



ADUR & WORTHING
COUNCILS

19 January 2021

Joint Overview & Scrutiny Committee

Date:	28 January 2021
Time:	6.30 pm
Venue:	Remote Meeting via Zoom

Committee Membership:

Adur District Council: Councillors; Stephen Chipp (Adur Chairman), Joss Loader (Adur Vice-Chairman), Carol Albury, Catherine Arnold, Ann Bridges, Brian Coomber, Paul Mansfield and Debs Stainforth

Worthing Borough Council: Councillors; Keith Bickers (Worthing Chairman), Karen Harman (Worthing Vice-Chairman), Margaret Howard, Charles James, Richard Nowak, Jane Sim, Bob Smytherman and Carl Walker

Agenda

Part A

1. Declaration of Interests

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.

2. Substitute Members

3. Confirmation of Minutes

To approve the minutes of the Joint Overview and Scrutiny Committee meeting of held on 26 November 2020, copies of which have been previously circulated.

4. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by 12.00pm Tuesday 26 January 2021

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

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

(Note: Public Question Time will operate for a maximum of 30 minutes.)

5. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent

6. Consideration of any matter referred to the Committee in relation to a call-in of a decision

7. Shoreham Harbour flood defences and Environment Agency attendance- Scrutiny request (Pages 1 - 4)

To consider a report by the Director for Digital, Sustainability and Resources, copy attached as item 7

8. Interview with the Executive Members for Environment (Adur) and Digital & Environmental Services (Worthing) (Pages 5 - 10)

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

9. Joint Strategic Committee responses to Scrutiny reviews of Climate Change and the Adur Homes repairs and maintenance service (Pages 11 - 46)

To consider a report by the Director for Digital, sustainability and Resources, copy attached as item 9

10. Review of Corporate Property Assets (Pages 47 - 56)

To consider a report by the Director for the Economy, copy attached as item 10

11. Joint Overview and Scrutiny Committee Work Programme for 2020/21 - Update (Pages 57 - 70)

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

12. Facilities available to users of Kingston Beach (Pages 71 - 82)

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

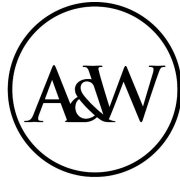
Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Joanne Lee Solicitor 01903 221134 Joanne.lee@adur-worthing.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
28 January 2021

Key Decision [No]

Ward(s) Affected:N/A

Shoreham Harbour flood defences and Environment Agency attendance- Scrutiny request

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

- 1.1 This report provides some short background information to assist the Joint Overview and Scrutiny Committee (JOSC) in scrutinising issues relating to a public scrutiny request regarding flood defences at Shoreham Harbour.

2. Recommendations

- 2.1 That the report be noted; and
- 2.2 That JOSC receive further information from representatives of the Environment Agency and consider if any further information is required or any further action is required in order to assist in the provision of flood defence works at Shoreham Harbour.

3. Context

- 3.1 At its meeting on 15 October 2020, JOSC received the details of a public scrutiny request concerning the apparently incomplete flood defences at Shoreham Harbour. The scrutiny request asked for the apparent gaps in the flood defences to be completed to avoid future instances of flooding in the area.
- 3.2 JOSC requested that the matter should be added to the JOSC Work Programme for further consideration and that Officers from the Environment Agency (EA) should attend a JOSC to explain more about the flood defences and address concerns about the gaps because the flood defence schemes in this area were recently constructed by the EA.
- 3.3 Officers from the EA are now due to attend this meeting of JOSC to explain more about the flood defences at Shoreham Harbour and will be able to answer questions and concerns from JOSC.

4. Issues for consideration

- 4.1 The EA has permissive powers that allow it to undertake works to reduce the risk of flooding to people and property where economically, technically and environmentally viable and where affordable to do so. The EA does not have a statutory duty to provide or maintain any flood defences.
- 4.2 When Southern Water was not able to locate one of its major underground services passing beneath the proposed line of defences north of Soldiers Point, Shoreham, alterations to the proposed design and extent of the new tidal defences at this location were required. In 2018 the EA commissioned a flood modelling scenario to represent the revised flood defence proposals and to implement a more recent topographic survey to better understand the risk of flooding in the immediate area as a result of the necessary changes to the proposed defences. The proposed changes where the original sheet piled wall tidal walls could not be constructed, consisted of a raised kerb within part of the Shoreham Sailing Club car park. This simple revised solution achieved the required flood defence protection height, without risking damaging the under laying Southern Water infrastructure. It was considered that flood levels were not predicted to be high enough to reach the wider residential areas and the raised kerb defence was shown to be high enough to prevent flooding in the sailing club car park and beyond to a standard which is in line with the rest of the Shoreham flood defence scheme.

- 4.3 The public scrutiny request received by JOSC has expressed concern at the incomplete flood defences in this area and has called on these defences to be completed as soon as possible.
- 4.4 Representatives from the EA will attend JOSC to explain more about the flood defences schemes and what the EA is doing short and long term to improve the flood defences and JOSC will have the opportunity to question the Officers.

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on the contents of this report.

6. Financial Implications

- 6.1 There are no direct financial implications to consider within this report.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Councils have the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 7.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Background Papers:

Scrutiny request reported to JOSC on 15 October 2020 and relevant minutes

Officer Contact Details:-

Mark Lowe

Scrutiny & Risk Officer

Tel: 01903 221009

mark.lowe@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered. Flooding could impact on the development of our places.

2. Social

2.1 Social Value

Prevention of flooding will improve social value for communities.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered. Platforms for our Places: Going further - Platform 3 - Tackling climate change and supporting our natural environment.

Commitment to improve the climate resilience of Adur & Worthing - Aim to deliver Adur and Worthing coastal defence programmes with the Environment Agency and other partners, maximising opportunities to leverage community benefit schemes and review flood risk management plans, including drainage network and opportunities for sustainable drainage.

4. Governance

Matter considered and no issues identified. JOSC has the opportunity to review issues affecting Adur and Worthing residents.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
28 January 2021

Key Decision [No]

Ward(s) Affected:N/A

Interview with the Executive Members for Environment (Adur) and Digital & Environmental Services (Worthing)

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 This report sets out background information on the Portfolios of the Adur Executive Member for Environment and Worthing Executive Member for Digital and Environmental Services to enable the Committee to consider and question the Executive Members on issues within their portfolios and any other issues which the Executive Members are involved in connected with the work of the Councils and the Adur and Worthing communities.

2. Recommendations

- 2.1 That the Committee consider any representations from the Executive Members on the work within their Portfolios, priorities and areas of focus; and
- 2.2 That the Committee question the Executive Members on the progress being made to achieve the priorities within their Portfolios and make appropriate comments or recommend suggested action to the Executive Members for their consideration.

3. Context

- 3.1 As part of its Work Programme for 2020/21, the Joint Overview and Scrutiny Committee (JOSC) has agreed to interview the Leaders and all Executive Members on their priorities for 2020/21.
- 3.2 As part of its fact finding/investigative role, JOSC is asked to consider the roles and responsibilities of the Executive Members for Environment (Adur) and Digital & Environmental Services (Worthing). It is part of the scrutiny role to fact find/investigate in the form of questions and JOSC is asked to direct questions to the Executive Members on any issues within the responsibility of the Adur and Worthing Councils that relate to their Portfolios.
- 3.3 The Committee is entitled to ask for further investigation into items where it may not be satisfied with the progress as described.

