Fees	285,000	178,000	463,000	400,000	80,000	20,000	Mar 15 (C) 6.2.14 (D)		AMBER
TOTALS (Including Fees):	3,126,000	1,503,400	4,629,400	4,404,400	899,904	225,000			
23 Leasehold Database Software (Funded from HRA carried forwards)	-	-	-	20,000	-	-	Mar 15 (C) 1st Qtr Monitoring	Scoping day to be held in September, with implementation by Mar 15.	GREEN
24 Acquisition of Properties	825,510	110	825,620	825,620	-	-	Mar 15 (C) 21.6.12 (D) 3.9.13 (D)	The Council has shortlisted 5 properties and valuations are being obtained from an independent valuer.	GREEN
TOTAL BUDGETS:	3,951,510	1,503,510	5,455,020	5,250,020	899,904	225,000			

CAPITAL MONITORING SUMMARY 2014/2015									JUNE 2014
Cabinet Portfolios	(1) Total WBC Scheme Budgets £	(2) Previous Years' Spend £	(3) 2014/15 Original Budget £	(4) Net Slippage b/f 2013/14 £	(5) Approved Changes to Original Budget £	(6) 2013/14 Budget Reprofiled to 2015/16 and Future Years £	(7) 2014/15 Current Budget £	(8) 2014/15 Spend £	(9) Spend % of Current Budget
Customer Services	1,737,500	192,590	1,457,200	100,900	-	250,000	1,308,100	80,987	6.19%
Environment	2,740,800	160,520	2,181,310	1,340,620	51,000	1,353,750	2,219,180	92,975	4.19%
Health and Wellbeing	306,810	-	305,940	870	(78,750)	-	228,060	-	0.00%
Regeneration	674,600	121,480	429,500	96,600	-	19,500	506,600	6,267	1.24%
Resources	4,268,140	2,362,430	1,811,820	(838,320)	5,560	26,180	952,880	53,300	5.59%
TOTALS	9,727,850	2,837,020	6,185,770	700,670	(22,190)	1,649,430	5,214,820	233,528	4.48%

Financing of 2014/15 Current Budget:

	£'000
Borrowing:	3,982
Capital Receipts:	81
Revenue Contributions and Reserves:	384
Government Grants:	536
Other Contributions:	232
	<u>5,215</u>

Capital Monitoring - Summary of Progress:

Schemes not progressing satisfactorily or where there are financial issues:	1
Schemes where progress is being closely monitored:	42
Schemes progressing well:	29
Schemes completed:	5
Schemes not proceeding:	1
Total Schemes:	<u><u>78</u></u>

(1) SCHEME (Responsible Officer)	(2) Total WBC Scheme Budget £	(3) Previous Years' Spend £	(4) 2014/15 Original Budget £	(5) Budget Reprofiled to 2015/16 and Future Years £	(6) 2014/15 Current Budget £	(7) 2014/15 Spend £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)	(9) 2014/15 Anticipated (Underspend) /Overspend (Capital Resources) £	(10) COMMENTS AND PROGRESS <input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes With Financial Issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(11) Status
Schemes not progressing satisfactorily or where there financial issues	68,900	-	318,900	-	68,900	-		-	Scheme details below	RED
Schemes where progress is being closely monitored	6,048,040	2,532,620	3,197,390	1,333,430	2,181,990	6,344		-	Scheme details on intranet	AMBER
Schemes progressing well	3,446,790	202,940	2,538,760	250,000	2,901,270	181,891		7,537	Scheme details on intranet	GREEN
Completed Schemes	164,120	101,460	12,720	-	62,660	45,293		(4,129)	Scheme details on intranet	GREEN
Non Proceeding Schemes	-	-	66,000	66,000	-	-		(66,000)	Scheme details on intranet	
TOTAL: C.I.P. 2014/15	9,727,850	2,837,020	6,185,770	1,649,430	5,214,820	233,528		(62,590)		
Customer Services Affordable Housing 1 Partnership Schemes with Registered Social Landlords. (ADJ)	68,900	-	318,900	-	68,900	-	T.B.A. (C) T.B.A. (D)	-	JSC 24.6.14 approved the Worthing Homes Littlehampton Road Development. Other schemes under consideration.	RED
TOTAL:	68,900	-	318,900	-	68,900	-		-		

RESPONSIBLE OFFICERS:

ADJ

Arjan de Jong

Housing Strategy and Enabling Officer

ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO 2015/2016

Scheme	Reprofiled Budgets	Reason
Adur Homes - Capital Investment Programme	225,000	<p>The overall programme has been reviewed and this has resulted in reprofiling budget of £225,000 to 2015/2016. The main reasons for the slippage is as follows:</p> <p>i) Repointing programme. There are insufficient internal staff resources to prepare contracts at this time.</p> <p>ii) Kitchen and Bathroom Improvements. The contract is in place but it is initially considered that the main contractor will not be able to complete works to fully utilise the 2014/2015 current budget.</p> <p>iii) Central Heating Installation Programme. Budget has been increased to allow commencement of Test Road area central heating installations which will continue into 2015/2016.</p>
Affordable Housing (LASHG) Programme 2014/2015 - Unallocated budget	810,000	No schemes requiring funding identified to date. Any schemes which come forward now are unlikely to require funding in 2014/2015 due to lead in timescales for housing developments.
Construction of new beach huts to either sell or rent out (subject to identification of suitable sites and planning permission)	20,000	Planning permission under consideration. Works unlikely to be undertaken this financial year.
Grounds Maintenance - Provision of a storage building with solar panels for equipment and vehicles at Commerce Way. (Partnership scheme with Worthing Borough Council. Total cost £176,000)	70,400	Discussions ongoing between Parks and Surveyors regarding building design, prior to submission of approval report to JSC.
Human Resources/Payroll System - Renewal of licence (Partnership scheme with Worthing Borough Council. Total cost £49,400)	23,220	Discussions are taking place as to the possibility of linking this project with the Financial Management System licence renewal. Purchase now anticipated 2015/2016.
Public Conveniences - Improvement and upgrading of sites to be agreed with Cabinet Member	40,210	Sites for improvements still to be agreed.
Shoreham Community Centre - NWoW extension works	500,000	The scheme started on site 1st August and completion is estimated July 2015. Budget of £500,000 reprofiled to 2015/2016 in line with anticipated spend profile.

ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO 2015/2016

Scheme	Reprofiled Budgets	Reason
Shoreham Harbour Project (Externally funded by Central Government Growth Point Programme)	75,000	Wellington Road A259 frontage arts-led public realm project £75,000 being led by Brighton and Hove County Council is now scheduled in future years.
Total Reprofiled Budgets:	1,763,830	

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO 2015/2016

Scheme	Reprofiled Budgets	Reason
Affordable Housing - Worthing Homes Littlehampton Road Housing Development (22 Units)	250,000	This scheme has been included in Worthing Homes AHP Bid 2015-2018. The probable completion of the development, when the grant will be claimed, is 2016.
Beach House Park - Reconstruction of western access road	66,000	Works postponed and added to the Reserve List.
Contribution to WSCC scheme to pedestrianise the area at the south end of Portland Road (Funded from S106 receipts)	19,500	Scheme to be progressed as part of the WSCC Montague Street paving scheme in future years.
Grounds Maintenance - Provision of a storage building with solar panels for equipment and vehicles at Commerce Way. (Partnership scheme with Adur District Council. Total cost £176,000)	105,600	Discussions ongoing between Parks and Surveyors regarding building design, prior to submission of approval report to JSC.
Human Resources/Payroll System - Renewal of licence (Partnership scheme with Adur District Council. Total cost £49,400)	26,180	Discussions are taking place as to the possibility of linking this project with the Financial Management System licence renewal. Purchase now anticipated 2015/2016.
Highdown Gardens - Resurfacing of vehicular access	55,000	Officers are in discussion with the Chapman's group regarding their contribution prior to commencement of the works.
Homefield Park - Programme of improvements	77,000	Budget provision reprofiled to 2015/2016 to part fund the refurbishment of Homefield Park skatepark. Budget will be supplemented by a further capital bid.
Play Area Improvements - Dominion Open Space and Bourne Close Site	82,500	Community Group have submitted an external funding bid to Viridor Credits. Budget reprofiled to 2015/2016 due to officer capacity issues.
Tennis Courts - Refurbishment of hard surfaces	41,000	Works likely to be undertaken at Homefield Park tennis courts, but delayed by officer capacity.
VAT Provision	926,650	The HMRC have advised that the Council might not have to pay any VAT, provided we do not exceed the limit over a 7 year period up to and including 2014/2015. As the outcome will not be known until 2015/2016 the provision has been reprofiled.
Total Reprofiled Budgets:	1,649,430	

Ward: N/A

Adur and Worthing Joint Overview and Scrutiny review of Economic Recovery

Report by the Chief Executive

1.0 Summary

- 1.1 This report sets out the progress with implementing the recommendations from a review into economic recovery in Adur and Worthing. The Joint Committee is requested to note the report.

2.0 Background

- 2.1 In July 2010 the Joint Overview and Scrutiny Committee received the findings and recommendations from the Joint Overview and Scrutiny Working Group which had been set up to undertake a review into economic recovery in Adur and Worthing to assess what more could be done to help businesses through the worst recession since 1945.
- 2.2 The recommendations were agreed by the Committee and subsequently adopted by the Joint Strategic Committee. Progress in implementing the recommendations from the review was followed up with this Committee in January 2011, September 2012 and September 2013. The latest progress is set out in the attached appendix to the report.

3.0 Proposals

- 3.1 The Joint Overview and Scrutiny Committee is requested to consider the progress being made to implement the recommendations and the further action being taken.

4.0 Legal

- 4.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 4.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 4.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous

improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

4.4 Section 1 Local Government (Contracts) Act 1997 empowers the Council to enter into a contract in relation to any of its functions.

5.0 Financial implications

5.1 Any financial implications are included in the appendix to the report.

6.0 Recommendation

6.1 That the Joint Overview and Scrutiny Committee considers the progress in implementing the recommendations from the Adur and Worthing economic recovery review.

Local Government Act 1972

Background Papers:

Report from the JOSC Working Group – July 2010

Contact Officer:

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Schedule of Other Matters

1.0 Council Priority

1.1 Matter considered and no issues identified.

2.0 Specific Action Plans

2.1 Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered and no issues identified.

