



ADUR DISTRICT
COUNCIL

17 December 2020

Director for Communities:
Dr Catherine Howe
Adur & Worthing Councils,
Town Hall, Chapel Road,
Worthing, West Sussex, BN11 1HA

**Adur Council Meeting
17 December 2020**

Remote Meeting Via Zoom

7.00 pm

Agenda

9 December 2020

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. Questions from the public

To receive any questions from members of the public addressed to Members 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 District except no questions 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 minute; questions will be taken in order of receipt. The deadline for submissions is Tuesday 15 December at 12 noon.

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

4. Confirmation of Minutes

To approve the minutes of the meeting of the Council on 29 October 2020, copies of which have been previously circulated.

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

6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent

7. Recommendations from the Executive and Committees to Council (Pages 1 - 20)

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

	Executive/Committee	Date	Item
7 a	Joint Overview and Scrutiny Committee	26.11. 20	Joint Overview and Scrutiny Committee Work Programme 2020/21
7 b	Joint Strategic Committee	01.12. 20	Towards a sustainable financial position - Budget update
7 c	Joint Strategic Committee	01.12. 20	Investing in our Places - Capital Programme 2021/22 to 2023/24
7 d	Joint Strategic Committee	01.12. 20	Council Tax Support Schemes for 2021/22
7 e	Joint Strategic Committee	01.12. 20	WorkspacesAW - Designing a new model of working following Covid 19
7 f	Joint Strategic Committee	01.12. 20	Carbon Neutral 2030 - Developing opportunities for solar
7 g	Joint Strategic Committee	01.12. 20	Extending natural habitat restoration: acquisition of Pad Farm
7 h	Joint Governance Sub-Committee	10.12. 20	Appointment of Independent Persons for Standards Purposes

8. Designation of the Monitoring Officer (Pages 21 - 26)

To consider a report by the Director of Digital, sustainability and Resources, copy attached as item 8

9. Report of the Leader on decisions taken by the Executive (Pages 27 - 46)

To receive a report from the Leader. The report contains executive decisions 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 asked under 'Members Questions under Council Procedure Rule 12'

10. Members question time 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 Tuesday 15 December at 12 noon. Questions to be submitted to democratic.services@adur-worthing.gov.uk

Questions received can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Councils representative on any outside body

Questions cannot be asked on the following

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

11. Motions on Notice 1 (Pages 47 - 52)

To consider a report by the Director for Resources, copy attached as item 11

12. Motions on Notice 2 (Pages 53 - 56)

To consider a report by the Director for Communities, copy attached as item 12

Director for Communities

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:

Chris Cadman-Dando
Democratic Services Officer
01903 221364
Email chris.cadman-dando@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Susan Sale
Solicitor to the Council
01903 22 1119
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ADUR DISTRICT
COUNCIL

Council
17 December 2020
Agenda Item 7

Recommendations from the Executive and Committees

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Extract from Joint Overview and Scrutiny Committee - 26 November 2020

**JOSC/20-21/XX Joint Overview and Scrutiny Committee Work Programme
2020/21**

Before the Committee was a report by the Director for Digital, Sustainability and Resources, a copy of which had been circulated to all members, a copy of which is attached to the signed copy of these minutes as item 10. The report outlined progress with the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2020/21 and recommended that the changes made to the Work Programme since it was agreed in July 2020 be reported to the next Council meetings in December 2020 for noting.

The Committee discussed the report and noted that it had nothing to add and the update should be sent to Councils for noting

Resolved:

- i) That the progress in implementing the 2020/21 JOSC Work Programme be noted; and
- ii) That the meetings of Adur District Council and Worthing Borough Council be recommended to note the changes made to the JOSC Work Programme since it was agreed by the Councils in July 2020.

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Extract from Joint Strategic Committee - 1 December 2020

JSC/081/20-21 Towards a sustainable financial position - Budget update

Before the Committee was a report by the Director for Digital, Sustainability & 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 9.

The report provided members with a progress report on the delivery of the financial strategy for 2021/22, along with details of the proposals that would help deliver a balanced budget for the next financial year and beyond

The report outlined the medium term financial challenge through to 2025/26 and updated members, where possible, on government funding proposals.

Contained within the report were specific budget proposals to increase income, to deliver efficiency, and other savings initiatives for 2021/22. Members were asked to support the savings proposals.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- (i) noted the current 5 year forecasts;
- (ii) noted the committed growth items as set out in appendix 2;
- (iii) approved the proposed savings as set out in appendix 3;
- (iv) recommended that Adur and Worthing Councils approve the use of capital resources to fund savings proposals as set out in the capital flexibilities schedule in Appendix 4.

(Link to the report on the website e.g. [JSC Report - Item 5 - 9 January 2018](#))

Extract from Joint Strategic Committee - 1 December 2020

JSC/082/20-21 Investing in our Places - Capital Programme 2021/22 to 2023/24

Before the Committee was a report by the Director for Digital, Sustainability & 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 10.

Every year the Councils approved a two year capital programme on a rolling basis. Last year the Councils approved a two-year programme for 2020/21 to 2021/22, members were now asked to approve the new schemes for 2022/23 to create the next two year programme along with a further indicative year. The report recommended:

- changes to the currently approved 2021/22 Capital Investment Programme for Adur District Council, Worthing Borough Council and the Joint Strategic Committee;
- the schemes for inclusion in the overall Capital Investment Programmes for 2022/23; and
- an indicative list of schemes for 2023/24 which would be confirmed next year.

The report also informed the Committee of the resources available for future capital investment, and updated Members about the financing of the proposed programmes.

Members welcomed the proposals whilst acknowledging the value of investment in Adur and Worthing to maintain and improve.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- (a) considered the General Fund Capital Investment Programmes for 2022/23 and 2023/24 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4;
- (b) approved the changes to the General Fund Capital Investment Programme for 2021/22 as detailed in Appendix 2 and 3;
- (c) recommended the full programme detailed at Appendices 5 and 6 for approval by the respective Councils on the 17th December 2020 (Adur) and 15th December 2020 (Worthing).
- (d) noted the amendments and additions to the reserve lists as detailed in Appendices 7 and 8;

Extract from Joint Strategic Committee - 1 December 2020

JSC/084/20-21 Council Tax Support Schemes for 2021/22

Before the Committee was a report by the Director for Digital, Sustainability & 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 12.

The Committee was asked to recommend to the respective Full Councils the Council Tax Support Schemes in respect of 2021/22.

