



ADUR DISTRICT
COUNCIL

20 July 2023

Director for Sustainability & Resources
Paul Brewer
Adur & Worthing Councils
Town Hall, Chapel Road
Worthing, West Sussex BN11 1HA

Adur Council Meeting

20 July 2023

QE2 Room, Shoreham Centre, Shoreham-by-Sea

7.00 pm

Agenda

12 July 2023

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

Part A

7. Recommendations from the Cabinet and Committees to Council (Pages 5 - 10)

To consider recommendations to the Council, details of which are set out in the attached items as 7A, 7B, 7C and 7D(i) to (iii).

Full reports are available on the website as listed below:

	Cabinet/Committee	Date	Item
A	Joint Audit & Governance Committee	30 May 2023	Joint Audit & Governance Committee Appointments: Parish Councillors
B	Joint Overview and Scrutiny Committee	8 June 2023	Annual JOSOC report 2022/23
C	Adur Joint Strategic Sub-Committee	15 June 2023	Acquisition of leasehold properties on the Southwick Estate to support estate improvement
D(i)	Joint Strategic Committee	11 July 2023	Financial Performance 2022/23 - Revenue outturn
D(ii)	Joint Strategic Committee	11 July 2023	Developing a revenue budget for 2024/25 in difficult economic circumstances
D(iii)	Joint Strategic Committee	11 July 2023	Investing for our future - Capital Strategy 2024/27

8. Report of the Leader on Decisions taken by the Cabinet (Pages 11 - 20)

To receive a report from the Leader as item 8. The report contains decisions taken by the Cabinet Members, the Joint Strategic Committee and the Adur Joint Strategic Sub-Committee since the last Full Council meeting.

There is up to 15 minutes for Cabinet Members to make any statements on the report.

There will also be up to 15 minutes for Cabinet Members to respond to questions on the report; these questions will not be the same as any asked under 'Members Questions under Council Procedure Rule 12'.



Paul Brewer
Director for Sustainability & Resources

Recording of this meeting

The Council will be live streaming this meeting, including public question time. A 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:

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Council
20 July 2023
Item 7D(i)

Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/006/23-24 Financial Performance 2022/23 - Revenue outturn

The report outlined the revenue financial monitoring position for the end of the 2022/23 financial year for the Joint Strategic Committee, Adur District and Worthing Borough Councils. At the time of publication of this report, the Statements of Accounts were in progress, both due to be completed by the end of July. The audit commencement date was still to be confirmed but was unlikely to commence until the Autumn, any adjustments that emerged during the audit would be reported to members later in the year.

The final position for operational services were overspends for Adur District Council of £1.8m and Worthing Borough Council of £3.6m. This was compared to the projections reported at quarter 3 when operational outturns were predicted to be an overspend of £1.6m in Adur and £3.3m in Worthing before any use of reserves.

Overall outturn positions were an overspend of £10k in Adur District Council and an underspend of £778k in Worthing Borough Council. This represents a 0% overspend against the budget for Adur and 6% underspend in Worthing.

There was one 2022/23 budget carry forward proposed in Worthing of £35,000 to support Cost of Living funding.

The outcome was an improvement for both Councils from that forecast in the quarter 3 monitoring report '3rd Revenue Budget Monitoring Report (Q3) 2022/23' when net overall overspends after reserve transfers of £382k and £2.1m were being projected in Adur and Worthing respectively. The significant movement in Worthing was due to the outcome of the VAT appeal claim related to leisure services (see section 4.7) which was announced in the last quarter of the financial year. Adur's outturn position improved due to increased income from business rates

Members thanked the finance team for their diligence in completing the report. It was noted that the Chief Financial Officer was due to retire and thanked them for all of their hard work for Adur and Worthing.

Decision

That it be **recommended to Adur District Council, at its meeting on 20th July 2023** and Worthing Borough Council at its meeting on 18th July 2023, that :-

i) the overall final outturn for 2022/23 be noted.

ii) the net appropriations from General Fund Reserves in the year as detailed in section 6 of the report totalling: Adur District Council £749,839 Worthing Borough Council £1,644,580 be approved

iii) in Worthing Borough Council the revenue budget carry forward to 2023/24 of £35,000 to be funded from reserves to support work associated with the Cost of Living crisis be approved.