8.0 Consultations

8.1 Matter considered and no issues identified.

9.0 Risk assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership working

12.1 Matter considered. The Review was undertaken jointly by Adur and Worthing.

Subject area	Officer responsible	Comments /Progress
<p>(1) That the Councils as soon as possible make arrangements to host a Business Survival Clinic with interested local parties from the private and volunteer and community sectors to provide advice on a face to face basis.</p>	<p>Director for the Economy</p>	<p>Economic Development is working with Enterprise Hub to encourage support for startup and small businesses. The Adur and Worthing Business Partnership delivered another successful Business Showcase, at the Town Hall, on the 20th March 2014 to provide business support and networking. Economic Development are working with WSCC who have launched the Be the Business Programme to provide one to one support to businesses in West Sussex. Further information can be found at: http://www.westsussex.gov.uk/doing_business/running_your_business/be_the_business.aspx Economic Development has continued to provide one to one business support across the Adur and Worthing area, to enhance business retention, inward investment and growth. Economic Development worked in partnership with Adur & Worthing's Food and Occupational Health Team, Community Development and East Worthing Industrial Estate to deliver one to one proactive safety advice and training to businesses with the aim to improve the health of employees. This project ran in from October 2013 – March 2014</p>
<p>(2) That the Councils, event organisers and local businesses continue to adopt a policy of organising, where possible at least once a month, events which encourage footfall to benefit businesses and promote the image of the areas as places to enjoy which should include where possible increased use of the promenades and beach areas along the coastline of each Council areas to utilise the use of these areas. The Working Group considers that the beaches and promenades in Adur and Worthing are major</p>	<p>Director for the Economy</p>	<p>The Regeneration Team continues to support and promote events across the area. Support and funding has enabled events across Worthing and Adur Resources within the Regeneration Team have also been identified in the continued promotion of concessions along the seafront to enhance the attractions along the seafront. The Seaconomics Project has drawn in over £200,000 of support for tourism businesses. There are 3 elements to this project – 1. capital investment in the seafront. This will take the form of a new playground at</p>

<p>assets and are currently underused. The Working Group considers that officers should continue work with local businesses to provide further continued support to support local tourism initiatives and tourism which would help promote the local economies and increase footfall in the towns. (The application process for external organisations to hold events on the seafront be reviewed).</p>		<p>Beach House Grounds; 2. Business Support and Training – this is has been rolled out during the early part of 2013 with training on issues such as food hygiene, foreign languages. 3. Marketing of the destination – this will take the form of niche targeted campaigns and more exposure at trade shows etc.</p> <p>A new post of Events Officer has now been created to promote new events and assist external promoters to organise their events.</p>
<p>(3) That the Councils investigate the feasibility of adopting a 'Buy Local' initiative with the aims of encouraging residents/businesses to buy local to improve the local economy.</p>	<p>Director for the Economy</p>	<p>A "Buy Local" initiative has already been launched in Adur.</p>
<p>(4) That the Council's websites be revised to include more information for local businesses to help them through the recession such as information on business rate relief for small businesses.</p>	<p>Director for the Economy</p>	<p>Economic Development have regularly updated business support and funding options on to the business pages of the councils website.</p>
<p>(5) That Worthing Vibe and Adur Outlook include business briefings in future editions to make local businesses more aware of the services available to them to help them during the economic downturn as well as promoting good news stories about businesses that have been launched successfully in the economic downturn.</p>	<p>Head of Communications</p>	<p>Worthing Vibe and Adur Outlook have been discontinued and the Communications Team are now working with the new Director for Economy to help develop the communications offer to meet modern digital needs. This involves working on individual projects eg The '£ to Park campaign' in Worthing.</p> <p>There is also the opportunity now to use social media such as Twitter and Facebook to assist local businesses where appropriate.</p>
<p>(6) That the Councils continue to promote the take up of all unclaimed grants and benefits for local businesses using the Council magazines and all other media channels as appropriate.</p>	<p>Head of Communications</p>	<p>As with (5) above the Communications Team support the Director for Economy and Regeneration Team on individual projects as considered appropriate.</p>
<p>(7) That where office units in</p>	<p>Director for the Economy</p>	<p>The Government has now</p>

<p>the town centre areas, above ground floor level become vacant and it is not possible to relet them, efforts should be made to establish if those properties can be changed back to residential units.</p>		<p>introduced temporary Permitted Development Rights to enable conversion of office space to residential without the need for planning permission.</p>
<p>(8) That the Councils give more consideration to providing additional funding for the Empty Shops Network because it was considered that £35,000 was not considered to be enough funding to make a difference. The Working Group is pleased that the Worthing Cabinet is being asked to ring fence the £52,000 DCLG funding for continuation of schemes to improve the town centres.</p>	<p>Director for the Economy</p>	<p>The Regeneration Team continues to work on securing additional external funding for empty shops initiatives.</p> <p>Five shops in Lancing have completed the regeneration of their shopfronts, taking advantage of the Lancing Vision Shop Front Grant, with a further three in the pipeline.</p>
<p>(9) That the Councils work with the Adur and Worthing Chamber of Trade and Commerce to provide local businesses with more support for new start up businesses and homebased businesses with a welcome pack for new businesses which will provide them with basic information eg Business Rates advice, contacts at the Councils, details of any grants available and information to help businesses through the recession.</p>	<p>Director for the Economy</p>	<p>We have been successful in reaching the second stage of Coastal Communities Funding to convert Colonnade House, Worthing to a creative hub. This will provide affordable workspace for the creative sector as well as support for new creative businesses.</p> <p>Economic Development have updated the Business Directory page on the council website to include an electronic version of the Adur & Worthing Business Guide. Updated funding, business rates and business support information has also been added to the website.</p> <p>Worthing and Adur Chamber have been commissioned to provide a Business Support Navigator who will signpost businesses to funding and business support in Adur and Worthing.</p>
<p>(10) That all landlords be encouraged to offer flexible terms for new businesses which will encourage occupation of premises eg lower rents/flexible lease periods.</p>	<p>Director for the Economy</p>	<p>Economic Development have continued to work with landlords and businesses to match requirements and enable the take-up of commercial properties in Adur & Worthing.</p> <p>Economic Development continues to publish a commercial property register for both Adur & Worthing.</p>
<p>(11) That the proposed appointment of a Major Projects Officer be welcomed and that the</p>	<p>Director for the Economy</p>	<p>The Regeneration team is active in supporting funding requests and seeking external funding to deliver the regeneration agenda</p>

<p>appointment be made as soon as possible and that where possible the Councils should seek to support requests for additional funding to help with economic regeneration and renewal.</p>		<p>e.g securing EU funding for the Seaconomics Project.</p>
<p>(12) That the work being undertaken by the new Adur and Worthing economic regeneration teams to develop a new Adur/Worthing Economic Development Strategy be supported in the hope that it can be developed as soon as possible.</p>	<p>Director for the Economy</p>	<p>Economic Development have been working with partners to identify projects that meet the aims of the adopted Adur & Worthing Economic Plan and enable them to published on the future Economic Delivery Plan. Economic Development have produced a simple PID template and circulated this to partners. Economic Development have been working with partners to help them submit their projects.</p>
<p>(13) That the Councils keep an eye on the long term strategy and put their efforts into things that can create confidence in the economy which will attract inward investment and help those who want to invest.</p>	<p>Director for the Economy</p>	<p>The focus of the Regeneration Team is in ensuring that projects are delivered in the short term which inspire confidence in the local economy e.g events, concessions, public realm improvements. The resources within the group will also ensure that work proceeds on bringing forward the medium and longer term physical regeneration projects, in effect to ensure they are ready to go when the economic conditions improve. The work of the team has already generated a significant amount of income through the focus on concessions. Economic Development have launched the 2014 Adur and Worthing Business Awards which is due to take place on the 14th November 2014 at Worthing Pavilion. Economic Development has been working in partnership with LEP, CWS and WSCC to provide an Invest West Sussex portal which encourages inward investment. For more information please see: http://www.investwestsussex.co.uk/ Economic Development have been working with businesses to bring forward multi-million pound investments like GSK and Rayner to raise the profile of Adur and Worthing as a place to invest in..</p>
<p>(14) That the creation of a</p>	<p>Director for the Economy</p>	<p>Economic Development continues</p>

<p>new on line business directory be considered.</p>		<p>to provide an on-line Business Directory for Adur and Worthing. This can be viewed at: http://www.adur-worthing.gov.uk/business-directory/</p>
<p>(15) That Worthing Borough Council continues its work with NCP to improve the costs of car parking and with NCP/NSL/WSCC to ensure a better public perception of car parking to increase visitors to the areas.</p>	<p>Director for the Economy</p>	<p>The Council is now operating the Off Street car parking service in-house from April 2014. An intensive marketing campaign was introduced to stimulate use of the car parks and tariff changes have been introduced which have stimulated additional use of the car parks.</p> <p>Discussions are also taking place with WSCC regarding the On Street service.</p>
<p>(16) That Adur District Council considers the costs of car parking and continues its work with NSL/WSCC to ensure a better perception of car parking to increase visitors to the area.</p>	<p>Director for the Economy</p>	<p>Work is ongoing to improve the perception of car parking to increase visitors to the area.</p>
<p>(17) That the work being undertaken between the Councils and the educational establishments be continued to ensure that education was involved in the economic recovery and the details/progress of this work be reported to other Members of the Council and relevant partners as often as possible</p>	<p>Director for the Economy</p>	<p>The Regeneration Team has established excellent working relationships with the local educational establishments. We have supported the creation of a new microsite which provides careers advice for 16-19 year olds.</p>
<p>(18) That Worthing's Cabinet continue to do all it can to facilitate the redevelopment of the Teville Gate site as quickly as possible.</p>	<p>Director for the Economy</p>	<p>To encourage progress with the re-development of the site the Council did write to the applicant advising that unless the current draft s106 agreement was signed by the end of July the Council would be forced to refuse the current undetermined application for a mixed use re-development of the site. The applicant, Hanson Capital Management was keen to sign the agreement but other land owning interests had delayed signing. The development of the site has stalled following the collapse of the Anglo-Irish Bank which had originally provided a loan to the applicant to assemble</p>

		<p>the site and ensure a comprehensive re-development. The Irish Government has appointed NAMA to oversee the recovery of the various loans but negotiations have failed to reach any conclusion. More recently an Official Receiver (GVA) has been appointed to try and resolve matters and the Receiver has provided an interim report to NAMA. A final report with recommendations on how best to recover the original loan is expected shortly. GVA has requested an extension of time to sign the s106 agreement and this is currently being considered. All options are being considered by Officers and Cabinet to try and encourage the sites early re-development. It appears that the current application may not be viable to implement and other development options are being considered. A further verbal update will be provided at the meeting.</p>
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The Letting and Management of Commercial Contracts

Report by the Director for Digital and Resources

1.0 Summary

- 1.1 This report has been produced at the request of the Joint Overview & Scrutiny Committee held 13th March 2014 who requested an item to be added to their work programme concerning “letting and management of commercial contracts”. The report explains the current procedures in place for letting contracts and summarises some of the recent improvements that have been made in the last 6 – 12 months.