4. Issues for consideration

- 4.1 The Executive Members are responsible for the following issues:-

Adur Executive Member for Environment

- Waste collection and recycling.
- Street cleaning.
- Streetscene, including abandoned vehicles, bus shelters, enforcement, street names and numbering, road name plates, street furniture.
- Environmental management and strategy.
- Highways liaison.
- Cemeteries and burials.
- Parks and grounds maintenance, including allotments and dog control. Adur Watch.
- On and off street car parking.
- Public conveniences.
- Energy management and sustainability.
- Transport (maintenance).
- Cultural Projects and public entertainment events (not covered by the licensing functions, with a potential attendance of 500) to enhance the District's cultural offer to residents and visitors.
- Client for Adur leisure provider and management of Adur Leisure facilities and sites.
- Foreshore management, including beach huts and chalets, beach maintenance.

Worthing Executive Member for Digital & Environmental Services

- Waste collection and recycling.
- Street cleaning.
- Environmental management and strategy.
- Cemeteries and burials.
- Crematorium (Worthing)
- Client for South Downs Leisure Trust and management of Worthing Leisure facilities and sites.
- Parks and ground maintenance, including allotments.
- Public conveniences.
- ICT (client side); telephony and e-government - Data Protection, Freedom of Information, information security and web team.
- Digital transformation programme.

- 4.2 JOSC is requested to ask questions of the two Executive Members based on their responsibilities outlined in Paragraph 4.1 above. Further information on work strands connected to the Portfolios can be found in the commitments and activities of 'Platforms for our Places: Going Further' <https://www.adur-worthing.gov.uk/media/Media.156442.smxx.pdf> which sets out the Councils' role in developing places and communities over the next three years (2020 - 2022) and also the 'And Then' document - Bouncing back in Post Pandemic Adur & Worthing <https://www.adur-worthing.gov.uk/media/Media.157351.smxx.pdf>

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on the proposals contained in this report.

6. Financial Implications

- 6.1 There are no direct financial implications to consider within this report.

7. Legal Implications

- 7.1 JOSC is responsible for holding the Executive Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Executive Members to attend its meetings.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a

general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

- 7.3 Section 1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

Background Papers

- Information on Executive Members and their Portfolios included on the Adur & Worthing Councils website;
- 'Platforms for our Places: Going Further 2020- 2022'
- 'And Then' document - 'Bouncing back in Post pandemic Adur & Worthing - Place based activities and interventions that Adur & Worthing Councils will take to enable our communities to thrive, prosper, be healthy and resilient following the pandemic of Spring 2020

Officer Contact Details:-

Mark Lowe

Scrutiny & Risk Officer

Tel: 01903 221009

mark.lowe@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified but issues contained in the Executive Member Portfolios can impact on the local economies.

2. Social

2.1 Social Value

Matter considered. No direct issues identified but issues contained in the Executive Member Portfolios can improve social value.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

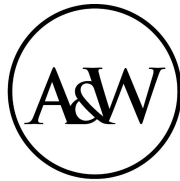
3. Environmental

Matter considered. No direct issues identified in the report but both Executive Members are responsible for environmental management and strategy and sustainability issues.

4. Governance

Matter considered and no direct issues identified in the report. JOSC is responsible for holding the Executive Members to account on issues for which the Councils are responsible and matters that are contained within their Portfolio areas and the process for this is set out in the JOSC Procedure Rules in the Constitution.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
28 January 2021
Agenda Item 9]

Key Decision [No]

Ward(s) Affected:N/A

Joint Strategic Committee responses to Scrutiny reviews of Climate Change and the Adur Homes repairs and maintenance service

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

- 1.1 This report sets out the formal responses of the Joint Strategic Committee (JSC) to the Scrutiny review reports and recommendations relating to Climate Change and the Adur Homes Repairs and Maintenance Service which were considered by the Joint Overview and Scrutiny Committee (JOSC) in September and October 2020 respectively as part of its Work Programme.

2. Recommendations

- 2.1 That JOSC notes the JSC responses.

3. Context

- 3.1 JOSC set up two Working Groups as part of the JOSC Work Programme to undertake scrutiny reviews of Climate Change issues and also to review the Adur Homes repairs and maintenance service. The JOSC meeting on 17 September 2020 received the Climate Change Working Group report but did

not endorse the recommendations from the review and referred them to the JSC. The JOSC meeting on 15 October 2020 received the Repairs and Maintenance service Working Group report and approved the recommendations from the review for submission to the JSC. The final reports on both reviews were submitted to JSC on 3 November 2020.

- 3.2 The formal responses to the reviews and recommendations were considered and agreed by JSC at its meeting on 12 January 2021. Copies of the reports and responses are attached at Appendices A and B to this report.

4. Issues for consideration

- 4.1 JOSC is requested to note the responses from JSC and consider if any further action is required.

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on the proposals contained in this report.

6. Financial Implications

- 6.1 There are no direct financial implications to consider arising from this report.

7. Legal Implications

- 7.1 As part of the JOSC Procedure Rules, JOSC may submit reports and recommendations to the JSC for consideration and the JSC is required to respond to these.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised., having regard to a combination of economy, efficiency and effectiveness.
- 7.3 Section 1 of the Localism Act 2011 empowers the Councils to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

Background Papers

JOSC Working Group report on Climate Change issues to JOSC on 17 September 2020 and JSC on 3 November 2020 and relevant minutes.

JOSC Working Group report on Adur Homes repairs and maintenance service to JOSC on 15 October 2020 and JSC on 3 November 2020 and relevant minutes.

Reports to JSC on 12 January 2021

Officer Contact Details:-

Mark Lowe

Scrutiny & Risk Officer

Tel: 01903 221009

mark.lowe@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified.

2. Social

2.1 Social Value

Matter considered. Improvements in climate change and improvements in the repairs and maintenance service can help provide value to citizens with an improved climate and provide value to Adur Homes tenants and leaseholders with an improved repairs and maintenance service.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered. Developing the Councils and communities role in Tackling Climate Change and supporting our Natural Environment is one of five platforms for development in 'Platforms for our Places: Going Further'. The Working Group report on Climate Change included updates on how the Councils are working to develop the platform.

4. Governance

Matter considered. The JOSC Working Groups were set up in accordance with the JOSC Procedure Rules and the work formed part of the agreed JOSC Work Programme for 2020/21. Recommendations from the reviews were required to be presented to the Joint Strategic Committee for consideration in accordance with the JOSC Procedure Rules.