Members welcomed the report and expressed support for the proposals.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Heather Mercer and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- a. noted the content of the report;
- b. recommended to Adur District Council that the Council Tax Support scheme for Adur District Council in respect of working age customers for 2021/22
 - i. Should be based upon the scheme for 2020/21 with no restrictions; and
 - ii. No other changes should be made beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit.
- c. recommended to Worthing Borough Council that the Council Tax Support scheme for Worthing Borough Council in respect of working age customers for 2021/22
 - i. Should be based upon the scheme for 2020/21 with the £5.00 weekly restriction retained; and
 - ii. That the discretionary budget to support those in severe financial difficulties should be retained; and

- iii. No other changes should be made beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit.

Extract from Joint Strategic Committee - 1 December 2020

JSC/087/20-21 WorkspacesAW - Designing a new model of working following Covid 19

Before the Committee was a report by the Director for Digital, Sustainability & 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 15.

The restrictions imposed to help control Covid-19 changed how the Councils worked and how they provided services overnight. Most notably, the requirement to work from home where possible resulted in a significant reduction in staff coming into the office. Those changes were implemented successfully with a very limited impact on service delivery.

The lessons learnt as a result of the changes provided an opportunity to review how office based services worked once restrictions were eased, designing a more flexible way of working that realised multiple benefits including:

- reduced office footprint, enabling the leasing of space, generating an **net annual revenue saving of £179,740** to support the Councils' medium term financial strategy;
- the operational efficiencies generated by the scheme would create the financial capacity for the **investment in buildings, office space and technology needed to unlock the revenue savings**;
- **vital increased capacity and modernisation of core ICT connectivity**, upgrading WiFi at all Council sites (not just Town Hall and Portland House) and further improving remote working services, creating the necessary stability and capacity for increased data traffic (e.g. video), fast and reliable access to systems, and addressing remaining resilience risks by removing routing via the Town Hall for some key services;
- providing the necessary **building and equipment changes** and upgrades to the Town Hall to accommodate more staff, all delivered **prudently**, e.g. ensuring that office furniture and other equipment was reused and recycled appropriately;

- Redesigning how we provide services in line with the Councils Good Service standard, with a particular emphasis on **service accessibility** and increased use of digital channels such as video appointments;
- a more **flexible workforce**, able to work from any location with effective and resilient technology, improving the Councils ability to recruit and retain;
- higher levels of **staff satisfaction**;
- reduced **carbon emissions** associated with running offices and through reduced commuting and business travel.

Organisations across all sectors were reviewing their office accommodation, aiming to reduce overhead costs but also in recognition of the benefits to **recruitment and retention** for offering greater flexibility to staff.

The purpose of the report was to inform members of the work undertaken to date to assess the feasibility of the project and to seek the Committee's approval to release the funding to instigate the project to redesign how the Councils worked to realise the associated savings and benefits.

The Committee applauded the work that had gone into the proposals and recognised the need to be sensible with the use of office space. The Committee acknowledged that home working didn't suit everyone and highlighted the need to maintain the Councils duty of care to staff in relation to Health & Safety and equipment.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- a) noted the feasibility work undertaken to date, which concluded that there were significant opportunities to reduce the Council's office footprint, realise financial savings whilst delivering Good Services and creating an effective flexible working environment;
- b) noted the expected net annual savings of approximately £179,740;
- c) noted that project budget allocations were indicative at this stage, with 20% optimism bias and subject to detailed cost analysis and procurement;
- d) **recommended that Adur and Worthing Councils approve a capital budget of £2,335,720, on an invest to save basis, as set out in**

section 7.5 of the report;

- e) agreed to delegate authority to the Executive Members for Resources to review the final business case and give authority to proceed;
- f) approved the use of capital receipts to fund the revenue costs associated with the project utilising the capital flexibilities as set out in paragraph 7.4 of the report.

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Extract from Joint Strategic Committee - 1 December 2020

JSC/088/20-21 Carbon Neutral 2030 - Developing opportunities for solar

Before the Committee was a report by the Director for Digital, Sustainability & 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 16.

The councils had committed under the Climate Emergency Declaration, to work towards being carbon neutral by 2030. A Carbon Neutral Plan set out pathways for the Councils to achieve the target.

Installing renewable energy technologies such as solar photovoltaics (PV) and the potential investment in large scale renewable energy generation were an important strand in the Carbon Neutral Plan to provide zero carbon power and to offset Council emissions.

A full review of solar investment opportunities had been undertaken on Council owned sites and a solar investment strategy developed. The study identified potential for up to 5MW of local renewable electricity generation, equivalent to a reduction of **one third of the Councils' carbon emissions**, (or enough to power 1,500 homes).

Subject to full business cases this would be made up of proposals for roof mounted solar on council buildings, solar carports, and a 3MW solar farm locally. Further work would also be undertaken to investigate the benefits of investing out of area in large solar schemes, in consultation with the Executive Members for Resources, and with the support of the Major Projects team, with the aim of offsetting residual council carbon emissions, while delivering an acceptable financial return.

Members expressed their support for the proposals and encouraged officers to look at all opportunities in relation to the Councils' buildings.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Ed Crouch and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. approved the direction of travel proposed within the Solar Investment Strategy for investment in small, medium and large scale solar opportunities as set out at paragraph 8.1 in relation to rooftop solar PV and solar carports, to:
 - a. note that a report would be presented to the Executive Members for Resources early in the New Year, with a post procurement business case to proceed with a first phase of rooftop solar PV installations;
 - b. noted that a viability study for a solar carport at Pond Road car park would be produced; and that subject to a successful business case, a report would be brought before the Executive Members for Resources to approve proceeding with installation;
 - c. **recommended that Adur District Council create an invest-to-save budget within the HRA Investment Programme of £100,000 for carbon reduction schemes funded through borrowing which could be released on the submission of a business case to the Executive Member of Resources.**

2. In relation to a 3MW solar farm on council land, to:
 - a. approved the development of a feasibility study and business case from existing budgets;
 - b. noted that a report would be presented to the Joint Strategic Committee in 2021, if a viable business case was identified.

3. In relation to the potential purchase of large scale commercial solar farm outside the Adur & Worthing area, to:
 - a. acknowledged the strategic intention to explore potential projects for offsetting Council emissions in this way; and noted that if identified, a solar investment proposal and business case would be brought to the Joint Strategic Committee for consideration.

