

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

**Queen Elizabeth II Room, Shoreham Centre, Shoreham-by-Sea**

**Tuesday 6 June 2017**

Councillor Neil Parkin (Chairman)

**Adur District Council:**

Councillor Angus Dunn

\*Councillor Brian Boggis

Councillor Emma Evans

Councillor Carson Albury

Councillor David Simmons

**Worthing Borough Council:**

Councillor Dan Humphreys

Councillor Kevin Jenkins

Councillor Diane Guest

Councillor Heather Mercer

Councillor Mark Nolan

Councillor Val Turner

\*Absent

**Other Members Present**

Councillors Kevin Boram (ADC), Alex Harman, Nigel Morgan & Paul Westover (WBC)

**JSC/001/17-18      Declarations of Interest**

There were no declarations of interest.

**JSC/002/17-18      Minutes**

**Resolved** that the minutes from the Joint Strategic Committee meeting held on 4 April, be approved as an accurate record and signed by the Chairman.

**JSC/003/17-18      Public Question Time**

There were no questions from members of the public.

**JSC/004/17-18      Items Raised Under Urgency Provisions**

There were no items raised under urgency provisions.

## **JSC/005/17-18      Chairman's Announcement**

The Chairman announced a change to the order of the agenda declaring that Item 8 - The Environmental Management of Brooklands Lake, would be considered as the next item of business.

## **JSC/006/17-18      The Environmental Management of Brooklands Lake**

Before the Committee was a report by the Director for Communities, 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 8.

The purpose of the report was to update the Joint Strategic Committee (JSC) on the progress made to date to determine the future environmental management of Brooklands Lake, to seek decisions regarding next steps and to release the budget to enable the project to proceed.

The key recommendation was that the JSC release budget to support the final procurement decision by the Director for Communities in consultation with the Executive Members for the Environment, as outlined in paragraphs 11.1 and 11.2. This would allow for the swift execution of the final stages of the process in order to facilitate work beginning on site at the earliest possible time.

A Member asked a question concerning endangered species on the site and the impact this would have on the proposals, if any were identified. Officers advised that in order for the successful contractor to obtain an Environment Agency permit, they would need to demonstrate that a robust investigation of the site had been undertaken.

A number of Members expressed their support for the proposals.

### **Resolved**

That the Joint Strategic Committee:-

- noted that the Director for Communities, in consultation with the Worthing Executive Member for the Environment, has the delegated authority to approve the final procurement and award the contract up to the value of £850,000 allocated within the 2017/18 Capital programme, subject to satisfactory due diligence checks and agreement of design with the Environment Agency;
- authorised the release of budget upto a value of £850,000 for the reasons as outlined in paragraph 10.2 and as required by our financial regulations (B16);
- approved that officers continue to pursue a reduction in the Council's costs through seeking external financial contributions towards the total costs of the scheme;

- approved that officers liaise with the preferred bidder to finalise the future maintenance requirements for the lake and its surrounding area to enable an annual revenue budget to be costed and agreed for the lake's on-going maintenance needs;
- approved that once a scheme had been authorised, for officers to continue to engage with the local community over the future environmental management and maintenance of the Lake;
- approved that officers take active steps to support the setting up of a Friends of Brooklands Park group;
- approved that once a scheme had been authorised, that officers draft a site management plan for consultation and subsequent adoption;
- requested that a further report be brought on progress made to December's Joint Strategic Committee meeting.

#### **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 June 2017.

#### **JSC/007/17-18      Achieving value through a responsible procurement strategy**

Before the Committee was a report by the Director for Digital & Resources, 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 5.

The report introduced a new Sustainable Procurement Strategy and highlighted the need to continue to transform the Councils approach to procurement in order to deliver the aspirations in *Platforms for our Places* and deliver greater social value. The Strategy outlined how improved procurement activity would help deliver Adur and Worthing Councils corporate ambitions for *Platforms for our Places*.

A Member requested that Officers ensure that Members were kept informed of any projects that were not going to proceed as planned. Officers advised that capacity required a different approach to prioritisation and that a consultant was currently helping the Councils to identify ways of increasing capacity for the future.

Members acknowledged the importance of this piece of work in ensuring best value for taxpayers and that further work was required to address operational handling of low value contracts.

During consideration of the item, Members queried whether the savings identified in paragraph 3.4 of the report were based on a 60:40 split between Worthing and Adur Councils respectively. Officers advised that some contracts would deliver savings across

the board and be of benefit to both Councils with property and building contracts offering the possibility of the greatest savings. It was acknowledged that the figures outlined in paragraph 3.4 of the report would not deliver savings on a 60:40 split between Worthing and Adur Councils. However, ongoing work in relation to Corporate Estate contracts would deliver savings for both Councils.

The Committee requested that a breakdown, of the £750k savings identified, be included in the progress report to the Joint Strategic Committee in 12 months time.

### **Decision,**

That the Joint Strategic Committee

- approved the Sustainable Procurement Strategy set out in appendix A to the report;
- approved the direction of travel in developing a strategic procurement function and delivery of initiatives outlined in the report;
- requested that quarterly reports be provided to both Executive Members of Resources and a progress report be provided to the Committee in 12 months time.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 June 2017.