ADUR & WORTHING
COUNCILS

Joint Strategic Committee
12 January 2021
Agenda Item 6

Key Decision [No]

Ward(s) Affected: All

Response to the Joint Overview and Scrutiny review of Climate Change

Report by the Director for Digital Sustainability & Resources

Executive Summary

1. Purpose

- 1.1. To provide a response and recommendations to the Joint Strategic Committee to the recommendations contained within the Joint Overview and Scrutiny working group review of Climate Change initially presented to this committee in November 2020.
- 1.2. The Report by the Joint Overview and Scrutiny Working Group produced 10 recommendations. The very fast moving nature of work on the climate and sustainability agenda through *Platforms for our Places* and *SustainableAW* has seen several of the recommendations implemented since the Working Group concluded.
- 1.3. Recommendations already actioned include:
 - 1.3.1. The publication of the annual report on council carbon reduction;
 - 1.3.2. Learning from best practice at other councils through the *UK100 Cities* network, the vanguard group local authorities leading on climate best practice;
 - 1.3.3. The development of the *Sustainable Procurement Strategy* and *Sustainability Code of Practice*;
 - 1.3.4. The development of a *Sustainability Checklist for Planning*;

- 1.3.5. A new *Sustainable Energy Supplementary Planning Document* requiring submission of the energy and carbon strategy of new development;
- 1.3.6. The draft *Worthing Local Plan* has developed energy and carbon standards in advance of national standards; and
- 1.3.7. The allocation of funding for active travel to the County Council, Adur District Council and Worthing Borough Council to enable greater promotion of active travel to the community.

2. Recommendation

- 2.1. That members approve the following actions:
 - 2.1.1. In relation to Recommendation One - that officers add the Fairtrade Directory once updated to the council website under SustainableAW pages.
 - 2.1.2. In relation to Recommendation Three on Adur Homes - that officers ensure decarbonisation and energy efficiency opportunities are considered in future Adur Homes capital investment plans.

3. Context

- 3.1. In 2019 as part of its work programme the Joint Overview and Scrutiny Committee set up a working group to review activity to address climate change across the councils and Adur and Worthing.
- 3.2. The working group presented its findings to this committee in November 2020, the full report is attached at Appendix 1. At that meeting members of the committee requested that a report be prepared to consider and respond to the recommendations
- 3.3. Adur & Worthing Councils have made many commitments on Climate Change and as a result activity on this agenda is very fast moving. Since the Working Group met, progress has been made against many of the areas in which the Working Group made recommendations.

4. Issues for consideration

- 4.1. The JOSC report contained 10 recommendations.
- 4.2. Each recommendation is copied here, with an assessment of the impact and issues connected with the proposal and a proposed response for the committee:

4.3. JOSC Recommendation 1: 2030 carbon neutral target

That Adur and Worthing Councils monitor the work being undertaken to achieve carbon neutrality by 2030 and ensure that:-

- 1. The aims of the Adur & Worthing Sustainability framework and the delivery of the Carbon Neutral Plan with a baseline carbon reduction figure are more accessible and communicated via the Councils website in a proactive manner allowing more engagement with the communities about promotion of sustainability.***
- 2. A carbon reduction baseline figure is published on the Councils website;***
- 3. Public update reports are provided on this work at regular intervals.***
- 4. The Fair Trade Directory is published on the Councils website.***

4.4. Response

The Carbon Neutral Plan is available on the [council website](#), and includes the baseline emissions for the 2030 Carbon Neutral target. At the [Joint Strategic Committee of 6th November 2018](#), under item 8 *Stewarding our Environment Framework* members approved the commitment to the Government Department of Business, Energy & Industrial Strategy (BEIS) '2020 Emissions Reduction Pledge'. Under this voluntary pledge, the council committed to annually report council carbon emissions to BEIS, and publish these on the council website annually. Since the Working Group met, in keeping with the Pledge, the first annual progress report on council carbon emissions against the 2030 target was presented to the [November 3rd 2020 Joint Strategic Committee](#). A reduction in carbon emissions of 13% against the baseline was reported. This report has been made available to the public in a user friendly format on the [council website](#) and will be published annually. In relation to 1, 2, and 3, no further action required - officers will continue to annually report on carbon reduction progress against the 2030 target, and improvements to the accessibility of the website are underway in relation to climate change and sustainability as a part of the redevelopment work on the website.

As part of ongoing improvements and changes to the councils website, the Fair Trade directory can be added to pages on Food under SustainableAW. The Fairtrade Directory is produced by Transition Town Worthing, who are intending to update it following the closure of some businesses as a result of the COVID pandemic. Once updated it can be added to the website.

4.5. JOSC Recommendation 2: Climate Change best practice

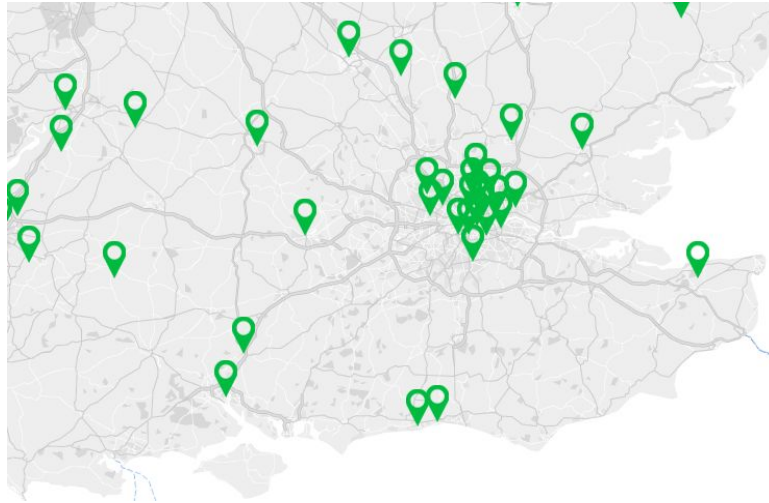
That Adur & Worthing Councils and West Sussex County Council be urged to review work on Climate change being undertaken by other Local Authorities that are more advanced in their work and to assess how they have created firm action plans to deal with the issues.

4.6. Response

This is a recommendation to West Sussex County Council (WSSCC) and Adur & Worthing Councils (AWC). The Recommendation will be passed to WSSCC, along with other recommendations as appropriate.

Both Adur District and Worthing Borough Councils are already learning from other vanguard councils having signed up in January 2019 to the [UK100 Cities Network](#), following approval by [JSC November 2018](#) item 8. UK100 is a network of highly ambitious local government leaders, who have pledged to secure the future for their communities by shifting to 100% clean energy by 2050. UK100 is the only network for UK local authorities, focused on climate and clean energy policy. It connects local leaders to each other, to business and to national government, enabling them to showcase their achievements, learn from each other and speak collectively to accelerate the transition to clean energy. ADC and WBC are the only authorities in Sussex to have joined the network as can be seen from the UK100 Cities map of signatories:

UK100 Cities Signatory map



AWC also hosts a Sussex Climate Emergency forum attended by officers from East Sussex, West Sussex, Brighton & Hove, but also East Hampshire and Havant, the South Downs National Park and the High Weald AONB. The forum aims to facilitate collaboration and best practice across the region in the development and delivery of action, projects and programmes to address climate change.

The Sustainability Team and officers from all areas of the council currently, and will continue to, review work on Climate change being undertaken by other Local Authorities with a view of informing work by AWC. No further action is recommended. See Section 5 for consultation with the County Council.

