



ADUR DISTRICT
COUNCIL

14 December 2023

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

**Adur Council Meeting
14 December 2023**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

7.00 pm

Agenda

13 December 2023

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

Part A

7. Recommendations from the Executive and Committees to Council (Pages 5 - 8)

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

Full reports are available on the website as listed below:

	Cabinet / Committee	Date	Item
A	Adur Licensing Committee	11th September	(i) Licensing Act 2003 - Review of Statement of Licensing Policy
B	Joint Overview & Scrutiny Committee	30th November	(i) Review of JOSC Work Programme
C	Adur Joint Strategic Sub-Committee	7th December	(i) Council Tax Support Scheme for 2024/25

8. Report of the Leader on decisions taken by the Cabinet (Pages 9 - 18)

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 will be 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 to be asked under Item 9.



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:

Neil Terry
Democratic Services Manager & Deputy
Monitoring Officer
01903 221073
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Joanne Lee
Assistant Director Legal & Democratic
Services and Monitoring Officer
01903 221134
joanne.lee@adur-worthing.gov.uk



Council
14 December 2023
Item 7B

Extract from the minutes of the Joint Overview & Scrutiny Committee - 30th November 2023

JOSC/058/23-24 Review of JOSC Work Programme

Members discussed the response from Southern Water, that they would not attend a public meeting of the Joint Overview and Scrutiny Committee, and representations that could be made to the water regulator. They also discussed the two proposals that had been submitted for the Joint Overview and Scrutiny Committee work programme. The first regarded the operation and role of PubWatch which could be found in Appendix B and the help Worthing council could provide to those with 'metallic implants' in their bodies in relation to ICNIRP Guidelines, which could be found in Appendix C.

Resolved:

The Joint Overview and Scrutiny Committee agreed to

- note the progress to deliver the JOSC Work Programme for 2023/24 as contained in the Appendix A;
- Make representations to OFWAT regarding the Southern Water decision not to attend JOSC;
- The Joint Chairs writing a letter to the Chief Executive of Southern Water expressing concern that Southern Water would not attend the public JOSC meeting;
- Add the scrutiny request detailed in appendix B to the work programme;
- Decline the scrutiny request detailed in appendix C because the issue related to matters that the Councils were not responsible for; and
- **Recommend to the meetings of Adur District Council and Worthing Borough Council in December 2023 that the changes made to the JOSC Work Programme since it was agreed by both Councils in April 2023 be noted.**

(Link to the reports on the website e.g. [Joint Overview & Scrutiny Committee - 30th November 2023](#) and [Work Programme](#))

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**Extract from the minutes of the Adur Joint Strategic Sub-Committee - 7th
December 2023**

**JSS-C(A)/036/22-23 The working-age Council Tax Support Scheme for
2024/25**

The report before members explained Council Tax Support was a scheme to help some people pay their Council Tax. This depended on their income and personal circumstances and was only available to some people in the UK who were living on a low income. The Council Tax Support scheme must be considered each year as part of the Local Government Finance Act 2012 (which introduced the framework for localism of Council Tax Support), with Members confirming revisions, continuing the scheme as is or replacing this with another scheme.

The Scheme formed an important part of the Council's ambition to become the fairest coastal town by supporting people who were living on the lowest incomes. It should be noted that whilst the Council was experiencing extreme budgetary pressures, this scheme was one way in which the Council was responding to the enduring impacts of the cost of living to help lift people out of poverty. Given the importance of the scheme, the report asked Members to continue the scheme with no changes and to recommend the scheme to the Full Council in respect of 2024/25.

Members welcomed the retention of the scheme and noted that there were few Councils locally who had taken the same course of action.

Decision

- 1) That the content of the report be noted;
- 2) **That it be recommended to Adur District Council that the Council Tax Support scheme for Adur District Council in respect of working age customers for 2024/25 should**
 - a) **Be based upon the scheme for 2023/24 with no restrictions; and**
 - b) **Not be further altered with any other changes beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit**

(Link to the report on the website e.g. [Adur Joint Strategic Sub-Committee - 7th December 2023](#))



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

None.

Cabinet Member for Regeneration and Strategic Planning

JAW/010/23-24 Conservation Area Character Appraisal Reviews
* JAW/011/23-24 *Worthing Conservation Area Reviews*
JAW/013/23-24 Joint Draft Statement of Community Involvement
* JAW/015/23-24 *BEACH Bid*

Cabinet Member for Finance & Resources

A/RES/005/23-24 Irrecoverable Debts - Overpaid Housing Benefit
JAW/012/23-24 Application for Voluntary Redundancy
JAW/014/23-24 Strategic Property Investment Fund Refurbishment Contract Award - Eskan Court, Milton Keynes

Cabinet Member for Adur Homes and Customer Services

None.

