



## **COUNCIL MEETING**

**21 February 2017**





Communities Directorate

10 February 2017

**Council Meeting  
21 February 2017**

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 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.

- 3. Confirmation of Minutes**

To confirm the minutes of the Ordinary Council and the Special Council meetings held on Tuesday 19 December, previously circulated, a copy is available to view at:

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/worthing/council/>

- 4. Questions from members of 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. Questions may not be asked in relation to

- 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 the order of receipt. The deadline for submission of questions is **Friday 17 February 2017 at 12 noon**.

Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk) Copies of the questions submitted will be placed on the website prior to the meeting.

For further information contact Julia Smith, Democratic Services Manager on [Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

**5. Announcements by the Mayor, Leader of the Council, 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. Council Tax for 2017/18**

To consider and set the Council Tax for 2017/18

A separate budget pack produced by the Director for Digital and Resources has been circulated as item 7, the recommendation from the Executive is detailed at item 8C is considered as part of this item.

**8. Recommendations from the Executive and Committees to Council**

To consider recommendations to the Council, circulated as items 8A and 8B, item 8C is considered with item 7. Full reports are available on the website as listed below:

<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
A Joint Governance	24 Jan	I. Appointment of External Auditors <a href="https://www.adur-worthing.gov.uk/media/media,142900.en.pdf">https://www.adur-worthing.gov.uk/media/media,142900.en.pdf</a>
		II. Changes to Contract Standing Orders <a href="https://www.adur-worthing.gov.uk/media/media,142901.en.pdf">https://www.adur-worthing.gov.uk/media/media,142901.en.pdf</a>
		III. Elected member involvement in Appointment and Discipline of the Council's Senior Officers <a href="https://www.adur-worthing.gov.uk/media/media,142902.en.pdf">https://www.adur-worthing.gov.uk/media/media,142902.en.pdf</a>

B	Joint Strategic	2 Feb	Treasury Management Strategy and Annual Investment Strategy  <a href="https://www.adur-worthing.gov.uk/media/media.142987.en.pdf">https://www.adur-worthing.gov.uk/media/media.142987.en.pdf</a>
C	Executive	6 Feb	Overall budget estimates and setting the Council Tax 2017/18  <a href="https://www.adur-worthing.gov.uk/media/media.143061.en.pdf">https://www.adur-worthing.gov.uk/media/media.143061.en.pdf</a>

*(This item will be considered under item 7)*

## **9. Report of the Leader on Decisions taken by the Executive**

To receive a report from the Leader as item 9. 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 Members to ask Executive Members questions on the report; these questions will not be the same as any to be asked under Item 11.

**(Note:** Papers relating to items under 8 and 9 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/](http://www.adur-worthing.gov.uk/).)

## **10. Schedule of meetings of the Council - 2017/2018**

To receive from the Proper Officer, the Director for Communities, the schedule of meetings for the Council and other meetings in the next Municipal Year. A copy of the schedule is attached as item 10.

The Council is invited to formally approve the dates for its meetings and to note the proposed meeting dates for Committees.

## **11. Members Questions under Council Procedure Rule 12**

Members question time will last up to 30 minutes. Questions will be taken in the order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is **Friday 17 February 2017 at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto: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

## 12. Motion on Notice

To receive from the Director for Communities, a Motion on Notice submitted by Councillor Thorpe as item 12.

*(Once the Motion has been proposed and seconded, in accordance with Council Procedure Rule 14.5.3 (iii) , the Motion will be debated at the meeting).*

**Part B - Not for Publication – Exempt Information Reports - None.**



Director for Communities

## Recording of this meeting

The Council will be voice recording this 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:

Julia Smith  
Democratic Services Manager

01903 22 1150

[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Susan Sale  
Solicitor to the Councils and Monitoring Officer

01903 22 1119

[susan.sale@adur-worthing.gov.uk](mailto:susan.sale@adur-worthing.gov.uk)

**Extract from the Joint Governance Committee - 24 January 2017**

**JGC/16-17/044      The Appointment of External Auditors for Adur District  
Council and Worthing Borough Council**

Before the Committee was a report by the Director for Digital and 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 summarised the changes to the arrangements for appointing external auditors following the closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017-18 audits. It was noted that the Local Audit and Accountability Act 2014 required authorities to either opt in to the Appointing Person regime or to establish an auditor panel and conduct their own procurement exercise.

**Resolved,**

That the Joint Governance Committee recommended to Adur and Worthing Councils that both Councils opt into the Appointing Person arrangements made by the Public Sector Audit Appointments (PSAA) for the appointment of external auditors.