Extract from Joint Strategic Committee - 1 December 2020

JSC/090/20-21 Extending natural habitat restoration: acquisition of Pad Farm

Before the Committee was a report by the Director for Digital, Sustainability & 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 18.

The report sought the Committee's approval for the purchase of Pad Farm, circa 45 acres of arable farmland in the Adur Valley for the purposes of preserving and enhancing the local natural environment.

Adur Council as landowner would develop plans in collaboration with the Adur Estuary Partnership to restore mudflat and saltmarsh habitat, undertaking tests and trials on managed realignment, consistent with the Adur Catchment Flood Management Plan, subject to successful applications for funding.

In seeking to take a stake, and restore natural habitat, Adur District Council was demonstrating leadership and foresight, recognising the multiple benefits of natural habitats such as natural flood risk management, biodiversity recovery, carbon storage and higher public amenity value.

The Committee noted that it was expected that the project would help develop the mechanisms for compensatory habitat payments from developers as well as other possible forms of investment, such as carbon storage.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

1. recommended that Adur District Council approve the purchase of Pad Farm at an overall cost of £324,000 (comprising a purchase price of £290,000 and up to £34,000 to cover the cost of acquisition including surveys, legal fees and stamp duty) funded by prudential borrowing;

2. delegated authority to the Head of Major Projects and Investment to agree detailed terms of the transaction and enter the contract for the purchase subject to a satisfactory legal and technical due diligence;
3. requested an update report within the next six months providing an overview of maintenance costs, along with a strategy for habitat restoration and an associated funding strategy;
4. agreed that the land would be held for the purposes of conserving and enhancing the natural environment; enhancing biodiversity; and contributing to the Council's ambition of being Carbon Neutral by 2030.



ADUR DISTRICT
COUNCIL

Council
17 December 2020
Agenda Item 7h

Extract from Joint Governance Sub-Committee - 10 December 2020

JGSC/0XX/20-21 Appointment of Independent Persons for Standards Purposes

The decision was not available at the time of publication of the agenda and will be circulated at a later date

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ADUR & WORTHING
COUNCILS

Worthing Borough Council
15 December 2020
Adur District Council
17 December 2020

Designation of Monitoring Officer

Report by Head of Paid Service

Executive Summary

1. Purpose

The purpose of this report is to formally designate the Council's Monitoring Officer.

2. Recommendations

The Council is recommended to designate Maria Memoli as the Council's Monitoring Officer with effect from 11th January 2021.

3. Context

3.1 The current Solicitor to the Council and Monitoring Officer, Susan Sale, will leave the employment of Adur District Council on 10th January 2021 to take up the position of Head of Law and Governance at Oxford City Council. The secondment arrangement between Adur District Council and Worthing Borough Council in respect of the statutory Monitoring Officer appointment will terminate on the same date.

3.2 It is therefore necessary for both Worthing Borough Council and Adur District Council to make a statutory appointment of a Monitoring Officer, effective from 11th January 2021.

4. Issues for consideration

4.1 The Council has a duty under section 5(1) of the Local Government and Housing Act 1989 to designate one of its Officers as the Monitoring Officer to be responsible for specific statutory functions. The Monitoring Officer may not be the Head of Paid Service or the section 151 Officer.

4.2 The Council's Constitution provides that the Solicitor to the Council, who is also Head of Legal Services, is the Monitoring Officer. However, the designation of the Solicitor to the Council to the statutory role of Monitoring Officer is not automatic in law and the designation must be confirmed by the Council.

4.3 The duties and responsibilities of the Monitoring Officer are summarised in the Council's Constitution, including the Monitoring Officer Protocol, and also in section 5 Local Government and Housing Act 1989.

4.4 The Joint Senior Staff Committee is responsible for undertaking the recruitment and selection process for the Solicitor to the Council and for recommending to Council whom to designate as Monitoring Officer. It is anticipated that such a recruitment and selection process will be undertaken in the New Year, by the Joint Senior Staff Committee, who are likely to make an appointment to the post of Solicitor to the Council, after consulting with the Executive, and a recommendation to full Council on a further designation of Monitoring Officer in due course.

4.5 However, in the interim period, it is proposed that an experienced interim Head of Law will be appointed to head the Legal Services team. A selection process has been undertaken by the Director for Digital, Sustainability & Resources, on behalf of the Head of Paid Service, and with the support of the Monitoring Officer. A contractual agreement has been entered into for the temporary services of Maria Memoil to lead the Legal Services section whilst recruitment for the Solicitor to the Council & Monitoring Officer post is undertaken.

4.6 This report therefore recommends that each Council designate Maria Memoli as the Council's Monitoring Officer from 11th January 2021 until such time as

a recommendation for an alternative designation is forthcoming from the Joint Senior Staff Committee in due course.

5. Engagement and Communication

- 5.1 The Head of Paid Service has been consulted throughout the recruitment process.
- 5.2 The Director for Digital, Sustainability & Resources has begun engagement with the legal services team, and other officers to gather insights and feedback in the development of a draft work plan for the interim Head of Legal Services and Monitoring Officer.
- 5.3 It is expected that recruitment consultants will be engaged to support candidate search and recruitment for this critical role, a process that will be undertaken by the Joint Senior Staff Committee in the New Year.

6. Financial Implications

- 6.1 A contract has been entered into with a Recruitment Agency for the services of Maria Memoli for 4 days per week. The contract is expected to last between 3 and 4 months with an additional budget requirement of £18,000.
- 6.2 The additional cost will be funded from the Councils' inflation contingency budgets.

Finance Officer: Sarah Gobey

Date: 7th December 2020

7. Legal Implications

- 7.1 The legal requirements for the Council to have an officer correctly appointed to and holding the role of Monitoring Officer is set out in the body of the report. The role does not need to be held by an employee of the Council in law.

Legal Officer: Susan Sale

Date: 4th December 2020

Background Papers

None

Officer Contact Details:-

Paul Brewer

Director for Digital, Sustainability & Resources

07881 323471

paul.brewer@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified

2. Social

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

The Monitoring Officer has a critical role in ensuring compliance of the authority, and its members and officers, with equalities legislation

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

The Monitoring Officer has a critical role in ensuring compliance of the authority, and its members and officers, with human rights legislation

3. Environmental

Matter considered and no issues identified

4. Governance

The Monitoring Officer is the guardian of the lawfulness of decision making, ensuring that the authority and its members and officers adhere to high standards of behaviour and conduct.

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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 dispatch of the agenda for the last ordinary Council Meeting. Full details can be found on the [Executive Members Decisions webpage](#) .