2.0 Background

- 2.1 This report has been produced at the request of the Joint Overview & Scrutiny Committee held 13th March 2014 who requested an item to be added to the work programme concerning “letting and management of commercial contracts”.

3.0 The rules for the letting of Commercial Contracts

- 3.1 Procurement is the purchase of goods, services and works contracts, of any value for and on behalf of the Council.
- 3.2 In 2004 the European Commission published a Directive imposing procurement obligations on public services. The Directive was implemented into UK law by the Public Contract Regulations 2006 which apply to all procurements over the European financial thresholds; £172,514 for goods and services and £4.2 million for works contracts.
- 3.3 For contracts below these thresholds the Councils are bound by the principals of transparency; equal treatment, anti-discrimination; mutual recognition, proportionality and obtaining value for money and these principals apply to all procurement exercises.
- 3.4 In 2014, the new Directive was published by the Commission. This must be implemented into UK law, by UK legislation, prior to April 2016. The new legislation will codify established case law, promote the European Strategy for sustainable and inclusive growth while ensuring efficient use of public funds, and include significant changes to promote small to medium sized enterprises.
- 3.5 In addition to the legislation, the Councils have adopted their own Contract Standing Orders (CSO's) as approved by Members. The CSO's lay down rules and

procedures to ensure there is a consistent and uniform approach to procurement for the protection of the Council.

- 3.6 They are joint rules and should be followed by *all* Officers, Councillors, and Consultants employed by the Councils, whether or not they are acting for Adur or Worthing.
- 3.7 This report will focus on the following criteria, all of which are to be present for the successful letting and management of commercial contracts and will finish with a discussion on the perceived weaknesses and improvements that have recently been made:
- Pre-contract and procurement considerations
 - The procurement process and Contract Standing Orders (CSO's)
 - Procedures for varying or extending the contract
 - The preparation and execution of commercial contracts
 - Monitoring the project – active project management
 - Planning for the end of the contract
 - The perceived weaknesses
 - What has been done to improve matters; what results have been achieved

4.0 Pre-contract and procurement considerations

- 4.1 The total contract value must be ascertained in advance of any procurement process. This will be the aggregate figure of; the payments to the supplier over the life time of the contract; maintenance, disposal and replacement costs of any equipment, the value of any potential extension and the value of any finance leasing arrangement.
- 4.2 The authority to enter into the contract must be obtained in advance of carrying out a procurement exercise. There may be a delegated authority under the Scheme of Delegations and this should be checked by each individual Officer prior to commencement. At present the Scheme of Delegations is being updated as part of The Constitution. If there is no delegated authority, then authority must be obtained by writing a report and presenting it to the appropriate Committee or Cabinet Member. Without the authority to enter into the contract, it will not be signed by the Legal Team or approved by the Procurement Department.
- 4.3 The Social Value Act 2012 introduced the requirement for mandatory consideration of the additional economic, social and environmental impact the contract can bring to our area and for procurements / tenders to be written in such a way that this additional criteria can be evaluated and scored.
- 4.4 Timing is all important; the correct tender process takes time if it is to be carried out using best practice. The CSO's require advanced notification of procurement to both the Procurement and Legal Departments. Proportionate pre-contract meetings are required well in advance of the start date, to ensure that each Officer knows their place in the procurement and what needs to be done to achieve a good result and ensure there are no last minute delays. As an example, a contract in excess of the European Commission procurement thresholds mentioned in paragraph 3.2 above can often take 9 months from the start of the process to the contract award.

- 4.5 A specification should be written by the Officer running the tender who should know exactly what he or she wants to achieve. The Officer does not necessarily need to know how to achieve it, as tenders for designs and ideas may be invited, but a detailed specification for the Councils' expectations should be written and sent with any request for quotations or tender / procurement documents.

5.0 The procurement process and Contract Standing Orders

- 5.1 The procurement process and the CSO's have been summarised in the Matrix attached to this Report as **appendix 1**. It has recently been re-designed by the Procurement and Legal teams. It updates and replaces a previously used, out of date, flow chart.
- 5.2 The type of procurement process to be followed depends upon the value of the contract having regard to all of the items described at 4.1 above. When the value is known the Officer needs to follow along the line of that value and will know what to do and who to contact. Boxes marked with a green question are discretionary and boxes marked with a red tick are mandatory. The Officers are actively encouraged to always ask the Legal or Procurement teams if in doubt, and go to the relevant section of the CSO's.

6.0 Particular procedures for extending and varying a Contract

- 6.1 There are precise procedures in the CSO's for varying or extending a contract. For a contract extension, all of the following criteria must apply:

CSO 8.25.1 & 8.25.2

- √ the extension must be authorised and budget obtained
- √ the value of the contract must be less than 100k
- √ the extension is for goods, works or services substantially similar
- √ the contractor must re-tender or re-quote for the extension, if the value exceeds £2.5k or 10% of the original successful tender
- √ the original contract was performed not < 12 months prior to extension
- √ where construction works – must be same site as original
- √ where original tender > £25 k, at least 3 tenders were received in the first place
- √ no previous extension – and not longer than 18 months
- √ extension is approved by the Executive Head of Corporate & Cultural Services

By CSO 8.25.2 in all other cases, approval should be obtained from the Joint Strategic Committee before any extensions are granted.

- 6.3 Contract variations are referred to at CSO 8.26. For a contract variation to be within the rules, the variation must be within the scope of the original contract; the variation must not exceed 20% of the original contract value (and upon this advice is to be taken from the Procurement Department) and is to be approved by Head of / Director for the Service. Variations that significantly affect the scope or value were to be referred to the Executive Head of Corporate and Cultural Services and now to the Director for Digital & Resources.

7.0 The preparation and execution of Contracts

7.1 Under the CSO's where a contract, variation or extension, is for a value of £25,000 or more, it is to be in a written form approved of and executed by the Legal Department.

7.2 The Solicitors dealing with commercial contracts of all types are commercial lawyers, experienced in negotiating in a robust way where necessary, and have the benefit of excellent legal research web sites, as well as commercial contracts updates and ongoing professional training.

7.3 Usually, the Councils draft their own contracts, alternatively the contract may be a standard industry approved contract, such as the JCT (Joint Contracts Tribunal) suite of contracts for construction work.

7.4 In the year preceding this Report, the Council has executed over 115 contracts of all varieties which include but are not limited to:

- Construction contracts, including play areas, water fountains, extensions to properties and general building work
- Installation of cinema equipment
- Installation of Gym equipment at Splashpoint and Davidson Leisure
- Pier maintenance works
- Leases and licences for all Council properties
- A Box Office ticketing system
- Sale of Aquarena swimming pool
- Cancer Health Champions – detection of early cancer signs
- Wellbeing contracts, motivating the elderly, preventing social isolation
- Section 106 Agreements
- Renewal of the legal research resource Lexis Nexis
- E-commerce payment facilities
- Software licences and IT contracts
- Professional services for New Ways of Working office moves and connected contracts
- Vehicle contract hire schedules, pool cars and general car hire
- Repair and redecoration for Council properties
- Refurbishment and extensions to Shoreham Community Centre
- Gas connections to Adur properties
- Licence to remove protected reptile species
- On Street car parking contracts
- Artists chalet contracts Beach Green
- Supply and planting of trees at Beach House Grounds
- Sale of freehold land with vacant possession at 2 Bedford Row
- Virgin Media Ltd to install telecommunications apparatus at Connaught Theatre
- Engineering and construction for the new soccer centre
- Supply of bedding plants
- Supply of hanging baskets

7.5 Where it is suggested that in rare circumstances the Council contracts use the supplier's standard terms (which may be because the suppliers' standard terms are

so specialist that they warrant being used, or the minimal value and simplicity of the contract makes it disproportionate to draft a new contract), the contract should always be checked by Legal, whatever the value. This is also the case for contracts that involve any complex issues, a variation, or an extension, or a financial leasing document which is also checked by the Finance Department.

- 7.6 In addition to the above, Members recently amended the CSO's to lower the threshold to ensure that no Officer may enter into a contract between the value of £5,000 and £10,000 unless this has first been shown to the Procurement team that best value has been obtained. Contracts above this level have best value checks written into the CSO's.
- 7.7 The Officer in charge of the contract should instruct Legal by completing the attached Legal Instruction Form marked as **appendix 2**.
- 7.8 Upon receipt of the Legal Instruction Form, the lawyer will arrange a meeting with the Officer to go through the requirements and understand the nature of the contract. When the contract is drafted, the lawyer will discuss the contents and general nature of it with the Officer in charge and advise on any project management clauses that need to be adhered to so that the Officer understands what the Councils' obligations will be.
- 7.9 For executing contracts, the practice is always, that the lawyer who drafted the contract is not the lawyer to sign it. There are procedures in place to ensure that the contract and its authority to enter into it is checked by a second lawyer who has been asked to sign the contract. Prior to signing, the contract is written into a signature book, with the date, the parties, and the authority to enter into the contract. The contract and the signature book are presented to the signatory. Pertinent questions are raised orally by the lawyer signing the contract to ensure it is in order.
- 7.10 Different lawyers have their own delegated authority to sign documents depending upon the document types and the lawyer's level of experience. The Councils' Monitoring Officer maintains a central record of Officer Delegations.

8.0 Monitoring the ongoing project – active contract management

- 8.1 It is usual practice to write into a contract, ongoing contract management clauses which run throughout the duration of the contract and often after it has been executed. This will require the Officer in charge of the contract to know and understand what is written into the contract, so that they can carry out contract management meetings and / or assessments of performance, to ensure the contract is being discharged in the manner expected of the supplier. Where a problem arises, the usual contract procedure would require default notices to be sent to the supplier requiring remedial action. If there is no remedial action arising after service of a default notice, then if the default is of a serious nature, there is sufficient reason to terminate the contract in accordance with the contract procedure. An extremely good working example of this was from Adur Homes. Due to ongoing contract management and the service of regular default notices, the Council was able to terminate early a contract for communal way cleaning without the concern caused

by insufficient documented evidence, of being in breach of contract for the early termination.