### **JSC/008/17-18      Staying secure in a digital world**

Before the Committee was a report by the Director for Digital & Resources, 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 Members with an update on the cybersecurity arrangements that were in place keeping the Councils' networks, computer system and information assets safe and secure. The Committee was informed that as the Councils moved forward with their digital technology strategy (see the Joint Strategic Committee report, 2nd Dec 2014), increasingly moving to cloud-based services, it was crucial to keep the Councils approach to cybersecurity updated, whilst ensuring that existing network infrastructure was protected.

The Data Protection Act 1998 (DPA) required that Data Controllers (e.g. the Councils) complied with the principles within, including to have security measures in place to protect personal data. In May 2018 the General Data Protection Regulation (GDPR) was due to come into force and supersede the DPA. The most significant addition in the GDPR was the accountability principle : Data Controllers shall be responsible for, and be able to demonstrate compliance with the GDPR principles. The report contributed to Adur and Worthing Councils demonstrating how they protected personal data.

Members highlighted the recent spate of 'ransomware' attacks and sought assurance that the Councils were sufficiently protected from such threats. Officers advised that the recent attacks exploited machines operating Windows XP which could have been patched to keep them safe.

The Committee discussed the business continuity arrangements afforded by offsite data centres and the use of data encryption to ensure secure connections to external servers.

**Decision:**

The Joint Strategic Committee noted the contents of the report.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 16 June 2017.

**JSC/009/17-18      Scrutiny Major Projects Working Group Report**

Before the Committee was a report by the Chairmen of the Joint Overview & Scrutiny Committee, 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 7.

The report set out the findings and recommendations from the Major Projects Working Group set up by the Joint Overview and Scrutiny Committee (JOSC).

The Committee noted that at the JOSC meeting on 14 July 2016, it was agreed that a Working Group be set up to review how the Councils work on major projects in partnership with West Sussex County Council and to assess if improvements were required. The decision to set up the Working Group was one of the outcomes from the JOSC meeting which discussed the lack of progress in implementing the Ferry Road enhancement scheme in Shoreham-by-Sea. Full details of the Working Group including recommendations, membership and terms of reference were set out in the Working Group's report, attached as Appendix 1 to the report.

The Chairman of the Working Group, Cllr Kevin Boram, attended the meeting in order to present the Group's findings and recommendations.

The Committee thanked the Working Group for its work whilst challenging the evidence that projects were not working and raised concerns that the recommendations could add an additional and unnecessary layer of bureaucracy to major projects.

Officers acknowledged that the Ferry Road enhancement scheme was an example of how not to run a project. The report offered a template for delivering effective project management through the provision of a useful 'pick list' that could be applied to future projects depending on their size, scale and the number of partners involved.

Members discussed the merits of the proposals in the context of them providing a list of suggestions, rather than a prescribed protocol for all future projects and the types of future projects they could be applied to. The Committee acknowledged that a lack of democratic support for the Ferry Road enhancement scheme, by a previous County Councillor, had significantly affected that specific project.

Officers advised that the recommendations put forward by the Working Group outlined the fundamentals of good project work. It was suggested that Members did not necessarily see this work on a project by project basis and that there were lots of examples of projects which were working well such as the Tidal Walls scheme.

The Committee supported the use of project plans, for all projects, which were appropriate to the size of the project. Members also acknowledged that Officers were doing a lot of this work already.

### **Decision,**

The Joint Strategic Committee

- thanked the Working Group for their report and requested that Officers ensure that an appropriate, validated toolkit was used for managing projects moving forwards;
- requested that a report be brought back to the Committee in December 2017, providing an update on projects undertaken in partnership with West Sussex County Council, outlining the methods of project management applied along with the lessons learned from any completed projects.

### **Call In:**

The call-in deadline for this decision will be 5.00pm on 16 June 2017.

*\*\* At 7.50pm Councillors Dunn, Evans & Simmons left the meeting prior to the consideration of Item 9, in accordance with the Joint Committee Agreement.*

### **JSC/010/17-18      Worthing Capital Programme - South Downs Leisure Trust Athletics Track**

Before the Committee was a report by the Directors for Communities, 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 9.

The report sought the approval from the Committee to utilise the underspends carried forward from the 2015/16 Capital Investment Programme as a contingency for when high priority capital expenditure was identified which could not wait for the approval of the

Capital Investment Programme for the following year, or for overspends which could not be accommodated within the overall Capital Investment Programme.

Approval was requested to utilise £150,000 of those underspends to fund the refurbishment of the Athletics track at the Worthing Leisure Centre.

**Decision,**

That the Joint Strategic Committee

- approved the refurbishment of the Worthing Leisure Centre Athletics Track at an estimated cost of £150,000, funded from a contingency for high priority capital schemes;
- approved the amendment of the 2017/18 Capital Investment Programme to include this scheme.

**Call In:**

The call-in deadline for this decision will be 5.00pm on 16 June 2017.

The meeting was declared closed by the Chairman at 7.52pm, having commenced at 6.30pm.

**Chairman**