Leader

Executive Member for Regeneration

REG/005/20-21 Response to White Paper 'Planning for the Future'

Executive Member for Resources

RES/003/20-21 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

RES/004/20-21 Irrecoverable Debts - Overpaid Housing Benefit

JAW015/20-21 Award of Contract - Low-code Digital Platform

Executive Member for Customer Services

JAW014/20-21 Replacement Fire Door Programme

Executive Member for the Environment

JAW013/20-21 Brooklands Lake - Outfall Replacement

Executive Member for Health and Wellbeing

B. Decisions Taken by the Joint Strategic Committee on 3 November 2020

JSC/067/20-21 Working towards the councils' carbon neutral target: progress update

Before the Committee was a report by the Director for Digital, Sustainability 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 5.

On 9 July 2019, the Joint Strategic Committee (JSC) declared a 'Climate Emergency'. As part of the declaration, Members committed to *work towards becoming carbon neutral by 2030*.

In December 2019, the JSC approved the adoption of the councils *Carbon Neutral Plan* which set out an ambitious pathway for Adur and Worthing Councils to become carbon neutral by 2030. The Councils had also made a voluntary commitment under the Government's *Emissions Reduction Pledge 2020* to report annually on carbon emission reductions.

The report presented the first year's carbon emissions report. To achieve the 2030 carbon neutral target, an average reduction of 10% would need to be achieved annually. When compared to 2018/19, emissions from the Councils' buildings and vehicles reduced by more than 13% in the past year.

Due to new data becoming available, it was proposed to re-baseline the council's carbon emissions to ensure greater accuracy in the coming years

An outline of future carbon reduction projects was also presented (Section 6).

A Member sought clarification regarding plans to retrofit Council housing heating systems and requiring developers to provide electric heating and energy storage and the provision of a solar farm as outlined in 6.2.2 of the report. Officers confirmed that a report would be brought forward (to the December JSC meeting) regarding solar opportunities on Council owned buildings and land. Both Councils were in the process of reviewing and refreshing their Local Plans which informed the approach to development and seeks to reflect the formative Environment Bill which looks towards net biodiversity gain. The Worthing Local Plan, which will be the first to be refreshed, would look to adopt the UN Sustainability Goals as a foundation stone to the Council's approach. It was also noted that in regards to Social Housing, Officers from the Carbon Reduction Team were working with colleagues in Adur Homes to understand the data currently available and have recently submitted a bid to the Greater South East Energy Hub to work with them and external consultants to take a holistic view of the energy performance of Adur's housing stock. If the bid is successful, it will develop a plan which the Council can build into the Capital Investment Programme going forward, with a minimum aim for that is for all social housing properties under the Adur Homes banner to be of an EPC C by 2030 but Officers would look to go beyond that where possible.

Members welcomed the report, noting the 13.85% reduction in emissions in 2019/20 and sought clarity in relation to the reductions forecast for 2020/21 and the effect of lockdown on emissions during this period. Officers advised that some of the big projects would be implemented and start to deliver benefits past the current year which meant the Councils performance would be rather varied over the next couple of years. It was likely that the Councils would see an impact related to the reduced use of buildings during Covid although these hadn't been factored into the comments at this stage. The Councils would need to wait and see what the data

revealed in this regard. Over 80% of the Councils vehicle emissions came from refuse vehicles which were some of the older vehicles in the fleet. Officers agreed to provide more information on age and performance of vehicles after the meeting. It was noted that Shoreham Port were considering the installation of a Hydrogen Pump where Hydrogen Fuel Cell vehicles would be able to refuel.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. noted the Councils' current carbon emissions and emerging carbon reduction work programme for 2020/21 and 2021/22 which aimed to deliver meaningful carbon reductions in the years ahead;
2. approved the publication of the carbon emissions report on the council website; and
3. approved the submission of these figures to the government department of Business Energy and Industrial Strategy (BEIS) under the voluntary Emissions Reduction Pledge 2020.

JSC/068/20-21 Joint Overview & Scrutiny Committee Review of Climate Change

Before the Committee was a report by the Director for Digital, Sustainability 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 6.

Councillor Catherine Arnold, Chairman of the JOSC Review of Climate Change Working Group, attended the meeting to present the Group's recommendations.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review of climate change issues. Those recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report from the Working Group was attached as Appendix 1 to the report.

The Working Group was pleased that there was work being undertaken by the Councils to address climate change, however, it identified some strong recommendations to help the Councils and other partners tackle climate change and to help the Councils keep on course to meet the aims of Sustainable Adur & Worthing and to help the Councils tackle some of the biggest environmental issues of this time.

Members gave consideration to the scope of the Working Group and the ability of the Councils to influence the work of West Sussex County Council. It was noted that Members wished to see a greater focus on matters that were within Adur and Worthing Councils remit and affordability.

During consideration of recommendation 7.4, Members highlighted the need to support local business and balance the size of contract with expectations regarding carbon reduction.

Members wanted to see more information regarding the costs of implementing the recommendations of the Working Group and the impacts this may have on local residents.

The recommendations at 2.1 and 2.2 in the covering report were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee.

1. noted the report, findings and recommendations from the JOSC Working Group; and
2. agreed to receive a report in January 2021 on the issues raised by the JOSC Working Group and consideration of the implications for each recommendation contained in the Scrutiny report at Appendix 1 in order for the Executive to provide a formal response to JOSC.

JSC/069/20-21 Joint Overview & Scrutiny Committee Review of Adur Homes Repairs and maintenance service

Before the Committee was a report by the Director for Digital, Sustainability & 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.

Councillor Stephen Chipp, Chairman of the JOSC Review of Adur Homes Repairs and Maintenance Service Working Group, attended the meeting to present the Group's recommendations.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review of the Adur Homes Repairs and maintenance service. The recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report from the Working Group was attached as Appendix 1 to the report.

The JOSC Working Group was briefed on the changes that had been made and were being made to the delivery of the Adur Homes Repairs and Maintenance Service. The Working Group had recognised and accepted that the full improvement of the repairs and maintenance service was not a quick process and would take time to deliver. However, the Working Group had strongly recommended that the Adur District Council Executive Member for Customer Services and senior officers put in place a transformation programme that set out a timetable to implement improvements to Adur Homes core business of the provision of social housing. The Working Group was also recommending that the transformation programme be endorsed by the Joint Strategic Committee and appropriate progress reporting was implemented in order to ensure that decisions were made to support the transformation programme on a timely basis.

