

**Minutes of a Meeting of the  
Joint Strategic Committee of  
Adur District and Worthing Borough Councils**  
**Council Chamber, Civic Centre, Shoreham-by-Sea**

**Thursday 28 February 2013**

Councillor Neil Parkin (Chairman)

**Adur District Council:**

Councillor Pat Beresford  
Councillor Keith Dollemore  
Councillor Angus Dunn  
Councillor Jim Funnell  
\*Councillor Julie Searle  
\*Councillor David Simmons

**Worthing Borough Council:**

Councillor Paul Yallop  
Councillor Mary Lermite  
\*Councillor Clive Roberts  
Councillor Bryan Turner  
Councillor Tom Wye  
\*Councillor Steven Waight

\*Absent

Councillors ADC: Cllr Liza McKinney  
Councillors WBC: Cllr Keith Sunderland

Councillors Mary Lermite, Bryan Turner and Tom Wye left the meeting at 8.10pm.

**JSC/101/12-13      Chairman's Announcement**

The Chairman welcomed Cllr Pat Beresford to the meeting following his appointment as Cabinet Member for Regeneration at the Adur Council meeting held on 21 February 2013.

The Chairman also, on behalf of the Committee, wished Cllr David Simmons a speedy recovery from his recent operation.

**JSC/102/12-13      Declarations of Interest**

Cllr Liza McKinney declared a personal interest in Item 6 as the Deputy Chairman of the Shoreham Community Centre Trust.

Cllr Tom Wye declared a personal interest in Item 9 as a former member of the armed forces.

Cllr Neil Parkin declared a personal interest in Item 9 as a former member of the Territorial Army.

**JSC/103/12-13      Public Question Time**

There were no questions received from the public.

## **JSC/104/12-13      Minutes**

**Resolved** that the minutes from

- the Joint Strategic Committee meeting held on 24 January 2013 be approved and signed by the Chairman;
- the Adur Cabinet meeting held on 5 February 2013 be approved with the following amendment 'CAB/0010/12-13 (i) that the Council Tax Support grant should not be passported to the Parish Councils in accordance with the Parish's requests' and signed by the Chairman;
- the Worthing Cabinet meeting held on 4 February 2013 be approved and signed by the Leader of Worthing Borough Council.

## **JSC/105/12-13      Items Raised Under Urgency Provisions**

There were no urgent items.

## **JSC/106/12-13      Change of Order to Agenda Items**

The Chairman announced that agenda item 10 'Adur Homes Decent Homes Work Programme – 2013/14' would be taken as the next item of business.

## **JSC/107/12-13      Adur Homes Decent Homes Work Programme – 2013/14**

Before the Committee was a report by the Executive Head of Adur Homes, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 10.

The report provided Members with the requirements of the Governments Decency Standards legislation, the Adur Homes Service's Decent Home Strategy, the Capital 2013/14 programme categories for the housing stock and the budget allocations to categories of work within the programme.

The ACF representative informed Committee that tenants were pleased with the contents of the report, expressed an interest in providing an input to the scoping meeting scheduled on the 13<sup>th</sup> March 2013 and requested that timescales for works be provided when possible. Officers confirmed that the intention of the scoping meeting was to bring together as many groups as possible. Following the initial scoping meeting the ACF will be kept informed and their future input would be welcomed.

Members identified that both pointing and the seals around glazing and entrance doors would require work in the not too distant future. Officers clarified that budget provision of over £100k (*actual £121K*) had been set aside for pointing work.

The cost of replacement smoke detectors was queried by Members as the overall costs seemed high.

Officers informed the Committee that cost comparison work had been undertaken between battery and mains powered devices. This work had identified that longer term cost savings

could be made from the installation of mains operated which would be operational for 10 years. Officers agreed to provide details regarding the numbers of smoke detectors to be fitted following the meeting.

The ACF representative confirmed that tenants supported plans to install mains operated smoke detectors.

**Decision:**

The Joint Strategic Committee:

- i) agreed the Decent Home strategy and programme as detailed within in the report;
- ii) noted & agreed that an Individual Members report will be prepared with regard to the potential installation of a Gas infrastructure to the Test Road area (as detailed in paragraph 3.11.3);
- iii) agreed that 'Mears Group Ltd' be appointed as the main contractor for the Fishersgate contract (as set out in paragraph 3.16);
- iv) agreed that 'Telavex 97' be appointed as the main contractor for the installation of smoke alarms (as set out in paragraph 3.18.2);
- v) agreed the re-profiled capital budgets for 2013/14 as detailed in Appendix A.

*Note:- recommendation (iii) above was deferred at the meeting and taken following consideration of item 12.*

**Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

**JSC/108/12-13      3<sup>rd</sup> Capital, Revenue Budget and Performance Monitoring 2012/13**

Before the Committee was a report by the Executive Head of Financial Services, copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 5.

The report updated the Committee with the latest expenditure and income projections for each Council in the current financial year 2013/13, compared to the Revenue Budget approved by both Councils. Information regarding earmarked reserves and capital expenditure was also provided for both Councils.