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))

Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/007/23-24 Developing a revenue budget for 2024/25 in difficult economic circumstances

The purpose of the report before members was to propose a budget strategy for the development of the 2024/25 budgets. When the 2023/24 budget was set, there was a clear expectation that inflation rates would begin to fall throughout 2023 with an associated reduction in interest rates. However inflation had remained stubbornly high and had only just started to reduce with impacts on our pay, contracts and our treasury management costs.

It had been a long time since the Councils have had any certainty during budget setting. Having come through a pandemic and one very difficult year, the Councils now had to address the challenge of extended inflationary pressures which continued to impact on its budgets.

The local government funding review was now looking likely to be deferred until after the parliamentary election in 2024, consequently there was unlikely to be any change until 2026/27. The difficult economic climate continued to influence a number of budget lines, from pay to income for services such as car parks which will need to be reassessed as we balance our budget.

The Councils had a clear strategy for facing the challenges of rapidly changing local government finance. It was now important to build on this strategy to meet the new and emerging challenges but within the context of supporting local communities and economies.

Now more than ever, careful financial management was required to ensure that the Councils manage both the emerging in-year pressures and the implications for the future, whilst driving forward with plans for the future. The financial strategy would need to include managed and prudent increases in council tax, and a clear focus on driving efficiency and productivity.

The report aimed to set out how the Councils would address the challenges of the next few years, outlining the revenue forecast and setting out the Councils' strategic response to the challenges ahead. With the detailed budget proposals for 2024/25 coming forward to the Joint Strategic Committee in December, the report sets out the

broader context for the detailed work that will be undertaken over the intervening months.

As set out in the report, the Councils would be increasingly reliant on council tax income, business rate income, and its own income generating services. The Councils had a good track record in innovation, working creatively in partnership, and transforming digital capabilities, so that there was capacity to continue to deliver our aspirations for our Councils

Work had been underway for some time to address the financial challenges for 2024/25 and beyond. This would continue over the summer and autumn, and the Organisational Leadership Team would be working to produce new financial plans designed to deliver a balanced budget over 3 years. The outcome of the service planning process would be presented to the Joint Strategic Committee for approval in December 2023 as part of the development of the 2024/25 budget.

In line with the recommendations outlined, the budget strategy was written with the assumption that the councils would continue to maximise the benefits from the shared service with a joint revenue budget while continuing to create separate capital programmes for each Council. Attention had been paid to where priorities differ and where relevant attention will be drawn to differences of approach.

The Chief Financial Officer responded to a question asked about car parking income

Members approved the recommendations within the report

Decision

That the Joint Strategic Committee

- i) Note the report and the outline 5-year forecasts in Appendix 3;
- ii) Approve the proposed budget process as set out in section 6 of the report;
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- iii) **Recommend to the Councils to approve the Budget Strategy for 2023/24 outlined in Section 9 of the report.**

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))

Extract from the minutes of the Joint Strategic Committee - 11 July 2023

JSC/008/23-24 Investing for our future - Capital Strategy 2024/27

The report sought the approval of the Councils' Capital Strategy for 2024/27. The Strategy outlined the Councils' approach to capital investment and how the Council ensured that capital investment was directed to both of the Council's priorities.

The strategy was set against an environment of high inflation and increasing interest rates which was having a significant impact on the Councils' finances and the affordability of the Councils' investment programmes. Whilst the programmes were inevitably constrained, the recommended approach focused on the priorities identified by both councils around facilities that were recognised and valued by communities.

The strategy also proposed a refreshed approach to the prioritisation approach putting delivery of both of the Councils' priorities at the heart of the decision making process.

Members approved the recommendations within the report.

Decision

That the Joint Strategic Committee recommend to the Councils that the Capital Strategy 2024/27 be approved.

(Link to the report on the website e.g. [Joint Strategic Committee - 11 July 2023](#))

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

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the dispatch of the agenda for the last Ordinary Council Meeting. Details can be found on the Cabinet Members Decisions webpage.

