

ADUR & WORTHING COUNCILS

11 June 2019

Joint Overview and Scrutiny Committee

Date:	20 June 2019
Time:	6:30pm
Venue:	Queen Elizabeth II Room, Shoreham Centre, Shoreham-by-Sea

Committee Membership:

Adur District Council: Councillors; Stephen Chipp (Chairman), Joss Loader (Vice Chairman), Carol Albury, Catherine Arnold, Kevin Boram, Paul Mansfield, Andy McGregor, Lavinia O'Connor

Worthing Borough Council: Councillors; Roy Barraclough (Chairman), Keith Bickers (Vice Chairman), Paul Baker, Margaret Howard, Charles James, Jane Sim, Bob Smytherman, Carl Walker

Agenda

Part A

1. Declarations of Interest / Substitute Members

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. Confirmation of Minutes

To approve the minutes of the Joint Overview and Scrutiny Committee meeting of held on 21 March 2019, copies of which have been previously circulated.

3. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by 6.30pm Tuesday 18 June 2018

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted to Democratic Services democratic.services@adur-worthing.gov.uk

(Note: Public Question Time will operate for a maximum of 30 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

To consider a report by the Monitoring Officer, copy attached as item 5

6. Adur and Worthing Scrutiny Review of Transport issues

To consider a report by the Director of Digital and Resources, copy attached as item 6

7. JOSC Annual Report 2019/20

To consider a report by the Director for Digital and Resources, copy attached as item 7

8. Joint Overview and Scrutiny Committee Work Programme 2019-20

To consider a report by the Director of Digital and Resources, copy attached as item 8

Part B - Not for publication - Exempt Information Reports

None

Recording of this meeting: The Council will be voice recording the meeting including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Joanne Lee Solicitor 01903 221134 joanne.lee@adur-worthing.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
20th June 2019
Agenda Item 5

Key Decision: No

Ward(s) Affected: All

Request for Call-In of Executive Officer Decision

Report by the Monitoring Officer

Executive Summary

1. Purpose

The Council's Joint Overview and Scrutiny Procedure Rules provide that where the Monitoring Officer received a request to call-in a decision of the Executives, and rejects that request, they must report to the Joint Overview and Scrutiny Committee with details of the request and reasons for the rejection.

2. Recommendations

The Joint Overview and Scrutiny Committee is recommended to note the contents of this report.

3. Context

Part 1A Local Government Act 2000 sets out the arrangements in respect of Local Authority Governance in England. Where an authority is exercising Executive

arrangements, it is required to have an Overview and Scrutiny Committee. Section 9F of the Act sets out the functions of an overview and scrutiny committee which includes “to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive” and “to make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive”.

It is prudent for a Local Authority to have locally adopted procedures to enable the JOSC to implement this scrutiny function. In this regard Adur and Worthing Councils have adopted Joint Overview and Scrutiny Procedure Rules.

At paragraph 17 of the Procedure Rules, call-in of decisions is dealt with and the rules provide that at least 3 Members must request a call-in and that the grounds for a decision being called in are:

- If it conflicts with Council Policy
- If it conflicts with the Council’s Budget Strategy, or
- Where there is evidence to suggest the principles of decision making have not been complied with.

4. Background

On 4th April 2019 the Councils’ Head of Major Projects and Investments made a decision to make, on behalf of Worthing Borough Council, a strategic property investment purchase, of a development known as the Waitrose site at Newton Means. The decision was published on 4th April on the Councils’ website with reference number HMP&I/018/18-19. The call-in deadline was 5pm on 11th April 2019.

On Wednesday 10th April the Monitoring Officer had received, in writing, a request from 3 Elected Members of the Councils to call in the decision: Cllrs Cooper, Deen and Mulholland.

In summary the request for call-in of the decision of the Head of Major Projects and Investment was on the ground that the Councils’ decision making principles had not been complied with.

The Councils have adopted decision making principles which are set out in Article 12 of each Council’s Constitution. These provide that:

- There should be clarity of aims and objectives

- Proper regard should be paid to professional advice from Officers
- All decisions shall be in accordance with the law
- Proper regard should be paid to the outcome of any internal or external consultation
- There should be a presumption in favour of openness, accountability and transparency
- There should be respect for human rights
- There should be proportionality
- There should be an explanation of the alternative options considered, and
- There should be proper and documented reasons given for all decisions.

In exercising discretion, the decision maker must:

- Understand the law that regulates the decision making power and gives effect to it. The decision maker must direct itself properly in law
- Take into account all relevant matters and leave out any irrelevant matters
- Act for a proper purpose, exercising its powers for the public good
- Not reach a decision which no Authority acting reasonably could reach
- Comply with the rule that Local Government finance is to be conducted on an annual basis save as authorised by Parliament
- Act with procedural propriety in accordance with the rules of fairness.

To be lawful a decision:

- If taken at Council or a Committee must comply with the principle of being reached by a majority at a properly constituted meeting
- Be one that the decision maker is empowered to take
- Not contravene Wednesbury reasonableness
- Be capable of execution, and
- Not purport to undo what has already been done irrevocably.

Members requesting the call in of the decision in summary alleged that the decision maker had breached the principles of decision making as he:

- Had not taken due regard of the recent advice given by the Councils' auditors, Ernst & Young, to the Joint Governance Committee concerning risks being taken by Councils in investing in commercial property, and
- Had not made a proportionate decision compared with the desired outcome, in that there was excessive risk.

Members alleged that this was a breach of Article 12.02 (b) and (g).

5. Issues for consideration

The Monitoring Officer, in considering the first ground for the request, was mindful that the advice referred to was from the Councils' External Auditors rather than Officers, but accepted that nevertheless it was professional advice presented to Members. The Monitoring Officer considered the advice given to the Joint Governance Committee by way of a report on 26th March 2019 which stated that *"there is a growing concern that too many local authorities are investing heavily in commercial property at a rate that is disproportionate to their available resources."* Those requesting the call in purported that this advice was not given due regard by the decision maker in reaching decision HMP&I/018/18-19.

The Monitoring Officer was of the view that the Audit report related to the impact of Brexit on Consumer Demand and stated that some authorities may have exposure to certain sectors citing the retail sector specifically. However, the advice was generic, and was not given in respect of the commercial investments made by Worthing Borough Council and so had limited direct relevance to this particular decision to purchase. The Head of Major Projects and Investment was present at the meeting where the advice was given, and has confirmed that, whilst he didn't specifically refer to it in his Decision Notice, he was mindful of the advice when making this decision.

The Head of Major Projects & Investment also confirmed that in making the decision he was also mindful of the Council's Strategic Property Investment Strategy, which is of greater significance. This Strategy, adopted by Worthing Borough Council, sets out the Council's approach to risk management in respect of property purchases, was taken into account by the decision maker and is referred to in the Decision Notice.

In relation to the Council's portfolio generally, the Head of Major Projects and Investment had also taken more relevant and specific advice from external advisors, Citicentric in January 2019. In respect of this particular purchase a risk matrix was completed, and the Council commissioned specialist advice on the retail market in the vicinity of the property and wider advice on the strength of the grocery sector.

The Monitoring Officer concluded that there was evidence that the Head of Major Projects and Investment had given due regard to both internal and external professional advice and made an informed and reasoned decision.

In respect of the second ground, the Monitoring Officer found no evidence that the decision to purchase the property was disproportionate to the desired outcome, due to excessive risk. The decision maker completed a risk assessment matrix for the

investment in accordance with the Council's adopted Strategy and the proposed purchase scored above the minimum threshold. The decision maker undertook due diligence on the local grocery market, local economic conditions, and relied upon a site visit undertaken by a professional colleague. The decision maker also consulted with the Council's Head of Financial Services and the Executive Member for Resources and the Leader. The Monitoring Officer found no evidence of excessive risk or lack of proportionality in the decision.

The Monitoring Officer therefore concluded that the grounds to request a call-in of a decision were not met and rejected the request.

Engagement and Communication

The Council's Deputy Monitoring Officer (in the absence of the Monitoring Officer) contacted the Joint Chairmen of the Councils' Joint Overview and Scrutiny Committee by email on 11th April 2019 by way of consultation, as to the determination of the request for call-in of the decision. Both Cllr Barraclough and Cllr Chipp responded that they did not consider there were sufficient grounds for accepting the request for call-in.

In determining the request for call-in the Monitoring Officer noted that the Head of Major Projects and Investment had, in reaching his decision to purchase the property on behalf of the Council, consulted with both the Leader and the Executive Member for Resources for Worthing Borough Council.

6. Financial Implications

There are no financial implications arising from this report.

7. Legal Implications

Legal issues are addressed above.

Background Papers

Record of Decision Notice HMP&I/018/18-19 dated 4th April 2019
Reports and Agenda to the Joint Governance Committee on 26th March 2019
Worthing Borough Council Strategic Investment Strategy
Worthing Borough Council Constitution

Officer Contact Details:-

Susan Sale

Solicitor to the Councils and Monitoring Officer

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

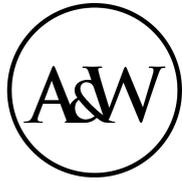
Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Governance issues have been addressed in the body of the report.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
20 June 2019
Agenda Item 6

Key Decision [No]

Ward(s) Affected: N/A

Adur and Worthing Scrutiny review of Transport issues

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

1.1 This report sets out the findings from the Joint Overview and Scrutiny Committee (JOSC) Working Group which was created as part of the JOSC Work Programme to review transport issues in Adur and Worthing.

2. Recommendations

2.1 That JOSC consider the report and recommendations from the Transport issues Working Group and refer the recommendations to the Adur and Worthing Joint Strategic Committee for consideration in due course.

3. Context

- 3.1 Following a scrutiny request, JOSC agreed to establish a Working Group to review the transport needs for Adur and Worthing and to review the current provision of transport infrastructure - Public, car and sustainable and current proposals for improvement. The Working Group was asked to consider if any changes are required and to recommend any areas for change which are considered appropriate to the Joint Strategic Committee/relevant Executive Members and outside agencies who have responsibility for transport provision and co-ordination.
- 3.2 The Working Group held a number of meetings between September 2018 and April 2019 to gather information and evidence and has identified a number of conclusions and recommendations which are set out in the attached report from the Working Group at the appendix to this report which can help improve the approach to transport within the Councils and also influence others to make changes to their approaches to transport strategy issues.

4. Issues for consideration

- 4.1 JOSC is asked to consider the report and recommendations from the Transport issues Working Group, set out as the appendix to this report and refer those recommendations to the Joint Strategic Committee and other relevant bodies for consideration in due course.