**Extract from the Joint Governance Committee - 24 January 2017**

**JGC/16-17/045 Proposed Revisions to Contract Standing Orders**

Before the Committee was a report by the Director for Digital and 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 report proposed some further amendments to the Joint Contract Standing Orders. The provisions had been the subject of consultation with both Executive Members of Resources, Chairman of the Joint Governance Committee and the Council's Leadership Team.

The Committee noted that the procurement limits had been reviewed to reflect those in other Councils and a summary of this information had been attached to the report as Appendix 1.

**Resolved,**

That the Joint Governance Committee recommended to Adur and Worthing Councils that the revised Contract Standing Orders be approved.



**Extract from the Joint Governance Committee - 24 January 2017**

**JGC/16-17/046 Elected Member Involvement in the Appointment and Discipline of the Councils' Senior Officers**

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 12.

The report informed the Committee that the Monitoring Officer had undertaken a review of the Councils' existing arrangements for the recruitment, appointment, discipline and dismissal of its Senior Officers and, with a view to ensuring an efficient, streamlined, independent and fair process, had made proposals for change.

It was noted that if the proposals were adopted by the Councils, they would be subject to consultation with Unison, and consequential changes would need to be made to the Officer Employment Procedure Rules and the Terms of Reference of Staffing Committees within the Councils' Constitutions. Further, it was likely that the Committee structure would change, with the abolition of the Joint Senior Staff (Appeals) Committee. Further, consequential changes would need to be made, by Human Resources Officers, to the Councils' Recruitment & Selection and Disciplinary Policies.

The Committee discussed the merits of Options 2 and 3, as outlined in the report, acknowledging that Member involvement in such issues had not always resulted in best outcomes in the past.

A Member sought clarification in regards to when meaningful consultation with the Executive would take place. The Committee was advised that detailed information would need to be shared with the Executive, including the reasons for appointment or dismissal, prior to implementation.

It was proposed and seconded that the Committee recommend the adoption of Option 2.

**Resolved,**

That the Joint Governance Committee:-

- agreed option 2 as their preferred option and included the wording *‘the appeal officer would either be the Head of Paid Service or an officer nominated by him, of whom he is satisfied as to competency and independence’*;
- recommended to both Adur and Worthing Councils the adoption of option 2, subject to consultation with Unison; and
- recommended to both Adur and Worthing Councils that they delegate the authority to the Monitoring Officer to implement the adopted option and in particular to make consequential changes to the Officer Employment Procedure Rules and the terms of reference of the Staffing Committees in each Council’s Constitution.

**Extract from the Joint Strategic Committee - 2 February 2017**

**JSC/092/16-17      Joint Treasury Management Strategy Statement and Annual Investment Strategy 2017/18 to 2018/19 Adur District Council and Worthing Borough Council**

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 Committee noted that the Councils are required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

The report provided information in relation to:

- the capital expenditure plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure was charged to revenue over time);
- the treasury management strategy (how the investments and borrowings were to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments were to be managed).

The Joint Strategic Committee was asked to approve the prudential and treasury indicators and treasury strategy.

It was noted that Adur and Worthing Councils treasury advisers, Capita, had supplied an interest rate forecast and other market information and that Officers had added property funds to the list of non-specified investments. Fixed term deposits were offering very low interest rates and Officers had been researching the option of investing in the CCLAs Local Authority Property Fund for a better return.

A Member questioned the impact of a forecast rise in inflation, to 2.7%, on the interest rate forecast from Capita. Officers advised that Capita were due to revise their forecast in the coming days.

**Decision:**

The Joint Strategic Committee:-

1. approved and adopted the TMSS and AIS for 2017/18 to 2019/20, incorporating the Prudential Indicators and Limits, and MRP Statements;
2. **recommended the Prudential Indicators and Limits, and MRP Statements of the report for approval by Worthing Council at its meeting on 21 February 2017, and by Adur Council at its meeting on 23 February 2017;**
3. recommended the report be noted at the meeting of the Joint Governance Committee to be held on 28 March 2017.

**Extract from the Worthing Executive meeting of 6 February 2017**

**W EX/004/16-17      Worthing Overall Budget Estimates 2016/17 and Setting of 2016/17 Council Tax**

The Executive had before it a report by the Director for Digital and Resources, attached to the signed record of these decisions as item 4.

The report represented the culmination of the annual budget exercise and asked the Executive to consider the following:

- The final revenue estimates for 2017/18 including any adjustments arising from settlement;
- An updated outline 5-year forecast;
- The provisional level of Council Tax for 2017/18, prior to its submission to the Council for approval on the 21st February 2017.