Leader

- **A/LDR/011/22-23 Fire Door Replacement Contract
- **A/LDR/002/23-24 Additional Capacity in Adur Homes
- **JAW/002/23-24 Emergency Accommodation Contract Award
- JAW/005/23-24 South Downs National Park Authority Appointment
- A/LDR/001/23-24 Representing the Council in the Community - Appointments to Outside Organisations

Cabinet Member for Regeneration and Strategic Planning

- A/REG/010/22-23 Levelling Up and Regeneration Bill: Reforms to National Planning Policy

Cabinet Member for Finance & Resources

- JAW/021/22-23 Education & Compliance Redundancy
- JAW/022/22-23 Grant funding for the HyCrem Project
- JAW/004/23-24 Redundancies

Cabinet Member for Adur Homes and Customer Services

None

Cabinet Member for Environment and Leisure

- JAW/001/23-24 Adur Car Park Tariff Review
- JAW/003/23-24 Procurement of 2 RCVs

Cabinet Member for Communities and Wellbeing

- JAW/019/22-23 Adur and Worthing Community Transport Grants Allocation of funds for 2022/23
- JAW/020/22-23 Adur Community Grants

* *The Adur Cabinet Member abstained as this was a matter relating to Worthing*

Borough Council

*** Decision taken by the Leader in the absence of the Cabinet Member for Adur Homes and Customer Services*

B. Decisions taken by the Adur Joint Strategic Sub-Committee on 15th June 2023

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/6/23-24 Lancing Business Park - Business Improvement District: Supporting the Fourth Term

The report before Members advised of the Lancing Business Park's proposal to ballot businesses located within the existing Lancing Business Park Business Improvement District (BID), with a view to furthering the term of the BID to 2028.

In the new BID Term of the BID, Members were asked to use the opportunity to maintain the positive working partnership between Lancing Business Park and the Council. It was recommended that Members ensured both parties continue to work collaboratively to support economic growth and enhance the reputation of all parties involved

Decision

1. The Sub-Committee supports the proposal for a fourth term of the Lancing Business Park BID for a period of four years and seven months to commence on 1st September 2023.
2. That the Sub-Committee authorises the Director for Place to:-
 - A. Receive the regulatory Notice for Lancing Business Park's fourth BID Term and to work with Civica to hold the new Bid Term ballot.
 - B. Vote 'yes' in the support of the BID for any Council properties associated with the BID levy threshold.
 - C. Authorise the Director for Place to finalise the terms of, and enter, into the BID Agreement with Lancing Business Park

JSS-C(A)/7/23-24 Strategic Approach: Children and Young People

The purpose of the report before Members was to outline how Adur District Council would deliver an inclusive and ambitious strategic approach to work with and for children and young people.

The purpose of the outlined strategic approach was to set out how Adur Council, as a would develop a responsive, proactive and constructive space whereby children and young people were actively engaged and involved as citizens and were visible in all aspects of the Council's core business, which can be evidenced through co-design and co-production.

The paper recognised that much of the direct responsibilities for children and young people sat with other organisations, therefore the principles set out in the report were focused on where the Council could influence or support others to deliver, where collaboration maximised potential and development opportunities. The Council was committed to evolving and innovating to increase our effectiveness and reach, leveraging in funds that embed our ambitions and being steadfast in our own continual improvement, and being able to evidence outcomes and impacts.

To embed plans for children and young people in Adur, strong participatory foundations would be built through a co-designed partnership roadmap. This would move the Council beyond initiative-led activities, to develop sustainable forms of participation that were visible in organisational ethos, culture, infrastructure and in decision making processes.

Members noted the importance of the report given that 20% of the population were classified as young people and the Authority provided important services for this section of society.

Decision

The Adur Sub Committee of the Joint Strategic Committee resolved

1. That a framework be adopted for our work with and for children and young people of Adur, as set out in section 4.
2. That officers continue to develop a live roadmap and that this is reviewed with the Cabinet Member for Communities and Wellbeing.
3. That it be noted that the Council will work with key members of our community to further develop our Worthing specific framework so that we have a definable evidence base to our work for and with children and young people and can measure both outcomes and impacts.

JSS-C(A)/8/23-24 Western Harbour Arm Flood Defence Project

The report before the Sub-Committee set out a practical solution to ensure that vital flood defences were provided in a vulnerable location at the Western Harbour Arm in Shoreham to enable work to proceed on-site. To achieve this, authorisation would be required by Members to extinguish Restricted Byway 3157 ("RB3157") at Stowes Hard in Shoreham.

The extinguishment of the RB3157 would reduce and prevent the integrity of the floodwall from being compromised, minimising its vulnerability and risk to flooding and ongoing costs for management and maintenance requirements.