4.7. JOSC Recommendation 3: Adur Homes

That Adur District Council ensures that energy efficiency retrofitting of Adur Homes properties is undertaken and that there is a realistic and ambitious timeframe set for this.

- 4.8. Response** - There is work underway to set out the statement of intent on the decarbonisation of Adur Homes stock generally and the question of retrofitting homes more specifically. There is no currently established programme of retrofitting for the Adur Homes stock. As a prerequisite to this programme additional action will be required to establish both the number of homes requiring retrofitting, the costs involved and a plan for determining how these funds might be raised. There is a present bid for technical assistance that may contribute towards generating the data needed to scope out the retrofitting requirement for the Adur Homes stock. There has been some recent internal

conversation about appointing a lead for retrofitting. In the context of Adur Homes stock this makes sense and would facilitate this task.

A funding bid was submitted in November 2020 to the Social Housing Decarbonisation Technical Assistance Pilot¹ (SHDTAP) for funding to develop a Housing Decarbonisation plan for Adur Homes (AH). The study would assess how AH could raise the energy performance rating of Adur Homes housing to a minimum of EPC C by 2030, to set housing on a path to net-zero carbon in line with the [Government's Clean Growth Strategy](#). Unfortunately the bid was unsuccessful. The level of finance needed to decarbonise AH properties will be substantial. Officers will continue to investigate sources of funding for feasibility work on retrofitting, and finance for the delivery of projects.

It is recommended that in order to develop the Adur Homes Decarbonisation Plan a forward review of the Adur Homes Capital Investment Plan beyond the initially proposed next two years be conducted.

4.9. JOSC Recommendation 4: Procurement

That the Councils should consider only letting contracts to companies that have a good carbon reduction record identified in their supply chain. The Councils should adopt a local green procurement Strategy and produce a sustainability code of practice for companies. The Councils should also encourage this good practice to be extended to all other businesses operating in Adur and Worthing.

4.10. Response

The Council's new *Sustainable Procurement Strategy* is being brought to JSC as a separate item on this agenda. It emphasises the need for sustainability to be included in the assessment of potential suppliers which is further reinforced through a *Sustainability Code of Practice*. This includes a section on Environmental Impact which covers many environmental concerns and states '*We will: Build a requirement for CO2 reduction into the specification of contracts, where appropriate*'.

The qualification '*where appropriate*' relates to the need to encourage smaller and local businesses to bid for our contracts. Consequently, any requirements

¹ SHDTAF fund from Government is managed by the [South East Energy Hub](#)

for carbon reduction needs to be appropriate for the size and nature of the contract being let.

The recommendations are covered by other reports on this agenda and so no further action is required.

4.11. JOSC Recommendation 5: Local Plans

That the Councils ensure that the Adur and Worthing Local Plans are of a good quality and continue to address sustainability. The Local Plans also should contain 'requirement' type language rather than 'encouragement' type language where possible and also should require biodiversity gain and carbon reduction. There should also be a Planning sustainability checklist. Relevant Officers are advised to ensure that recommendations for Planning applications to be considered by the Adur & Worthing Planning Committees should have regard to the requirements of the Adur & Worthing Local Plans, the Joint Area Action Plan and the AW Sustainability framework. Officers should also be requested to change the current Validation requirements to require applicants to submit a carbon reduction statement for developments of 11 dwellings or more (with appropriate targets).

4.12. Response

Planning and Climate Change Checklists have already been prepared for each authority, and were considered by Adur Planning Committee and Worthing Planning Committee in the summer. These checklists, which will shortly be added to the Council's website, set out policy requirements in relation to climate change and guidance to further improve the sustainability of development.

On 14th August 2019 Adur District Council adopted the [Sustainable Energy Supplementary Planning Document \(SPD\)](#) which supports the policies referred to above, and explains how the requirements of the policy can be met. This includes the submission of an energy statement that gives specific information on carbon reduction to achieve the targets set out in policy.

Local Plans are assessed to ensure they meet 'Tests of Soundness' as part of the Local Plan examination process. Sustainability policies are already a part of the adopted Adur Local Plan 2017, adopted WCS and emerging Worthing Local Plan.

Adur & Worthing Councils current validation list refers to the Adur Local Plan Policy 19 which requires all new major developments within Adur to incorporate renewable/ low carbon energy production equipment to provide at least 10% of predicted energy requirements; and requires that a statement is submitted which demonstrates the proposal's contribution to reducing carbon dioxide emissions through an energy efficient design of the site, buildings and services; the use of decentralised energy, heating and cooling and on-site renewable technologies. The Shoreham Harbour Joint Area Action Plan also has policies on sustainable energy provision.

The Validation list will be updated in due course to reflect requirements of the emerging Worthing Local Plan, following examination. The emerging Worthing Local Plan has sought to respond to the declaration of a climate emergency and local commitments to achieve zero carbon and clean energy. To achieve this it embeds the UN Sustainable Development Goals, placing sustainability right at the heart of the Plan, to ensure that it is robust in addressing a range of sustainability challenges including climate change.

The Submission Draft version of the Worthing Local Plan sets out a number of policies that address sustainability issues including policies SP2: Climate Change, DM16 Sustainable Design, DM17 Energy, DM18 Biodiversity, DM20 Flood Risk and Sustainable Drainage and DM21 Water Quality and Sustainable Water Use. These set minimum requirements which, where justified by evidence, exceed current national standards and also encourage developers to achieve even higher levels of carbon reduction and biodiversity gain beyond these minimum requirements where possible. Applicants for major developments are required to submit a sustainability statement at the planning application stage to demonstrate how these requirements are met.

Given the planned publication of the checklists, the requirement for energy statements through the Energy SPD and draft WLP policy, this recommendation is covered by current activity and no further action is proposed.

4.13. JOSC Recommendation 6: JOSC Climate Change Working Group

That JOSC agree to keep the constituted to monitor the progress with the actions recommended and report back to JOSC at regular intervals to ensure regular oversight and scrutiny is also taking place.

4.14. Response

This is a recommendation for JOSCC to consider when it reviews its Work Programme and to decide if it requires the Working Group to continue to meet.

4.15. JOSCC Recommendation 7: promote alternatives to car use

That the Councils allocate additional funding to be used for relevant campaigns to help promote alternatives to car use, to help reduce vehicle emissions and help assist in the overall aim for better air quality.

4.16. Response

WOSCC have recently been allocated £2,351,250 under the Government's [Active Travel Fund](#); there is intention by the County Council to run awareness campaigns as part of a programme of work covered by this finance.

The councils have been allocated funding through the county Business Rates Rebate Pool for walking and cycling which will be used to improve infrastructure, projects and communication programmes on active travel.

The Worthing and Shoreham Air Quality Action Plans contain action points relating to promotion of EV's and infrastructure, car clubs and promoting sustainable/active travel. There is a current campaign through the [Sussex-Air](#) partnership being delivered by Sustrans and Living Streets to schools. This is an education campaign in Primary and Secondary schools across Sussex to educate on air quality and promote alternatives to cars; the aim is that the children develop life changing habits and the message gets back to the parents. Sussex-air frequently runs County wide campaigns, which the councils are involved in. These are normally targeted to specific sectors, such as the schools campaign, rather than more widely. The WOSCC Inter Authority Air Group also runs campaigns but these are on hold by WOSCC due to our covid response work. Other campaigns are likely to be forthcoming as part of work under the Air Quality Action Plans.