Officers were commended for the additional income generated from Worthing Leisure and Members asked whether the Department for Health funding highlighted in paragraph 9.6 of the report could be used for facilities in the new swimming pool. Officers confirmed that this funding was ring-fenced for specific projects.

Members expressed disappointment with the income shortfall from the memorial gardens and felt the gardens were not being promoted as well as they could be. Officers replied

that they were currently looking to re-procure this service and agreed that there was room for improvement.

**Decision:**

The Joint Strategic Committee:-

- (a) noted the report and projected outturn position for the Joint, Adur and Worthing revenue Budgets and proposed use of reserves (Appendix 1b and 2b);
- (b) with respect to the Capital Investment Programme for Adur District Council:-
  - noted the reprofiling of the Adur District Council capital schemes listed in paragraph 8.2;
  - requested a further report on the 'Lancing Leisure Centre – Health and safety improvements to car park lighting' and the 'Southwick Leisure Centre – Refurbishment of the eastern set of 3 tennis courts' schemes go to the appropriate Cabinet Member before the works are commissioned;
  - approved the amendment to the 2012/13 Capital Investment Programme to include the additional Disabled Facilities Grant as advised in paragraph 8.4;
  - approved the revisions to the 2012/13 expenditure on the Joint CenSus ICT schemes as detailed in paragraph 8.5;
  - approved the additional energy efficiency schemes as detailed in paragraph 8.6 funded from grant from the Department of Energy and Climate Change.
- (c) with respect to the Capital Investment Programme for Worthing Borough Council:-
  - noted the reprofiling of the Worthing Borough Council capital schemes listed in paragraph 9.2;
  - noted the forecast underspend in the Disabled Facilities Grant Budget as detailed in paragraph 9.3;
  - noted the ongoing discussions regarding the Pavilion Theatre renewal of roof covering final account and the need to fund the additional costs as advised in paragraph 9.4;
  - requested a further report on the 'Crematorium – Replacement and resiting of the car park attendant's kiosk' scheme go to the appropriate Cabinet Member before the works are commissioned;
  - approved the amendment to the 2012/13 Capital Investment Programme to include the additional Disabled Facilities Grant as advised in paragraph 9.6;
  - approved the amendment to the 2012/13 Capital Investment Programme to include the grant from WSCC Short Breaks Services for Disabled Children to provide facilities for the severely disabled at the new Splash Point Leisure Centre as advised in paragraph 9.7;
  - approved the revisions to the 2012/13 expenditure on the Joint CenSus ICT schemes as detailed in paragraph 9.8;
  - approved the virement of £30,000 for the Field Place heating scheme from the Denton Lounge heating scheme as detailed in paragraph 9.9.
- (d) noted the updated risk register included in Appendix 6 and the performance monitoring items included in section 10.

**Call-in:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

## **JSC/109/12-13      Monitoring / Progress Report on NWoW / Accommodation Project**

Before the Committee was a report by the Strategic Director (AG), copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 6.

The report provided the latest monitoring information with regard to the completion of the New Ways of Working (NWoW) / Accommodation Project, setting out a proposal to create a permanent Civic Presence in the Adur District following closure and disposal of the current Civic Centre premises in Shoreham-by-Sea.

The Committee were provided with an up-to-date position on the Project Risk Register and were asked to consider a proposal regarding the introduction of a pool car pilot for casual car users. Members were advised that if the pool car pilot worked, the next step would be to look at pool cars for essential users.

An updated version of the risk register was tabled at the meeting for Members consideration. The Committee was informed that General Risk T5 – Telephony, was causing some concern as difficulties had been experienced with the suppliers. Officers advised that they would be recommending that this particular risk have its risk rating moved to red.

Members expressed support for the pool car pilot and the retention of the ICT consultant and requested some comparative work to be undertaken to compare the costs associated with NWoW to those incurred at Eastbourne Borough Council.

Officers informed the Committee that they had been unable to agree a solution with the Shoreham Community Centre (SCC) trustees in regards to entering a new agreement for when the new building is completed. The Council had offered new terms but a few concerns had remained.

Councillor Liza McKinney advised the Committee that she was representing the SCC Board of Trustees at the meeting. The Committee were informed that the trustees were excited by the project and the proposals but due to their charity status were unable to sign the lease due to the rent figure stated.

The Committee suggested replacing the rent figure in the new lease with the words 'peppercorn rent' and an additional recommendation (viii below) was proposed and seconded.

### **Resolved,**

That the Joint Strategic Committee:-

- i) noted the progress outlined in the report;
- ii) noted the status of the project risks on the risk register as amended;
- iii) agreed to proceed with the Adur Civic Presence Project as detailed in the report including the commissioning of appropriate specialists, contractors and suppliers as

required in consultation with the Members of the Steering Group to achieve the desired end result;

- iv) agreed to the capital and revenue funding of the 'Adur Civic Presence' project as set out in Section 6 of the report and recommended to Adur District Council the formal addition in this project to the Council's Capital Programme;
- v) recommended Adur District Council to release a further £149,970 in 2013/14 and £390,410 in 2014/15 from the capacity issues reserve to fund the consequences of the delay in the sale of the Civic Centre;
- vi) agreed to vire £40,000 from underspend within EDRMS capital budget to the NWoW project for the purposes of progressing the ICT element of the project as set out in paragraph 3.5.e;
- vii) approved the proposal to introduce a Pool Car pilot for casual users;
- viii) delegated authority to the Executive Head of Technical Services to waive standing orders as required in consultation with the Members of the Civic Presence Working Group (Leader, Deputy Leader and Cabinet Member for Resources), to enable the 'Adur Civic Presence' project to progress without delay;
- ix) agreed that once the 'Adur Civic Presence' project is completed, a new and suitable lease will be entered into with Shoreham Community Centre with a peppercorn rent being payable.