Members were given background to the RB3157 and it was explained why it was necessary to extinguish it for the benefit of improving flood protection in Shoreham. Members were also given alternative options to ensure suitable public access could be maintained

Members discussed the report and expressed concern at the loss of the Byway and public hard without seeking an alternative. It was agreed that

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the implications and processes associated with the extinguishment of RB 3157.
2. Notes that a further report will be presented back to the Joint Strategic Committee Sub-Committee setting out the next key steps, necessary budget and timescales required to deliver the Flood Defence project.
3. Delegates authority to the Assistant Director for Regenerative Development to make a formal application to extinguish RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration.
4. Delegates authority to the Assistant Director for Regenerative Development not to proceed with the Diversion Order that was made on the 8th March 2021 in respect of RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration

JSS-C(A)/9/23-24 Regulatory Compliance Notice for Adur Homes

The report updated Members about the Regulatory Compliance Notice issued by the Regulator of Social Housing in relation to Adur Homes. The Notice followed the self referral to the Regulator reported to the Committee on 23rd of March 2023. Adur Homes has been found to be non-compliant with the 'Homes Standard' in relation to the provision of decent homes and in meeting building health and safety requirements. Adur Council had accepted the findings of the notice issued by the Regulator on the 26th April 2023.

The report set out further how the Council would comprehensively respond to issues to bring the Council back into regulatory compliance and to deliver quality services to the tenants and leaseholders of Adur Homes.

Members welcomed the report and work being undertaken to respond to bring the Council back to regulatory compliance.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the Regulatory Notice issued to Adur Council detailing the failure in regard to meeting the Home Standard
2. Notes the acceptance by Adur Council of the findings of the Regulatory Notice
3. Notes work already underway to remedy relevant areas of non-compliance
4. Notes the development of a Housing Improvement Plan to ensure that Adur Homes becomes fully compliant with regulatory standards, and that sets out a timetable for this work.

JSS-C(A)/10/23-24 New Leaseholder Service Charge Income Collection Policy

As part of the Improvement Plan for Adur Homes a number of housing policies were being created, updated and revised to set a clear direction, standards and expectations for the service.

The report presented a new Leaseholder Service Charge Income Policy, aimed at providing a consistent approach to the collection of leasehold service charges and arrears.

Members were given an updated paper which detailed matters concerning the range of actions that could be taken when dealing with arrears and related enforcement matters

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Approves the Leasehold Service Charge Income Collection Policy, attached as Appendix 1.
2. Delegates authority to the Director for Housing and Communities to make minor amendments to the policy, as required, in consultation with the Adur Homes Management Board.

JSS-C(A)/13/23-24 Southwick Estate - Interim Works Package

The report provided an update to Members on the proposed works to remediate building fabric across the Southwick Estate and to inform Members of the current costs estimates for that work.

Members were given information about leaseholder service charges and consultation procedure under s20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) 2003.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Delegates authority to the Head of Property Services to proceed with the Section 20 consultation process on the proposed terms set out at paragraph 1.3 in the Exempt Appendix.
2. Delegates authority to the Head of Property Services to procure for the works contract and enter into all necessary contracts to deliver the works required to carry out the interim scheme of works based on the estimated value set out at Paragraph 6 below.

C. Decisions taken by the Joint Strategic Committee on 11 July 2023

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

JSC/009/23-24 Renewal of insurances contract - Use of urgency powers

The report notified members that the Chief Executive used their urgency powers to award the insurance contract for the period 1st June 2023 to 31st May 2026 with the option to extend for a further 2 years.

Members discussed the report and agreed that the use of emergency powers was justified.

Decision

i) The Joint Strategic Committee notes that the Chief Executive used her urgency power to approve the renewal of the contracts as follows:

- a) Lot 1 - Zurich Municipal
- b) Lot 2 - RMP (Risk Management Partners)
- c) Lot 3 - Zurich Municipal
- d) Lot 4 - RMP

ii) The Joint Strategic Committee is asked to approve the use of the Capacity Issues Reserve to fund the additional costs as set out in section 6.0 of the report.

JSC/010/23-24 Proactive working with residents in Adur and Worthing: an update

In February 2021 this Committee received the report, Covid Benefit Measures impact on vulnerable residents, detailing how the Councils would develop proactive interventions to address issues arising from the Covid-19 pandemic and the cost of living crisis. The report set out how the Councils would work with Policy in Practice and its Low Income Family Tracker (LIFT) platform to use data to identify and target interventions.

Proactive had been developed to describe a way of working which used data to target interventions aimed at reducing vulnerability and enhancing resilience. The work was core to the delivery of the mission to enable more people to thrive, focusing on enabling residents to be healthy, resilient and resourceful, to access the right help when they needed it and to ensure that everyone had access to a home and the help they needed to sustain their tenancy.