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on this report. The Councils Leadership Team have also been consulted.

6. Financial Implications

- 6.1 There are no direct financial implications relating to this report.

7. Legal Implications

- 7.1 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.
- 7.2 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).
- 7.3 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.

Background Papers

Relevant papers as referenced by the Working Group report.

Officer Contact Details:-

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Scrutiny and Risk Officer

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Sustainability & Risk Assessment

1. Economic

Matter considered. A good strong financial economy in the areas is dependent on a good transport strategy.

2. Social

2.1 Social Value

Matter considered. Social value will be improved with a better transport infrastructure in Adur and Worthing.

2.2 Equality Issues

Matter considered. Better transport infrastructure and systems will help more people enjoy better quality lives.

2.3 Community Safety Issues (Section 17)

Matter considered. Strong community safety is key to ensuring that good transport strategy systems will be effective.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered. The Councils are working to deliver sustainable travel initiatives and infrastructure and tackling air quality.

4. Governance

Matter considered and no issues identified.



ADUR & WORTHING
COUNCILS

Scrutiny review of the Adur and Worthing Transport Strategy issues

Report by the Joint Overview and Scrutiny Working Group

1.0 Summary

- 1.1 This report sets out the findings and recommendations from the Joint Overview and Scrutiny Working Group which was established as part of the 2018/19 Joint Overview and Scrutiny Committee (JOSC) Work Programme to review Adur and Worthing transport strategy issues.
- 1.2 The Working Group has been tasked to consider if there is a need for any areas for change which are considered appropriate.

2.0 Background to the JOSC Review

- 2.1 Unlike Local Plans, there are no regulations which stipulate the requirements for Local Transport Plans or Strategies and the Government no longer publishes specific guidance on the requirements for Local Transport Plans or Strategies. For the purpose of this report a Local Transport Strategy is considered to be a framework for how a transport authority/areas intends to deliver on its own and national objectives at a local level. In this case the Local Transport Strategy is principally comprised of the West Sussex Transport Plan and the Adur and Worthing Local Plans supported by their respective transport evidence bases. A transport strategy may include a full range of transport issues including initiatives to improve congestion, parking, cycling, walking and public transport and it may include an action plan covering how the objectives will be met and opportunities pursued.
- 2.2 Transport is a vital part of everyday life for Adur and Worthing residents. Adur and Worthing Councils and West Sussex County Council are trying to achieve through the Local Transport Strategy improved journey times and

connections, reducing emissions and improving quality, accessibility and affordability.

- 2.3 As part of the JOSC Work Programme for 2018/19, JOSC agreed to set up a Working Group to review the transport needs for Adur and Worthing. Councillors Catherine Arnold, Kevin Boram, Bob Smytherman and Steven Waight were appointed to the Working Group. The Working Group met in July, September and December 2018 and February and April 2019 to consider information and formulate its recommendations. Councillor Kevin Boram was appointed as Chairman of the Working Group and Councillor Catherine Arnold its Vice-Chairman.
- 2.4 The Working Group recognised at the outset of the review that the issues that it was considering were very broad and that delivery of effective transport policy was not reliant solely on the Councils but instead was dependent on delivery by multi organisations in partnership with one another.
- 2.5 The Working Group discussed and agreed the following Terms of Reference and project objectives for the review:-
1. To review the transport needs for Adur and Worthing.
 2. To review the current provision of transport infrastructure - Public, car and sustainable and current proposals for improvement; and
 3. To consider if any changes are required and to recommend any areas for change which are considered appropriate to the Joint Strategic Committee/relevant Executive Members and outside agencies who have responsibility for transport provision and co-ordination.
- 2.6 This report provides the detail of the discussions and findings from the Working Group and some recommendations which the Working Group considers will help improve the transport provision and influence others to make improvements.

3.0 Method of the review

- 3.1 The Working Group met on 30 July, 17 September and 12 December 2018 and 11 February and 4 April 2019. The Working Group discussed how the review of transport issues should be undertaken and the next stages for the review and considered that it was important to gather information at an early stage in the review process on transport issues and obtain written evidence from the relevant transport agencies and those connected with transport issues across Adur and Worthing. It was agreed that the issues which the Working Group were considering were very broad and it would, therefore, be necessary to review the information provided, consider if there were any gaps and any further information required and then consider if there was a need to interview representatives from the relevant agencies at a later stage.

3.2 Information to assist the review was received in written form from the following:-

- Francesca Iliffe, Strategic Sustainability Manager, Adur & Worthing Councils - Summary of the transport related policy and activity in Adur and Worthing;
- Adur & Worthing Councils Planning Policy Team - A briefing paper which summarised the Planning Policy transport issues;
- Darryl Hemmings, Transport Planning & Policy Manager, West Sussex County Council - A briefing paper which provided a summary of the West Sussex County Council background to transport strategy and planning in Adur and Worthing and also information on the Safer Routes to Schools Programme;
- Miles Davy of West Sussex County Council submitted a briefing paper on road space audits;
- Jason Passfield, Parking Services Manager, Adur & Worthing Councils provided information on the Worthing Road space audit and sustainable transport package and other information relating to road space audits;
- Councillor Dan Humphreys, Adur & Worthing Walking and Cycling Group - Information on the work of the Group
- Nadeem Shad, Team Leader, Environmental Protection, Adur & Worthing Councils - Information on air pollution and traffic controls in place adjacent to rail crossings;
- Joanne Clarke, Communities and third sector Lead, Adur & Worthing Councils - Information on community transport provision in Adur and Worthing.
- Barbara O'Kelly and Geoff Hodgson of Adur Residents Action Group (AREA) - Written information on traffic counts and other areas of concern affecting traffic flow in the areas. An oral evidence gathering meeting was also held with the AREA representatives.

Local Rail and Bus companies were also consulted for views but did not respond.

4.0 Findings and Proposals

4.1 The evidence submitted has provided the Working Group with a good analysis of the transport strategy activities which are being delivered in Adur and Worthing and also across wider West Sussex. The evidence highlights that there is a great deal of work ongoing and a significant amount of work on transport issues is linked in with the commitments contained in the Strategic vision of the Adur & Worthing Councils - 'Platforms for our Places' and this also includes work ongoing by West Sussex County Council which all are

aimed at assisting in the effective delivery of transport infrastructure in Adur and Worthing. A summary of this information is set out below:-

(a) Platform 1 Our Financial Economies

Commitment 1.5 Investment in and delivery of Major Projects and key infrastructure

Activity 1.5.11 Worthing Town Centre Parking Strategy

A Car Parking Strategy has been adopted for Worthing which will see significant improvements at the multi-storey facilities and potentially, two new car parks. The aim of the Council's Parking Strategy is to provide a sufficient number of suitably located and managed car parking spaces to sustain the long term economic, social and environmental well-being of Worthing. Ensuring there is enough parking provision in appropriate locations is critical to the success of the town centre and quality of life in Worthing. Without adequate off-street car parking provision, there is concern that displacement to on-street parking could create congestion and pressure on business and that a lack of suitable provision could damage the local economy.

The recently completed Worthing Town Centre Parking Study: Assessment of capacity and future demand to the year 2033 identified a number of issues with the potential reduction in public car parking across the town and conflict with regeneration objectives for major sites within the town and the ability to maintain current levels of public car parking. This study, and other supporting pieces of work, has identified a number of opportunities where additional parking capacity could be accommodated.

At its meeting in November 2018, the Council's Joint Strategic Committee had agreed a strategy <https://www.adur-worthing.gov.uk/media/media.151281.en.pdf> for parking to help Worthing Borough Council (WBC) to drive forward development and sustain a suitable supply of public car parking. This will include the temporary arrangements whilst work progresses on development sites around the town and the long term, permanent solutions.

When considering options for additional parking capacity it will be important to review the highway capacity (in conjunction with the Road Space Audit, led by WSCC) and pedestrian links to and from the car parks to ensure the extra parking capacity can be used without compromising traffic flow and pedestrian movement. The locations also need to be convenient and attractive for access to the town centre. The study should identify any need for additional improvement / mitigation work.

(b) Commitment 1.7 Enable delivery of a series of Locality Projects

which are vital to the wellbeing of our communities and strengthen our financial economy.

Activity 1.7.1 Seafront Investment Plan (Worthing) Explore investment options

to deliver against the Seafront Investment Plan (e.g. economic potential of promenade developments)

The [Seafront Investment Plan](#) produced 2018 aims to set out a clear and comprehensive plan and delivery strategy for revitalising and renewing the town's seafront. The SIP complements the recently published Worthing Investment Prospectus and builds upon previous studies undertaken by the Council, including the 2007 Worthing Seafront Strategy. The plan includes focus on: improved public realm including enhancing pedestrian comfort levels and reducing vehicular dominance of seafront through extended footways, new crossings, traffic reconfiguration around Steyne Gardens, a new promenade with enhanced street furniture, and new lighting. It aims to activate existing assets through a new promenade with high quality paving, enhanced street furniture and upgraded lighting, and reconfiguring Montague Place to provide activation in a key link to the seafront. A successful tender process has now seen a preferred operator identified for a 'big wheel' to be located on Worthing Seafront.

Activity 1.7.3 Worthing Public Realm. Work with WSCC to secure investment to design and deliver a phased approach to improve public realm at identified priority locations in Worthing Town Centre.

Includes transport infrastructure improvements. The [Worthing Public Realm Improvements Package](#) identifies a series of public realm improvements to Worthing town centre over the next 5 to 10 years that will “support town centre regeneration and deliver growth”. Working in direct partnership with [West Sussex County Council \(the Adur & Worthing Growth Programme\)](#), information and updates include: [Worthing Public Realm Options Appraisal Study](#). An officer level Placeshaping group was initiated spring 2018 to provide overview and steer for key workstrands affecting the town centres. Detailed design work was undertaken on two schemes as part of a wider programme of public realm improvements. Schemes for Portland Road and South Street will be taken forward for consultation and delivery.

Commitment 1.8 Creating places that businesses wish to invest in and sustain

Activity 1.8.2 Develop a Town centre and Seafront Plan (Worthing) as part of Coastal Community Team status, to enable delivery of a coordinated approach to regeneration, visitor economy and place marketing.

A strategy is being developed to coordinate the approach to improving Worthing Town centre. It will include the development premium and social benefits to delivery of high quality well-designed public realm. The Strategy was completed in autumn 2018.

