

Extract from the draft minutes of the Joint Governance Committee

JGC/15-16/030 Joint Independent Remuneration Panel Report on the Scheme of Members Allowances for Adur District Council and for Worthing Borough Council

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 8.

The Joint Independent Remuneration Panel (JIRP) reports contained proposed changes to the Members allowances for Adur District Council and Worthing Borough Council, for the municipal years 2016/17.

The Chairman of the Panel, Mr Barry Hillman, attended the meeting and advised Members that the Panel's research identified that allowances paid by Adur District Council were the third lowest in the region and significantly lower than those paid by Worthing Borough Council.

The Panel sought to bring the Special Responsibility Allowance multipliers together as the roles of Councillors from both Councils were very similar. In addition, the Panel sought to reduce the differential in the Basic Allowance between both Councils.

Members of Adur District Council proposed and seconded a change to the travelling and subsistence allowances to add the wording *'that the local agreement to pay out of Sussex mileage rates will not apply to Councillors'*.

Resolved,

The Joint Governance Committee:-

- recommended to Adur District Council that it adopt Option 1:-
 - that Members allowances are indexed to the Officer's NJC National Pay Bargaining agreement plus an increase of £100 to the basic allowance for 2016/17;
 - that the unit based multiplier model be revised to mirror that used to set the allowances of Worthing Borough Council. The suggested multiples

to be used for calculating each Special Responsibility Allowance were outlined in Appendix 1 of the report;

- that there should be no limit to the number of special responsibilities paid to an individual Member should they be carrying out multiple special responsibilities;

Childcare Allowance / Carers Allowance / Travel and Subsistence Allowance

- that Childcare Allowance (contribution towards the costs of employing a carer for children) should be paid at £10.25 per hour, the panel investigated this cost and found that £10.25 was sufficient to cover the costs of childcare and should be maintained at this rate;
 - that the rate for carers allowance should be differentiated from the child care allowance and set at up to £15 per hour;
 - that travelling & subsistence should be paid at the appropriate rates set by the National Joint Council for Local Government Services, from time to time, and based on claims submitted by Members, but that the local agreement to pay out of Sussex mileage rates will not apply to Councillors.
- recommended to Worthing Borough Council that it adopt Option 1:-
 - that the basic allowance be referenced to the outcome of the Officers' NJC Pay bargaining agreement for a period of four years until March 2020/2021;
 - that Members be allowed the option to accept more than one Special Responsibility Allowance should they be undertaking more than one special responsibility;
 - that a Special Responsibility Allowance multiplier of (x 0.25) be introduced for the Vice Chairman of the Joint Governance Committee;
 - that the Special Responsibility Allowance for the Chairman of the Licensing Committee be raised to (x 0.75);
 - that a Special Responsibility Allowance multiplier of (x 0.5) be introduced for the Mayor of Worthing;

Childcare Allowance / Carers Allowance / Travel and Subsistence Allowance

- that Childcare Allowance (contribution towards the costs of employing a carer for children) should be paid at £10.25 per hour, the panel investigated this cost and found that £10.25 was sufficient to cover the costs of childcare and should be maintained at this rate;
- that the rate for carers allowance should be differentiated from the child care allowance and set at up to £15 per hour;
- that travelling & subsistence should be paid at the appropriate rates set by the National Joint Council for Local Government Services, from time to time, and based on claims submitted by Members.

Extract from the draft minutes of the Joint Governance Committee

JGC/15-16/032 Code of Corporate Governance

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

The report identified that it was good practice for each Local Authority to have a Code of Corporate Governance, to ensure that an effective internal system encompassing policies, procedures and staff was maintained.

In addition, it recommended the adoption of a Code of Corporate Governance for both Adur District Council and Worthing Borough Council.

Members were happy with the content of the Code of Corporate Governance but identified some grammatical inconsistencies within the document that needed correcting before it went to the Councils.

It was proposed and seconded that the Code of Corporate Governance be delegated for approval to the Monitoring Officer, in consultation with the Joint Governance Committee (JGC) Chairmen.

Resolved,

That the Joint Governance Committee delegated approval of the Code of Corporate Governance, to the Monitoring Officer in consultation with the JGC Chairman, and the recommendation to Adur District Council and Worthing Borough Council for its inclusion in both Council's constitutions.

Extract from the draft minutes of the Joint Governance Committee

JGC/15-16/033 Recording of Committee and Council meetings; Part B Exempt Information

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

The Committee were advised that Worthing Borough Council, on the 20 October 2015, approved the recommendation of the Joint Governance Committee, to digitally record its Council and Committee meetings, including the recording of Part B exempt information discussions - those held in private, when the press and public were excluded, as defined under the Local Government Act 1972 (as amended).