Cabinet Member for Environment and Leisure

None.

Cabinet Member for Communities and Wellbeing

None.

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

B. Decisions taken by the Adur Joint Strategic Sub-Committee on 7th November 2023

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

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/34/23-24 Virement of right to buy receipts to support new emergency accommodation in Lancing

In June 2022, Members of JSC approved the redevelopment of the South Street car park site, Lancing into seven Council owned houses for people in Emergency and/ or Temporary Accommodation (EA/TA). A budget of £2.336m was approved from the Council's EA/TA budget to facilitate the delivery of the project from Planning stage right through to the completion of construction.

The self-referral by Adur Homes to the Regulator had led to a suspension of the Homes England subsidies which would normally be available for EA/TA projects of this kind (i.e. circa £60k per unit, or £420k for the entire scheme). This had led to a shortfall in the approved budget of approximately £350k. Consequently, officers were recommending the use of Right To Buy Receipts to plug this gap in funding. It was proposed that the shortfall be vired from the budget of £2.250M currently allocated to the Southwick Estate Acquisition Programme.

Delivery of new EA/TA supported the Council's cost-saving ambitions. The project needed clarity on the budget position to enable the Main Works Contract to be awarded. There were also certain deadlines associated with the council's recent successful bid for Brownfield Land Release Funding (BLRF) from the OPE of £115,874 which were also dependent on the scheme proceeding as programmed.

Decision

That the Adur Joint Strategic Sub-Committee

- 1) noted the report and the progress which had been made in the delivery of the project; and
- 2) approved the virement of £350k of Right to Buy receipts from the Southwick Estate Acquisition Programme budget to the South Street housing project budget.

JSS-C(A)/35/23-24 Buckingham Park Pavilion Funding Release

The report before members sought a decision to proceed with public engagement, assembling a design team and submission of a planning application for a replacement Sports Pavilion (Clubhouse), Public WCs including Changing Places WC facility. Members were asked to provide delegated authority to Officers, with a view to obtaining best value and shaping the eventual design through consultation, continuing member engagement and expertise of the design team.

The report set out the options and the total costs with a recommendation to proceed with design of the scheme. The eventual redevelopment of the Pavilion would be the subject of a further paper.

Decision

That the Adur Joint Strategic Sub-Committee:-

1. Approved the spend of up to £150,000 from the approved capital budget for the design, consultation, and development of a pre-planning scheme and application for a replacement Pavilion, public toilets and a sports facility at Buckingham Park, Shoreham-by-Sea;
2. Noted that in consultation with Members, the Director for Place will enter into all necessary contracts to progress the scheme up to RIBA Stage 3 ensuring that best value for money is obtained following a competitive process and limited to the approved budget at 2.1 above; and
3. Noted that the report before members supported and informed the technical design process and that a further report would be brought back to the Committee consulting on design details and ongoing budget requirements, seeking authority from Members to progress the scheme if deemed appropriate.

JSS-C(A)/36/23-24 Carbon Emissions 2022/23

Adur & Worthing Councils declared a Climate Emergency in July 2019. As part of the declaration, Members committed to work towards becoming carbon neutral by 2030. The report presented the fourth annual update on progress towards the target.

Since the previous report, the council had completed a number of decarbonisation projects that had significantly decreased gas consumption across the councils' property portfolio. As a result, reported emissions for 2022-23 decreased by 12.4% when compared to the previous year.

An update on current carbon reduction projects was presented at Section 4 of the report. A Fleet Strategy and Estate Carbon Management Plan were in development and would be presented to the Committee for adoption in 2024.

Decision

That the Adur Joint Strategic Sub-Committee:-

- 1) Noted the Councils' current carbon emissions and carbon reduction work programme;
- 2) Noted that further funding bids may be made, in consultation with the relevant Cabinet Member, and that if required further reports would brief members on the outcome of the bidding process.

JSS-C(A)/37/23-24 Referral of Motion on Notice from Adur District Council

Councillor Andy McGregor attended the meeting to present the motion.

The report before members set out a motion, as amended and referred from the meeting of Adur District Council on the 19th October 2023. The report recommended that Members could either support the motion and ask for further work to be carried out in this regard, or, Members could reject the motion.

During debate, Members expressed support for the motion whilst acknowledging that it would be important to differentiate between District / County /Partners responsibilities.

