



COUNCIL MEETING

14 April 2015

2 April 2015

**Council Meeting
14 April 2015**

The Council Chamber, Town Hall,
Chapel Road, Worthing

**6.30pm
Agenda**

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

- 1. Apologies for absence**
- 2. Declarations of Interest**

Members and Officers must declare any discloseable pecuniary interests 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.

- 3. Questions and Statements from the public**

To receive any questions from Members of the public addressed to any Member of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the Borough except no question may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal, or Standards determination

Public question time will last up to 30 minutes; questions will be taken in order of receipt. The deadline for submission of questions is Friday 10 April at 12 noon.

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

No prior notice of a Statement to Council is required.

For further information contact Julia Smith, Democratic Services Manager on Julia.smith@adur-worthing.gov.uk

4. Confirmation of Minutes

To confirm the minutes of the Meetings of the Council held on 17 February 2015, previously circulated, A copy is available to view at: <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/council/>

5. Announcements by the Mayor, Leader of the Executive, Executive Members and/or Head of Paid Service

6. Items raised under urgency provisions

To consider any items the Mayor has agreed are urgent.

7. Recommendations from the Executive and Committees to Council

To consider recommendations to the Council, details of which are set out in the attached items as 7A, 7B, 7C and 7D. Full reports are available on the website as listed below:

| Executive/Committee | Date | Item |
|---|-------------|--|
| A Joint Strategic Committee | 03.03.15 | (i) 3 rd Capital Investment Programme and Projects Monitoring 2014/15 http://www.adur-worthing.gov.uk/media/media,131660,en.pdf |
| B Joint Overview and Scrutiny Committee | 12.03.15 | (i) Annual Work Programme http://www.adur-worthing.gov.uk/media/media,131802,en.pdf |
| C Joint Governance Committee | 24.03.15 | (i) Constitution Part 5 codes and protocols http://www.adur-worthing.gov.uk/media/media,132048,en.pdf |
| D Joint Strategic Committee | 31.03.15 | (i) Creating the South Downs Leisure Trust http://www.adur-worthing.gov.uk/media/media,132499,en.pdf (ii) Local Development Scheme |

(iii) Building new homes – loan capital to Worthing Homes

The report on this item is exempt under paragraph 3 of the Local Government Act. Members requiring a copy of the report should contact Democratic Services

8. Report of the Leader on Decisions taken by the Executive

Report from the Leader as item 8.

The report contains decisions taken by the Executive, Executive Members and/or the Joint Strategic Committee since the last Council meeting. There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any to be asked under the next item.

(**Note:** Papers relating to items under 7 and 8 have been previously circulated. If any Member requires further copies please contact Democratic Services or visit the Council's website www.adur-worthing.gov.uk/.)

9. Schedule of Meetings 2015/16

To agree the meetings of the Council for 2015/16, attached as item 9.

Meetings relating to Worthing Borough Council are in black print.

10. Mayoral Selection for 2016/17

To receive nominations for the appointment of Deputy Mayor for 2015/16, to be Mayor from May 2016/17.

11. Members Questions under Council Procedure Rule 12

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is Friday 10 April 2015 at 12 noon. Questions to be submitted to democratic.services@adur-worthing.gov.uk

Questions received will be circulated at the meeting.

Questions can be asked of the following:

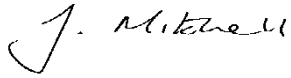
- a) The Mayor
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions cannot be asked in relation to the following:

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

Notice to Councillors, Press and members of the Public – this meeting will be voice recorded and available on the Council’s website in due course.

For Democratic Services enquiries relating to this meeting please contact:

Neil Terry
Senior Democratic Services Officer
01903 22 1073
Neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Council
01903 221119
susan.sale@adur-worthing.gov.uk

JSC/103/14-15 3rd Capital Investment Programme & Projects Monitoring 2014/15

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 updated the Joint Strategic Committee on the progress and expenditure position for the capital programme, the progress of digital programming projects and the intention that other future important Council projects would also be included in the report.