- 8.2 Contracts entered into and prepared by the Council should always contain a term clause, defining the length of the contract, and a termination clause entitling termination for breach of contract or for reasons unforeseen beyond a party's control.

9.0 Planning for the end of the contract

- 9.1 It is vital that sufficient planning is made before the end of the contract. This sounds obvious but there have been occasions when contracts have come to an end without sufficient preparation and planning.
- 9.2 If the contract is in excess of the EU Procurement threshold, this could be problematic as these contracts can take up to one year to properly procure, from the project inception meeting to award.
- 9.3 Poor planning for the renewal of an EU contract can render the Council in breach of the EU legislation and put the Council at risk of challenge by potential suppliers for noncompliance with EU principles. The Council can face claims for damages from suppliers and potential fines from the EU Commission. Challenges to Council procedures are increasing nationally and more commonly in the news headlines.
- 9.4 The Council lets many long term service contracts of a below threshold value. Proper procedure would dictate that a least one year to 6 months in advance, the above pre-procurement considerations are put into practice.

10.00 The perceived weaknesses

10.1 Poor value for money

- 10.1.1 If rules and procedures are not followed and there is no forward planning for the procurement exercise, it follows that the most economically advantageous tender will not be properly assessed and value for money may not be achieved.
- 10.1.2 Contracts above the EU Procurement threshold are in many ways less financial risk to the Councils than lower value contracts, as higher value procurements are ideally notified in advance and monitored by the professional Procurement and Legal teams. However for lower value contracts, if the contracting Officer does not follow the CSO procedures and does not notify the appropriate departments, there are limited checks and balances in place to ensure good value for money. It is the Manager's responsibility to ensure value for money is being obtained.

10.2 A lack of proper procedures in place

10.2.1 The Legal and Procurement teams have identified that whilst there is no lack of proper procedure (our Contract Standing Orders are quite detailed and specific) there does appear to be a lack of Officers with sufficient training, knowledge and understanding of the procurement process and CSOs. This has resulted in a small number of consequential failure to comply with the rules, when entering into contracts, extensions or variations of contracts.

10.3 The Council executes badly written contracts

10.3.1 There is a risk that a badly written contract produced by the Councils' Legal Team is executed. This risk is minimal given the skill, knowledge and commercial experience of the Legal Team; the excellent legal resources available to it and the procedure in place for executing contracts.

10.3.2 If a contract has been executed with unfavourable or unexpected terms to the Councils, it will be for one of the following reasons:

- The contract was not drafted by the Councils' legal team
- The contract does not reflect the contracting Officers' full intention, because the Officer has not previously read the contract for which he or she is responsible, or the Officer does not understand the full extent of those terms and conditions
- The Officer has not properly instructed the Legal Department using the Legal Instruction Form and has not complied with the CSOs
- The Officer has asked for generic advice and has not properly convened or explained to Legal either through the use of the form or at a one-to-one meeting, what he is attempting to achieve
- If questions are raised by Legal and not answered, or the advice given is not taken and recommended follow up action is not carried out, there is a risk that an unwanted contract may be presented to a lawyer to sign
- If the signatory does not follow the procedure for signing contracts, does not check the scope of the contract, and does not raise pertinent questions, the risk of an onerous or unwanted contract being executed is increased. This would be a rare occurrence but one which may be created due to a disregard to the rules and procedures

10.4 A lack of effective contract management

10.4.1 Some of our contracts continue in place for a number of years. Officers may not always monitor progress of the contract by reference to the contract terms, may not serve default notices where required and may not plan for the end of the contract term. A lack of contract management throughout the project is poor practice where the contractor's performance is not monitored as well as it should be.

10.5 A lack of pre-contract consideration

10.5.1 Sufficient time needs to be given prior to letting a contract. This consideration will need to include our own Contract Standing Orders but also explore other options that may include challenging the current procurement strategy for the goods or services required. If insufficient time is given or lack of project management, a contract can be rushed.

10.5.2 For example, if no authority is obtained and there are project inception meetings, Legal may raise issues when a contract is presented to Legal to sign. In addition if best value is not obtained, Procurement cannot approve the contract. This can cause frustration to both parties and does not achieve the desired result.

10.6 Officers may bind the Council, not understanding how contracts are formed

10.6.1 To make a contract, there has to be an offer, acceptance, consideration and an intention to create a legally binding contract. This may be done orally or in writing. Officers have in the past, mistakenly signed contracts without referring them to Legal beforehand or agreed contracts over the telephone without realising they were doing so.

11.0 What improvements have been made?

11.1 The Council has recently formed a Procurement Working Group, chaired by a Senior Officer (currently Chief Financial Officer and Section 151 Officer) to consider major procurement projects; how best to introduce social value and make improvements and efficiencies in the way that we procure. This Working Group has been very successful with a number of improvements implemented in the last 6 – 12 months, namely:

- The purchase of a new on-line procurement portal called 'Intend' that can be used by all staff and suppliers (at no charge). The Portal allows for streamlined, more efficient procurement and allows suppliers to register for future contract opportunities. It minimises risk and complies the requirement for all procurements to be conducted transparently and on line.
- The Intend portal will also act as the overarching contracts register for the Council. It has been very difficult to capture a list of all Council contracts and this system will become our central database.
- Following recommendations from the Procurement Working Group a strategic management decision was taken in 2013 to require mandatory training on our Contract Standing Orders. Legal and Procurement teams and our Section 151 Officer worked together and wrote / presented a training session promoting contract management. During the training Officers were required to complete a quiz (attached hereto at **appendix 3**). There has been positive feedback from this training which lasts approximately 3 hours and has promoted discussion of the rules with working examples between Officers. Around 60 staff received this training. Additionally the training should be given to all new senior staff and offered to Councillors.
- Later in 2014, Contract Management training will be rolled out across the Councils and again this will be mandatory for all staff involved in managing contracts, however big or small. It is likely this training will be provided by an external provider and costs met from the corporate training budget.
- Spend analysis – the Procurement team have been compiling a database of Adur and Worthing's spend across all commodities and contracts. The purpose of this is to produce information on our local spend but to also improve how we purchase goods and services and are made aware of all existing contracts in place

- The Councils intranet pages have been updated with information on procurement, Contract Standing Orders and general advice for all staff who are considering letting contracts.

- 11.2 The Councils' have recently, through the Procurement team, actively promoted the use of SME's by engaging with the Federation of Small Businesses and the Chamber of Commerce, explaining how procurement works, and how to use the Intend Portal. For larger contracts these may be broken down into "lots" or segments, so SMEs may be able to respond. Additionally SME's are encouraged to pool their resources for larger contracts. In addition to this the Social Value Act 2012 provides a procurement path to achieving better SME results. There is a risk that using smaller businesses loses economy of scale when procuring goods and services and this is often the tension between using large Government contracts and tendering for goods and services ourselves.
- 11.3 Negotiation with suppliers is actively encouraged, with Officers being trained not to accept the first figure given and to consider negotiating better deals, thereby dispelling the myth that the Councils remain a bottomless money pit. Some negotiations may not be about price but quality of service, or additional service provision such as training etc.
- 11.4 Officers are now aware of the requirement to have supplier standard terms of contract (where supplied) checked by the Legal team and all contracts over £5,000 checked for best value by the Procurement team. This lower financial limit of £5000 was set by Members in 2013 and has led to Officers ensuring they receive competitive quotations and the Procurement team challenging some Departments.
- 11.5 The new Council Leadership Team (CLT) are considering how we can improve our approach to project management, particularly with regard to major projects. The Chief Executive now requires all major projects to be discussed regularly by CLT and that these are closely monitored and managed. This is a standard agenda item now on CLT meetings.
- 11.6 In summary a number of improvements have been made over the last 6 – 12 months with in house working groups, partnership working, better communication, advanced planning, mandatory training and raising awareness of the rules and procedures. The theme has been to actively encourage Officers to consider 'if this was my money how I would spend it' and has had a very positive effect on procurement and the letting of commercial contracts.

12.0 Legal

- 12.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 12.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

- 12.3 S1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 12.4 S1 Local Government (Contracts) Act 1997 allows the Council to enter into a contract in relation to any of its functions.
- 12.5 In addition to the power under S1 above, the Council must comply with its Contract Standing Orders and the Public Contract Regulations 2006.

13.0 Recommendation

- 13.1 The Committee is recommended to note the contents of this report.

Paul Brewer
Director for Digital and Resources

Local Government Act 1972

Background Papers:

n/a

Contact Officer:

Steve Spinner, Business Services Manager, Town Hall, Worthing
Tel: 01903 221019
e-mail: steve.spinner@adur-worthing.gov.uk

1st September 2014

Schedule of Other Matters

1.0 Council Priority

1.1 Actively encouraging the saving of money and increased efficiencies is a Council priority.

2.0 Specific Action Plans

2.1 None other than the proposals made

3.0 Sustainability Issues

3.1 All matters considered and no issues identified

4.0 Equality Issues

4.1 Matter considered but no issues identified

5.0 Community Safety Issues (Section 17)

5.1 Matter considered but no issues identified

6.0 Human Rights Issues

6.1 Failure to protect property could be construed as interfering with the right to quiet enjoyment of property and possessions

7.0 Reputation

7.1 Proper procurement brings with it reputational issues, particularly as the Social Value Act requires local social value to be considered

8.0 Consultations

8.1 All matters considered and no issues identified

9.0 Risk Assessment

9.1 All matters considered and no issues identified

10.0 Health & Safety Issues

10.1 All matters considered and no issues identified

11.0 Procurement Strategy

11.1 All matters considered and no issues identified

12.0 Partnership Working

12.1 All matters considered and no issues identified

Appendix 1

Include ALL costs	Pre Procurement Discussion	Social Value	How many quotes?	Contact Legal	Specification	Value for Money	Evaluate	MEAT* Evaluation	Procurement Approval	Legal to Approve & Execute
£5K or Less	?	?	?	?	✓	✓	✓	?	?	?
>£5k but £10k or <	?	?	2	?	✓	✓	✓	?	✓	?
>£10k but £25k or <	?	?	2 (Written)	?	✓	✓	✓	?	✓	?
>£25k but £50k or <	?	?	3 (Sealed)	✓	✓	✓	✓	✓	✓	✓
> £50k but < EU	✓	?	ITT	✓	✓	✓	✓	✓	✓	✓
> EU Limit	✓	?	EU ITT	✓	✓	✓	✓	✓	✓	✓
Framework	✓	✓	MC	✓	✓	✓	✓	✓	✓	✓

✓	Mandatory
ITT	Invitation to Tender
MC	Mini Competition
?	Discretionary

* Most Economically Advantageous Tender

Request Details

Request Details

Name	Clare Hills
Email	Clare.Hills@adur-worthing.gov.uk
Department	Technical Services - Estates
Departmental Reference	EST/1205/14/CH/29520.004
Cost Centre Code	90631
Request in respect of	WORTHING
Is there a deadline statutory or otherwise for this advice/action?	No

Case Involvement

Customers of Concern

Does the case(s) involve a Customer of Concern? No

Equality

The Equality Duty is a duty on all public bodies to consider the needs of all individuals in their day to day work - in shaping policy, in delivering services and in relation to their own employees.