Adur District Council, on the 22 October 2015, approved the recommendation of the Joint Governance Committee, to record its Council and Committee meetings but specifically voted not to record any Part B exempt information discussions.

The Joint Governance Committee was requested to consider the implications of recording the exempt parts of meetings of Joint Committee meetings, (Joint Strategic Committee, Joint Overview and Scrutiny Committee, Joint Staff Committee, Joint Senior Staff Committee, Joint Senior Staff Appeals Committee) where Worthing Borough Council had agreed to the digital recording of such discussions but Adur District Council had not.

The Committee considered the merits and risks associated with the recording of Part B exempt information discussions and sought clarification as to when the recording of all meetings would commence. Officers confirmed that all meetings would be recorded from January 2016.

Resolved,

That the Joint Governance Committee resolved to bring a motion to the next meeting of Worthing Borough Council, to amend the previous decision to resolve to digitally record its Council and Committee meetings, including Joint meetings with Adur District Council, to exclude all parts of all meetings where the press and public are excluded under the Local Government Act due to exempt information being discussed.

Extract from the draft minutes of the Joint Strategic Committee - 3 December 2015

JSC/061/15-16 Capital Investment programme 2016/17 to 2018/19 Adur District Council, Worthing Borough Council and Joint committee

Before the Committee was a report by the Director for Digital and 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 7.

The report recommended the schemes for inclusion in the overall Capital Investment Programme for the three years 2016/2017 - 2018/2019 for Adur District Council, Worthing Borough Council and the Joint Strategic Committee.

The report informed the Committee of the resources available for future capital investment, and updated Members about the financing of the proposed three-year programmes; a number of appendices were attached to the report.

In the introduction to the report, the Head of Finance mentioned a number of schemes that fell below the investment line - 3 for Adur and 2 for Worthing that merited further consideration for funding.

The Executive Member for Regeneration in Worthing proposed that the refurbishment of the Windsor Lawns shelter was moved into the programme - this was seconded.

Councillor Sunderland, with the permission of the Chairman of the Committee, questioned the amount of finance proposed for the car park investment and maintenance in Worthing, particularly the Grafton site. He was advised that the investment would be to protect the income stream to the Council until full proposals for future use of the site were considered.

The Executive Member for Health and Wellbeing in Adur proposed that the Lancing Manor Leisure (LMLC) Car Park extension was moved into the programme provided that the scheme was modest rather than 'gold plated', this was seconded.

Decision , the Joint Strategic Committee

- i Considered and agreed to increase the Worthing Borough Council programme by £0.5m to provide for essential maintenance of the car parks;

- ii Considered the three General Fund Capital Investment Programmes for the three-year period 2016/17 to 2018/2019 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4 as amended by the decision above and the inclusion in the Worthing programme of the Windsor Lawns shelter and the LMLC car park extension into the Adur programme;
- iii Agreed the Adur Housing Renovation Programme for the three-year period 2016/17 to 2018/2019 as detailed at Appendix 5;
- iv Agreed the amendments and additions to the reserve lists as detailed in Appendices 6 and 7;
- v **Recommendation** that the 3 Year Programmes, as amended, be presented for approval by the respective Councils on the 17th December 2015 and 15th December 2015

Extract from the draft minutes of the Joint Strategic Committee - 3 December 2015

**JSC/062/15-16 2nd Capital Investment programme & Projects Monitoring
2015/16**

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 8.

The report updated the Committee on the progress and expenditure position for the capital programme.

Decision, the Joint Strategic Committee

i) With respect to the Capital Investment Programme for Adur District Council

(relate to ADC only)

ii) With respect to the Capital Investment Programme for Worthing

a) noted the reprofiling of the Worthing Borough Council capital schemes listed in paragraph 5.2 and Appendix 4, and the likely slippage of capital schemes as listed in paragraph 5.4. of the report

b) approved the amendment to the 2015/2016 Capital Investment Programme to include the contribution towards an Innovation Hub at the Northbrook College Campus as detailed in paragraph 5.5.1. of the report

c) approved the use of the underspends to fund the urgent repairs required at Grafton MSCP as detailed in paragraph 5.5.3. of the report

d) approved the refurbishment of the Beach House Park public convenience from this year's public convenience refurbishment budget as detailed in paragraph 5.5.4. of the report

e) noted the revised split of the cost of providing the Trade Waste Service between Adur District Council and Worthing Borough Council

f) **Recommendation** to Council to add a new scheme to the capital programme 'Refurbishment of the Tennis Courts at Homefield Park' to provide a new Multi-Use Games Area funded by S106 contributions.

iii) Approved the release of the funding for the schemes detailed in paragraph 7.2 of the report