It was noted that the 1st and 2nd capital programme report for 2014/15 had previously been included in the Revenue, Capital and Performance Monitoring Report.

Members requested further information in relation to the following overspends identified in the report:-

- (i) *Queensway and Queens Parade Regeneration* – there had been a number of delays with the project resulting from changes to working practices; delays getting on site; insufficient labour and weather delays. It was noted that the cost of the delays could be considerable; negotiations were ongoing with the contractor and the Executive Member would be updated regularly.
- (ii) *Refurbishment of Beach Green, Lancing Public Conveniences* – the works which went out to tender, had a higher specification than those considered in the initial estimates.
- (iii) *Southwick Square Car Park - rebuild of boundary wall* – the Council's engineers had been unaware of the shallow location of a high voltage cable which required a redesign of the boundary wall. The associated delay resulted in an increase to the cost of the project.

The Committee suggested that Officers investigate whether the company which laid the cable at an incorrect depth, was liable for the increased costs of the project.

A Member also raised concerns about delays to the works at Southwick Recreation Ground, regarding refurbishment of hard surfaces, as it had implications for the security of the site.

Decision:

The Joint Strategic Committee:-

- (a) With respect to the Capital Investment Programme for Adur District Council

- noted the reprofiling of the Adur District Council capital schemes advised in paragraph 5.2 and Appendix 3;
- noted the anticipated overspend on the Queensway and Queens Parade Regeneration Scheme and approve the virement and the use capital underspends to fund the overspend as detailed paragraph 5.4.1.
- approved the virements and the use of revenue maintenance underspends to fund the additional asbestos removal costs from the Shoreham Centre as detailed paragraph 5.4.2.
- approved additional budget required to refurbish the public conveniences at Beach Green, Lancing funded from underspends in the 2014/2015 Capital Investment Programme and virements from the 2015/2016 Capital Investment Programme as detailed in paragraph 5.4.3.
- approved the use of revenue maintenance underspends and the 2014/2015 Capital Investment Programme contingency to fund the overspend on the rebuilding of the Southwick Square Car Park boundary wall as detailed in paragraph 5.4.4.
- approved the revisions to the 2014/2015 ICT Corporate Hardware and Infrastructure Partnership Budget as detailed paragraph 4.1.

(b) With respect to the Capital Investment Programme for Worthing Borough Council

- noted the reprofiling of the Worthing Borough Council capital schemes listed in paragraph 6.2 and Appendix 4, and the likely slippage of capital schemes as listed in paragraph 6.3.
- approved the use of Crematorium maintenance underspends and underspends in the 2014/2015 Capital Investment Programme to fund the replacement cremulator as detailed in paragraph 6.4.1.
- approved the use of Parks maintenance underspends to fund the overspend on the Pond Lane Recreation Ground Pavilion roof renewal as advised in paragraph 6.4.2.
- approved the addition of the contribution of £5,000 to the capital project to provide DDA compliant public conveniences on the seafront as detailed in paragraph 6.4.3.
- approved the capacity issues funding for Denton Lounge catering furniture as detailed in paragraph 6.4.4.
- approved the funding of the 2015/2016 advance works required on the Durrington Cemetery burial extension scheme as detailed in paragraph 6.4.5.
- approved the changes to the Crematorium Driveway Project as detailed in paragraph 6.4.6.

- approved an amendment to the 2015/2016 Capital Investment Programme to include the refurbishment of the Beach House Park New Pavilion to provide changing facilities. The investment would be funded from insurance monies, as detailed in paragraph 6.4.7.
- approved the purchase of additional payment machines for Worthing Borough Council's Multi Storey Car Parks funded from underspends in the 2014/2015 Capital Investment Programme and underspends c/f from 2013/2014 as detailed in paragraph 6.4.8.
- approved the revisions to the 2014/2015 ICT Corporate Hardware and Infrastructure Partnership Budget as detailed paragraph 4.1.
- **recommended to Council the use of capital receipts to repay some of the debt incurred on the building of the new Splashpoint Leisure Centre as detailed in paragraph 6.4.9.**

JOSC/14-15/71 Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2014/15 and 2015/16

Before the Committee was a report by the Director for Digital and Resources, a copy of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as item 11. The report outlined progress on the work contained in the 2014/15 Joint Overview and Scrutiny Committee Work Programme and asked the Committee to consider issues to be included in the Work Programme for 2015/16.