Business Regulation: Taxi Licensing

As at September 2018 there were 424 Vehicles licensed across Adur and Worthing
Adur - Hackney - 62

Worthing - Hackney - 72
Adur - Private Hire - 90
Worthing - Private Hire - 200

Of those 26 are Wheelchair Accessible Vehicles

Adur - Hackney - 6
Worthing - Hackney - 16
Adur - Private Hire - 0
Worthing - Private Hire - 4

It was noted that Adur District Council had recently amended its Hackney Cab Licensing Handbook to increase the number of Wheel Chair Accessible Vehicles.

Platform 3 Stewarding our Natural Resources

Commitment 3.2 To promote sustainable travel and tackle air quality.

Activity 3.2.1 Develop an Adur & Worthing Staff Travel Plan, promoting active travel, cycling, walking, public transport and car sharing. Support staff to adopt these forms of transport for commuting and business travel, and share our learning with other local organisations.

The Transport charity Sustrans were appointed to support the councils' developing the Staff Travel Action Plan (TAP). The aim of the TAP is to increase staff health and wellbeing; create behaviour change and modal shift to more sustainable forms of travel; reduce congestion and environmental impacts of emissions on air quality and global warming; create behaviour change and modal shift to more sustainable forms of travel. The Councils have now developed a Staff Travel Action Plan. There was a launch in March 2019 of "EASIT Adur & Worthing" offering discounted travel and transport to staff of the Councils and Adur and Worthing businesses and other public employers.

Activity 3.2.2 help deliver West Sussex Air Quality Action Plan (June 2018) by promoting active travel, cleaner fuels, cleaner fleets (in house and taxi), and the use of electric/hybrid vehicles.

Road transport is the largest contributor to emissions associated with poor air quality. The Councils have a legal duty to review and assess air quality in their areas, and to determine whether or not national air quality objectives (limits) are likely to be met. Where an exceedance exists or is considered likely, the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP), setting out measures and actions in order to meet the objectives.

There are three AQMA's in Adur & Worthing: Worthing AQMA - centered around Grove Lodge (A27/A24) and including Lyons Farm; Adur AQMA (1) - High Street, Shoreham-by-Sea; Adur AQMA (2) - Old Shoreham Road, Southwick, in the vicinity of Kingston Lane. The Worthing AQMA is currently in the process of being re-designated, subject to Executive Member approval and public consultation, to include exceedance of the 1 hour mean objective for Nitrogen Dioxide (NO₂).

The AQMA in Southwick has been recommended for revocation as levels of nitrogen dioxide have been consistently lower than the objectives (although levels rose slightly last year).

Air Quality status reports are produced annually.

AWC is an active member of [Sussex Air](#), a regional partnership whose objective is to drive improvements in air quality (and carbon reduction) collaboratively, for the benefit of the regions' citizens and the environment. The Councils are also an active partner in the County wide 'Breathing Better' air quality strategy and action plan, and delivered projects to support this strategy, including securing 100% external finance for Adur and Worthing's first rapid electric vehicle chargepoint.

The following activity is being delivered:

- Increased use of the Sussex Air Quality Emissions Mitigation Planning Guidance within the planning process, ensuring major developments complete an emissions mitigation assessment in order to provide meaningful air quality mitigation schemes.
- AWC have been successful in negotiating sums of money via planning agreements to help fund air quality improvements. Officers also consulted with planning colleagues at District and County level to ensure air quality was highlighted during pre-application discussions with developers, the aim being to ensure developers design appropriate mitigation into schemes from the outset.
- Supported delivery of new electric vehicle chargepoints in Adur & Worthing (see below)
- A successful 2017 Defra air quality grant bid for a campaign delivered through Sussex-air to target primary schools and businesses in or close to the AQMA's, with the aim of reducing idling, increasing walking and cycling rates and reducing local emissions from fixed and mobile plant (from businesses).
- West Sussex County Council (WSSCC) continue their "Walk To School" programme led by Living Streets, working with a number of schools in Adur & Worthing.
- WSSCC Public Health actively support the promotion of the Sussex 'Air Alert' scheme.
- AWC worked with Defra's appointed agents to facilitate the addition of PM2.5 monitoring equipment to the Worthing Grove Lodge AURN monitoring site.

Background documents:

- [Air Quality documents/AWC website](#) Air Quality Management Area Action Plans
- [2018 Adur Annual Air Quality Status Report](#)
- [2018 Worthing Annual Air Quality Status Report](#)

Adur and Worthing Councils also carried out an automated traffic count in Shoreham High Street in July 2018 to aid their air quality source apportionment study. A summary of this study revealed as follows:-

- *Traffic flows* – the weekday mean average 24-hour flow was measured as 16,500 based on 2-way flows. During the month of June, historical data between 2010 and 2015 for the previous traffic counter at Adur Ferry Bridge has recorded varying flows

of between 16,500 and 18,000 vehicles. Flows are generally higher in the eastbound direction during the am peak, and in the westbound direction in the pm peak.

Vehicle speeds – the mean average recorded vehicle speed was 17mph across 7-days in the eastbound direction, and 16.2mph across 7-days in the westbound direction, with traffic speeds generally higher during off-peak periods when traffic volumes are lower. 1.4% of vehicles across 7-days were recorded exceeding 30mph.

Vehicle class – Across 7-days 91.7% of vehicles were recorded in the category 'Car/Light Goods Vehicle/Caravan', 7.7% of vehicles were recorded in the category 'Bus and Other Goods Vehicle 1' (vehicles greater than 3.5 tonnes up to 3-axle rigid lorry including tractors with trailers) and 0.6% of vehicles were recorded in the category 'Other Goods Vehicle 2' (4 or more axle rigid lorries or larger artic/trailer lorries).

These figures equated to 17.4mph eastbound and 18.4mph westbound between 8 - 9am and 15.7mph eastbound and 11.1 westbound between 5 - 6pm. The average speed between these two rush hour periods is even lower - 14.3 mph Eastbound and 12.3mph Westbound at 1pm.

As part of the review, the Working Group received information from Nadeem Shad of the Environmental Protection Team in Public Health & Regulation at Adur & Worthing Councils, on anti idling issues near level crossings and the anti-idling campaign being run through Sussex-air for schools. The campaign did not involve level crossings. Living Streets and Sustrans were running sessions in 25 primary schools in or close to Air Quality Management Areas across Sussex alongside NO₂ diffusion tubes and black carbon sampling to monitor air quality before and during the interventions. Some of the targeted schools are in Adur & Worthing.

The Working Group was advised that monitoring at level crossings had shown that there were no breaches of air quality objectives at these locations, however there was still the exposure to pedestrians and drivers that could not be ignored. There were some anti idling signs at the levels crossings erected by WSCC. Officers were exploring the possibility of obtaining new signs for these locations and additional signs for all sites to be placed further back from the crossings. However WSCC have been reluctant to erect them where there is no demonstrable air quality objective breaches. They are also concerned about street clutter. It was possible to apply for funding through Sussex-air, but WSCC permission was required to erect them. It is understood that permission has been granted and we are awaiting further information on when these signs will be erected.

Anecdotal evidence suggests some drivers ignore these signs. Officers were looking for additional signage to be installed further back from the crossings to see if this would attract some drivers attention and force a change, as the existing signs at most of the crossings were right up by the barriers, so only those at the head of the queue would see them.

As part of the review, the Working Group also spoke with Barbara O’Keefe and Geoff Hodgson from the Adur Residents Environment Action Group who addressed the Working Group with information on traffic counts and other areas of concern affecting traffic flows in the area. Adur and Worthing Councils have also carried out an automated traffic count in Shoreham High Street in July 2018 to aid their air quality source apportionment study.

AREA circulated a list of issues to be reviewed by the Working Group.

Barbara O’Kelly and Geoff Hodgson from AREA addressed the Working Group and highlighted a number of the issues raised in the written submission. In particular:-

Reference was made to ‘rat runs’ in the Shoreham Area and West Street traffic counts were circulated.

The traffic build up in Shoreham was discussed and it was suggested that road users should stop using West Street as a ‘rat run’.

It was suggested that road users should be encouraged to switch off their engines when stopped in traffic. There was concern about the general increase in traffic and the increase in HGV’s travelling in the area and it was suggested that restrictions on the movement of these vehicles should be applied.

With regard to the amount of vans using the area it was suggested that there should be dedicated delivery time periods to dilute the flows of traffic.

It was suggested that car parks that were closed at weekends could be reopened at weekends to help take the traffic off the streets.

Activity 3.2.3 Improve cycling and walking infrastructure across Adur and Worthing, and connectivity with neighbouring areas.

Adur & Worthing Councils are developing a Local Cycling and Walking Infrastructure Delivery Plan (LCWIP) for Adur and Worthing. Work was initiated in 2017 and expected to conclude by Spring 2020. A partnership of West Sussex Local Authorities has secured 60 days of consultancy time, funded by the Department for Transport, to develop LCWIPs. The consultancy advice and training is being provided by WSP with support from Cycling UK, Living Streets, and Sustrans. It is envisaged that the development of the A&W LCWIP will:

- Help deliver the aspirations of the government’s Cycling and Walking Investment Plan (CWIS).
- Contribute to local improvements in health, wellbeing, air quality, road safety, traffic congestion and the economy.
- Support funding bids to bodies such as the Local Enterprise Partnership, the Department for Transport, and the Department for Environment, Food and Rural Affairs.

- Support requests for CIL funding to deliver schemes (WBC only).
- Provide opportunities for officers to 'skill-up' and increase their knowledge base with regard to walking and cycling scheme delivery.
- Provide opportunities for closer collaborative working and better co-ordination.
- Provide opportunities to share knowledge and best practice with other LCWIP authorities across England.

Work is supported by the countywide partnership: *West Sussex Local Cycling and Walking Infrastructure Plan Partners Group* and at an Adur and Worthing level by the *Adur and Worthing Walking and Cycling Action Group*.

The *West Sussex Local Cycling and Walking Infrastructure Plan Partners Group* meets bi-monthly chaired by WSCC and includes: Adur & Worthing Council; Chichester District Council; Crawley Borough Council; Horsham District Council; South Downs National Park Authority; and West Sussex County Council.

- By the end of 2019 draft LCWIPs for each of the county's main towns will be available, with the aim of adoption by the relevant district/borough council by spring 2020. The relevant district/borough council will be responsible for producing these documents.
- In addition, the South Downs National Park Authority (SDNPA) and West Sussex County Council (WSCC) will use the process to inform and refine their existing walking and cycling strategies. SDNPA will focus on routes in to the National Park and WSCC will focus on routes that connect communities.
- Each LCWIP will identify and prioritise the routes where investment should be targeted in order to increase levels of walking and cycling most effectively. The documents will support the case for future delivery of the identified schemes.