The Committee acknowledged that there had been issues with the maintenance and repair service and that the Working Group report put his problems into a single report that could be used to benchmark progress moving forwards.

The ACF representative welcomed the report and informed members that it had been very hard work for residents to get things done. She wanted Adur District Council to take the issues raised seriously and asked whether a timeline for implementation would be provided.

The recommendations at 2.1 and 2.2 in the covering report were proposed by Councillor Carson Albury, seconded by Councillor Angus Dunn and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. noted the report, findings and recommendations from the JOSC Working Group; and
2. agreed to receive a report in January 2021 on the issues raised by the JOSC Working Group and consideration of the implications for each recommendation contained in the Scrutiny report at Appendix 1, incorporating a timeline for implementation, in order for the Executive to provide a formal response to the JOSC.

JSC/070/20-21 Re-Opening Adur Leisure Facilities

Before the Committee was a report by the Director for the Economy, 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 Members of the Committee on the negotiations and progress towards making a direct award to South Downs Leisure (SDL) to secure the sustainable re-opening of leisure facilities in Adur.

Members considered the annual budget for the operation of the ACL contract for 2020/21, the suitability of entering into a contract with SDL and where the additional budget for management of the Leisure Facilities in 2020/21 would come from. In addition, consideration was given to staffing and future membership.

The Committee welcomed the report and thanked officers for their work in bringing forward the proposals. The recommendations in the report were proposed by Councillor Emma Evans, seconded by Councillor Carson Albury and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- a. noted the current negotiations to progress a direct award with South Downs Leisure (prior to the Director for the Economy exercising his delegated authority to award the contract in consultation with the Executive Member for the Environment and the Leader of the Council);
- b. approved additional budget of £282,870 for the management of the Leisure Facilities in 2020/21, funded from the emergency grant provided by the government; and
- c. noted that a direct award was subject to South Down Leisure's governance processes.

C. Decisions Taken by the Joint Strategic Committee on 1 December 2020

JSC/077/20-21 Chief Executive's use of Urgency Powers during the Covid-19 Global Pandemic

Before the Committee was a report by the Chief Executive, 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.

Due to the current pandemic situation it had been necessary for the Councils to respond very quickly during the emergency which had necessitated, on some occasions, needing to make decisions as a matter of urgency.

The Chief Executive had therefore been called upon to use his powers to make an urgent decision regarding the payment of grants to businesses and the report advised Members of the Executive of the executive decision made, and asked for their endorsement of those decisions.

The Committee noted that to date, Adur District Council had received 257 applications for LRSG and had approved / paid 205, Worthing Borough Council had received 656 applications for LRSG and had approved / paid 582.

The Committee was advised that to enable the Councils to issue further covid business grant funding during transitions between tiered systems, the following additional delegation was proposed

"The Joint Strategic Committee was further recommended to delegate authority to the Chief Executive to administer grant funding associated with future tiered covid alert levels. This would include the requirement to create associated budgets to enable schemes to be delivered."

The recommendations, as amended, were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Boram and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- noted the content of the report and endorsed the decisions made by the Chief Executive; and
- delegated authority to the Chief Executive to administer grant funding associated with future tiered covid alert levels. This would include the requirement to create associated budgets to enable schemes to be delivered.

JSC/078/20-21 Platforms for our Places - Going Further Progress Report

Before the Committee was a report by the Chief Executive, 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.

This was the 6 monthly report informing the Committee of the Councils progress against the commitments set out in "*Platforms for our Places : Going Further*".

The Councils had been clear that "*Platforms for our Places : Going Further*" was an ambitious strategic programme designed to help create the healthy, prosperous and well connected communities that local residents wished to see.

The impact of the Covid-19 pandemic, had inevitably had an impact on progress against some of the commitments and those were specifically identified in the report. In some areas the impact of the pandemic had enabled the Councils to develop things further and faster (for example economic interventions) than might otherwise have been the case. This report also picked up progress against the "*And Then ...*" objectives (Adur & Worthing Councils response to the easing of the first national lockdown).

The Committee welcomed the update and thanked teams for all of the work undertaken.

The recommendations in the report were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee noted and considered the 6 months progress report on the implementation of “*Platforms for our Places : Going Further*” and “*And Then ...*” over the period July to December 2020 and agreed to refer the report to Joint Overview and Scrutiny Committee for their consideration.

JSC/079/20-21 2nd Revenue Budget Monitoring Report (Q2)

Before the Committee was a report by the Director for Digital, Sustainability & 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 updated the Committee with the latest expenditure and income projections for each Council in the current financial year 2020/21, compared with the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at the 30th September 2020, the forecast position reflected the latest information available to ensure an up-to-date forecast was presented.

As at quarter 2, the projection for the 2020/21 financial year were net operational budget overspends of £920,000 in Adur and £3,897,000 in Worthing. Government funding in the form of grants and the Income Guarantee Scheme would offset this and it was estimated that the outturn position would be a net underspend of £376,000 in Adur and a net overspend in Worthing of £9,000. A breakdown was set out in section 4.4 of the report.

The recommendations in the report were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- I. noted the report and projected outturn position for the Joint Committee, Adur District Council and Worthing Borough Council against the approved revenue budgets and proposed use of reserves; and
- II. noted the revised 2019/20 outturn position and use of reserves for Adur District Council and Worthing Borough Council against the approved 2019/20 revenue budgets.

JSC/080/20-21 2nd Quarter Capital Investment Programme & Projects Monitoring 2020/21

Before the Committee was a report by the Director for Digital, Sustainability & 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 made on the 2020/21 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

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

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 7.1.1 and Appendix 3;
- ii) approved the bringing forward of the budget for tree replacements from 2021/22 to 2020/21 to replace trees affected by Ash Dieback as detailed in paragraph 7.1.3;
- iii) approved the virement of £50,000 from the Sompting Play Area improvements to fund a hard standing area and recreational equipment at Buckingham Park and include the new scheme in the 2020/21 Capital Investment Programme as detailed in paragraph 7.1.4;
- iv) approved the virement to fund the current overspend on the refurbishment of Fort Haven Public Conveniences as detailed in paragraph 7.1.5.

JSC/081/20-21 Towards a sustainable financial position - Budget update

Before the Committee was a report by the Director for Digital, Sustainability & 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 9.

The report provided members with a progress report on the delivery of the financial strategy for 2021/22, along with details of the proposals that would help deliver a balanced budget for the next financial year and beyond

The report outlined the medium term financial challenge through to 2025/26 and updated members, where possible, on government funding proposals.