Decision

The Adur Joint Strategic Sub-Committee accepted the motion and requested a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion.

JSS-C(A)/38/23-24 Referral of Motion on Notice from Adur District Council

Councillor Jeremy Gardner attended the meeting to present the motion.

The report before members set out a motion referred from the meeting of Adur District Council on the 19th October 2023. The report recommended that Members could either support the motion and ask for further work to be carried out in this regard, or, members could reject the motion.

Members of the Sub-Committee expressed their support for the motion.

Decision

The Adur Joint Strategic Sub-Committee accepted the motion and requested a Report from Officers to explore the available options as well as setting out the resource implications arising from the Motion.

C. Decisions taken by the Adur Joint Strategic Sub-Committee on 7th December 2023

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

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/34/23-24 2nd Quarter Capital Investment Programme & Projects Monitoring 2023/24

This report updated the Sub-Committee on the progress made on the delivery of the 2023/24 Capital Investment Programme for Adur District Council. The programme included schemes which support the delivery of services by the Joint Services Committee.

Decision

- 1) That the reprofiling of the Adur District capital schemes as advised in paragraph 6.1 and appendix 2 be noted
- 2) That the changes to the current schemes as set out in section 6.2 report be approved.
- 3) That a revised Housing Investment Programme as set out in Appendix 3 be approved

JSS-C(A)/35/22-23 Local Authority Housing Fund grant funding allocation for Adur District Council

The report sought approval of the use of grant funding allocated to Adur District Council for the provision of homes for refugees under the Local Authority Housing Fund (LAHF) programme. Approval was needed to allow the councils to deliver the programme

The grant could be spent on purchasing new homes or refurbishing existing properties. In Adur both options were being explored, it was considered that the best use of the grant funding was to purchase new properties.

This report set out the need for the homes, the funding which the council could benefit from to deliver the homes, and the options considered to deliver this programme.

Members discussed the report and explored deadlines for funding and type and location of Housing.

Decision

- 1) That the Local Authority Housing Fund grant of £559,066 from the government be accepted and delivering the accommodation required under the fund be confirmed.
- 2) That the preferred delivery option - to purchase new property be adopted and a budget of £549,948 by way of a loan (49% of the total project budget) be approved.
- 3) That a total budget of £1,109,024, comprising the grant of £559,066, and loan of £549,958, to deliver this programme be approved.
- 4) That authority was delegated to the Assistant Director for Housing and Homelessness Prevention to approve the selection of properties which this funding is allocated to, for either purchase or refurbishment.

JSS-C(A)/37/23-24 Eastbrook Community Centre - Youth Investment Fund

The purpose of the report was to update Members on the anticipated receipt of Youth Investment Funding and outlined the prospective allocation for the funding, in line with likely provisions determined in the Grant Funding Agreement.

The report presented the project that Adur District Council would be seeking to deliver with the funding and how this would impact locally, forming part of the long term 'place' strategy.

Decision

- 1) That it be agreed that ADC receive the Youth Investment Funding (circa £500K) to deliver two new modular buildings (reactivating the currently unusable surface at the rear of the building) for the purpose of directly delivering youth interventions and support.
- 2) That authority was delegated to the Director for Housing and Communities, the authority to deliver the required outcomes (as per the Grant Funding Agreement) within the approved budgets.

JSS-C(A)/37/23-24 Settlement Agreement

The purpose of the report was to agree a full and final settlement following a Dispute over a claim for costs.

Decision

- 1) That it be agreed to settle the Dispute on a full and final settlement basis in the sum of £137,000 (including VAT).
- 2) That the use of the Capacity Issues Reserve to fund the proposed settlement be approved.

D. Decisions taken by the Joint Strategic Committee on 7th December 2023

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

The matters not appearing elsewhere on the agenda:-

JSC/26/23-24 2nd Quarter Revenue Monitoring Report 2023/24

This report updated the Joint Strategic Committees with the expenditure and income projections for both Adur District Council and Worthing Borough Council for the financial year 2023/24, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at 30 June 2023, the forecast outturn position would reflect the latest information available to ensure an up-to-date forecast is presented.

The outturn projection for the 2023/24 financial year for the Worthing Borough Council General Fund was a net overspend after reserve transfers of £1.541m and for Adur District Council General Fund was a net underspend after reserve transfers of £33k. A breakdown was set out in section 4.4 of the report.

The position had been achieved as a result of very significant in-year spend controls and savings process delivering £1.1m in forecast savings, largely counteracted by significant emerging new pressures.