Adur and Worthing Walking and Cycling Group meets bimonthly chaired by Cllr Dan Humphreys, to oversee cycling and walking provision in Adur & Worthing and development of the LCWIP. The group comprises officers and local experts from the Cycling Forum, Sustrans, Shoreham Cycling Forum, Worthing Cycle Forum, Walking Groups, Business Reps etc.

The Working Group also received a written statement on the work of the Group from Councillor Dan Humphreys which advised that the Cycling & Walking Group has been established to be a central place where relevant policy, interventions and projects can be raised. Current activities included establishing a Cycling & Walking Plan for Worthing and Adur, acting as a consultee for route programming (through and with WSCC) and increasing the awareness of relevant projects across the place.

To date, the group has been focused on establishing the governance and the creation of the Plan. The group is now established, however the Plan is due for completion by Summer 2019. The Group will act as an effective consultee and help deliver specific projects. The Group will also be involved in WSCC's refresh of their Local Cycling & Walking Infrastructure Plan). Following this, it is envisaged that the group will become instrumental in identifying, and drawing investment, for key routes,

whilst also working with partners to deliver priority projects (for example, better cycling signage).

The group also interlinks with the Sustainable Transport Infrastructure Planning (led by WSCC), whilst also keeping abreast of other work strands that may effect cycling and walking - e.g. Road Space Audit and Public Realm Improvements."

Rental bikes: The Donkey Bikes scheme was launched on Worthing promenade in June 2017 by [Discover Worthing](#), Worthing Borough Council's tourism arm, working with operator Cycle Brighton and Danish company Donkey Republic. The Worthing scheme currently comprises of 26 bikes at five pick up points - the Lido, Pavilion Theatre, top of Steyne Gardens, Windsor Road Shelter, and recently installed West Worthing Seafront (near Premier Inn). The scheme is mainly aimed at visitors. Usage of this scheme is steadily increasing. Officers are considering extending this scheme with further pick up locations. Officers are also considering how a more comprehensive cycle rental scheme could be introduced across Adur & Worthing catering to residents and employees of A&W as well as visitors. This will include a review of the extension of the Brighton & Hove City scheme.

Activity 3.2.4 Transition to cleaner fuels for council fleet and vehicle rentals e.g. hybrid/electric vehicles.

Adur & Worthing Councils has had a contract with Enterprise to provide pool cars for business travel service since 2013. The Pool Car service aims to reduce business mileage; reduce the need for staff to bring their own vehicles to work; and reduce the Council's carbon footprint. The pool cars available to staff include a hybrid (electric/petrol) and diesel cars.

The feasibility of using an electric vehicle as part of the council's own fleet is being investigated where there is a suitable usage pattern.

Council owned fleet: The council owns 151 vehicles. As vans and trucks are renewed they will be subject to the latest emissions standards, Euro 6, so are becoming cleaner and more fuel efficient. The council's are investigating where electric vehicles could be suitable as replacement for smaller vehicles. As the technology evolves, replacements for larger vehicles will also be explored.

The biggest obstacles in procuring alternative powered vehicles are:-

- Cost - with vehicles such as sweepers these can be over three times more expensive compared with the diesel powered equivalent.
- Availability - while some small vans are now available and real world tested, most of the larger vehicles are at the present in the testing stage and will not go into full production until late 2019 at the earliest.

Activity 3.2.5 Promote and deliver electric vehicles charging working with partners and businesses to leverage government and other funding.

On [9 November 2017](#) The Joint Adur and Worthing Executive Members for Environment approved and agreed:-

- the upgrade and replacement of the existing charging posts and approved the installation of new Electric Vehicle (EV) charging posts on Council owned land;

- the development of a long term Worthing/Adur Electric Vehicle Charging Strategy for the area and endorsed the inclusion of EV charging posts and associated infrastructure (to support the addition of future charge points) at all new developments, to ensure opportunities are maximised at point of build and retrofit is not required at a later date; and
- for the Council to actively seek strategic partners for the EV infrastructure strategy, to include landowners and developers.

This work has resulted in the provision of replacement public charge points at the High Street and Brooklands car parks and provision of the first public charge points in Adur in the Council's car park at Pond Road Shoreham. More recently, the Council's have been successful in being awarded 100% funding for Adur & Worthing's first rapid charge point. Installation of a rapid chargepoint at Impulse Leisure car park is underway. The funding was contingent on finding a site in close proximity to the A27. Officers will continue to seek and secure funding for EV charging infrastructure for A&W.

AWC is a member of a Sussex wide Local Authority EV Partnership. This is a network for sharing best practice, funding opportunities, and to maximise opportunities to improve charging infrastructure across West and East Sussex.

West Sussex are developing an EV Strategy whose draft publication is expected soon. EV infrastructure cannot be installed on public highways in Adur & Worthing until WSCC have defined their approach and provided relevant permissions and support. Further work has been delivered under the *Draft Adur & Worthing Electric Vehicle Infrastructure Strategy 2018* but the document has not been finalised and published on the council website..

WSCC have recently consulted the District and Borough councils on their Draft Parking Standards for Planning. This includes a requirement for new development to install EV charging infrastructure. Adur & Worthing response encouraged higher levels of ambition for minimum requirements for EV infrastructure.

Preparation of a new Local Plan for Worthing progressed following the completion of the 'issues and options' stage in 2016 and a further round of public consultation was undertaken at the end of 2018. The draft Worthing Local Plan includes Policy CP24 which sets out EV charging requirements. The representations on the draft Worthing Local Plan are currently being reviewed and further evidence will be gathered to ensure that the emergent Plan is sound.

Policy 28 of the adopted Adur Local Plan 2017 supports the provision of electric vehicle charging points in association with new development, where practical.

Platform 2 Our Social Economies

Community Transport Strategy

On [5 June 2018](#) a paper was taken to JSC on *Connecting Community Transport in Adur and Worthing*. The Councils have supported Community Transport, both in kind and financially, for over ten years. Whilst there are a range of providers delivering Community Transport, Dial a Ride Southern Services had been the main recipient of these funds. The report updated Elected Members on the progression of an Officer-led 'Community Transport Review' in Adur and Worthing; The aims of which are 1) to map the current provision 2) connect the current providers 3) raise awareness of the local community transport offer and 4) encourage and support different use of assets (e.g. minibuses, volunteers). The report identifies that the challenge locally, is that there isn't adequate provision of wheelchair accessible taxis. The report gave an overview of the project to date, and proposed a different funding model for the Community Transport budget from 1st October 2018 onwards. The grants were awarded to Community Transport Sussex for the remainder of 2018/19. Community Transport Sussex are a charity who provide an infrastructure role, similar to Community Works, and have already supported a number of local organisations - with Dial a Ride Southern Services as a priority. They also have plans to better use assets - for example, electric cars in Adur. The grants will continue and re-open in the new financial year.

Platform 5 Leadership of our Places

Transforming Cities (TC) Bid (Greater Brighton Economic Plan).

TC Funding is available from the Dept of Transport. Brighton & Hove City Council led a response to the call for proposals for the Greater Brighton area, with the bid area covering Adur, Worthing, Brighton & Hove and the Newhaven area (Newhaven, Seaford, Peacehaven) and focusing on the need for improvements to key intra-city commuter corridors.

Adur & Worthing Planning Documents relating to transport

- [Adur Local Plan](#) 2017: Policy 28 Transport and Connectivity, also within the Development Area policies, but are included across the Plan.
- [Adur Local Plan and Shoreham Harbour Transport Study](#) and [Addendum](#) 2014
Considers the transport impacts of strategic residential and commercial site allocations within Adur and Brighton & Hove in 2028 to inform the preparation of the Adur District Council Local Plan and the Shoreham Harbour Joint Area Action Plan (JAAP). The purpose is to identify the highway impacts of the site allocations and to explore appropriate mitigation measures. The study is important because the Council needs to ensure that impacts of future population and employment growth do not adversely affect the transport network within and around the district. Four strategic development scenarios from the Draft Adur Local Plan were tested: New Monks Farm; Sompting Fringe; Sompting North; and Hasler.
- [Adur Local Plan - Transport Study - Second Addendum - Revised - Reissue](#) 2016:
Supplements the above.
- Adur Infrastructure Delivery Plan: Identifies planned provision (including site-specific mitigation), lead organisations, funding, and key issues.

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- [Adur District Traffic Trends](#) - WSCC 2016
- [Shoreham Town Centre study](#) and [Appendices](#) WSCC 2014 (transport study)
- [Shoreham Harbour Joint Area Action Plan](#) 2018
- [Shoreham Harbour Transport Strategy](#) 2016
- [Lancing Regeneration Strategy, Lancing Vision](#) 2012
- [Worthing Infrastructure Delivery Plan September 2010](#) includes transport section, which identifies existing and planned provisions, lead organisations, funding source; and key issues. The Plan covers: Strategic Road Network; Local Road Network ; Rail Services; Bus Services; Community Transport; Walking & Cycling; Parking.
- [Transport Statement of Common Ground](#) revised 2010 . A framework to assess and define the content of transport policies in the Worthing Core Strategy. spaces to be provided as part of any new development you should refer to and use the County Council's guidance on car parking and associated car parking demand calculator.

Other Adur & Worthing Background Documents and activity

- [Public Health Strategy 2018-2021: 'Start Well, Live Well, Age Well'](#). The Health Strategy Delivery Plan 2019-20 includes a section on Active Travel. The aims are:
 - To increase use of active travel and sustainable transport
 - Walking and cycling to be the natural choice for shorter journeys or part of a longer journey
 - To improve health outcomes through Active Travel
 - To improve air quality and reduce greenhouse gas emissions
 - To reduce negative health, environmental, economic and social impacts of transport
- [Re-thinking Transport](#), Waves Ahead Conference November 2016 Worthing Assembly Hall. The theme of the event was local sustainable transport and delegates were asked to 're-think transport'. The conference set to explore what can be done together in the community to improve things at a very local level, and to achieve better social, economic and environmental sustainability in our transport networks. In particular, looking at cycling, walking and public transport as an alternative to the car and pushing what the barriers are to choosing alternative ways of travelling. We also discussed the future of local transport and where new opportunities and innovation may lie.