Contained within the report were specific budget proposals to increase income, to deliver efficiency, and other savings initiatives for 2021/22. Members were asked to support the savings proposals.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- (i) noted the current 5 year forecasts;
- (ii) noted the committed growth items as set out in appendix 2;
- (iii) approved the proposed savings as set out in appendix 3;
- (iv) recommended that Adur and Worthing Councils approve the use of capital resources to fund savings proposals as set out in the capital flexibilities schedule in Appendix 4.

JSC/082/20-21 Investing in our Places - Capital Programme 2021/22 to 2023/24

Before the Committee was a report by the Director for Digital, Sustainability & 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 10.

Every year the Councils approved a two year capital programme on a rolling basis. Last year the Councils approved a two-year programme for 2020/21 to 2021/22, members were now asked to approve the new schemes for 2022/23 to create the next two year programme along with a further indicative year. The report recommended:

- changes to the currently approved 2021/22 Capital Investment Programme for Adur District Council, Worthing Borough Council and the Joint Strategic Committee;
- the schemes for inclusion in the overall Capital Investment Programmes for 2022/23; and
- an indicative list of schemes for 2023/24 which would be confirmed next year.

The report also informed the Committee of the resources available for future capital investment, and updated Members about the financing of the proposed programmes.

Members welcomed the proposals whilst acknowledging the value of investment in Adur and Worthing to maintain and improve.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- (a) considered the General Fund Capital Investment Programmes for 2022/23 and 2023/24 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4;
- (b) approved the changes to the General Fund Capital Investment Programme for 2021/22 as detailed in Appendix 2 and 3;
- (c) recommended the full programme detailed at Appendices 5 and 6 for approval by the respective Councils on the 17th December 2020 (Adur) and 15th December 2020 (Worthing).
- (d) noted the amendments and additions to the reserve lists as detailed in Appendices 7 and 8;

JSC/083/20-21 Mid Year Review of Treasury Management 2020-21, Adur District Council and Worthing Borough Council

Before the Committee was a report by the Director for Digital, Sustainability & 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 11.

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2020, as required by regulations issued under the Local Government Act 2003.

The Committee was informed that from 26 November the PWLB had reduced borrowing rates to gilt plus 100 basis points which would support the Councils capital projects in the future.

The recommendation in the report was unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee noted the contents of the report and the changes to the investment limits which the Committee approved on 9th June 2020.

JSC/084/20-21 Council Tax Support Schemes for 2021/22

Before the Committee was a report by the Director for Digital, Sustainability & 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 12.

The Committee was asked to recommend to the respective Full Councils the Council Tax Support Schemes in respect of 2021/22.

Members welcomed the report and expressed support for the proposals.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Heather Mercer and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- a. noted the content of the report;
- b. recommended to Adur District Council that the Council Tax Support scheme for Adur District Council in respect of working age customers for 2021/22
 - i. Should be based upon the scheme for 2020/21 with no restrictions; and
 - ii. No other changes should be made beyond necessary technical amendments required to keep the scheme consistent with the national rules in respect of Housing Benefit.

JSC/085/20-21 Annual Summary of Risks & Opportunities

Before the Committee was a report by the Director for Digital, Sustainability & 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 13.

The report provided the annual updates on the Councils' Corporate Risks and Opportunities and their management.

The recommendations in the report were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- 1) noted the progress in managing the Corporate Risks and Opportunities;
- 2) agreed to receive a further annual progress report in Autumn 2021.

JSC/086/20-21 Review of the Risk & Opportunity Management Strategy

Before the Committee was a report by the Director for Digital, Sustainability & 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 14.

The report provided the detail of the updated Risk and Opportunity Management Strategy (ROMS) for the Councils for 2021 - 2023 which the Committee was requested to consider for approval.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Carson Albury and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee approved the adoption of the Risk and Opportunity Management Strategy 2021 - 2023, as set out at Appendix A, from 1 January 2021.

JSC/087/20-21 WorkspacesAW - Designing a new model of working following Covid 19

Before the Committee was a report by the Director for Digital, Sustainability & 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 15.

The restrictions imposed to help control Covid-19 changed how the Councils worked and how they provided services overnight. Most notably, the requirement to work from home where possible resulted in a significant reduction in staff coming into the office. Those changes were implemented successfully with a very limited impact on service delivery.

The lessons learnt as a result of the changes provided an opportunity to review how office based services worked once restrictions were eased, designing a more flexible way of working that realised multiple benefits including:

- reduced office footprint, enabling the leasing of space, generating a **net annual revenue saving of £179,740** to support the Councils' medium term financial strategy;

- the operational efficiencies generated by the scheme would create the financial capacity for the **investment in buildings, office space and technology needed to unlock the revenue savings**;
- **vital increased capacity and modernisation of core ICT connectivity**, upgrading WiFi at all Council sites (not just Town Hall and Portland House) and further improving remote working services, creating the necessary stability and capacity for increased data traffic (e.g. video), fast and reliable access to systems, and addressing remaining resilience risks by removing routing via the Town Hall for some key services;
- providing the necessary **building and equipment changes** and upgrades to the Town Hall to accommodate more staff, all delivered **prudently**, e.g. ensuring that office furniture and other equipment was reused and recycled appropriately;
- redesigning how we provide services in line with the Councils Good Service standard, with a particular emphasis on **service accessibility** and increased use of digital channels such as video appointments;
- a more **flexible workforce**, able to work from any location with effective and resilient technology, improving the Councils ability to recruit and retain;
- higher levels of **staff satisfaction**;
- reduced **carbon emissions** associated with running offices and through reduced commuting and business travel.

Organisations across all sectors were reviewing their office accommodation, aiming to reduce overhead costs but also in recognition of the benefits to **recruitment and retention** for offering greater flexibility to staff.

The purpose of the report was to inform members of the work undertaken to date to assess the feasibility of the project and to seek the Committee's approval to release the funding to instigate the project to redesign how the Councils worked to realise the associated savings and benefits.