A Member asked that the work programme item concerning Food hygiene include detailed information on the number of establishments and the frequency that those establishments were visited.

Resolved:

- i) That the progress in implementing the Work Programme for 2014/15 be noted;
- ii) **That the Committee recommends to the respective meetings of the Full Council that the Joint Overview and Scrutiny Committee Work Programme for 2015/16 be endorsed**

JGC/14-15/024 Constitution Review – Part 5

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 10.

The Committee was requested to note the progress of the 2014/2015 complete review of the Councils' Constitutions; to consider revisions to Part 5 of the Constitutions of the District Council of Adur ("Adur") and the Borough Council of Worthing ("Worthing"); to consider revisions to the Scheme of Delegations to Officers and to recommend to the Full Councils of Adur and Worthing that the Constitutions be revised accordingly.

A Member asked whether the Deputy Monitoring Officer should be appointment by the Councils. Officers advised that the position could not be a Council appointment, it was a Monitoring Officer appointment. It was noted that historically, the Monitoring has appointed two deputies, 1 to act for Adur sand 1 to act for Worthing.

A Member questioned the timescale for implementation of a Social Media Policy for Members, as referred to in paragraph 4.2.1 of the report. Officers started a preference for a single policy which covered both Officers and Members. It was noted that work was underway and it was anticipated that the revised policy could be brought back to the Committee in June 2015.

Resolved,

7.1 That the Joint Governance Committee recommended to the Borough Council of Worthing:

7.1.1 that it adopts the following documents as set out in the Appendix to the report, to be effective from 1st May 2015:

- **Code of Conduct for Members - subject to an amendment by the Monitoring Officer to include provision for registering Gifts and Hospitality.**
- **Code of Conduct for Officers**
- **Protocol relating to the Relationship between Members and Officers**
- **The Monitoring Officer Protocol**
- **The Protocol relating to Officer Decision Making**
- **The Council Call for Action Protocol**
- **The Protocol Relating to the Pre-Election Period**
- **The Protocol Relating to the Recording of Public Meetings**
- **The Scheme of Delegations to Officers with the exception of paragraphs 1.2.1, 1.2.2 and 1.2.5 which should remain as worded in the current scheme.**

- 7.1.2 that it authorises the Monitoring Officer to make further minor amendments to the Constitution as required;**
- 7.1.3 that it authorises the Monitoring Officer to make consequential changes to the Joint Committee Agreement;**
- 7.1.4 report re safeguarding protocol and social media policy / or explain why we're not.**
- 7.2 That the Joint Governance Committee recommends to the District Council of Adur:
- 7.2.1 that it adopts the following documents as set out in the Appendix to this report, to be effective from 1st May 2015:
- Code of Conduct for Members – subject to an amendment by the Monitoring Officer to include provision for registering Gifts and Hospitality.
 - Code of Conduct for Officers
 - Protocol relating to the Relationship between Members and Officers
 - The Monitoring Officer Protocol
 - The Protocol relating to Officer Decision Making
 - The Council Call for Action Protocol
 - The Protocol Relating to the Pre-Election Period
 - The Protocol Relating to the Recording of Public Meetings
 - The Scheme of Delegations to Officers with the exception of paragraphs 1.2.1, 1.2.2 and 1.2.5 which should remain as worded in the current scheme.
- 7.2.2 that it deletes the following document from its Constitution with immediate effect
- Members Code of Good Practice
- 7.2.3 that it authorises the Monitoring Officer to make further minor amendments to the Constitution as required.
- 7.2.4 that it authorises the Monitoring Officer to make consequential changes to the Joint Committee Agreement
- 7.3 That the Joint Governance Committee requested a report be brought to a future meeting regarding a possible safeguarding protocol and a revised social media policy.