West Sussex County Council & Regional documents and activity relating to transport

- [WSCC Growth Plan Worthing Place Plan Draft](#) 2016, (transport infrastructure improvements)
- [WSCC Growth Plan: Adur Place Plan Draft 2016, \(transport infrastructure improvements\)](#)
- [WSCC Guidance for Parking provision in new Residential developments](#) 2010 (revised draft now under development)
- [West Sussex Air Quality Strategy: Breathing Better 2](#)

- WSCC Electric Vehicle Strategy expected late 2018/early 2019
- [WSCC Walking & Cycling Strategy 2016-26](#) contains a prioritised list of over 300 potential walking and cycling improvements suggested by a range of stakeholders and partner organisations
- [WSCC Local Transport Plan 2011-2026](#) contains issues and aims for Adur and Worthing covering a wide range of transport issues across all modes of Transport
- [Local Transport Investment Programme \(LTIP\)](#). Sustainable Transport Packages are currently being developed by WSCC for Worthing and Shoreham by WSCC.
- **WSCC Road Space Audit (RSA)**. WSCC is currently undertaking an RSA for Worthing and are expected to undertake an RSA for Shoreham. RSAs seek to provide essential technical data that identifies and assesses the current demands upon the road network and parking stock (i.e. how it is currently being used), whether these demands are actually being met as well as residents and users views. RSAs identify potential future demands/pressures and may make recommendations for improvement. RSAs may also assess what measures and resources might be required in order to meet these challenges, adjust supply and ultimately optimise the efficiency of the road network and parking stock.

As part of the review the Working Group also received information on the current Adur and Worthing Local Plan status and the transport policies included in the Local Plans. Detailed information on these are set out at Appendix 1 to this report.

Information was also provided to the Working Group from West Sussex County Council in addition to those documents referred to above. This included information on the policy framework, information on national and regional transport strategies, Local Transport Plans, the Strategic Transport Investment Programme, Local Transport Investment Programme and Community Highway Schemes.

5. National and Regional Transport Strategies

- 5.1 At the national level, national Policy Statements (e.g. National Networks) set out the need and government policies for nationally significant projects (e.g. A27). There is a National Planning Policy Framework.
- 5.2 Transport investment priorities are identified in transport strategies and plans. National and regional transport strategies include Roads Investment Strategy 2015-2020 (RIS1) which sets out Government's priorities for investment in the motorway and trunk road network for delivery by Highways England. The Roads Investment Strategy 2020-25 (RIS2) is expected to be published in 2019.
- 5.3 Rail Area Route Studies - West Sussex was covered by the South East Route: Sussex Area Route Study which set out the strategic vision for the future of the rail network and priorities for investment for delivery by Network Rail in Control Periods.
- 5.4 The Transport Strategy for the South East is currently being prepared and will

be multi-modal and set priorities for the south east up to 2050. The Economic Connectivity Review was published in summer 2018 and consultation on the draft Transport Strategy will take place with local stakeholders including LPAs.

6. West Sussex Transport Plan

- 6.1 The West Sussex Transport Plan 2011-26 is currently under review and arrangements for funding and decision-making have changed since adoption. Part 1 includes four thematic strategies (economic growth, climate change, access to services, safety & health) and sets out an approach to each mode of transport. Part 2 was an implementation plan including issues and aims for each District & Borough.
- 6.2 The Adur and Worthing focus was on increasing the use of sustainable modes of transport, improving network efficiency to reduce emissions and delays, improving safety, reducing the impact of HGVs and reducing the need to travel.
- 6.3 The West Sussex Transport Plan is supported by thematic strategies and plans such as the Cycling & Walking Strategy 2016 and Bus Strategy (in preparation), Local Cycling and Walking Infrastructure Plans (LCWIPs) (in preparation) and Road Space Audits.
- 6.4 The Worthing Core Strategy 2011 & Adur Local Plan 2018 includes planning policies including for transport, allocated sites for development and identifying infrastructure required.
- 6.5 An Infrastructure Delivery Plan prepared by Local Planning Authorities includes the mitigation measures and identifies responsibilities for delivery and funding Arrangements.

7. West Sussex County Council Strategic Transport Investment Programme

- 7.1 Established by the County Council in 2013 and includes major strategic transport schemes and packages (£1m+). Schemes have been mainly identified through work with Local Planning Authorities to support the delivery of new development identified in Local Plans.
- 7.2 ‘ Top-down’ improvements that deliver West Sussex Transport Plan and other Corporate Objectives which are prioritised using a methodology linked to DfT guidance.
- 7.3 This provides a pipeline of priorities for feasibility studies - Shoreham Area Sustainable Transport Package (covers Adur) Feasibility Study currently underway as part of the STIP.
- 7.4 The Worthing Area Sustainable Transport Package Feasibility Study is at the

evidence gathering stage as part of the Sustainable Transport Investment Plans (STIP).

8. West Sussex County Council Local Transport Investment Programme

- 8.1 Established by the County Council in 2017. Includes minor transport schemes (less than £1m). Top-down' improvements that deliver West Sussex Transport Plan and other corporate objectives. Workstreams include cycling and walking, public rights of way, passenger transport, safer routes to school/school safety zones, local highway network/junctions, parking schemes, school keep clear areas.
- 8.2 Technical assessment using prioritisation methodology. Schemes with technical merit and supported by community, but not 'essential' are considered under community highway schemes.

A259/A283 Norfolk Bridge junction currently being considered for inclusion in LTIP.

9. Community Highway Schemes

- 9.1 Established by the County Council in 2016. These involve 'Bottom-up' improvements suggested and supported by a local community. Member support is required and is by application process with Area Team advice. This involves an initial assessment using prioritisation methodology.
- 9.2 A prioritisation/moderation process takes place and then selection for an Annual Delivery Programme.

10. Road Space Audits

- 10.1 Information was also provided on Road Space Audits which are progressive approaches to parking management and the outcome from a road space audit is to inform the production of a strategic blueprint for a particular place that defines how parking can be integrated so that the road network is used and managed in the most efficient way possible. Road Space Audits seek to provide essential technical data that identifies and assesses the current demands upon the road network and parking stock (i.e. how it is currently being used), whether these demands are actually being met as well as residents and users views. Road Space Audits identify potential future demands/pressures and may make recommendations for improvement. RSAs may also assess what measures and resources might be required in order to meet these Challenges, adjust supply and ultimately optimise the efficiency of the road network and parking stock. The Working Group was advised that a road Space Audit was to be undertaken in the Adur District.

11. Safer Routes to schools Programme

11.1 The Working Group was informed by West Sussex County Council of a number of safer routes to schools routes which were not programmed for delivery but would be considered annually when the County Council's Local Transport Investment Programme was reviewed

- Shoreham Academy – proposed shared use cycle path
- The Globe School (Lancing) – Proposed controlled crossing
- Downsbrook School (Worthing) – Proposed controlled crossing
- The Glebe School (Southwick) – School Safety Zone
- Bohunt School (Worthing) – SRTS Improvement (not detail at this stage)
- Shoreham College – School Safety Zone
- Palatine School (Worthing) – School Safety Zone

11.2 As part of the Local Transport Investment Programme a scheme is included for 'School Keep Clear' works in the Adur area in 2019/20. The current schools in the list to be investigated are below but these are all subject to consultation on Traffic Regulation Orders.

- Buckingham Park Primary
- Eastbrook Primary
- Glebe Primary
- Heron Dale Primary and Holmbush Primary
- Shoreham 2nd Academy
- North Lancing Primary
- Seaside Primary
- Shoreham Beach Primary
- Sompting Village Primary
- St Nicholas and St Marys Primary
- St Peters catholic Primary
- Swiss gardens
- Shoreham College
- The globe primary
- Sir Robert Woodard Academy

11.3 Decisions about priorities for the Local Transport Investment Programme are made following a technical assessment using an approved prioritisation methodology that includes consideration of scheme feasibility, economic benefits, road safety benefits, traffic impacts, operation of the highway, stakeholder support, environmental impacts, availability of funding and policy support.

12.0 Conclusions

12.1 The Working Group would like to thank all those involved in this review that has enabled it to draw together its findings and develop its recommendations.

- 12.2 The Working Group has undertaken this scrutiny review and formulated conclusions. The evidence submitted to the Working Group as part of this review has highlighted the significant amount of work and initiatives being undertaken to coordinate transport infrastructure and activities across Adur and Worthing. The Working Group welcomes this work to coordinate transport activity across Adur and Worthing especially considering that the Councils have very few statutory powers in this regard and can only deliver them in partnership with others. In particular, the Working Group noted that whilst both Councils are responsible for managing AQMAs and reducing the pollution within these areas, they have very little powers to do so as the roads are managed by the relevant highways authority over which the Councils have no statutory power. This is evidenced by the role of WSCC and Highways England in providing advice to the Planning Committees and the Working Group had no powers to enforce a response from the bus and rail companies to this review who are key to providing sustainable transport.
- 12.3 In the light of information supplied to the Working Group and the discussions held, the Working Group, however, has identified some issues that it would like to submit to the Joint Strategic Committee and West Sussex County Council for consideration as it is recognised that these are some key points which need to be addressed as part of the overall transport strategy implementations to ensure that these proposals are taken forward.
- 12.4 The Working Group has identified a need for the Councils to ensure that regeneration and development initiatives align with the aims of the parking strategy in Worthing Town Centre, also it is considered that there is a need for community transport funding to continue to help provide community transport provision for those communities with limited or no access to contracted bus services. To help ease traffic congestion and possible future demand for parking spaces it is suggested that those private car parks that are left closed at weekends should be opened up for use. The Working Group is also concerned that access to electric vehicle charging is not going to be sufficient long term to meet demand so, therefore, the Working Group suggests that electric vehicle charging infrastructure should be installed in new developments as standard.
- 12.5 As part of the comprehensive review of the cycle rental scheme, the Working Group considers that the scheme which operates in the Brighton & Hove area should be considered as an alternative for the Adur District.
- 12.6 There is also a recommendation to the Licensing Committees that Taxi and Private Hire emissions policies should be included in the Taxi and Private Hire handbooks which will help reduce the overall pollution concerns across the communities.