The budgets reflect the decisions taken by Members to date in relation to agreed savings proposals and any committed growth. The report also updated Members about the impact of the draft 2017/18 settlement.

The major points raised within the report included:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for another 2-5 years (Section 3.2 of the report) ;
- Identified that the Executive will need to consider whether to increase Council Tax by maximum level possible of £5.00 (2.27%) or by a lower amount (detailed in paragraph 5.10);
- Identified that the Executive needs to consider the new growth item in paragraph 5.11.

The budget was presented by Executive Member portfolio. The draft estimates for 2017/18 had been prepared, as usual, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that do not impact either on the budget requirement of the Council Tax requirement).

The Prime and Crime Commissioner has consulted on an increase to the council Tax for 2017/18 of £5.00 or 3.36%. The proposed 2017/18 budget was considered by the

Sussex Police and Crime Panel (PCP) on 20 January 2017 and an increase of £5.00 was approved.

The comments of the Joint Overview and Scrutiny Committee on 26 January had been emailed to all Executive members for their attention.

The Director presented the report drawing attention to the budget position and the impact the reducing grant would have over the next few years. For the forthcoming year, the Director identified at paragraph 5.10 options available to the Executive suggesting that a 2% increase, amounting to 8p per week, would ensure that the Council had a balanced budget and fund some new initiatives.

The Executive Member for Resources proposed an increase of 2% in council tax for 2017/18 which was seconded.

There was a discussion on the proposed increase and the recommendations before the meeting.

**Decision** the  
Executive

(i) Approved the growth item detailed at paragraph 5.11;

(ii) Agreed to **recommend** to Council the draft budgets for 2017/18 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,468,630;

(iii) Agreed to **recommend** to Council an increase of 2% making Band D for Worthing Borough Council's requirements in 2017/18 as set out in paragraph 12.3 of £224.64 per annum.



**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 ordinary 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/007/16-17 Council Tax Support - Outcome of the Public Consultation and the 2017-18 Schemes

W/RES/008/16-17 Irrecoverable Debts - Council Tax and Non-Domestic Rates

JAW/005/16-17 Efficiency of Service - Environment Division

**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 10 January 2017**

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

Full details can be found at: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

*Items not appearing elsewhere on the agenda:*

**JSC/080/16-17          Welfare Reform - Background and Impact in Adur and Worthing Councils**

**Decision,** That the Joint Strategic Committee noted the contents of the report and requested an update on the impacts and activities in 6 months time.

**JSC/081/16-17          Review of Grants (Phase 1) in Adur and Worthing and recommendations for 2016/17**

**Decision:**

The Joint Strategic Committee:-

1. approved the carry forward of the £10,000 from Money Tree into 2017/18 for the purposes of the new grants programme subject to confirmation at the year end;
2. allocated the following budgets to the new initiative 'Going Local' grants programme, with the purpose of supporting the strategic priorities of Platforms for Places in relation to Going Local / Community Referral:
  - a. Adur District Council - £20,000 from the General Grants budget;
  - b. Worthing Borough Council - £20,000 from the budget for the Money Tree (£10,000 from carry forward grant which will be confirmed at year end and £10,000 from the 2017/18 base budget);
3. delegated authority to the Director for Communities, in consultation with the two Executive Members for Health and Wellbeing, to develop a new strategic grants programme, to be aligned with partners in ways that maximises the partnership whilst meeting the strategic priorities for the Councils.

**JSC/082/16-17          LEAP (Local Enterprise and Apprenticeship Platform)**

**Decision**

That the Joint Strategic Committee approved the introduction of a small business and apprenticeship grant scheme in Adur and Worthing, utilising monies awarded from the West Sussex County Council pooled business rates to all authorities in West Sussex for this purpose.

**JSC/083/16-17          Youth Engagement - Outcomes of the Joint Overview and Scrutiny Committee on 20 October 2016**

**Decision,**

The Joint Strategic Committee:-

- considered and noted the recommendations from the Joint Overview and Scrutiny Committee regarding Youth Engagement;
- requested that a working group be established to continue the good work in this field, to be assisted by the Executive Members for Health & Wellbeing, any other Executive Member as required and the Health and Wellbeing Team based on the funding proviso above.

### **C. Decisions taken by the Joint Strategic Committee on 02 February 2017**

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

Full details can be found: [www.adur-worthing.gov.uk/your-council/](http://www.adur-worthing.gov.uk/your-council/)

*Items not appearing elsewhere on the agenda:*

#### **JSC/091/16-17 Revenue Budget Estimates for 2017/18**

##### **Decision,**

That the Joint Strategic Committee agreed the budgets for 2017/18 as set out in Appendix 2 of the report.