The Committee applauded the work that had gone into the proposals and recognised the need to be sensible with the use of office space. The Committee acknowledged that home working didn't suit everyone and highlighted the need to maintain the Councils duty of care to staff in relation to Health & Safety and equipment.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- a) noted the feasibility work undertaken to date, which concluded that there were significant opportunities to reduce the Council's office footprint, realise financial savings whilst delivering Good Services and creating an effective flexible working environment;
- b) noted the expected net annual savings of approximately £179,740;
- c) noted that project budget allocations were indicative at this stage, with 20% optimism bias and subject to detailed cost analysis and procurement;
- d) recommended that Adur and Worthing Councils approve a capital budget of £2,335,720, on an invest to save basis, as set out in section 7.5 of the report;
- e) agreed to delegate authority to the Executive Members for Resources to review the final business case and give authority to proceed;
- f) approved the use of capital receipts to fund the revenue costs associated with the project utilising the capital flexibilities as set out in paragraph 7.4 of the report.

JSC/088/20-21 Carbon Neutral 2030 - Developing opportunities for solar

Before the Committee was a report by the Director for Digital, Sustainability & 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 16.

The councils had committed under the Climate Emergency Declaration, to work towards being carbon neutral by 2030. A Carbon Neutral Plan set out pathways for the Councils to achieve the target.

Installing renewable energy technologies such as solar photovoltaics (PV) and the potential investment in large scale renewable energy generation were an important strand in the Carbon Neutral Plan to provide zero carbon power and to offset Council emissions.

A full review of solar investment opportunities had been undertaken on Council owned sites and a solar investment strategy developed. The study identified potential for up to 5MW of local renewable electricity generation, equivalent to a reduction of **one third of the Councils' carbon emissions**, (or enough to power 1,500 homes).

Subject to full business cases this would be made up of proposals for roof mounted solar on council buildings, solar carports, and a 3MW solar farm locally. Further work would also be undertaken to investigate the benefits of investing out of area in

large solar schemes, in consultation with the Executive Members for Resources, and with the support of the Major Projects team, with the aim of offsetting residual council carbon emissions, while delivering an acceptable financial return.

Members expressed their support for the proposals and encouraged officers to look at all opportunities in relation to the Councils' buildings.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Ed Crouch and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. approved the direction of travel proposed within the Solar Investment Strategy for investment in small, medium and large scale solar opportunities as set out at paragraph 8.1 in relation to rooftop solar PV and solar carports, to:
 - a. note that a report would be presented to the Executive Members for Resources early in the New Year, with a post procurement business case to proceed with a first phase of rooftop solar PV installations;
 - b. noted that a viability study for a solar carport at Pond Road car park would be produced; and that subject to a successful business case, a report would be brought before the Executive Members for Resources to approve proceeding with installation;
 - c. recommended that Adur District Council create an invest-to-save budget within the HRA Investment Programme of £100,000 for carbon reduction schemes funded through borrowing which could be released on the submission of a business case to the Executive Member of Resources.
2. In relation to a 3MW solar farm on council land, to:
 - a. approved the development of a feasibility study and business case from existing budgets;
 - b. noted that a report would be presented to the Joint Strategic Committee in 2021, if a viable business case was identified.
3. In relation to the potential purchase of large scale commercial solar farm outside the Adur & Worthing area, to:
 - a. acknowledge the strategic intention to explore potential projects for offsetting Council emissions in this way; and noted that if

identified, a solar investment proposal and business case would be brought to the Joint Strategic Committee for consideration.

JSC/089/20-21 Litter Enforcement - East Hampshire District Council

Before the Committee was a report by the Director for Communities, 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 17.

The report sought approval to extend the Adur and Worthing Councils litter and dog fouling enforcement authorisations under a deed of delegation to East Hampshire District Council Officers working under EH Commercial Services Ltd.

The Committee acknowledged the high level of public interest in this topic, welcomed the scheme and noted the flexibility in service deployment.

The recommendations in the report were proposed by Councillor Emma Evans, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- 1) delegated authority to the Head of Environmental Services to enter a contractual arrangement with EHDC for the provision of delegated enforcement services for littering and dog fouling for an initial 12 month period. The contract must include EHDC's enforcement of littering and dog fouling within Adur and Worthing under a single deed of delegation, but separate administration of the scheme for the District and Borough to include service of Fixed Penalty Notices (FPNs), recovery of charges, management of bad debtors, and management of court hearings associated with non-payment;
- 2) delegated authority to the Head of Environmental Services to make contractual alterations regarding areas covered, number of patrols per week etc to ensure the service is fit for purpose at all times during the contracted period;
- 3) noted that the expenditure of £5,900 in order to set up AWCs on EHDC's back office administration system would be funded from the Councils' VAT contingency budget;
- 4) requested that the Head of Environmental Services report back to the Joint Strategic Committee 12 months into the scheme to ascertain success, and therefore future direction of the contract.

JSC/090/20-21 Extending natural habitat restoration: acquisition of Pad Farm

Before the Committee was a report by the Director for Digital, Sustainability & 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 18.

The report sought the Committee's approval for the purchase of Pad Farm, circa 45 acres of arable farmland in the Adur Valley for the purposes of preserving and enhancing the local natural environment.

Adur Council as landowner would develop plans in collaboration with the Adur Estuary Partnership to restore mudflat and saltmarsh habitat, undertaking tests and trials on managed realignment, consistent with the Adur Catchment Flood Management Plan, subject to successful applications for funding.

In seeking to take a stake, and restore natural habitat, Adur District Council was demonstrating leadership and foresight, recognising the multiple benefits of natural habitats such as natural flood risk management, biodiversity recovery, carbon storage and higher public amenity value.

The Committee noted that it was expected that the project would help develop the mechanisms for compensatory habitat payments from developers as well as other possible forms of investment, such as carbon storage.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

1. recommended that Adur District Council approve the purchase of Pad Farm at an overall cost of £324,000 (comprising a purchase price of £290,000 and up to £34,000 to cover the cost of acquisition including surveys, legal fees and stamp duty) funded by prudential borrowing;
2. delegated authority to the Head of Major Projects and Investment to agree detailed terms of the transaction and enter the contract for the purchase subject to a satisfactory legal and technical due diligence;
3. requested an update report within the next six months providing an overview of maintenance costs, along with a strategy for habitat restoration and an associated funding strategy;

4. agreed that the land would be held for the purposes of conserving and enhancing the natural environment; enhancing biodiversity; and contributing to the Council's ambition of being Carbon Neutral by 2030.

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 may contain exempt information and not fully published on the websites.