The Equality Duty covers 8 protected characteristics: age, disability, gender re-assignment, pregnancy or maternity, race - (including ethnic, or national origins, colour or nationality), religion or belief - (including lack of belief), sex and sexual orientation.

FOR more information on the Equalities Duty - Hyperlink to guide www.equalities.gov.uk - Equality duty - what I need to know/ a quick start guide for public sector organisations.

Please confirm whether the action(s) sought raises Equality Issues. No

Human Rights

Please consider, whether the action sought impinges on anyone's human rights and if so, whether such action is justified under the Human Rights Act? Human rights include: Right to a fair trial, respect for family life, private life, home and correspondence, freedom of thought, expression, assembly and association and protection and quiet enjoyment of property and possessions. If YES, Please state whether the action sought is considered proportionate to the interference with such rights and provide details

Does the case(s) raise Human Rights Issues? No

Requirement Type

Type of legal advice / action Required Conveyancing

Request Details

Conveyancing

Details of property for letting: Former beach chalets 32-46 inc, Beach Parade, Worthing

Do you have any relevant plans or documents to attach to this form? Yes

Attached file count and name(s): 2 (HEADS OF TERMS (chalets 32-46) Amended 010714.docx, PL140702_Lease Plan.pdf)

Proposed use of property: As per attached Heads of Terms - ie The former chalets to be used as artists' studios/workshops with ancillary retail sale of goods produced at the studios or by the artists occupying the studios which cannot be produced at the premises. Additionally should chalets 32-34 be combined into a single unit that may be used for workspace, gallery and occasional tuition/educational use.

Deed packet No: A41

Landlord: Worthing

Type of letting: Lease

Authorisation for grant of letting



* Please provide at least one of the below details

Committee:

Cabinet Member:

Cabinet:

Delegated Powers:

Delegation No:

Date authorisation granted:

Tenancy Details

Tenant's full name:

Tenant address & contact details:

If proposed tenant a company: Reg. Office, Reg. No

Tenant's Solicitor's name, address, contact details:

Guarantor's name & address:

(N.B Should be considered in ALL lettings where tenant is a company)

Length of Letting:

Commencement date of lease

Commencement date of lease (if known)

Commencement date of lease (if known)

Rent Details

Is there a rent free period?

No

Rental amount per annum: [REDACTED]

VAT charged? Yes

Rental payment period Monthly

Rent to be collected in advance? Yes

Rent exclusive of Rates? Yes

Rent exclusive of Insurance? Yes

Rent exclusive of Service Charge? Yes

Rent exclusive of Other? (Please specify) [REDACTED]

Rent to be reviewed? Yes [REDACTED]

How often the rent to be reviewed by? Other [REDACTED]

Annual uplift based on the higher of the Retail Price Index or the annual equivalent charge for similar beach chalets in Beach Parade, with a review to Market Rent at the end of the third year

On what basis?

Open market [REDACTED]

Upward only [REDACTED]

RPI [REDACTED]

Other [REDACTED]

Annual uplift based on the higher of the Retail Price Index or the annual equivalent charge for similar beach chalets in Beach Parade, with a review to Market Rent at the end of the third year

Service Charge applied? No

Letting Assignable? No

Subletting Permissable? Yes

Whole or Part only? Part only

Written Consent? Yes

Not to be unreasonably withheld? Yes

Underlease excluded from Landlord & Tenant Act 1954? Yes

Any other conditions? Yes

Details of other conditions:

Tenant not to assign, underlet or share possession of the whole or any part of the premises other than the tenant is permitted to sub-let each of the chalets subject to prior written consent of the Council as to both the form of the agreement and the term of each tenancy. All sub-leases are to be outside ss24-28 of the Landlord & Tenant Act 1954 or such other mechanism which may be agreed by the Council from time to time and which ensures that the sub-tenant does not gain any form of security of tenure. The tenant also permitted to sublet units 32-34, if they are combined to create a single unit, on a daily basis always ensuring that no security of tenure is created.

Alterations permitted? No

Tenant to pay landlord's costs? No

Tenant to pay surveyors costs? No

Break clause? Mutual

Notice required Three months

Excluded from Landlord & Tenant Act 1954? Yes

Other terms & conditions to be included in letting e.g.? Yes

Other terms & conditions specific to this letting:

Please see attached Heads of Terms and also previous lease of Chalets 42-46.

I will be away from the office from 7 - 18 July inclusive. My colleague Bob Cliff has kindly agreed to act as point of contact during that time.

Please note that the same tenant is currently the lessee of chalets 42-46 and notice to break that lease has been served to be effective on 25 July.

The chalets are currently the subject of works by WBC which are scheduled to complete w/c 7 July (confirmation of actual date awaited) and the applicant is keen to get in asap but is away from 3 weeks commencing 18 July. If the units have been completed before the applicant is away then please can entry be given on a tenancy-at-will based on the agreed rent and then the new lease backdated to the commencement of the TAW. If two TAWs are needed to cover the issue of the break notice then please proceed on this basis.

Regeneration have agreed to meet the cost of the legal (£750) and surveyors (£250) fees from the Kickstart budget, code has been requested.

Applicant to supply a draft of the underlease for approval prior to the grant of the lease

Terms per HoTs:

Repairs: Tenant to keep the interior of the premises including the inside of all doors, windows, door frames, window frames, glass in doors and windows, locks & fixings, all pipes. Cables and apparatus, in good repair.

To redecorate the interior including the inside of all doors, windows, door frames, window frames, shutters etc in the last year of the term, first obtaining the approval of the Council as to the colour of the paint etc.

At the lease end tenant to provide IEE / fixed wiring certificate for the premises.

Note - the Council has no obligation to repair any part of the demised premises or the building.

Break Clause:

Mutual break clause at any time after the second anniversary of the term by giving a minimum of three months' written notice.

Information to be supplied:

Tenant to provide the following information:

- Copy of proposed standard sub-lease for approval
- To provide to the Council at the start of the lease and thereafter annually on 31 January an annual report and forward plan including the following matters (as a minimum):
 - Schedule of all sublettings in the previous 12 months, stating name and address of each sub-lessee, rent, use and period of occupation.
 - Schedule of summer and winter charges to the sub-lessees
- To provide notification to the Council within one month of each sub-letting, including the name of the tenant, rent and use as well as a copy of the sublease
- Tenant to supply copy of safeguarding statement at beginning of lease and on any changes
- Any teaching with young people/vulnerable adults would require the person booking the space to prove that they had the relevant safeguarding documentation, including DBS check, in place

Other Standard lease terms:

The lease will be on the standard Council lease which will include terms such as the following, although this is not an exhaustive list:

- * Tenant to comply with all statutory requirements and obtain all consents, including any necessary planning permission, needed for its use of the premises.
- Tenant not to cause a nuisance, annoyance or inconvenience to the Council or the owners of occupiers of any neighbouring property.
- Tenant to make arrangements for the regular removal of rubbish from the premises and not to form any refuse dump on or adjoining the demised premises.
- Tenant not to allow any noxious or deleterious effluent to enter into the sewers or drains or anything which may cause an obstruction or injury.

- Tenant to be responsible for the provision and maintenance of all necessary fire fighting equipment and to comply with all recommendations of the Council, its insurers and the fire authority regarding fire prevention.
 - Tenant not to display any flag, sign or advertisement on the exterior of the premises without the Council's consent.
 - Tenant to obtain, maintain and comply with the conditions of any necessary licence required for its use of the premises.
 - Tenant to indemnify the Council against all costs, claims, actions, damages and liabilities arising out of the breach by the Tenant of any covenants in the lease (including the covenants to repair) or any alterations by the Tenant or its servants, agents, licensees etc.
 - The Tenant to permit the Council, its surveyors, agents and contractors to enter any part of the premises:
 - (a) On giving 24 hours notice to carry out inspections and ensure there is no breach of the covenants in the lease.
 - (b) In the last 6 months of the term to take inventories or schedules.
- On giving 24 hours notice, except in an emergency, to carry out repairs to the premises and any services or for any works arising from damage caused by an insured risk for which the Council is responsible.

The lease to be subject to such other terms and conditions as are considered reasonable by the Council's Solicitor.

Costs:

The Tenant to pay all costs incurred by the Council:

- (a) In preparing and serving any notices under the Law of Property Act.
- (b) In preparing or serving any notices or schedules relating to wants of repair.
- (c) In granting consent pursuant to any application made by the Tenant under the lease.