If approved by members on a separate item on this committee agenda, the next steps on recommendations following the Climate Assembly will include a significant amount of community engagement and project development on various issues including active travel.

The intention of the recommendation is covered by current work allocated through WOSCC, Public Health & Regulation and partner organisations and therefore no further action is recommended.

4.17. JOSC Recommendation 8 (West Sussex County Council)

That West Sussex County Council be requested to ensure that the proposed review of the West Sussex Transport Plan should encourage modal shift and be transformative. This modal shift should involve the introduction of a series of innovative measures to allow for:-

- 1. Long term cycle infrastructure, including segregated cycle lanes and electric charging points;***
- 2. Sustainable Transport hubs - Where active travel, public and sustainable modes of transport can interchange; and***
- 3. Electric vehicle fleet, infrastructure and charging points***

4.18. Response

Recommendation 8 is a recommendation for West Sussex County Council and will be referred on to them. No further action required by JSC.

4.19. JOSC Recommendation 9 (West Sussex County Council)

That the work of West Sussex County Council in agreeing a West Sussex Climate Strategy be noted but that the Working Group considers that the West Sussex Climate Change Strategy 2020 - 2030 is very abstract and there is a lack of urgency and tangible targets which means that there are some gaps between the Strategy and the goals. It is considered that West Sussex County Council should review how it consults with experts when drafting Strategy documents of this kind in the future.

4.20. Response

Recommendation 9 is a recommendation for West Sussex County Council and will be referred on to the County Council. No further action required by JSC. See Section 5 for consultation with the County Council.

4.21. JOSC Recommendation 10 (Other Partners)

That in 12 months or so, all West Sussex District and Borough Councils be asked to consider setting up a Joint Scrutiny Task and Finish Group to review how all the Councils are dealing with Climate Change issues. This Working Group should also focus on the proposed review of the West Sussex Transport Plan and consider recommending changes to

the way the Transport infrastructure investment bids are considered to ensure that the bids consider environmental objectives on an equal footing to economic objectives, which does not currently happen.

- 4.22. Response** - This proposal will need to be submitted to and considered by the West Sussex Scrutiny Steering Group (WSSSG), which comprises of the Chairmen of the West Sussex Councils Overview and Scrutiny Committees, in consultation with the West Sussex Scrutiny Officers Network (WSSON). There is an agreed Protocol for considering items for joint scrutiny which the Councils are party to. No further action required by JSC. See Section 5 for consultation with the County Council.

5. Engagement and Communication

- 5.1. Officers from relevant departments have been involved in preparing these responses, including Planning, Health & Wellbeing; Environmental Health, Adur Homes, communications, Democratic Services.
- 5.2. Transition Town Worthing have been consulted over their Fairtrade Directory, which is currently out of date and needs to be updated following the effects of the lockdowns on local businesses.
- 5.3. Officers from the Sustainability Team at West Sussex County Council (WSSCC) have been consulted. Initial responses to recommendations are noted below:

Recommendation 2: Climate Change best practice

WSSCC are members of several national best practice networks for climate change, including:

- [ADEPT](#): Association of Directors of Environment, Economy, Planning & Transport
- [LAAP](#): Local Adaptation Advisory Panel
- SE7: South East Seven Partnership

Recommendation 8: Transport Plan

The West Sussex Transport Plan (WSTP) is being reviewed to update the County Council's strategic approach to investment in, and management of, the transport network. A survey to gather information closed on 17th December 2020 that will help to prepare the draft plan. The draft plan is expected to be published for consultation in summer 2021

Recommendation 9 WSSCC Climate Strategy

WSCC adopted their Climate Change Strategy in July 2020. In 2011, West Sussex County Council (WSCC) committed to reducing its carbon footprint by 50% by 2022. By 2018/19 and had achieved a 46% reduction in carbon emissions from the original baseline. The [annual sustainability report](#) is published annually and shows how this was achieved. In February 2019, Full Council passed a motion pledging to try to reach net zero carbon emissions by 2030.

Recommendation 10 Climate Change Joint Scrutiny Task and Finish Group

Leaders Board, November 2020, agreed to set up a joint member group to look at climate change and biodiversity. In 2021 this will review the countywide approach.

6. Financial Implications

- 6.1. There are no direct unbudgeted financial implications arising from the recommendations of JOSCC.
- 6.2. The Councils are currently funding the sustainability objectives within both the revenue and capital budgets of the Councils.

7. Legal Implications

- 7.1. The Joint Overview and Scrutiny Committee exercises the scrutiny function of both Worthing Borough Council and Adur District Council in relation to all matters other than those specifically reserved to be within the remit of the individual Councils or their Executives.
- 7.2. Under Section 111 of the Local Government Act 1972 the Council has the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.3. Section 1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 7.4. Section 3(1) of the Local Government Act 1999 contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

Background Papers

- [2020.11.03 - JSC - JOSC Review of Climate Change \(item 21\)](#)

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Sustainability & Risk Assessment

1. Economic

- Transition to a low carbon economy is vital to provide future energy systems resilience, and to address and reduce potential impacts of climate change

2. Social

2.1 Social Value

- Matter considered and no direct issues identified.

2.2 Equality Issues

- The impacts of climate change are predicted to impact on all communities, but the greatest impact is predicted to impact the most vulnerable communities. It is imperative that all is done to mitigate climate change.

2.3 Community Safety Issues (Section 17)

- Matter considered and no issues identified.

2.4 Human Rights Issues

- The impacts of climate change are predicted to impact on all communities, but the greatest impact is predicted to impact the most vulnerable communities. It is imperative that all is done to mitigate climate change.

3. Environmental

- The key driver for the Councils' Climate Emergency Declaration and commitment towards becoming carbon neutral by 2030, is avert the predicted catastrophic impacts of climate change on the environment, economy and communities.

4. Governance

- Addressing the impacts of climate change is a key commitment within *Platforms for Our Places: Going Further 2020-22 and Sustainable AW 2020-23*.



ADUR & WORTHING COUNCILS

Scrutiny review of Climate Change issues

Report by the Joint Overview and Scrutiny Working Group

1.0 Summary

- 1.1 This report sets out the results of a scrutiny review of climate change issues in Adur and Worthing which has looked at how Adur and Worthing Councils (the Councils) are implementing the aims of the Adur & Worthing Sustainability Framework including the Adur & Worthing Carbon Reduction Plan which is seeking carbon neutrality for the Councils by 2030 and also the plans to develop and inform future policy in a climate change strategy.
- 1.2 The scrutiny review has been undertaken by a Working Group of the Adur & Worthing Councils Joint Overview and Scrutiny Committee (JOSC).
- 1.3 The aim of the review has been to scrutinise climate change issues to help the Councils protect and improve the environment in Adur & Worthing and also help combat some of the biggest environmental issues of time including climate change, biodiversity loss, energy efficient developments, clean energy production and storage and the impact of transport on poor air quality, water efficiency, water quality and waste reduction.
- 1.4 The review has coincided with the Councils agreeing a Carbon Reduction Plan which aims for the Councils to be carbon neutral by 2030, plans by the Councils to deliver the aims of the Sustainability Framework including holding a Climate Assembly and the Zero 2030 Conference held in March 2020, therefore, the Working Group hopes that the review findings can feed into the processes for these issues and help the Councils deliver the aims of the Framework and Carbon Neutrality whilst also publishing a public benchmark and demonstrating progress against it.