Decision

- 1) That the report and projected outturn position for Worthing Borough Council against the approved revenue budgets and proposed use of reserves (Appendix 2b) be noted.
- 2) That the report and projected outturn position for Adur District Council against the approved revenue budgets and proposed use of reserves (Appendix 3b) be noted.

JSC/21/23-24 2024/25 Budget Engagement Insights

The report summarised the findings from the budget engagement for Adur District Council and Worthing Borough Council.

A Member asked a question about the way in which figures in the report were presented. Members were given further information on what the figures represented and the comment around language used would be noted for future insight reports.

Members welcomed the introduction of young people into the survey and explored ways in which engagement could be improved in the future.

Decision

That the findings be noted, as part of the finalisation of the Budget 2024/25 in advance of the Joint Strategic Committee in February 2024 and Full Council meetings later that month.

JSC/21/23-24 2024/25 Budget update

The report provided members with a progress report on the delivery of the financial strategy for 2024/25, along with details of the proposals that would help deliver a balanced budget for the next financial year and beyond.

Members were asked to note that the proposals at Appendix 3 have been considered in advance of the Chancellor's Autumn statement and the provisional settlement, expected on or just before 20 December. As such they were proposed for approval but it was anticipated a further review following these key announcements. Whilst the proposals remained undetermined and open to review and because the Appendix contains commercially sensitive information relating to the financial and business affairs of the Council, the information at Appendix 3 was exempt pursuant to Schedule 12A Paragraph 3 of the Local Government Act 1972

In line with the decision to bring all financial reports as joint reports to JSC (with the exception of the capital programmes); the report included items for consideration by each individual authority as well as specific budget proposals to increase income, to deliver efficiency, and other savings initiatives for 2024/25 which impact on the Joint Strategic Committee.

A question was raised about the nature of service contracts and whether discussion with partners concerning proposed reductions in service contracts.

Decision

- 1) That the Joint Overview and Scrutiny Committee to consider the report and make comment on the savings proposals to the Joint Strategic Committee.

- 2) That the current 5 year forecasts at Appendix 1 be noted;
- 3) That the committed growth items as set out in Appendix 2 be noted;
- 4) To note the current budget update and progress towards developing the 24/25 budget and approve the approach taken by officers and areas of focus for savings proposals. Fully costed proposals to go to the Adur and Worthing Cabinet meetings.

JSC/21/23-24 Adur and Worthing strategic acquisition approach for Temporary Accommodation

The report updated Members on the strategic acquisition programme to acquire more affordable temporary accommodation (TA). The purpose was to reduce the extraordinary cost pressures of meeting housing duties to place homeless households in more affordable accommodation, compared to using more expensive nightly-booked accommodation (which is subject to fluctuating and expensive rates that change during peak periods), and to secure better quality accommodation, enabling more people to remain closer to their local families and social networks.

Decision

- 1) That the progress made to date by using long-term leases and service level agreements to reduce budget pressures and improve our provision of temporary accommodation having regard to the financial implications in this report be acknowledged.
- 2) That Subject to the information contained in this report and the exempt appendix, to authorise the Director for Housing and Communities to enter into two separate new 5-year service level agreements (containing a 3-year break clause) with Revival Investments Limited for the acquisition of nomination rights to 37 units of managed temporary accommodation, with one service being located at High Street, Littlehampton, and another combined service at Goring Road and George V Avenue, Worthing, to enable the councils to discharge the housing duties owed to homeless households under S188 and S193 of the Housing Act 1996.
- 3) that authorisation to enter into contracts for acquisition of temporary accommodation by way of long-term leases and service level agreements will continue to be obtained using the existing delegated authorities and governance arrangements set out at paragraph 4.3 below be noted and approved.

JSC/21/23-24 Digital Rapid Improvement Programme - Impact Report

This report before members aimed to offer members a thorough summary of the Digital Rapid Improvement Programme's progress from April 2023 onwards. It sought to provide an update on the savings achieved thus far and a cumulative projection for future years.

The report demonstrated the programme's value and its critical importance going forward as the Councils continued to undertake significant organisational redesign with the need to create simplified and digitised processes and systems that reduce costs and improve resident experience.

The report explored the testing of the introduction of artificial intelligence as a digital capability that could generate significant improvements, efficiencies and improved resident experience.

Decision

- 1) That the the current 5-year forecasts be acknowledged;
- 2) That the proposed savings be acknowledged;
- 3) That the allocation of an additional £250k to fund the resources required to support the Rapid Improvement Programme for the fiscal year 2024/25, with an estimated payback period of 3 years be supported.

E. 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**