Proactive was about more than just the data. The Councils would work to redesign front line services to respond to the evidence. The Councils were seeing the benefits of working in a more proactive way. It was focused on hardwiring a more proactive approach into how officers collect income and recover debt, ensuring that this was aligned to the new corporate debt policy, which was premised on being fair, consistent and sensitive to people's needs. The Councils were also designing more capacity into teams to enable the Councils to become more proactive in its approach to residents that needed help and support early, to enable them to manage and become more resilient. Working alongside community partners, officers would continue to develop the cost of living working within neighbourhoods and places, building strong community capacity to ensure that communities had what they needed to help each other during difficult times.

The report updated Members about the progress made, the cohorts that had been contacted and the impact to date. It shared information about TellJO - an online wellbeing assessment tool - and how officers had been using this with some early cohorts. Members were also updated on broader work to implement our income recovery approaches.

Members were asked to note that the next phase for Proactive would require the implementation of the new leadership structure to be in place. In the interim, the report sets out the use of the Shared Prosperity Fund and Homelessness Prevention Grant to support much needed capacity for this work.

Finally, Members were asked to note that Proactive was connected to the work of the Councils through the respective Cost of Living road maps, working with communities and partners across Adur and Worthing and within local neighbourhoods.

A question was asked about comparative data and how proactive had impacted individual wards. Members were told that additional capacity would allow the team to analyse data on a more forensic level.

Members discussed the item and lauded the work of the teams involved and the collaborative work carried out the partner organisations

Decision

- i) that the contents of the report and progress made by Proactive be noted
- ii) that the refocusing of this work as set out in relation to outcomes focused on alleviating housing front door pressures (Paragraph 5.12) 134 be supported
- iii) that the next steps for this work, including confirming the breakdown for the allocation of the Shared Prosperity Fund for Proactive during 2023/4 and 2024/25, as set out in paragraphs 5.10-5.14) be approved
- iv) that it be noted that the governance for this work sits with the respective Adur Cabinet Member for Adur Homes and Customer Services and the Worthing Cabinet Member for Housing and Citizen Services
- v) that a budget virement to create a programme of work for Proactive as set out in this report, funded from the UK Shared Prosperity Fund be approved, as follows:
 - a) £141,480 for 2023/24:
 - Adur £59,480
 - Worthing £82,000
 - b) £658,250 for 2024/25 (noting this is the committed Proactive and Cost of Living allocation):
 - Adur £340,520
 - Worthing £318,000

JSC/11/23-24 Regulating wisely: Updated Adur and Worthing Public Health & Regulation Enforcement Policy

The report introduced the updated Public Health and Regulation Enforcement Policy. The Policy provided a regulatory framework to improve the health, safety and wellbeing of businesses, communities and places.

A question was asked about the method of the public consultation process and the limited response was acknowledged

Members noted the positive approach outlined in the report and approved the recommendations therein.

Decision:

That the Public Health & Regulation Team Enforcement Policy be approved for a further period of three years, until July 2026.

JSC/12/23-24 Review of Joint Strategic Committee Pilot Scheme

On 7 June 2022 the Joint Strategic Committee introduced a pilot scheme to make use of Joint Strategic Committee Subcommittees for a period of one year.

The purpose of the Report was to; update Members on the use of the pilot scheme; how it had worked in the last year and to provide Members with data and observations on the use of Sub-Committees, with a view to extending the pilot scheme to enable a wider review of the constitution and decision making between our two Councils, to ensure it is effective, streamlined and reflects our annual planning process.

A question was asked about public engagement in meetings taking place in the community. The Monitoring Officer undertook to provide a response after the meeting.

Members advocated an extension to the scheme and approved the recommendations within the report.

Decision:

That the Joint Strategic Committee

- i) Notes the contents of this Report and an extension to the Pilot scheme subject to the proposed amendments to the scheme as set out at paragraph 4 of this report be approved.
- ii) Agrees to the proposal to reconvene the Constitution Working Group set up by the Joint Audit & Governance Committee on 31st May 2022 to consider further Constitutional amendments to both Councils' Constitutions

D. Urgent Decisions taken by the Cabinet

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

None.

Local Government Act 1972

Background papers

None.

**Councillor Neil Parkin
Leader of the Council**