2.0 Climate Change - Scope and Terms of Reference for the review

- 2.1 Climate change has been described as a change in global or regional climate patterns, in particular a change apparent from the mid to late 20th century onwards and attributed largely to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels. Since this definition has emerged

Local Councils across the United Kingdom have moved to declare a Climate Emergency in their areas. On 9 July 2019 Adur & Worthing Councils declared a Climate Emergency which means that the Councils recognise that predicted global warming threatens future communities, populations, biodiversity and economies and that measures currently being taken are not enough to stop global warming and limit the changes predicted to be brought by it. The Councils have also committed to work towards becoming carbon neutral by 2030.

- 2.2 The Working Group has also recognised and agreed the urgent need that the climate emergency should be addressed and climate action taken to reduce greenhouse gas emissions and strengthen resilience and adaptive capacity to climate-induced impacts, including: climate-related hazards integrating climate change measures into local and national policies, strategies and planning; and improving education.
- 2.3 In order to try and address the issues connected with climate change, the Scrutiny Working Group agreed the following terms of reference and scope for the review:-
- (i) To receive a briefing on climate change issues to enable Members to be better informed to fully scrutinise the issues;
 - (ii) To scrutinise the Adur & Worthing Carbon Neutral Plan and review how the Councils are implementing the Carbon Neutral Plan aims by 2030. This should be done also using available best practice and information available from other Councils on this issue;
 - (iii) To scrutinise the processes and outcomes of the proposed Adur & Worthing Climate Change Strategy;
 - (iv) To liaise with representatives from the West Sussex Climate Change Task and Finish Group on the outcomes and objectives from that Group to help enhance the scrutiny of Climate Change issues in Adur and Worthing;
 - (v) To lobby Government as appropriate to provide the powers and the resources to make the 2030 target, as set out in the Carbon Neutral Plan, possible; and
 - (vi) To consider if there is a need for any recommendations to be put to the Joint Strategic Committee/relevant Executive Members to help with the implementation of the Adur & Worthing Carbon Neutral Plan and the Adur & Worthing Climate Change Strategy.

3.0 Membership of the Joint Overview and Scrutiny Climate Change Working Group

- 3.1 A Joint Overview and Scrutiny Working Group was set up by JOSC to undertake the review and the membership of the Working Group was as follows:-

Councillor Catherine Arnold - Adur District Council (Chairman)
Councillor Bob Smytherman - Worthing Borough Council (Vice-Chairman)
Councillor Carol Albury - Adur District Council
Councillor Carl Walker - Worthing Borough Council

Co-opted Members were appointed to support the Working Group:
Chrissie Gunter - Adur Green Party
Jo Paul - Worthing Green Party

4.0 Method of the review

- 4.1 The JOSC requested that the Working Group undertake the review as part of the 2019/20 JOSC Work Programme. From the start of the review, the Working Group wanted to ensure that it was briefed on the background to Climate Change in Adur & Worthing to make sure that it fully understood what the Councils were striving to achieve in relation to climate change and the work that was being undertaken working with the communities and local business partners to achieve the aims of the Sustainable Adur & Worthing Framework and subsequent work to help the Councils work towards carbon neutrality by 2030.

- 4.2 The Working Group has held detailed evidence gathering meetings with the following witnesses:-

Rod Thick, Worthing Fair Trade;
Amber Benbow, Greenpeace;
Barbara O'Kelly, Adur Residents Environmental Action Group (AREA);
Heather Godfrey, Independent voice and member of Extinction Rebellion;
Clive Andrews, Shoreham-By-Cycle;
Francesca Iliffe, Strategic Sustainability Manager, Adur & Worthing Councils;
Moira Hayes and Ian Moody, Planning Policy Managers for Adur and

Worthing

respectively;
Councillor Kevin Boram, Senior Advisor to the Cabinet Member for the Environment, West Sussex County Council; and
Darryl Hemmings, Transport, Planning and Policy Manager, West Sussex County Council
Written evidence was also supplied by Lloyd Harris, Safety and Resilience Manager, Adur & Worthing Councils

5.0 Findings and Proposals

5.1 The Working Group has received good evidence from the witnesses on climate change in general, on how the Councils can look to work with the communities to achieve the aims of the carbon neutral plan and the Adur & Worthing Sustainable framework.

5.2 Evidence gathered from the witnesses and the Adur and Worthing Councils approach to delivering climate change

5.3 In December 2019, March, April and May 2020, to begin the evidence gathering part of the review, the Working Group received evidence from the witnesses referred to above in Paragraph 4.2 of this report. This included hearing from Francesca Iliffe, Adur & Worthing Councils Strategic Sustainability Manager, on progress in delivering the climate change initiatives. This briefing also included an appraisal of the 'Zero 2030' Community led conference held on 4 March. The Working Group was advised that the Councils had produced a Carbon Neutral Plan in December 2019

[Working towards the 2030 target - Adur & Worthing Councils' Carbon Neutral Plan](#)

The Councils had also approved a refreshed Sustainability Framework in December 2019 [SustainableAW Refresh - increasing ambition and deepening engagement](#) The Sustainability Framework is set out here

<https://www.adur-worthing.gov.uk/media/Media.152062.smxx.pdf>

Key issues raised by the witnesses were as follows:-

- That Fair Trade should be promoted on the Council website.
- There was not enough in the Adur and Worthing Sustainability Framework to explain how the relevant information will be disseminated to the wider audience. The view was that there needed to be some form of more detailed education plan provided for this.
- The Council's vehicles need to be improved for emission control.
- A good anti idling campaign was needed to be provided around schools and at level crossings.
- Bus routes needed to be with electric vehicles and with routes that encourage people to stop using cars and the Councils should ensure that more greenspace is provided in new developments.
- There should be more tree planting and shops to be required to pick up litter outside of their premises.
- Children's playgrounds to be provided near all new developments.
- The communities should be fully involved in the delivery of the Carbon Neutral Plan and the Sustainability Framework. There was a need to ensure that there is more community consultation, engagement and promotion about sustainability and that there is more accessible information about sustainability.