#### **Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

There is no call-in for recommendations to Council.

#### **JSC/110/12-13      New Ways of Working - Electronic Document and Records Management System (EDRMS)**

Before the Committee was a report by the Strategic Director (AG), copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 7.

The report sought Member approval for the release of the necessary funding to support the internal secondment of resources to enable the delivery of EDRMS across the councils and facilitate the Councils' objective to introduce New Ways of Working.

A discussion took place regarding the scanning of documents as part of a move to paperless working with Members asking whether it would be easier to bring in contract staff to do this. Officers confirmed that the scanning of post will be undertaken by the General Admin team but mixed results had been achieved with contract staff brought in to assist with back scanning of old documents.

Members questioned whether all post would be scanned as a matter of course or whether circulars, fliers etc could be filtered out. Officers advised that a final decision had not been taken on this and they would consult with Members.

**Resolved,**

That the Joint Strategic Committee:-

- (a) endorsed the progress being made on the current EDRMS programme across Adur and Worthing as set out in Appendix A of the report;
- (b) noted the draft EDRMS programme for Adur and Worthing as set out in Appendix B of the report which will be taken forward and subsumed within the overall CenSus EDRMS programme,
- (c) agreed to release the necessary funding to allow the internal secondment of resources for a temporary, two year period, to the Adur Worthing EDRMS programme to ensure progress is made in the delivery of EDRMS across all service blocks in accordance with the agreed programme funded from the capacity issues reserves of both Councils as set out in paragraph 4.4 of the report;
- (d) agreed that dependent upon the development of the project and all the circumstances at the appropriate time, the Adur/Worthing resource be contracted or seconded out to the other CenSus councils.

**Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

**JSC/111/12-13 Provision of a Joint Dial a Ride Service**

Before the Committee was a report by the Executive Head of Planning, Regeneration and Wellbeing, copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 8.

Members were updated on the tender process to secure a joint Dial a Ride service across Adur and Worthing and recommended that the bid by Worthing's Southern Services be pursued with additional s106 funding being made available to help deliver the new service.

The report also recommended that consideration be given to providing Adur Community Transport funding previously held back in an attempt to encourage the provision of a joint service.

**Decision:**

The Joint Strategic Committee:-

- i) noted the current situation and agreed, in principle, to enter into a 3 year Service Level Agreement (SLA) with Dial a Ride Southern Services to deliver an extended service covering Worthing Borough and Adur Districts;

- ii) agreed that the precise details of the SLA be agreed, in consultation with the Cabinet Members for Wellbeing;
- iii) agreed that the remaining s106 funding from Tesco be provided to Southern Services to deliver the joint service;
- iv) agreed that retrospective funding be provided to ACT for the delivery of the Dial a Ride service with the precise amount to be agreed in consultation with the Adur Cabinet Member for Health, Safety and Wellbeing and Adur Cabinet Member for Resources.

**Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

**JSC/112/12-13      Armed Forces Community Covenant**

Before the Committee was a report by the Chief Executive, copies of which had been circulated to all Members, a copy of which is attached to the signed copy of these Minutes as Item 9.

The report set out the background and local action taken in respect of the Armed Forces Community Covenant and invited Members to determine whether the Councils wished to enter into a Community Covenant.

**Decision:**

The Joint Strategic Committee:-

- i) agreed that both Adur and Worthing Councils enter into an Armed Forces Community Covenant;
- ii) appointed Councillors Peter Metcalfe and Tom Wye as Adur and Worthing Councils Champions for the Armed Forces respectively;
- iii) requested that a review of the street naming policy be undertaken to consider the use of fallen servicemen's names for the naming of streets, with a report being brought back to the Joint Strategic Committee.

**Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

**JSC/113/12-13      Exclusion of the Press and Public**

**Resolved** that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 3 of Schedule 12 A to the Act indicated against the item.



**JSC/114/12-13 Fishersgate Contract Dispute**

Before the Committee was an exempt information report by the Executive Head of Adur Homes, copies of which had been circulated to all Members as Item12.

**Decision:**

The Joint Strategic Committee authorised the Chief Executive in consultation with the Executive Head of Adur Homes, Executive Head of Corporate and Cultural Services, Executive Head of Financial Services, Leader of the Council, Deputy Leader and the Cabinet Member for Customer Services to negotiate a final settlement on behalf of the Council.

**Call In:**

The call in deadline for this decision will be 5.00pm on 15 March 2013.

The meeting was declared closed by the Chairman at 8:49pm, it having commenced at 6:30pm.

**Chairman**