- 12.7 Finally, the Working Group would also like to encourage WSCC to use more efficient vehicles for its fleet, to provide a sustainable transport approach for the Sir Robert Woodard Academy in Lancing and provide a safety scheme for the Thomas A Becket school in Worthing. In respect of the Sir Robert Woodard Academy, the Working Group considers that the key point is that the school's catchment area includes Shoreham and sustainable transport links are currently not very good. The school provides a bus from Shoreham, but other public transport and cycling routes are not very good. Shoreham Academy has a very high proportion of children that attend the school on bikes and it would be useful if that situation could be replicated at the Sir Robert Woodard Academy. Also, with the Thomas A Becket School in Worthing the school had presented a petition last year to Councillors requesting a number of road safety improvements to both Wiston Avenue and St Lawrence Avenue which are two major routes through Worthing that school children needed to cross to get to school. The petitioners are requesting a school safety scheme similar to that outside many other schools which would include flashing warning lights to alert motorists of the need to slow down and be aware of the school which is one of the largest in the County situated close to two busy through roads running from East to West through the town. The Working Group supports the request.
- The Working Group, therefore, proposes the following recommendations to cover these issues:-

13.0 Recommendations

- 13.1 That the Working Group welcomes the ongoing work of the Councils to facilitate improvements in the areas in relation to transport infrastructure and provision as is demonstrated earlier in this report;**

Reason - To recognise that although the Councils have relatively few statutory duties in relation to transport strategy, they are undertaking some excellent initiatives to help impact the provision of transport infrastructure and transport policies across the areas.

- 13.2 That the Worthing Executive be urged to ensure that development and regeneration strategies should link together with the Worthing parking strategy;**

Reason - The Working Group considers that too many parking spaces are going to be lost in Worthing under the current parking strategy which will not link together with the Council's aims to encourage people to visit the areas and will not help maintain a vibrant local economy.

- 13.3 That the Joint Strategic Committee continue to ensure that community transport funding is sufficient to provide support for people who need the transport services and who cannot find these services elsewhere in areas where contracted services have been stopped;**

Reason - To help to continue the provision of community transport services for the Adur and Worthing communities who need support with transport

- 13.4 That in order to free up parking spaces that are not being used, owners of car parks that are not being used at weekends be encouraged by the Joint Strategic Committee/relevant Officers to offer them out for use by the community and this offer be facilitated perhaps through the overall planning process if possible.**

Reason - Although there is currently not the demand for more parking spaces the Working Group considers that this could be an option that is explored in the future if the need arises and would enable the provision of more parking spaces for the Adur and Worthing communities to help reduce parking and traffic congestion in the areas.

- 13.5 That the Joint Strategic Committee make representation to West Sussex County Council and other agencies to provide and accelerate provision of on street EV charge points and ensure that appropriate policies are adopted by Adur and Worthing Councils for EV charge points and their use, for Council owned land and car parks, and implemented to ensure that adequate infrastructure is in place to facilitate the expected increase in electric vehicles (EV) because there is more to ev charging than just providing points for the charging of the vehicles. This should include a requirement for new developments to install high levels of ev charging infrastructure and to allow installation of ev charging infrastructure on public highways.**

Reason - The installation of ev charging infrastructure on public highways is the responsibility of West Sussex County Council and this would ensure that the expected demand for electric vehicle charging is met with accessible improved charging infrastructure. It is suggested that the ambitious policies and enforcement are developed through the planning processes and Local development plan documents - in particular, Adur and Worthing Local Plans and the Shoreham Harbour JAAP and their Infrastructure Development Plans.

- 13.6 That it be noted that Adur District Council Licensing Committee is to review its emissions policy for Taxi and Private Hire vehicles and Worthing Borough Council is requested to add a Taxi and Private Hire emissions policy to the Taxi Handbook.**

Reason - To help reduce emissions of vehicles on the streets of Adur and Worthing.

- 13.7 That the Leaders of the Councils be urged to write again to the Highways Agency and the Department for Transport to express concern at the lack of progress in them addressing the Council's concerns about air pollution on the A27.**

Reason - The Working Group is concerned at the lack of progress being made despite the Councils previous representations.

- 13.8 That as part of the comprehensive review and introduction of a comprehensive cycle rental scheme that is being considered, the Joint Strategic Committee and officers should consider the scheme operated in Brighton and Hove as an alternative to cover the Adur District.**

Reason - The Working Group considers that there is a need for the cycle rental scheme to extend across to the Adur District as a modal shift for more saturated forms of transport.

- 13.9 That the review of the Adur Air Quality Action Plan be noted and when considering the review the Working Group would like its report to be considered for background reference.**

Reason - The Working Group considers that its report should be considered as background information for the review of the action Plan to add value to the review.

- 13.10 That the Joint Strategic Committee encourage West Sussex County Council to consider using the most efficient less polluting vehicles as possible for its school contract fleet.**

Reason - That less polluting vehicles are more efficient and are better for the environment.

- 13.11 That the Joint Strategic Committee encourage West Sussex County Council to provide regular updates to the Councils on the 'Safer Walk to Schools Programme' and in connection with this should also consider providing a sustainable transport approach for the Sir Robert Woodard Academy to Shoreham and introducing a safety scheme for the Thomas A Becket school.**

Reason - To keep the Councils informed of progress with the Safer Walk to Schools Programme, to encourage a more sustainable transport approach for the Sir Robert Woodard Academy which covers a large area and to enable the introduction of a safety scheme covering the Thomas A Becket School, Worthing which is one of the largest junior schools in the County which covers busy roads.

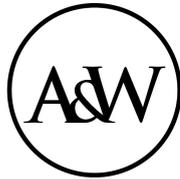
Local Government Act 1972

Background Papers:

None

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
20 June 2019
Agenda Item 7

Key Decision [No]

Ward(s) Affected:N/A

Joint Overview and Scrutiny Committee Annual Report 2018/19

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

1.1 This report sets out the draft Annual report for the Committee covering the 2018/19 Municipal year in accordance with the terms of the Councils' constitutions.

2. Recommendations

2.1 That the Committee approves the Joint Overview and Scrutiny Committee Annual report for 2018/19; and

2.2 That the Annual report be reported to the Adur and Worthing Council meetings in July 2019 for approval.

3. Context

3.1 As part of good practice and a requirement in the Councils' constitutions, the Councils are required to produce a Joint Overview and Scrutiny Committee Annual report for 2018/19 for approval by the Committee and thereafter by the

Full Councils. The final Annual report will be available from the Councils' website.

4. Issues for consideration

- 4.1 The Joint Overview and Scrutiny Committee has once again undertaken a great deal of work during 2018/19 as part of the 'Holding to Account/Challenge' role. A summary of that work is contained in the Joint Overview and Scrutiny Committee Annual report for 2018/19 which is attached as an appendix to this report. As well as being a requirement of the Constitutions, it is good practice to produce an Annual report on the work of Overview and Scrutiny which can help publicise and promote the work undertaken amongst the local community and local partners.
- 4.2 Members of the public and/or local partners are able to make a scrutiny request using an online scrutiny form and this helps encourage people to take part in the scrutiny process and the democratic process as well as helping the public to influence decision making.

5. Engagement and Communication

- 5.1 The Joint Chairmen and Vice-Chairmen of the Joint Overview and Scrutiny Committee have been consulted on this report.

6. Financial Implications

- 6.1 There are no direct financial implications associated with this report.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Councils have the powers to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 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).
- 7.3 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.

7.4 The Joint Overview and Scrutiny Committee is required to produce an Annual report for approval by the Councils in accordance with the Councils' constitutions and good practice. The Council meetings in July will be required to receive the Annual report.

Background Papers

Agendas, reports and minutes from Joint Overview and Scrutiny Committee meetings during 2018/19.

Officer Contact Details:-

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Sustainability & Risk Assessment

1. Economic

Matter considered. No direct issues identified but some issues discussed by the Committee may have an economic impact.

2. Social

2.1 Social Value

Matter considered. It is good practice for the Councils to produce an Annual report which can help publicise and promote the work of the Committee amongst the local community and local partners.

2.2 Equality Issues

Matter considered. Copies of the Annual report will be available on the Council websites and can be made available to people on request if they do not have access to a computer or are blind or partially sighted.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

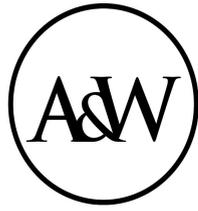
Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Matter considered. It is good practice for the Councils to produce an Annual Report on Overview and Scrutiny and is a requirement of the Constitution and the Joint Overview and Scrutiny Procedure Rules. It is also part of good Governance practice for the Councils to have an effective oversight and scrutiny function in place to encourage constructive challenge and debate on Council policies and practices.



ADUR & WORTHING
COUNCILS

Adur and Worthing Joint Overview and Scrutiny Committee Annual Report 2018/19



Message from the Chairmen

In 2018/19 the Joint Committee has continued in its valuable role as the watchdog of both Councils, ensuring that the Joint Executives(Joint Strategic Committee) are scrutinised for the decisions made on residents' behalf and to ensure greater transparency within the process.

The Joint Committee has played its part in scrutinising a number of important issues and the Leaders of the Councils, Executive Members, the Chief Executive and local stakeholders have all been invited to attend meetings to answer questions on relevant issues within their areas of responsibility including:-

- Interviewing and 'holding to account' the Adur and Worthing Council Leaders (September 2018 and March 2019) and Executive Members to ensure that they are delivering the Councils' priorities. This helps ensure that their decision making on service provision is transparent and provides value for money for Adur and Worthing residents' benefit.
- Regular reviews of financial information are considered by the Committee each year. Financial Scrutiny is vital to ensure that the Council Executives are held to account and making decisions in the best interests of the

communities. Scrutiny takes place year round and in 2018/19 the Committee undertook a review of the [Revenue Outturn report](#) Scrutiny of the [Revenue Budget and savings proposal](#) and [Worthing Revenue Budget and savings proposals](#)

- The Committee has also interviewed the Adur and Worthing Councils' Chief Executive in September 2018 and March 2019 on the progress made in delivering the commitments in the strategic vision [Platforms for our Places](#). Relevant Executive Members have also been questioned as part of this process. This in-depth Scrutiny will continue during 2019/20 to enable the Committee to check on the status and delivery of the activities and commitments for the three year strategic vision.
- The Committee has also heard from Southern Water for their account of the sewage spill incident which affected the areas in July 2017 and reports on bathing water quality. The Committee has called for more action to be taken to improve bathing water quality status and will be receiving a further progress report on this during 2019/20.
- The Committee was also pleased to interview, Katy Bourne, Sussex Police & Crime Commissioner and local Adur and Worthing District Police Commander, Miles Ockwell at its meeting in February. This interview covered local operational policing matters and matters within the remit of the Police & Crime Commissioner such as Police priorities and Police budgets and the [Police and Crime Plan](#). The Committee was able to hold the Commissioner to account on these matters in a public setting. This also gave the opportunity to local residents to put forward questions for discussion.