- That when letting contracts, the Councils should consider choosing companies that demonstrated through their supply chain that they have a good carbon reduction record.
- That the Councils make more use of the green areas for rewilding and exploit any opportunity for nature to be re-established whenever a site is cleared.
- That the District, Borough and County Councils needed to work better together in tackling climate change and there was a need for smaller, more immediate spending on selected small inexpensive improvements that will bring immediate benefit.
- Local Plans, Joint Area Action Plan (JAAP), Sustainable Planning documents (SPD's) and air quality mitigation statements need to be good quality and continue to address sustainability issues. They need to contain 'requirement' type language where possible to support radical carbon reduction.
- Planning enforcement teams to ensure that planning conditions relating to sustainability are tightly enforced. Evidence provided indicated that they are not. Use Section 106 funding to appoint extra enforcement staff?
- County Council to be encouraged to implement projects quickly to speed up sustainability. The view was that the County Council are sometimes too slow in delivering Highway projects for example.
- That the revised West Sussex Transport Plan and any applications for infrastructure funding should include a weighting in favour of carbon reduction objectives. At present the Plan has no such weighting in place.

5.4 As part of the evidence gathering for the review, the Working Group was also informed about the work and consultations undertaken by the West Sussex County Council to develop a Climate Change Strategy for 2020 - 2030 (Subsequently agreed in July 2020). The County Council had set up a Climate Change Advisory Group to advise on the preparation of a climate change strategy to deliver action for climate change and evidence was provided by Councillor Kevin Boram of West Sussex County Council who was Chairman of the Group and Senior Advisor to the Cabinet Member for the Environment. The Working Group notes this work but has made comments on the Strategy itself and the consultation undertaken, as part of the recommendations later on in this report.

5.5 The Working Group was also provided with information on the content of the West Sussex Transport Plan and the proposed consultation on the review of the Plan which was planned for 2021/2022.

5.6 Future work on Climate Change

5.7 Climate change measures being undertaken by the Councils to work towards carbon neutrality by 2030 have been moving at pace since the review began and the Working Group have been kept up to date on the progress with this work. The Working Group has welcomed this work covering the following issues:-

- Plans to create a Climate Assembly from Autumn 2020 as an approach to improve public engagement in climate change and help inform future policy and action locally including the development of a Climate Change Strategy based on the outcomes - Invitations are being sent to local residents inviting them to apply to take part in the Assembly <https://www.adur-worthing.gov.uk/news/pr20-087.html> ;
- Production of an online SustainableAW magazine (first edition July 2020) to help showcase and inform the communities about local sustainable activity and how they can get involved and also help them understand the scale and urgency of the issues. <https://www.adur-worthing.gov.uk/sustainable-aw-magazine/>

6.0 Conclusions and recommendations

- 6.1 The Working Group would like to thank Officers and the witnesses for their support and invaluable contributions into this review. The Working Group is pleased that there is work being undertaken by the Councils to address climate change, however, some strong recommendations have been identified to help the Councils and other partners tackle climate change which the Working Group would like to put to the Joint Strategic Committee for review 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 our time.
- 6.2 A large part of this review and the evidence gathered has taken place during the ‘lockdown’ of the Covid-19 pandemic and some of the findings look at ways to change how the Councils and other partners operate and can become more climate resilient and learn from the pandemic to adapt to change and adopt new behaviours. The recommendations focus on the need for the Councils to review what else is being done to tackle climate change across West Sussex, the need to ensure that the communities in Adur and Worthing are fully briefed on the aims of Sustainable Adur & Worthing, that the Councils drive towards sustainable development and further ways for large scale carbon emissions reduction.
- 6.3 The Working Group recognises that there will need to be continued scrutiny and is recommending that it continues to meet to undertake this Scrutiny and oversight. The Working Group makes no apologies for the number of recommendations which it considers are needed and will help complement the detailed approach to climate change and the many factors and variables already included in the Adur & Worthing Sustainability framework that identify carbon reduction.

7.0 Recommendations

Adur & Worthing Councils

7.1 That Adur and Worthing Councils monitor the work being undertaken to achieve carbon neutrality by 2030 and ensure that:-

- **The aims of the Adur & Worthing Sustainability framework and the delivery of the Carbon Neutral Plan with a baseline carbon reduction figure are more accessible and communicated via the Councils website in a proactive manner allowing more engagement with the communities about promotion of sustainability.**
- **A carbon reduction baseline figure is published on the Councils website;**
- **Public update reports are provided on this work at regular intervals.**
- **The Fair Trade Directory is published on the Councils website.**

Reason - To ensure that the Councils and the communities are kept informed of the progress. The Communities need to be closely involved in the delivery of the Carbon Neutral Plan and the Sustainability framework and to be informed of its progress to ensure better community engagement. These extra requirements will ensure community involvement, transparency and demonstrate clear progress towards achieving carbon reductions.

7.2 That Adur & Worthing Councils and West Sussex County Council be urged to review work on Climate change being undertaken by other Local Authorities that are more advanced in their work and to assess how they have created firm action plans to deal with the issues;

Reason - To assess and learn how other Local Authorities across the United Kingdom are approaching the review of Climate Change with a view to learning from and adopting best practice.

7.3 That Adur District Council ensures that energy efficiency retrofitting of Adur Homes properties is undertaken and that there is a realistic and ambitious timeframe set for this;

Reason - To help reduce greenhouse gas emissions, increase the energy efficiency and sustainability of the buildings and help reduce overall energy bills for tenants and leaseholders.

7.4 That the Councils should consider only letting contracts to companies that have a good carbon reduction record identified in their supply chain. The Councils should adopt a local green procurement Strategy and produce a sustainability code of practice for companies. The Councils should also encourage this good practice to be extended to all other businesses operating in Adur and Worthing.

Reason - To help with overall carbon reduction and encouraging good business practice by other local businesses and supporting these local businesses who operate these practices.

- 7.5 That the Councils ensure that the Adur and Worthing Local Plans are of a good quality and continue to address sustainability. The Local Plans also should contain 'requirement' type language rather than 'encouragement' type language where possible and also should require biodiversity gain and carbon reduction. There should also be a Planning sustainability checklist. Relevant Officers are advised to ensure that recommendations for Planning applications to be considered by the Adur & Worthing Planning Committees should have regard to the requirements of the Adur & Worthing Local Plans, the Joint Area Action Plan and the AW Sustainability framework. Officers should also be requested to change the current Validation requirements to require applicants to submit a carbon reduction statement for developments of 11 dwellings or more (with appropriate targets).**

Reason - To help improve the sustainability standards of development to improve quality of life in the areas, help reduce carbon and complement the aims of the Councils in striving towards climate change. To engage with the developers at an early stage regarding the principles of energy efficiency.

- 7.6 That JOSC agree to keep the JOSC Climate Change Working Group constituted to monitor the progress with the actions recommended and report back to JOSC at regular intervals to ensure regular oversight and scrutiny is also taking place.**

Reason - To ensure that progress in delivering the climate change actions is being monitored and scrutinised.

- 7.7 That the Councils allocate additional funding to be used for relevant campaigns to help promote alternatives to car use, to help reduce vehicle emissions and help assist in the overall aim for better air quality.**

Reason - To help promote alternatives to car use and improve air quality and reduce carbon emissions.