Councillor Neil Parkin
Leader of the Council

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Council
17 December 2020

ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

Motions on Notice 1

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1 The report before Council sets out a motion received from Councillor Lavinia O'Connor and seconded by Councillor Debs Stainforth
- 1.2 Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

2. Recommendations

- 2.1 That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee

3. Context

- 3.1 A motion on notice has been received from Councillor Lavinia O'Connor, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council contains part of the subject matter that is within the remit of Joint Strategic Committee as defined in para 14.4.1 and 14.4.3 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.5 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.6 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules

Background Papers

None

Officer Contact Details:-

Chris Cadman-Dando

Democratic Services Officer
01903 221364
chris.cadman-dando@adur.gov.uk

Annex A

This council notes

- The recent LGA report showing that 11.2 per cent of the 5 to 15 population has a mental health condition – up from 9.6 per cent in 2004 – with referrals to Child and Adolescent Mental Health services (CAMHS) having increased by around 26 per cent in 5 years
- The LGA report suggesting factors contributing to this rise in prevalence include increasing levels of poverty among children and young people; the growth in Special Education Needs; rising levels of family dysfunction possibly associated with pressures on housing, employment and other societal factors; and pressures on young people which contribute to anxiety including social media and an increasingly academic and examinations-oriented curriculum.
- Children’s mental health remains significantly underfunded compared with either children’s physical health or adults’ mental health. A CQC report suggests that in recent years there has been a marked reduction in funding for children and young people’s mental health services.
- That according to the recent LGA report, children are being driven into NHS services that treat mental illness because the system and funding prioritise treatment rather than the early support and preventative services that help children have mentally healthy childhoods.
- The Children and Young People’s Mental Health Coalition developed a policy and practice manifesto to improve children and young people’s mental health and emphasised the need to develop innovative preventative policies and practices that reduce inequalities in mental health support and improve emotional literacy.
- The Mental Health Foundation has recently recognised the need to identify communities and individuals at greatest risk, develop coproduction with communities, and develop local programmes that promote improved mental health literacy within communities and to enable access to peer support and self-management.
- Evidence compiled by the Children’s Commissioner, the Education Policy Institute and others on levels of unmet need that is compelling. Beyond underfunding, three key systemic challenges are the complexity and fragmentation of the system contributing to a lack of clear national direction, the capacity of those delivering mental health support, reflecting both staff shortages in key professions such as educational psychology and the reduced capacity of staff in universal services such as schools or health visiting, and finally the lack of focus on early intervention.

This council agrees

- That to turn this around needs concerted and coordinated action at a national level to shift away from treating children once they are diagnosed with a mental illness towards helping them and their families cope with challenges before they escalate.
- To join the LGA in their call for the Government to provide long-term investment in essential early support and prevention services so councils can help more children to avoid reaching crisis point in the first place
- Specifically, this council will write to the government as a matter of urgency to request that they
 - o Set clear targets for the whole system which incentivise the investment in earlier support and prevention and focus on achieving better mental health outcomes for all children and young people.
 - o Develop a consistent outcomes-focused dataset, to be used across local government and CCGs to measure progress against the targets.
 - o Set clearer expectations around strategic cooperation between CCGs and local government for children's mental health and give greater leverage to health and wellbeing boards to ensure that this is acted upon.
 - o Move away from pilot funding and ring-fenced grants to recurrent funding, giving more flexibility to local partnerships to develop solutions that build on their local context.
 - o Develop clearer specifications for the effective commissioning of universal mental health provision.
 - o Create stronger expectations of joined up planning, commissioning and delivery between children and adults' mental health, with a core focus on supporting families holistically and managing transition for young people between adults' and children's services.
 - o Review the sufficiency of the national workforce for children's psychology (EPs, CAMHS, and others) and create opportunities for joint professional training between educational psychologists and CAMHS clinicians.
 - o Consider how the national curriculum and school accountability system might be geared to encourage more secure development of good mental health and to minimise the current rise in anxiety-related issues.
 - o Research and promote best practice in working with the cohort of very hard to place adolescents and those with the most complex needs being

supported in their communities, including developing a best practice offer of training and support for foster carers.

Proposed by Councillor Lavinia O'connor
Seconded by Councillor Debs Stainforth



Council
17 December 2020

ADUR DISTRICT COUNCIL

Ward(s) Affected: N/A

Motions on Notice 1

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1 The report before Council sets out a motion received from Councillor Debs Stainforth and seconded by Councillor Lavinia O'Connor
- 1.2 Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

2. Recommendations

- 2.1 That the motion, upon being moved and seconded, be noted by Council and referred without debate to the Joint Strategic Committee

3. Context

- 3.1 A motion on notice has been received from Councillor Lavinia O'Connor, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the District.

- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council contains part of the subject matter that is within the remit of Joint Strategic Committee as defined in para 14.4.1 and 14.4.3 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.5 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.6 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

4. Issues for consideration

- 4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules

5. Financial Implications

- 5.1 The motion has subject matter that comes within the remit of the Joint Strategic Committee and should the Joint Strategic Committee determine that the motion be accepted there may be financial implications in the future.

6. Legal Implications

- 6.1 Rules concerning motions are set out in the Council's Constitution under paragraph 14 of the Council's Procedure Rules

Background Papers

None

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Annex A

This Council declares a Poverty Emergency Covid-19 has hit us hard. We will feel the recession and after-shocks for some time. The July 2020 Council report, “And then” Bouncing back in post pandemic Adur and Worthing; stated this clearly.

We note this Council’s outstanding work, often in solidarity with the community, to support local people during the pandemic.

The Council commit to treating poverty in Adur as an emergency and will lead the development of a Poverty Emergency Strategy, with partners and the Community, which will address both the local causes, and the wide ranging impacts of poverty.

As part of this strategy we commit to establishing a Poverty Reduction Advisory Group. This independent group will advise the council on policy and practice related to local poverty reduction and prevention. The key principles guiding the Advisory Group’s work will be:

- Ensuring equal opportunities for involvement between community leaders and other stakeholders. This should include the “Hear My Voice” initiative - Adur and Worthing Poverty Truth Commission.**
- Developing a constructive conversation on poverty prevention between residents of the Borough and the Council/partner agencies.**
- Using data, analysis and evaluation to agree priorities and drive work more widely across the Council and with partner agencies.**
- Draw on best practice in poverty reduction initiatives around the UK to influence poverty reduction policy and practice in the Adur District.**
- Develop interventions to address the multiple causes of poverty in the Adur District and reduce their impact.**
- Adopt a de-stigmatising and educational approach, acknowledging the broad demographic facing poverty since the pandemic.**

**Proposed by Councillor Debs Stainforth
Seconded by Councillor Lavinia O’Connor**