- The Committee has also received a detailed briefing from representatives of West Sussex County Council on the parking enforcement procedures undertaken in Adur & Worthing in order to find more about how these procedures operate on a day to day basis and to assess if change is needed. The information contained in this briefing has also been able to assist the Transport issues Working Group in its work which will report in 2019/20.
- Reports on the littering and dog control processes and a review of the dog warden service were presented to the Committee following a request from Lancing Parish Council asking the Committee to assess whether or not the Councils could instigate a private enforcement service to be responsible for the issuing of fixed penalty notices for breaches under the Public Spaces Protection Order for dog control and littering offences. The views of the Committee will be used to assess the level of the service provision.
- At the request of the Joint Strategic Committee, the Committee has also undertaken a fundamental review of the effectiveness of the Council's consultation processes [Review of consultations](#) which has looked at how to maximise the responses to the consultations. A series of five recommendations aimed at improving the consultation processes were identified and reported to the Joint Strategic Committee for consideration. The Joint Strategic Committee has agreed to support three of the recommendations to improve the consultation process and the JOSC will receive a further report on the proposed draft engagement principles, to provide additional scrutiny, during Summer 2019.

- The Committee has heard from the Chairman of the West Sussex Health and Adult Social Care Committee (HASC), Councillor Bryan Turner, on the important work of the West Sussex Health and Adult Social Care Committee in scrutinising West Sussex Health services [Briefing on HASC](#) Scrutiny of health services sits legally with the HASC but this discussion with the HASC Chairman has enabled the Committee to have a better understanding of the work of the HASC and it will help improve the links between HASC and JOSOC to ensure that West Sussex health service provision can be scrutinised in more detail.
- As part of its role in scrutinising crime and disorder, the Committee has also heard from the Chairman of the Adur & Worthing Safer Communities Partnership, Councillor David Simmons, on the work being undertaken by the Partnership to help reduce crime and disorder in Adur and Worthing [Adur & Worthing Safer Communities Partnership](#) The Committee was able to challenge and hold the Chairman to account to assess how effective the partnership has been in reducing crime and disorder and identify any further issues requiring further scrutiny.
- The Committee has also undertaken scrutiny follow up work to review the progress made in Youth engagement by the Councils. The Committee undertook a [Review of Youth engagement](#) in 2018 and wants to ensure that progress is made in engaging with young people in Adur and Worthing and that its recommendations are being implemented. The follow up report has identified that some good progress is being made to improve youth engagement.
- To ensure that the Councils are maintaining the strength of the town centres as strong retail, leisure and business

locations, the Committee has reviewed the Worthing Strategy for parking re-provision in Worthing town centre and the refurbishment projects being implemented. [Approach to car parking provision](#)

- At the request of the Committee, in depth scrutiny of the delivery of the Councils' Housing Strategy has been undertaken. This [review](#) has enabled the Committee to assess the progress being made to implement the requirements of the Homelessness Reduction Act 2017 and work being undertaken to prevent homelessness and the supply of new homes. The Committee will now ensure that more scrutiny of these important housing issues is undertaken as part of the 2019/20 Work Programme.
- **Note** - During 2018/19 the Committee have also set up a separate Member Task and Finish Working Group to review the effectiveness of the Overview and Scrutiny function alongside [new Statutory Guidance for Overview and Scrutiny Committees](#) which has recently been produced by the Government. Other Member Task and Finish Groups this year have been reviewing the early evening and night time economies in Adur and Worthing, reviewing traveller encampments and the traveller transit site and also reviewing transport strategy issues. The findings from these Working Groups will be reported to the Committee during 2019/20 and any relevant recommendations for change will be made to the Councils' Executives and other outside stakeholders as considered appropriate.

The Committee also has Procedure Rules which assist members in providing strong scrutiny, transparency and also to ensure that all local decision makers are held to account for their decisions.



**Councillors Stephen Chipp and Roy Barraclough
Joint Chairmen of the Adur and Worthing Joint Overview
and Scrutiny Committee in 2018/19**

What is Overview and Scrutiny?

The Local Government Act 2000 first introduced the requirement for every local authority to include provision for at least one Overview and Scrutiny Committee. Subsequent amendments to the Act have further developed the role of Overview and Scrutiny within local authorities.

Although not a decision making body, effective Overview and Scrutiny has enormous potential to influence and inform decisions made by both the Councils and partner bodies connected with the areas.

The Joint Overview and Scrutiny Committee can review and scrutinise any matters which affect the Councils, the areas or residents from those areas, in order to provide greater transparency and accountability in the delivery of local services.

The following key roles have been identified as areas which Overview and Scrutiny should be concerned with in Adur and Worthing:-

- **Representing the views and wishes of Adur and Worthing residents about the services which they receive;**
- **Holding the Joint Executives (Joint Strategic Committee) to account and reviewing the decisions made;**
- **Monitoring Council performance;**
- **Reviewing Policy;**
- **Developing Policy; and**
- **Scrutinising external issues of public concern beyond the remit of the Councils.**

There is one Joint Overview and Scrutiny Committee made up of sixteen Councillors (eight Adur and eight Worthing) representing wards across the areas. The Committee as a whole meets usually at least seven times a year and the meetings are open to the public.

Detailed procedure rules regarding the operation of overview and scrutiny can be found in the Council's Constitution at <https://www.adur-worthing.gov.uk/media/media,140002,en.pdf>

Membership of the Committee in 2018/19:

Adur District Council – Councillors Stephen Chipp (Co-Chairman), Carol Albury, Catherine Arnold, Kevin Boram, Joss Loader Paul Mansfield, Andy McGregor, (Co Vice-Chairman) and Lavinia O'Connor

Worthing Borough Council – Councillors Roy Barraclough (Co-Chairman), Keith Bickers (Co-Vice-Chairman), Rebecca Cooper, Karen Harman, Charles James, Sean McDonald, Bob Smytherman and Steven Waight

Have your say...

You can find out more about our work on the internet at <https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/overview-and-scrutiny/> where you can look at the reports we have received, our recommendations and the minutes of our meetings.

Adur District Council and Worthing Borough Council are committed to being more responsive to the way in which they provide services. They want more people to feel that they have the opportunity to influence matters that affect them. The Joint Overview and Scrutiny Committee can look at these issues and the Committee would like to give more people the chance to contribute to its work.

Suggest a topic for scrutiny

Each year the Joint Committee sets a Work Programme of issues that it would like to review. A copy of the Work Programme for 2019/20 is attached to this Annual report. The Joint Committee reviews its Work Programme regularly throughout the year to make sure that it is working on topics that it can make a major impact on. The Work Programme is, therefore, subject to change in agreement with the Committee. The Committee would like local residents and stakeholders to get more involved in the scrutiny process so if there is an issue or service which you think that Councillors should review, please make a 'scrutiny request' using the online Scrutiny request form which is accessible at <https://www.adur-worthing.gov.uk/about-the-councils/scrutiny/> The Committee will consider your request and when considering items for the Work Programme will be guided by the Council's Strategic Objectives set out in the strategic vision

‘Platforms for our Places’, the ability of the Committee to have influence and/or add value on the subject and the PAPER criteria (Public Interest (P), Ability to change (A), Performance (P), Extent (E) and Replication (R). Requests are then considered initially by the Chairmen and Vice-Chairmen and reported to the next available meeting of the Committee.

Come along to a meeting

The Committee would also like more public engagement in its meetings and would encourage you to attend the public meetings which are held at least seven times a year at either the Shoreham Centre, Pond Road, Shoreham-by-Sea or the Town Hall, Chapel Road, Worthing. You will also have the opportunity to ask a public question relating to Council Services at the start of the meeting.

To find out more you can contact Mark Lowe, Scrutiny and Risk Officer at Town Hall, Chapel Road, Worthing on 01903 221009 or on mark.lowe@adur-worthing.gov.uk

Joint Overview and Scrutiny Committee Work Programme 2019/20

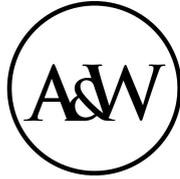
<u>Date of meeting</u>	<u>Items for discussion</u>	<u>Report Author</u>	<u>Executive Members to be invited</u>
20 June 2019	Annual JOSC report for 2018/19	Joint Chairmen of JOSC	N/A
	Report from the Transport issues Working Group	Chairman of the Working Group	N/A
25 July 2019	Joint Revenue Outturn report 2018/19	Director for Digital & Resources/Chief Financial Officer	Executive Members for Resources
	Outline Budget Strategy 2019/20	Director for Digital & Resources/Chief Financial Officer	II
19 September 2019	West Sussex Air quality Strategy	Director for Communities/ West Sussex County Council	Executive Members for Wellbeing
	Rules of engagement	Director for Communities	Leaders and Executive Members for Customer Services
	Update on the delivery of the Housing Strategy - review of progress	Director for Communities	Executive Members for Customer Services
17 October 2019	Annual interviews with Council Leaders	Director for Digital & Resources	Leaders
	Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive	Chief Executive	Adur & Worthing Executive Members

21 November 2019	Adur and Worthing and Joint Outline 5 year forecast and savings proposals - Executive Member interviews.	Director for Digital & Resources/Chief Financial Officer	Adur and Worthing Executive Members
30 January 2020	Worthing Budget Estimates 20/21 and setting of 2020/21 Council Tax Presentation from Southern Water on bathing water quality issues	Director for Digital & Resources/Chief Financial Officer N/A	Worthing Executives Adur Executive Member for the Environment, Worthing Executive Member for Regeneration, Executive Members for Wellbeing
19 March 2020	Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive Leader interviews Annual Work Programme setting 2019/20	Chief Executive Director for Digital & Resources Director for Digital & Resources	Adur and Worthing Executives Leaders N/A
Date to be confirmed	Major Projects being undertaken in partnership with West Sussex County Council - Update Review of Corporate Assets Worthing Theatres - Review of the operation of the new contract Report from the JOSC Effectiveness of OSC's Working Group Report from the Working Group reviewing recycling Report from the JOSC Working Group on evening and Night Time economy Report from the Working Group on the review of the procedures for dealing with traveller incursions in Adur	Director for the Economy Head of Major Projects & Investment/Director for Economy Director for the Economy Chairman of the Working Group Chairman of the Working Group Chairman of the Working Group Chairman of the Working Group	Executive Members for Regeneration and relevant West Sussex County Council Cabinet Members Relevant Executive Members Worthing Executive Member for Customer Services N/A N/A N/A N/A

	and Worthing and use of the transit site.		
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Note - A progress report on the delivery of the work contained in the Work Programme will be presented to each meeting.