JSC/117/14-15 Creating the South Down Leisure Trust

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

The report recommended approval of the agreements that would transfer the management of Worthing Borough Council's (the Council) Leisure Services and facilities to South Downs Leisure Trust (SDLT).

The Committee were informed that good progress had been made and the Council was on track to transfer the Council's Leisure Services to SDLT on 1st May 2015.

It was noted that despite the considerable work being undertaken to complete the transfer on 1st May 2015, Worthing Leisure continued to perform strongly, growing Fit4 membership and taking on the management of new leisure facilities in Worthing to further enhance the leisure offer in the town.

The creation of SDLT, a locally based Non-Profit Distributing Organisation, represented a significant and important example of the vision for Enterprising Communities set out in the Council's key strategic documents Catching the Wave and Surfs Up.

Members acknowledged the success of the service to date and wished the Trust well for the future. Officers informed the Committee that the relationship between the Council and the Trust would remain strong.

Decision

The Joint Strategic Committee:-

- 1) resolved to transfer Worthing Borough Council's Leisure Services to South Downs Leisure Trust, in accordance with the terms of the management agreement, with effect from 1st May 2015.
- 2) resolved to delegate the Council's Executive functions in respect of leisure services to South Downs Leisure Trust with effect from 1st May 2015.
- 3) resolved to delegate to the Director for Communities to act as the authorised representative of Worthing Borough Council for all purposes connected with the agreements between Worthing Borough Council and South Downs Leisure Trust.
- 4) agreed to recommend to Worthing Borough Council to fund the three capital schemes identified in paragraph 7.5 from prudential borrowing.

- 5) recommended to Worthing Borough Council that authority is delegated to the Director for Communities and the Solicitor to the Council to approve and enter into any outstanding Schedules to the Management Agreements, in consultation with Worthing Borough Council's Leader and Leader of the Opposition.**

- 6) recommended to Worthing Borough Council that the Council**
 - 6.1 notes Joint Strategic Committee's decision to transfer's the provision of leisure services and the delegation of the Executive function and powers to South Downs Leisure Trust in accordance with the terms of the Management Agreement, and**

 - 6.2 delegates to the Solicitor to the Council the power to make consequential changes to the Constitution to reflect the changes in governance arrangements relating to leisure services.**

JSC/119/14-15 Worthing Planning Policy – Local Development Scheme

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members, a copy of which, is attached to the signed copy of these Minutes, as Item 11.

The report advised that Planning Regulations require Local Planning Authorities to produce and keep up to date a Local Development Scheme (LDS) which detailed the documents which comprise the Local Development Framework and the programme for their production. The LDS acted as a public statement which set out a three year management plan for the Planning Policy Team.

The existing LDS for Worthing had been adopted in February 2012 and needed to be updated to ensure that the Council had an up-to date public 'project plan' that identified which planning documents needed to be produced. In response to reforms made to the planning system at the national level, the key change within the local work programme was the Council's commitment to produce a new Local Plan. When adopted, this would replace the existing Worthing Core Strategy (2011) and would form the key Development Plan for the Borough. Given the resources required to prepare and adopt a new Local Plan this would be the key priority for the Planning Policy team over the next three years.

Joint Strategic Committee was asked to formally recommend to Council the adoption of the new LDS.

Decision

The Joint Strategic Committee recommended to Worthing Borough Council:-

- (i) that the revised Local Development Scheme for Worthing (2015-18) be approved and made available on the Council's website;**
- (ii) that any subsequent changes of a minor nature to the timetable be delegated to the Director for the Economy or, in his absence, the Head of Economic Growth, in consultation with the Executive Member for Regeneration.**

JSC/123/14-15 Building New Homes - Providing Loan Capital to Worthing Homes

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members, a copy of which, is attached to the signed copy of these Minutes, as Item 16.