### **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:-

Nil

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](http://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.



Adur District Council & Worthing Borough Council - Calendar of Meetings for 2017/18 v1

Updated: 1 Nov 2016

	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 2017	1 B/H	2	3	4 E	5	8	9	10	11	12	15	16	17	18 C(A)	19 C(A)	22	23	24	25	26	29 B/H	30 PC	31		
June				1	2	5	6 *JSC	7 PC	8	9	12	13	14	15	16	19 LC	20	21	22	23	26 PC	27 JGC	28	29 JOSC	30
July	3 LCC	4	5 PC	6	7	10	11 *JSC	12	13	14	17	18 C	19	20 C	21	24 PC	25	26	27 JOSC	28	31				
Aug		1	2 PC	3	4	7	8	9	10	11	14	15	16	17	18	21 PC	22	23	24	25	28 B/H	29	30	31	
Sept					1	4	5	6 PC	7	8	11 LC	12 *JSC	13	14	15	18 PC	19	20	21 JOSC	22	25	26 JGC	27	28	29
Oct	2 LCC	3	4 PC	5	6	9	10 *JSC	11	12	13	16 PC	17	18	19 JOSC	20	23	24	25	26	27	30	31 C			
Nov			1 PC	2 C	3	6	7 JSC	8	9	10	13 PC	14	15	16	17	20	21	22	23	24	27	28 *JGC	29	30 *JOSC	
Dec					1	4	5 JSC	6 PC	7	8	11 LC	12	13	14 C	15	18 PC	19 C	20	21	22	25 B/H	26 B/H	27	28	29
Jan 2018	1 B/H	2	3	4	5	8 LCC	9 JSC	10 PC	11	12	15	16	17	18	19	22 PC	23	24	25 *JOSC	26	29	30 *JGC	31		
Feb				1 JSC	2	5 Exec	6 Exec	7 PC	8	9	12	13	14	15	16 WS	19 PC	20 C(TS)	21	22 C(TS)	23	26	27	28		
March				1	2	5 LC	6 JSC	7	8	9	12	13	14 PC	15	16	19 LCC	20	21	22 *JOSC	23	26 PC	27 *JGC	28	29	30 B/H
April	2 B/H	3	4	5	6	9	10 JSCI	11	12	13	16	17	18 PC	19	20	23 PC	24 C	25	26 C	27	30				
May		1	2	3 E	4	7 B/H	8	9	10	11	14	15	16	17 C(A)	18 C(A)	21	22	23	24	25	28 B/H	29	30 PC	31	

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

\* = Joint Meetings Held at Worthing Borough Council  
 CJC - Meetings to be at Mid Sussex District Council



Motion on Notice - Councillor Thorpe

### **Localism Bus Services Bill**

This council notes:

1. That the Bus Services Bill currently passing through Parliament includes Clause 21 that will effectively “prohibit a local authority from forming a company for the purposes of providing a local bus service”.
2. That the Localism Act (2011) provides general powers of competence to local authorities.
3. That municipal bus companies like Reading and Nottingham provide some of the best bus services in the country and have a successful track record of increasing bus passenger numbers and providing high quality bus services.
4. That polling by We Own It found that a majority of the public (57%) oppose clause 21, whilst just 22% support it. The opposition to Clause 21 is consistent across voters from all political parties.

This council believes:

Clause 21 contradicts the general powers of competence and the spirit of the Localism Act 2011.

If there is a need and a demand from their public, then Councils should be able to provide their own bus services

Should they wish, Councils should be legally able to follow the model developed by Reading and Nottingham.

Consequently Clause 21 should be omitted from the Bus Services Bill.

This council resolves:

1. To write to Lord Ahmad and to call on the Department for Transport to omit Clause 21 from the final legislation
2. To write to our local MPs Sir Peter Bottomley and Tim Loughton to ask them to oppose clause 21 when the Bus Services Bill reaches the House of Commons and ask them to write to Lord Ahmad and the Department of Transport to raise concerns about Clause 21.
3. To work with any partners and organisations such as “We Own It” to publicise our support for local bus services meeting the needs of local people in the media to enable true localism in Worthing.

Proposed by Councillor Hazel Thorpe

Seconded by Councillor Robert Smytherman

Relevant Council Policies:

Local Government Act 1972

Background papers:

Emails Councillor Thorpe, Director for Communities December 2017