Completion Notice of lease to be sent to:

- Linda Haynes, Exchequer Officer, Financial Services (Worthing only)
- Steve Montgomery, Sundry Income Manager, Financial Services (Adur Only)
- Chris Mann, Insurance and Administration Officer, Financial Services
- Jenny Darling, Business Rates Officer, Customer Services (Worthing only)
- Council Tax Section, Civic Centre (Adur only)
- Andy Edwards, Parks Manager
- Clare Mangan, Regeneration Manager
- Graeme Haigh, Estates Manager
- Nick Pasmore, Principal Estates Officer
- Bob Cliff, Estates Officer
- Adrian Rice, Estates Officer
- Helen English, Estates Technician
- Val Macleod
- Mark Lloyd
- Colin Middleton
- Helen Buck
- Rebecca Friend
- Duncan Anderson
- Cliff Harrison
- Mandy Ainsworth
- Bryan Curtis
- Peter Whish
- Graham Cherrétt
- Gary Peck
- Jane Griffiths, Council's VAT Officer
- Clare Hills, Estates Surveyor
- Any others

Authorisation

Authorisation

Property	15 former beach chalets, nos 32 – 46 inclusive, Beach Parade, Worthing
Demised Premises	The premises are edged red on the attached plan and include chalets 32 – 46 and the forecourt attached. Plan to follow
Solicitors	[REDACTED]
Proposed Tenant	[REDACTED]
Address	[REDACTED]
NI Number	[REDACTED]
Contact details	[REDACTED]
Length of lease	5 years from the date of the documentation The lease is to be excluded from sections 24-28 of the Landlord & Tenant Act 1954 (part II) by Notice.
Break Clause	Mutual break clause at any time after the second anniversary of the term by giving a minimum of three months' written notice.
Rent	[REDACTED]
VAT	The property is VAT elected and VAT is to be charged on the rent
Rent Review	Upward only rent review. Annual uplift based on the higher of the Retail Price Index or the annual equivalent charge for similar beach chalets in Beach Parade, with a review to Market Rent at the end of the third year
Payment of rent	Rent to be paid monthly in advance, by way of automatic electronic transfer (such as direct debit) as designated by the Landlord from time to time
Interest on late payment	Interest will be payable on late payment of rent at base rate plus 4%.
Outgoings	Tenant responsible for all rates, taxes, assessments, utility charges (gas, water, electricity etc) and other outgoings at the property. If any utilities are recharged by the Council based on check meters then the tenant to pay for these within 14 days of being demanded.
Insurance	Tenant to reimburse the Council the cost of the annual buildings insurance premium including 3 years' loss of rent. Tenant to maintain public liability insurance in the minimum sum of £10 million for any one claim. Tenant to take out plate glass and plant & machinery insurance as relevant, to be in joint names with the Council. Tenant is advised to take out contents insurance, including cover for any fitting out as well as indemnity insurance if appropriate.
Use	The former chalets to be used as artists' studios/workshops with ancillary retail sale of goods produced at the studios or by the artists occupying the studios which cannot be produced at the premises. Additionally should chalets 32-34 be combined into a single unit that may be used for workspace, gallery and occasional tuition/educational use.

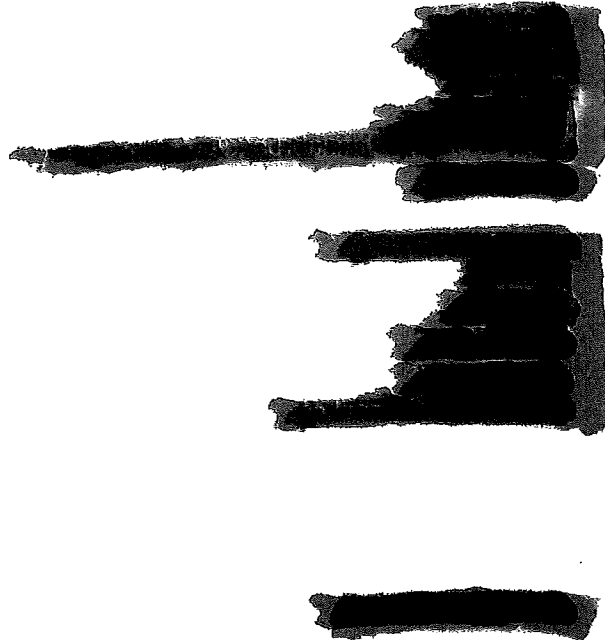
Authorised by Manager:

Manager

Graeme Haigh

Authorised Date/Time:

07/07/2014 - 10:43:51

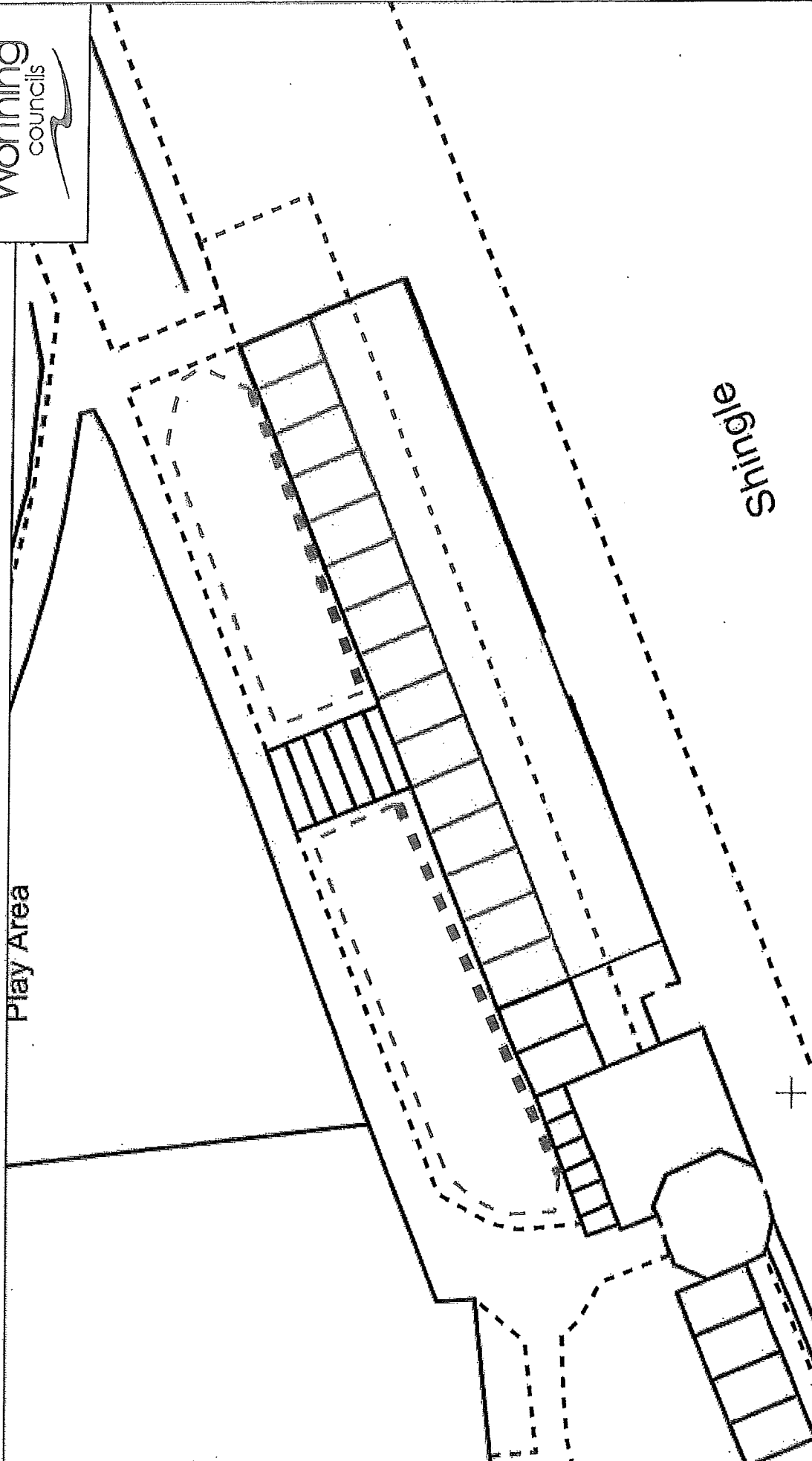


	<p>The forecourts may be used for display of goods as above and for artists to work. No kilns, welding or other heavy machinery/equipment to be used at the premises. The premises may be used only between the hours of 9am and 9 pm. Each individual chalet must be open for a minimum of 18 days out of every 30 in the summer and 12 days out of every 30 in the winter; summer being defined as April to October inclusive and winter as November to March inclusive. Tenant to ensure that there is a variety of styles of art at the premises to create visual impact</p> <p>Smoking is not permitted within the whole of the demised premises</p>
Repairs and decoration	<p>Tenant to keep the interior of the premises including the inside of all doors, windows, door frames, window frames, glass in doors and windows, locks & fixings, all pipes, cables and apparatus, in good repair.</p> <p>To redecorate the interior including the inside of all doors, windows, door frames, window frames, shutters etc in the last year of the term, first obtaining the approval of the Council as to the colour of the paint etc.</p> <p>At the lease end tenant to provide IEE / fixed wiring certificate for the premises.</p> <p>Note – the Council has no obligation to repair any part of the demised premises or the building.</p>
Alterations	Tenant not to make any alterations to the premises.
Alienation	<p>Tenant not to assign, underlet or share possession of the whole or any part of the premises other than the tenant is permitted to sub let each of the chalets subject to prior written consent of the Council as to both the form of the agreement and the term of each tenancy. All sub-leases are to be outside ss24-28 of the Landlord & Tenant Act 1954 or such other mechanism which may be agreed by the Council from time to time and which ensures that the sub-tenant does not gain any form of security of tenure.</p> <p>The tenant also permitted to sublet units 32-34, if they are combined to create a single unit, on a daily basis always ensuring that no security of tenure is created.</p>
Information to be supplied	<p>Tenant to provide the following information:</p> <ul style="list-style-type: none"> • Copy of proposed standard sub-lease for approval • To provide to the Council at the start of the lease and thereafter annually on 31 January an annual report and forward plan including the following matters (as a minimum) <ul style="list-style-type: none"> - Schedule of all sublettings in the previous 12 months, stating name and address of each sub-lessee, rent, use and period of occupation. - Schedule of summer and winter charges to the sub-lessees • To provide notification to the Council within one month of each sub-letting, including the name of the tenant, rent and use as well as a copy of the sublease • Tenant to supply copy of safeguarding statement at beginning of lease and on any changes • Any teaching with young people/vulnerable adults would require the person booking the space to prove that they had the relevant safeguarding documentation, including DBS check, in place
Other standard lease conditions	<p>The lease will be on the standard Council lease which will include terms such as the following, although this is not an exhaustive list:</p> <ul style="list-style-type: none"> • Tenant to comply with all statutory requirements and obtain all consents, including any necessary planning permission, needed for its use of the premises. • Tenant not to cause a nuisance, annoyance or inconvenience to the Council

	<p>or the owners of occupiers of any neighbouring property.</p> <ul style="list-style-type: none"> • Tenant to make arrangements for the regular removal of rubbish from the premises and not to form any refuse dump on or adjoining the demised premises. • Tenant not to allow any noxious or deleterious effluent to enter into the sewers or drains or anything which may cause an obstruction or injury. • Tenant to be responsible for the provision and maintenance of all necessary fire fighting equipment and to comply with all recommendations of the Council, its insurers and the fire authority regarding fire prevention. • Tenant not to display any flag, sign or advertisement on the exterior of the premises without the Council's consent. • Tenant to obtain, maintain and comply with the conditions of any necessary licence required for its use of the premises: • Tenant to indemnify the Council against all costs, claims, actions, damages and liabilities arising out of the breach by the Tenant of any covenants in the lease (including the covenants to repair) or any alterations by the Tenant or its servants, agents, licensees etc. • The Tenant to permit the Council, its surveyors, agents and contractors to enter any part of the premises: <ul style="list-style-type: none"> (a) On giving 24 hours notice to carry out inspections and ensure there is no breach of the covenants in the lease. (b) In the last 6 months of the term to take inventories or schedules. <p>On giving 24 hours notice, except in an emergency, to carry out repairs to the premises and any services or for any works arising from damage caused by an insured risk for which the Council is responsible.</p> <p>The lease to be subject to such other terms and conditions as are considered reasonable by the Council's Solicitor.</p>
Costs	<p>The Tenant to pay all costs incurred by the Council:</p> <ul style="list-style-type: none"> (a) In preparing and serving any notices under the Law of Property Act. (b) In preparing or serving any notices or schedules relating to wants of repair. (c) In granting consent pursuant to any application made by the Tenant under the lease.
Acknowledgement and signature	<p>I acknowledge and accept the above terms</p> <p>Name (print).....</p> <p>Signature.....</p> <p>Date.....</p>
Date Issued	1 July 2014

Chalets 32 - 46
02 July 2014

Play Area



Shingle

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Chalets 32 - 46
02 July 2014

Play Area

Adur &
Worthing
Councils

Shingle

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THE FUN PROCUREMENT QUIZ!!!!