The report sought member approval to proceed with a £10,000,000 loan to Worthing Homes Limited.

Members stated that this was fantastic news and the type of initiative that Worthing Borough Council should be involved with, the provision of affordable, social housing.

Decision

The Joint Strategic Committee:-

- (i) approved that a loan of £10,000,000 be made to Worthing Homes Limited in accordance with the terms set out in Appendix 2 of the report;
- (ii) recommended to Worthing Borough Council that the capital programme be amended to reflect the proposed loan to Worthing Homes Limited which would be financed through borrowing.**

Report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Executive Members

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last Council Meeting. Full details can be found on the Executive Members and Portfolios, Reports and Decisions webpage <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/cabinet-member-decisions/>

Leader

-

Executive Member for Regeneration

-

Executive Member for Resources

W/RES/007/14-15 Academy Renewal Contract 2015

W/RES/008/14-15 Irrecoverable Debts – Council Tax and Non-Domestic Rates

W/RES/009/14-15 Irrecoverable Debts – Sundry Debtors Accounts

JAW/011/14-15 Application for Voluntary Redundancy

JAW/012/14-15 Efficiency of Service

JAW/013/14-15 Application for Voluntary Redundancy

JAW/014/14-15 VAT Consultation Service

Executive Member for Customer Services

-

Executive Member for the Environment

-

Executive Member for Health and Wellbeing

-

B. Decisions taken by the Joint Strategic Committee on 03 March 2015

Items related to Adur District Council are not reproduced on this agenda

Full details can be found: www.adur-worthing.gov.uk/your-council/

The matters not appearing elsewhere on the agenda:

JSC/104/14-15 3rd Revenue Budget Monitoring 2014/15

Decision

The Joint Strategic Committee noted the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves (Appendix 1b and 2b).

JSC/105/14-15 Rethinking Parks: A proposal to support Enterprising Communities and Wellbeing in Adur and Worthing

Decision

The Joint Strategic Committee:

(i) endorsed the Councils' approach to the management of parks and open spaces as set out in the Rethinking Parks project and the document "Enterprising Communities, Park Lives, Homes Lives, Community Lives";

(ii) approved the Rethinking Parks Project Plan and Budget of £100,000 funded from the Transformation Challenge Award Grant, as detailed in Appendices 4 and 5 to this report.

JSC/106/14-15 Proposal to tender for an Asset Management System and a Housing Management System

Decision

The Joint Strategic Committee approved a capital budget of £80,000 in 2015/16 to allow the commencement of the tender process for a new asset management system and a new housing management system.

C. Decisions taken by the Joint Strategic Committee on 31 March 2015

Items related to Adur District Council are not reproduced on this agenda

Full details can be found: www.adur-worthing.gov.uk/your-council/

The matters not appearing elsewhere on the agenda:

JSC/113/14-15 Shared Use of the Queen Street Car Park by Bohunt School

Decision:

The Joint Strategic Committee:-

- (i) agreed, in principle, to a short term lease for the period required for the temporary school to West Sussex County Council / Bohunt on the basis of a nominal rent subject to the grant of planning permission;
- (ii) delegated authority to negotiate the precise terms of the lease to be granted to the Head of Economic Growth in consultation with the Leader having due regard to the representations received during the planning process;
- (iii) agreed, in principle, to enter into a further lease with West Sussex County Council / Bohunt following the expiry of the temporary lease to enable the car park to be used by Bohunt for staff car parking and for use by the public when the Academy is closed subject to the grant of planning permission and the necessary consultation process regarding an amendment to the off-street parking order;
- (iv) delegated authority to negotiate the precise terms of the lease to the Head of Economic Growth in consultation with the Leader having due to regard to the representations received during the planning process. Lease terms to ensure that a specified number of spaces, at least 20, were always available for public use.