All timings are provisional and subject to change in agreement with the Joint Chairmen and the Committee.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
20 June 2019
Agenda Item 8

Key Decision [No]

Ward(s) Affected: N/A

Joint Overview and Scrutiny Committee Work Programme 2019/20 - Update

Report by the Director for Digital & Resources

Executive Summary

1. Purpose

1.1 This report outlines progress with the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2019/20, details of a scrutiny request and also requests that the Committee confirms the membership for the Working Groups.

2. Recommendations

2.1 That the progress in implementing the Work Programme for 2019/20 be noted;

2.2 That the Committee consider the Scrutiny request; and

2.3 That the Committee confirm the membership for its Working Groups for 2019/20.

3. Context

- 3.1 The current JOSC Work Programme for 2019/20 will be reviewed at each meeting during the Municipal Year. The Work Programme was approved by both Councils in April 2019 in accordance with Paragraph 9.2 of the Joint Overview and Scrutiny Procedure Rules, which form part of the Councils' Constitutions and are binding on all Members. A report must be taken to each full Council on an annual basis seeking Councils' approval of the JOSC Work Programme for the forthcoming year. Any changes to the Work Programme are reported mid year and for 19/20 this will be done in November/December 2019.

4. Issues for consideration

- 4.1 The Committee will receive regular update reports on the implementation of the Work Programme at each meeting throughout the Municipal Year with the last of these being at the meeting on 21 March 2019. A copy of the agreed 2019/20 Work Programme is attached as Appendix A to this report for reference.
- 4.2 The Committee is requested to consider the current status of the draft Work Programme and consider if any further items are required to be added to the Work Programme. During the Municipal Year, items may be added to the JOSC Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Joint Chairpersons in accordance with the criteria and they will make their recommendations to the next JOSC for consideration and determination following receipt of the Officer report. Consideration should also be given to the capacity of the Committee and resources available when considering further Work Programme items.
- 4.4 The detail of issues which have been included in the Work Programme are selected by how closely they align with the Councils' Strategic objectives, how the Committee can influence the outcomes and also general value and outcomes in accordance with the (PAPER criteria) - (P) - Public Interest, (A) - Ability to Change, (P) - Performance, (E) - Extent and (R) - Replication.
- 4.5 JOSC currently has a number of small cross party Member Working Groups

which are undertaking reviews of various issues. In order to ensure that the membership of the Working Groups are kept up to date it is necessary to confirm the Members for the 2019/20 Municipal Year and some changes will be required following changes to the membership of JOSC (Only members of JOSC are able to be members of the JOSC Working Groups). Memberships of the Working Groups and changes required are set out below:-

JOSC Evening & Night time economy Working Group

Councillors Bob Smytherman

Councillor Carol Albury

Councillor Lavinia O'Connor

1 New Member required to replace Councillor Beccy Cooper

JOSC Travellers Working Group

Councillor Catherine Arnold

Councillor Stephen Chipp

Councillor Andy McGregor

Councillor Roy Barraclough

Councillor Keith Bickers

Councillor Bob Smytherman

JOSC Adur Homes Repairs and Maintenance Working Group

Councillor Catherine Arnold

Councillor Kevin Boram

Councillor Stephen Chipp

Councillor Paul Mansfield

Councillor Andy McGregor

Councillor Lavinia O'Connor

JOSC Recycling issues Working Group

Councillor Andy McGregor

Councillor Lavinia O'Connor

Councillor Bob Smytherman

1 New Member required to replace Councillor Steven Waight

JOSC Effectiveness of OSC's Working Group

Councillor Kevin Boram

Councillor Joss Loader

Councillor Bob Smytherman

1 New Member required to replace Councillor Steven Waight

5. Engagement and Consultation

5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on the contents of this report.

6.0 Financial Implications

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

7.0 Legal

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

7.2 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).

7.3 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.

7.4 Paragraph 9.2 of the current Joint Overview and Scrutiny Procedure Rules, which form part of the Councils' Constitutions and are binding on all Members, states that the Work Programme will be approved by both Councils. A report must be taken to both Councils on an annual basis seeking both Councils' approval of the Joint Overview and Scrutiny Committee work programme for the forthcoming year.

Background Papers

None.

Officer Contact Details:-

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Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified.

2. Social

2.1 Social Value

Matter considered and no direct issues identified.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered and no direct issues identified.

4. Governance

Matter considered and no direct issues identified.

APPENDIX A

Joint Overview and Scrutiny Committee Work Programme 2019/20

<u>Date of meeting</u>	<u>Items for discussion</u>	<u>Report Author</u>	<u>Executive Members to be invited</u>
20 June 2019	Annual JOSC report for 2018/19 Report from the Transport issues Working Group	Joint Chairmen of JOSC Chairman of the Working Group	N/A N/A
25 July 2019	Joint Revenue Outturn report 2018/19 Outline Budget Strategy 2019/20	Director for Digital & Resources/Chief Financial Officer Director for Digital & Resources/Chief Financial Officer	Executive Members for Resources II
19 September 2019	West Sussex Air quality Strategy Rules of engagement Update on the delivery of the Housing Strategy - Review of progress	Director for Communities/ West Sussex County Council Director for Communities Director for Communities/Head of Housing	Executive Members for Wellbeing Leaders and Executive Members for Customer Services Executive Members for Customer Services
17 October 2019	Annual interviews with Council Leaders Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive	Director for Digital & Resources Chief Executive	Leaders Adur & Worthing Executive Members
21 November 2019	Adur and Worthing and Joint Outline 5 year forecast and savings proposals - Executive Member interviews.	Director for Digital & Resources/Chief Financial Officer	Adur and Worthing Executive Members

30 January 2020	<p>Worthing Budget Estimates 20/21 and setting of 2020/21 Council Tax</p> <p>Presentation from Southern Water on bathing water quality issues</p>	<p>Director for Digital & Resources/Chief Financial Officer</p> <p>N/A</p>	<p>Worthing Executives</p> <p>Adur Executive Member for the Environment, Worthing Executive Member for Regeneration, Executive Members for Wellbeing</p>
19 March 2020	<p>Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive</p> <p>Leader interviews</p> <p>Annual Work Programme setting 2019/20</p>	<p>Chief Executive</p> <p>Director for Digital & Resources</p> <p>Director for Digital & Resources</p>	<p>Adur and Worthing Executives</p> <p>Leaders</p> <p>N/A</p>
Date to be confirmed	<p>Major Projects being undertaken in partnership with West Sussex County Council - Update</p> <p>Review of Corporate Assets</p> <p>Worthing Theatres - Review of the operation of the new contract</p> <p>Report from the JOSC Effectiveness of OSC's Working Group</p> <p>Report from the Working Group reviewing recycling</p> <p>Report from the JOSC Working Group on evening and Night Time economy</p> <p>Report from the Working Group on the review of the procedures for dealing with traveller incursions in Adur and Worthing and use of the transit site.</p>	<p>Director for the Economy</p> <p>Head of Major Projects & Investment/Director for Economy</p> <p>Director for the Economy</p> <p>Chairman of the Working Group</p>	<p>Executive Members for Regeneration and relevant West Sussex County Council Cabinet Members</p> <p>Relevant Executive Members</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

Note - A progress report on the delivery of the work contained in the Work Programme will be presented to each meeting.

All timings are provisional and subject to change in agreement with the Joint Chairmen and the Committee.

<p>Scrutiny request Issue - Performance of West Sussex Children’s services</p>
<p>Request from - Councillor Carl Walker</p>
<p>Public interest - The failure of Children’s services has impacted the most vulnerable families in Worthing and we have a duty on their behalf to act upon this at the local level.</p>
<p>Score = High</p>
<p>Ability to change - While this is a county council service, the joint Scrutiny committee at local level could make useful and valuable recommendations going forward to support scrutiny at County level. This is one of the clearest examples where JOSC can enact meaningful change as the change we need to facilitate is that of scrutiny.</p>
<p>Score = Low</p>
<p>Performance - There is no doubt that support from an effective local JOSC could have a very positive impact on a County scrutiny committee which has struggled. While poor performance of county scrutiny is obviously key, the point of this exercise is to support the development of best practice going forward to ensure that we can play our part in improving services for the family in Worthing.</p>
<p>Score = Low</p>
<p>Extent - The Ofsted report noted very significant failings at managerial, organisational, strategic and operational level and it was clear that these impacted a large number of families locally as well as a number of schools. We have an increased SEND need in children in Worthing and it is important going forward that we ensure these children get the best support possible. This is undoubtedly a major issue, a fact that Ofsted confirmed in their report.</p>
<p>Score = High</p>
<p>Replication - This is not happening elsewhere.</p>
<p>Score = Low</p>
<p>Expected Outcomes - More effective scrutiny at County level for children’s services - best practice in scrutiny being shared across the county - improvement in children services across the county - public confidence in Worthing council increasing as a result of the Council playing a proactive role in such a high profile health and well-being issue --</p>
<p>Does the proposed review link with the Council strategic objectives or does the Joint Overview and Scrutiny Committee have the ability to influence and/or add value on the subject?</p> <p>No direct link to Strategic objectives and no direct ability to influence or add additional value on the issue.</p>

Scrutiny of West Sussex Children's services is undertaken by the West Sussex Children and Young People's Services Select Committee.

How could this review be undertaken? Chairman of the West Sussex County Council Children and Young People's Services Select Committee to attend JOSC

Recommendations from Joint Overview and Scrutiny Committee Chairmen/Vice-Chairmen:-

That the matter not be added to the Work Programme at this time.

The JOSC Chairmen/Vice-Chairmen understand that the performance of the West Sussex Children's services is a very important issue of great importance to local residents, however, they are of the view that scrutiny of the Children's services are already being subject to local scrutiny by the West Sussex Children and Young People's Services Select Committee which is responsible for this scrutiny, has a strategic role and represents the whole county. This scrutiny will follow an appropriate course in responding to the Ofsted inspection report and meetings of that Committee are open to local residents to attend with the next meeting being held on 19 June. Access to the agenda and relevant papers for the Committee are available [here](#)

The Chairmen and Vice-Chairmen, therefore, consider that further scrutiny of this issue by Adur and Worthing JOSC at this time would be duplication and the JOSC would not be able to bring about any change on this issue.