Which of the answers to the following questions is correct? There may be more than one correct answer.

Part one

1. WHY DO WE HAVE CONTRACT STANDING ORDERS?
 - To irritate Council officers and create more work
 - To obtain a corporate consistent and uniform approach to procurement
 - To comply with audit rules
 - To achieve best value for money

2. WHO DO OUR CONTRACT STANDING ORDERS APPLY TO
 - The Prime Minister, all civil servants and all council officers
 - Suppliers of Goods and Services to the Council
 - The Chief Executive, Council officers and Members of ADC & WBC
 - Consultants working on behalf of the Authority procuring contracts

3. WHICH OF THE FOLLOWING NEED TO BE PRESENT TO CREATE A BINDING CONTRACT?
 - Consideration
 - An intention to create a legal relationship
 - An intention to put the contract in writing in the near future
 - An offer and acceptance

4. WHICH OF THE FOLLOWING ACTIONS CAN CREATE A BINDING CONTRACT BY A COUNCIL OFFICER?
 - Paying the supplier to clean the North and South windows at Splashpoint even though there is a written contract to clean the South windows only
 - Shaking hands on a deal with your son to supply your work colleagues with tea and biscuits during contract standing order training
 - A telephone conversation between a Council officer and a supplier agreeing general terms about what is to be done, after which the officer decides to send out a written contract
 - Sending out a draft contract marked "subject to contract" after negotiating an agreement with the supplier. You later decide you want to change the terms, but the supplier, who has not signed and sent back the written contract, asserts you have an agreement that cannot be changed.

5. WHICH OF THE FOLLOWING NEED TO BE INCLUDED WHEN CALCULATING CONTRACT VALUE?
- The cost payable to the supplier or the contractor over the life of the contract
 - Maintenance, disposal and replacement of any equipment purchased
 - The cost of the procurement process and any lunches purchased during meetings
 - The additional cost of any option to vary or extend the contract
 - VAT
6. WHICH OF THE FOLLOWING ARE APPROPRIATE PRE-PROCUREMENT CONSIDERATIONS?
- A time table; who to notify of the intended procurement; overall cost
 - Authorisation; Budget; added value;
 - Which supplier offers the best inducements
 - Safeguarding; Social Value;
7. WHEN DO YOU NEED TO CONSIDER A SAFEGUARDING ASSESSMENT
- When the Contractor is concerned about cleaning high level windows at Splashpoint
 - When the supplier *will* be working with vulnerable adults and children
 - When the supplier *may* come into contact with vulnerable adults and children
 - When the Housing Officer has collected rent and is on his way back to the office
 - A consultant collating information on the success of a drugs and alcohol abuse service
8. WHICH OF THE FOLLOWING AMOUNTS ARE NOT REFERRED TO SPECIFICALLY IN THE CSOs?
- £5,000.00
 - £6,000.00
 - £10,000.00
 - £25,000.00
 - £50,000.00
 - EU Thresholds
9. WHEN DO YOU NEED APPROVAL FROM PROCUREMENT PRIOR TO CONTRACT AWARD?
- Only on the 29th February
 - Never
 - All contracts over £5,000.00
 - All EU contracts
 - When using Framework Agreements
10. CONTRACT FORMATION - WHEN DOES A CONTRACT NEED TO BE IN A FORMAT APPROVED BY AND EXECUTED BY LEGAL
- When the value of the contract is £25,000.00 or over
 - When you can't be bothered to do it yourself
 - When the contract involves a finance leasing arrangement

Appendix 3

- Where the contract is complex in any way
- Where it is proposed we contract on the supplier's own standard terms

11. WHICH OF THE FOLLOWING CONTRACT VALUES WILL CURRENTLY REQUIRE EU PROCUREMENT?

- Goods and Services £172,514.00
- Works £4,322,012
- Goods and Services valued at £138,000.00
- Any contract where the value is near to or within 20% of the EU threshold

12. WHAT IS A STANDING LIST?

- A list of contractors approved by the EH of Service and the relevant Cabinet or Joint Strategic Committee
- A list of suppliers who applied to be on a standing list after seeing an advertisement published by the Council in the local paper and/or trade journal and/or an appropriate web-site
- A list read by the EH whilst standing, so his officer's know which suppliers to contact.
- A list prepared having regard to relevant qualifications and previous satisfactory work for us or other Local Authorities

13. WHICH OF THE FOLLOWING STATEMENTS ABOUT FRAMEWORKS IS INCORRECT?

- Using suppliers that are listed in the framework means you do not have to have a separate written contract
- The usual procedure is to approach one supplier as you know that the particular supplier can achieve exactly what you want
- A mini-competition is held to see which supplier can respond first
- A call-off contract is an oral contract applicable only to frameworks

14. WHAT IS A PROCUREMENT SPECIFICATION – IS IT A DOCUMENT THAT?

- Provides a list of requirements from the Officer's union
- Is capable of forming part of the final contract terms and conditions
- Concisely sets out the Council's requirements under the contract
- Details the evaluation and scoring criteria





PART 2

15. HOW DO YOU EVALUATE A TENDER RESPONSE?

- By assessing the most economically advantageous tender including price and technical submission (MEAT) or other EMAT method
- By assessing the type of inducements that are included in the tender response
- By considering the rubbish job that particular supplier did last time
- Weighing up each response and picking the one with the least pages

16. MATCH THE MOST SUITABLE EVALUATION WEIGHTINGS FOR PRICE, WITH THE FOLLOWING CONTRACTS?

60%	The purchase of 50 law books	
90%	The supply of 100 standard office doors	
100%	The Cleaning contract for Worthing Theatres	
40%	Provision of Care for Elderly people	

17. THE CONTRACTOR THROWS IN FOUR PREMIER CLUB MATCH TICKETS CAN YOU KEEP THEM?

- Only if you intend to sell them on and give the proceeds to the Council
- Only if they include hospitality and you offer one to the Chief Executive
- Yes, if you would have awarded the Contract to the Contractor anyway
- No, this is an act of Bribery

18. IN WHICH OF THE FOLLOWING CIRCUMSTANCES CAN YOU EXTEND YOUR CONTRACT?

- Where the extension is authorised and within budget
- When you have too much work to do to go through another procurement
- Where there has been no previous extension and the contract allows you to
- When all of the criteria in CSO 8.25 are met

19. WHICH OF THE FOLLOWING CONTRACT VARIATIONS IS OK?

- The variation is within the scope of the original contract and does not exceed 20% of the original contract price

Appendix 3

- The variation does exceed 20% of the original contract price but the Procurement office and the EH of CC services has assessed the variation and approved it
- The variation exceeds 20% and it is alright for it to be made orally or in writing
- The Contract variation affects the scope of the contract but it can be approved because the EH of CC has reported to Members and the business justification has been made out

20. WHICH OF THE FOLLOWING IS AN EMERGENCY OR SPECIAL CIRCUMSTANCE?

- The air conditioning within the Data Centre breaks down and there is a risk of important equipment over heating and failing
- Upon inspection, the electrician confirms an ADC property open to the public is in need of urgent re-wiring to make safe
- Portland House urgently needs new dishwashers installed as the mugs keep piling up
- A wall in Homefield Park has collapsed, the area is sectioned off but the wall needs to be rebuilt as soon as possible

21. AN INVITATION TO TENDER IS A DOCUMENT THAT CALLS FOR BIDS OR TENDERS AND USES A SPECIAL PROCEDURE TO GENERATE OFFERS FROM POTENTIAL SUPPLIERS, IT IS ALSO A DOCUMENT THAT?

- Contains the evaluation and scoring criteria related to the award of the contract
- Provides instructions to Tenderers
- Invites you to negotiate separately with the supplier
- Sets out draft contract terms and Council policies

22. ACCORDING TO THE CONTRACT STANDING ORDERS, WHEN DO WE USE AN INVITATION TO TENDER?

- For all contracts over 50K
- For all contracts between 25k and 50k
- When we can't connect to the Internet
- For all contracts up to 25k

23. HOW ARE TENDERS OPENED IN ACCORDANCE WITH CSO 8.11?

- Postal Tenders are collected from the strong room and opened by the correct officers (depending upon value of the tender)
- Using a paper knife
- By steaming over a kettle
- E-tenders are opened by the Procurement Officer clicking on a secure link on the Intend Portal with the correct number of officers present (depending upon value)

24. WHAT IS A QUOTATION?

- *"I can resist anything except temptation"* Oscar Wilde
- It is a promise by a supplier to carry out work at an agreed price
- A fixed priced which may only be varied if the supplier could *not have reasonably foreseen* the extra work required to carry out a satisfactory job

Appendix 3

- It is the price you will have to pay even if you later realise you are paying over the odds
- A fixed price that can be varied because the supplier decided three coats of paint was better than 2

25. HOW ARE SEALED QUOTATIONS OPENED?

- By the EH who is blind folded so he cannot hide one he doesn't like
- By the Executive Head of Service in the presence of one other officer designated by the Executive Head
- By the Executive Head of Service in the presence of the Supplier or contractor
- By the Procurement Team

26. WHICH OF THE FOLLOWING METHODS OF PROCUREMENT ARE INCORRECT?

- Deciding the Council needs a tractor and purchasing one from your favourite supplier
- Having regard to the contract standing orders and following the correct procedure for the value of the contract that you are considering
- Having regard to the contract standing orders and choosing a contractor from a standing list
- Sending an officer to France to buy the wine for the Chief Executive's leaving do

27. WHICH OF THE FOLLOWING METHODS OF PROCUREMENT ARE CORRECT?

- Ensuring you have the budget and authority to begin your procurement exercise
- Working out in advance, which departments you will need to contact and why
- Calculating the value and working out precisely how much you are going to spend
- Looking at the relevant part of the Contract Standing Orders applicable to the value; complexity; leasing agreement; and process relevant to your procurement

28. HOW DO YOU ACHIEVE THE BEST IN YOUR PROCUREMENT EXERCISE?

- Good Project Management
- Great Communication
- Advanced Planning; using Outlook reminders; using the Intend Portal
- Any other tools that will help you successfully implement the Contract Standing Orders!