JSC/114/14-15 Your Energy Sussex (YES) Solar PV Deployment

Decision

The Joint Strategic Committee:-

- a) approved the rollout of Solar PV across all Adur and Worthing Council properties, including Adur homes properties, using Carillion as a delivery partner;
- b) agreed to use the YES as the preferred method of funding for the rollout to Adur Homes in Phase 1;
- c) requested that a further report be received by the Executive Member of Resources and the Executive Member of Customer Services to consider in detail the proposed programme of work for Adur Homes and any legal and financial issues arising from Phase 1;
- d) requested that a further report be received by the Committee in June 2015, detailing Phase 2.

JSC/115/14-15 Engaging Customers to Improve Recycling – DCLG Award Update

Decision

The Joint Strategic Committee

- (i) supported the bid and the commitments laid out in paragraph 3.1 of the report;
- (ii) approved the 'Total Quality Recycling' budget of £136,000 funded from government grant.

JSC/116/14-15 Future Delivery of the Councils' Legal Service

Decision

The Joint Strategic Committee:-

- i) noted the contents of the report;
- ii) noted the comments of the Joint Overview and Scrutiny Committee;
- iii) resolved not to further progress the proposal to establish a Teckal Company with Aylesbury Vale District Council and iESE to provide legal services;
- iv) agreed to retain the Council's in house legal service provision for the time being.

JSC/118/14-15 Council Tax Discretion Relief Scheme for Worthing Borough Council

Decision

The Joint Strategic Committee:-

- (i) agreed to establish the Council Tax Discretionary Review Board for Worthing within the remit as set out in the report;
- (ii) agreed the new arrangements for Council Tax Discretionary Relief Payments to Worthing claimants with a budget figure for 2015/16 of £80,000;
- (iii) agreed the Council Tax Discretionary Relief policy attached to the report as Appendix 1.

JSC/120/14-15 Worthing Theatres Review

Decision

The Joint Strategic Committee noted the report and recommendations from the Joint Overview and Scrutiny Committee.

JSC/125/14-15 Future Use of the Caravan Club Site, Titnore Way, Worthing

Decision

The Joint Strategic Committee:-

- i) noted the report and acknowledged the potential merits of the Club's proposal;
- ii) authorised Officers to continue negotiations with the Caravan Club in connection with a new lease;
- iii) noted that a further report would be submitted to the Committee following further detailed negotiations with the Caravan Club and investigations into the redevelopment potential of any land not required by the Club.

JSC/126/14-15 Employment Tribunal Claim

Decision

The Joint Strategic Committee:-

- (i) agreed to release up to the maximum indicated in the report from the Adur District Council Special and Emergency Reserves to enable the Solicitor to the Council to attempt to negotiate a settlement of these proceedings;
- (ii) agreed to release up to the maximum indicated in the report from the Worthing Borough Council Special and Emergency Reserves to enable the Solicitor to the Council to attempt to negotiate a settlement of these proceedings.

D. Urgent Decisions taken by the Executive

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended)

The following is reported to Council:

General Exception Notice – Joint Strategic Committee – 31 March 2015 Item 16 ‘ Building new homes providing loan capital to Worthing Homes’

Case of Special Urgency Notice – Joint Strategic Committee 31 March 2015 - additional exempt item ‘Employment Tribunal Claim’

Councillor Daniel Humphreys
Leader of the Council

Local Government Act 1972
Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.

| | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |
|----------|----------|----------|---------|----------|----------|-----------|-----------|----------|--------|------------|-----------|------------|----------|-------------|------------|-----------|-------------|----------|-------------|------------|-----------|------------|----------|------------|----|
| May 2015 | | | | | 1 | 4 B/H | 5 | 6 | 7 E | 8 | 11 PC | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 C(A) | 22 C(A) | 25 B/H | 26 | 27 | 28 | 29 |
| June | 1 | 2 | 3 PC | 4 JGC | 5 | 8 PC | 9 *JSC | 10 | 11 | 12 | 15 | 16 | 17 | 18 JOSC | 19 CJC | 22 LC | 23 | 24 | 25 | 26 | 29 LCC | 30 | | | |
| July | | | 1 PC | 2 | 3 | 6 PC | 7 *JSC | 8 | 9 | 10 | 13 | 14 | 15 | 16 JOSC | 17 | 20 | 21 C | 22 | 23 C | 24 | 27 | 28 | 29 PC | 30 | 31 |
| Aug | 3 PC | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 PC | 27 | 28 | 31 B/H | | | | |
| Sept | | 1 PC | 2 | 3 | 4 | 7 LC | 8 | 9 | 10 | 11 | 14 LCC | 15 *JSC | 16 | 17 | 18 | 21 | 22 | 23 PC | 24 JOSC | 25 *CJC | 28 PC | 29 JGC | 30 | | |
| Oct | | | | 1 | 2 | 5 | 6 *JSC | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 C | 21 PC | 22 C | 23 | 26 PC | 27 | 28 | 29 JOSC | 30 |
| Nov | 2 | 3 JSC | 4 | 5 | 6 | 9 LC | 10 | 11 | 12 | 13 | 16 LCC | 17 | 18 PC | 19 | 20 | 23 PC | 24 *JGC | 25 | 26 *JOSC | 27 | 30 | | | | |
| Dec | | 1 JSC | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 *CJC | 14 | 15 C | 16 PC | 17 C | 18 | 21 PC | 22 | 23 | 24 | 25 B/H | 28 B/H | 29 | 30 | 31 | |
| Jan 2016 | | | | | 1 B/H | 4 | 5 JSC | 6 | 7 | 8 | 11 LC | 12 | 13 PC | 14 | 15 | 18 PC | 19 *JGC | 20 | 21 *JOSC | 22 | 25 LCC | 26 | 27 | 28 | 29 |
| Feb | 1 | 2 JSC | 3 | 4 | 5 | 8 Exec | 9 Exec | 10 PC | 11 | 12 | 15 PC | 16 | 17 | 18 | 19 WS | 22 | 23 C(TS) | 24 | 25 C(TS) | 26 | 29 | | | | |
| March | | 1 JSC | 2 | 3 | 4 | 7 LC | 8 | 9 PC | 10 | 11 | 14 PC | 15 | 16 | 17 *JOSC | 18 CJC | 21 LCC | 22 *JGC | 23 | 24 | 25 B/H | 28 B/H | 29 | 30 | 31 | |
| April | | | | | 1 | 4 | 5 JSC | 6 PC | 7 | 8 | 11 PC | 12 | 13 | 14 | 15 | 18 | 19 C | 20 | 21 C | 22 | 25 | 26 | 27 | 28 | 29 |
| May | 2 B/H | 3 | 4 PC | 5 E | 6 | 9 PC | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 C(A) | 20 C(A) | 23 | 24 | 25 | 26 | 27 | 30 B/H | 31 *JSC | | | |

| Adur District Council Meetings (7.00pm) | | Worthing Borough Council Meetings (6.30pm) | | Joint Meetings (6.30pm) | |
|---|---|--|--|--|---------------------------------------|
| C | Council (A = Annual, TS = Tax Setting) | C | Council (A = Annual, TS = Tax Setting) | Adur District and Worthing Borough Councils: | |
| Exec | Executive (was Cabinet) | Exec | Executive (was Cabinet) | JOSC | Joint Overview and Scrutiny Committee |
| PC | Planning Committee | PC | Planning Committee | JSC | Joint Strategic Committee |
| LC | Licensing Committee | LCC | Licensing Control Committee | JSfC | Joint Staff Committee |
| | | | | JGC | Joint Governance Committee |
| | | | | CJC | CenSus Joint Committee |
| | | | | JSSC | Joint Senior Staff Committee |
| PCCP | Police Crime & Commissioner Panel (tbc) | E | Elections - Polling Day | JSSAC | Joint Senior Staff Appeals Committee |
| WS | West Sussex Tax Setting Meeting | B/H | Bank Holiday | | |

* = Joint Meetings Held at Worthing Borough Council
Please note that start times may vary