Ward: N/A

Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2014/15

Report by the Chief Executive

1.0 Summary

1.1 This report outlines progress on the work contained in the 2014/15 Joint Overview and Scrutiny Committee Work Programme.

2.0 Background

2.1 The current Joint Overview and Scrutiny Work Programme is a 'rolling' Programme which the Committee reviews at each meeting.

2.2 The Work Programme for 2014/15 was previously reviewed by the Committee at its meeting on 31 July 2014.

3.0 Progress with the Work Programme for the Joint Overview and Scrutiny Committee for 2014/15

3.1 Detailed progress with the Work Programme is set out in the Appendix to this report. The Programme includes details of any changes to work and dates made since it was last reported to the Committee and as requested by the Committee it now includes a 'date' column advising when the item will be reported. The Committee have the option to include other issues in the rolling programme, in particular, the Committee may wish to include policy development issues and/or scrutiny reviews on issues which are important to the communities.

4.0 Proposals

4.1 To note the progress in implementing the Work Programme for 2014/15.

5.0 Legal

5.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.

- 5.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 5.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness
- 5.4 Section 1 Local Government (Contracts) Act 1997 empowers the Council to enter into a contract in relation to any of its functions.

6.0 Financial Implications

- 6.1 There are no known financial implications arising from this report but some of the recommendations arising from the issues being considered in the Work Programme may have financial implications.

7.0 Recommendations

- 7.1 That the progress in implementing the Work Programme for 2014/15 be noted; and**
- 7.2 That the Committee considers any other issues/reviews which it would like to be included as part of the 2014/15 Work Programme.**

Background Papers:

None.

Contact Officer:

Mark Lowe, Policy Officer – Tel 01903 221009
28 August 2014

Schedule of other matters

1.0 Council Priority

1.1 Matter considered and issues related to Council Priorities identified.

2.0 Specific Action Plans

2.1 Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered. Some of the issues to be considered by the Committee may impact on equality issues.

5.0 Community Safety issues (Section 17)

5.1 Matter considered. Issues relating to crime and disorder are contained in the Work Programme.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered and no issues identified. Outcomes from the discussion of the issues can help to improve the reputation of the Councils.

8.0 Consultations

8.1 Matter considered. Some of the issues identified in the Work Programme may involve some form of consultation.

9.0 Risk assessment

9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership working

- 12.1 Matter considered. Some of the issues identified do involve working together and also in partnership with other Councils.

Joint Overview and Scrutiny Committee – Forward Work Programme 2014/15

Subject Area	Officer(s) Responsible	Comments/ Progress	Date for next report to JOSC
<p>Scrutiny Reviews – Monitoring Outcomes</p> <p>Economic Recovery Review update</p>	<p>Director for the Economy/Policy Officer (ML)</p>	<p>To look at how the Councils can support businesses, the community and housing toward economic recovery.</p> <p>Review undertaken in 2010. Monitoring report to be reported to JOSC.</p>	<p>September 2014</p>
<p>Fuel Poverty Review update</p>	<p>Director for Communities/Policy Officer (ML)</p>	<p>To consider the Councils involvement with fuel poverty in deprived areas.</p> <p>Monitoring report presented to JOSC in March 2014. Further update now planned for JOSC.</p>	<p>March 2015</p>
<p>Review of Planning Enforcement</p>	<p>Director for Customer Services/Policy Officer (ML)</p>	<p>Report from the Working Group chaired by Councillor Michael Donin presented to JOSC on 14 November 2013. Report to be considered by JOSC on the effectiveness of the scheme six months after implementation.</p>	<p>November 2015</p>
<p>Review of Allotments (Worthing)</p>	<p>Director for Communities and Parks and</p>	<p>Worthing Cabinet Member for the Environment attended JOSC on 14 November 2013 to address the issues relating to a lack</p>	<p>September 2014</p>

	Foreshore Manager	of progress with the development of an allotments strategy/policy. A report reviewing an allotments policy will be submitted to JOSC.	
Review of public recreation facilities for the children and youth in Adur/Worthing	Policy Officer (ML)	A report on the Open Spaces Play study to be discussed at Member Workshop followed by report to JOSC.	November 2014
Worthing Age of School Transfer	Policy Officer (ML)	Findings from the Working Group were reported to JOSC on 31 January 2013 and subsequently agreed at Worthing Council meeting on 19 February. Recommendations subsequently submitted to West Sussex County Council. The West Sussex Cabinet Member for Education and Schools attended JOSC in September 2013 to report on the progress with his work. A further update on progress with the consultation and other issues was presented to JOSC on 30 January 2014. It is intended that further updates will be presented to JOSC in due course.	March 2015
Interviews with Leaders and Cabinet Members from Adur and Worthing	Policy Officer (TC)	Leaders and Cabinet Members to be interviewed at meetings between June 2014 and March 2015. Report detailing progress with the Cabinet Member's priorities to be considered by the	Cabinet Members for Customer Services – September 2014 Cabinet Members for Resources – November

		Committee as part of each interview.	2014 Cabinet Members for the Environment – January 2015 Cabinet Members for Health and Wellbeing – March 2015
Adur and Worthing Budgets 2015/16	Director for Digital and Resources/Chief Financial Officer	Medium Term Financial Plan – 31 July 2014 Revenue Budget proposals – November 2014 and January 2015. (Worthing only)	July 2014 November 2014 and January 2015
Review of the effectiveness of the 2013/14 Budgets	Directors of the Service	Review of previous budget to assess its effectiveness – 31 July 2014. Further updates on the Scrutiny of the relevant parts of the budget to be presented to JOSC in due course as requested.	Worthing Leisure Centre sites performance – November 2014 Beach Huts in Adur and Worthing – November 2014 ICT issues and spend on ICT – November 2014 Grounds Maintenance in Adur and Worthing – January 2015 Staff sickness issues – Note to be circulated to

			JOSC members
Annual Report 2013/14	Policy Officer (ML)	Annual report for 2013/14 considered and agreed by JOSC on 3 July and subsequently endorsed by Adur and Worthing Council meetings.	Issue complete
Crime and Disorder Scrutiny	Director for Communities/Policy Officer (ML)	Report advising on crime and disorder issues and the work of the Adur and Worthing Safer Communities Partnership presented to JOSC at least once a year. Update report presented to JOSC on 14 November 2013 and further report to be made during 2014/15.	September 2014
Local Strategic Partnership/Waves Ahead Scrutiny	Community Wellbeing/Policy Officer (ML)	Update performance reports on the work of the Local Strategic Partnership/Waves Ahead – Two reports per year to be circulated to all as information items. Last update report circulated in March 2014. Further report to be circulated in 2014.	September 2014
Updates on the work of the West Sussex Health and Social Care Committee	Council representatives on the Committee	Quarterly. To be circulated as information items.	October 2014
September 2012 Sewage Spill and local flooding issues	Policy Officer(ML)	Representatives from Southern Water attended JOSC in November 2013 to address the issues of flooding in East Worthing.	To be confirmed.

		Environment Agency to attend JOSC in 2014/15 when legal issues have been resolved.	
ICT Failure	Director for Digital and Resources	<p>JOSC considered the report on the ICT failure at its meeting on 11 April 2013. It was agreed that JOSC would receive the minutes of the Census Committee to continue to monitor the implementation/progress with the action plan set up to ensure that the ICT failure did not happen again.</p> <p>Update report presented to JOSC on 11 July 2013 and further report presented on 14 November 2013.</p> <p>JOSC will consider a further update report in 2014.</p>	November 2014
Joint West Sussex County review of flooding issues	Joint County Task and Finish Group	<p>Joint County review of flooding issues reported to JOSC/JSC in January and February 2014 respectively.</p> <p>The West Sussex Joint Scrutiny Steering Group to reconsider the outcomes from the review at a meeting in late 2014 with a view to reconstituting the Task and Finish Group to undertake further work on flooding.</p>	Late 2014

Review of the Procurement Process	Director for Digital and Resources	An update on the ongoing review of the Procurement process will be provided to JOSC Members.	By March 2015.
Emergency/Urgency powers of the Chief Executive	Chief Executive/Solicitor to the Council	At the request of JOSC the Chief Executive attended the JOSC meeting on 31 July 2014 to explain how his emergency/urgency powers are made and under which circumstances they apply.	Issue complete.
Letting and management of commercial contracts and perceived weaknesses	Director for Digital and Resources	A report to be presented to JOSC on the letting and management of commercial contracts.	September 2014
Joint West Sussex Community Legal Services review	Policy Officer (ML)	The final report from the Task and Finish Group which is reviewing the revised specification and approach to tendering for the Community Legal Services contract will be circulated to JOSC Members for any comment prior to consideration by JSC.	September 2014/October 2014.
Worthing Theatres Budgets Review	Director for the Economy/Policy Officer (ML)	JOSC agreed to set up a Working Group of Adur and Worthing Members to look at the Worthing theatres budgeting situation. Initial pre meeting held with JOSC Chairmen/Vice-Chairmen, Worthing Leader and Worthing Cabinet Member for Customer Services on 17 July to discuss and agree terms of reference for the review. First meeting of Working Group being held on 4 September. Final	November 2014.

		report from Working Group to be presented to JOSC.	
Provision of community beds in the Adur District	Policy Officer (ML)/Clinical Commissioning Group	Representatives from the Clinical Commissioning Group attending JOSC regarding the provision of community beds in the Adur District.	November 2014.
Review of Core Strategies	Director for the Economy/Head of Planning & Regeneration	Report on the review of the Core Strategies and how relevant national guidance is being interpreted.	November 2014.