West Sussex County Council

- 7.8 That West Sussex County Council be requested to ensure that the proposed review of the West Sussex Transport Plan should encourage modal shift and be transformative.**

This modal shift should involve the introduction of a series of innovative measures to allow for:-

- **Long term cycle infrastructure, including segregated cycle lanes and electric charging points;**
- **Sustainable Transport hubs - Where active travel, public and sustainable modes of transport can interchange; and**
- **Electric vehicle fleet, infrastructure and charging points**

Reason - To help reduce vehicles and road traffic congestion and move away from car based travel through major investment in public transport, walking and cycling, radically reduce all emissions by 45%, to help make roads more environmentally friendly, improved air quality to help improve cycling safety and to ensure safer public health and fitness for Adur and Worthing residents engendering safe and improved cycling and walking infrastructure.

7.9 That the work of West Sussex County Council in agreeing a West Sussex Climate Strategy be noted but that the Working Group considers that the West Sussex Climate Change Strategy 2020 - 2030 is very abstract and there is a lack of urgency and tangible targets which means that there are some gaps between the Strategy and the goals. It is considered that West Sussex County Council should review how it consults with experts when drafting Strategy documents of this kind in the future.

Reason - To make West Sussex County Council aware of its concerns about the Strategy and the lack of consultation which was explained to the Working Group by some of the consultees.

Other partners

7.10 That in 12 months or so, all West Sussex District and Borough Councils be asked to consider setting up a Joint Scrutiny Task and Finish Group to review how all the Councils are dealing with Climate Change issues. This Working Group should also focus on the proposed review of the West Sussex Transport Plan and consider recommending changes to the way the Transport infrastructure investment bids are considered to ensure that the bids consider environmental objectives on an equal footing to economic objectives, which does not currently happen.

Reason - This will enable all of those Councils to review the current position on climate change strategy and action across West Sussex and to assess if anything further needs to be done to combat climate change at a County level. It would also help in overall collaboration on this issue and help ensure that consideration is given in the review of the Transport Plan to applying environmental climate change objectives when considering new transport infrastructure schemes.

**Local Government Act 1972
Background Papers:**

None

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ADUR & WORTHING
COUNCILS

Joint Strategic Committee
12 January 2021
Agenda Item 11

Key Decision [~~Yes~~/No]

Ward(s) Affected: All Adur

JOSC review of Adur Homes repairs & maintenance service

Report by the Director for Communities

Executive Summary

1. Purpose

- To provide JSC with a response to the JOSC review of Adur Homes repairs and maintenance services
- To provide an update on actions taken so far on the recommendations of the JOSC Working group

2. Recommendations

2.1 The Joint Strategic is recommended to:

- Note the report
- Agree that a timeline for the implementation of the recommendations is provided to the JOSC Working Group by 31 March 2021

3. Context

3.1 The Joint Overview and Scrutiny Committee (JOSC) Working Group set up to reviewed the performance and areas of work of the Repairs and Maintenance service of Adur Homes presented a report of its finds to JSC on 3 November

3.2 The Working Group report proposed a number of recommendations to be put to the Adur Executive/Adur Executive Member for Customer

Services to improve the Repairs and Maintenance service and the processes.

- 3.3 JSC agreed to receive a report in January 2021 on the issues raised by the JOSC Working Group on consideration of the implications for each recommendation contained in the Scrutiny
- 3.4 This report is the response to the JOSC Working Group conclusions and recommendations

4. Response to Recommendations

- 4.1 Adur District Council welcome the conclusions and recommendations of the Working Group and accept that the service currently delivered by Adur Homes does not reach the standard Adur Homes tenants' deserve. The Council agrees with the Working Group that the full improvement of the repairs and maintenance service is not a quick process and will take time to deliver.
- 4.2 The Council restates its commitment to bring performance levels to the standard that will make Adur Homes the pride of tenants and the Council as a whole.

That the Council put in place a transformation programme that sets out a timetable to implement the following improvements to Adur Homes core business of the provision of social housing (Paragraph 6.3).

- 4.3 A transformation programme, which was divided into three phases, commenced earlier in 2020. This programme has now been reviewed to ensure it is able to achieve the desired change and improvement required.
- 4.4 Problem statements have been developed in order to provide a baseline for the next phase of work. The problem statement will also ensure that there is consensus among tenants and other key stakeholders on the improvement required. The problem statement will be tested with Adur Homes tenants as part of the initial stage of our tenant engagement work. So far, four key themes have been identified (Silo working, Leadership & Governance, Customer Focus and Resistance to Change). Within these themes, the issues have been

grouped into three strands - cultural and behaviour issues, business process and practice issues, and issues involving technology.

- 4.5 Given the emphasis on cultural change that has been emphasised in both the JOSC work and the internal work on problem statements the next phase of work will focus on making sure that the right team is in place to deliver the change needed.
- 4.6 A Transformation Programme Manager is being recruited to plan, coordinate and direct the business change projects and technology led change. A Service Designer is also being recruited. Though the Service Designer will mainly support changes with the Councils, they will have a significant role in Adur Homes Transformation Programme, for instance in the customer journey mapping.

That Adur District Council review and implement an appropriate governance structure within Adur District Council to include the appropriate senior officers responsible for delivering key Adur Homes functions (Recommendation 7.1)

- 4.6 The Council accepts this recommendation and has already acted to ensure an appropriate governance structure is in place. The new Adur Homes governance structure now has:
- the Adur Homes Management Board (AHMB), which has been reconstituted to ensure that it reflects the diversity of Adur Homes residents.
 - the Adur Homes Operational Group (AHOG), which brings together key officers whose services influence the delivery of the Adur Homes social landlord function
- 4.7 The new AHMB, which will meet quarterly, had its inaugural meeting on Tuesday 8 December, 2020. A new Terms of Reference has been written and will be approved by the board at its next meeting on 13 February 2021. The AHOG, which will report to the AHMB, will be responsible for the operational direction set by the Board and ensure a seamless service delivery to Adur Homes residents.

That Adur District Council ensures that an effective Planned Maintenance Programme and strategy is developed and implemented to deliver a sustainable renewal, repairs and maintenance regime (Recommendation 7.2).

- 4.8 Adur District Council accepts this recommendation. The Council will develop and publish a five year asset management strategy in 2021-22, which will set out how the Council will deliver investment into its housing stock to ensure more properties are brought up to Decent Homes Standard. The strategy, which will be aligned with the other Council priorities in Platforms for Our Places - Going Further (e.g. decarbonisation, energy efficiency) will focus on maximising the impact of the Council's investment in terms of the quality and sustainability of housing stock and the satisfaction and wellbeing of our residents.
- 4.9 Adur Homes is currently working to ensure that capital investment in existing stock complements the Council's affordable homes ambitions. Work is progressing on an 'Employers Requirement', which will set out the standard of materials used in both repairs and new builds to ensure consistency and ease of repair. This standard which is being developed with the Major Works and Projects service who oversee new developments should be completed in Summer 2021. As part of the use of technology in the Transformation Programme, the Council will seek to implement an asset management system, which will allow Adur Homes to bring together information on responsive repairs and asset performance, creating greater visibility into asset utilisation, cost and maintenance. This information, along with the Asset Management Strategy, will be used to design a planned and cyclical maintenance regime. As part of the review into current structures, the Council will ensure that a structure exists, different from responsive repairs, to deliver planned maintenance. Discussion has started with other services within the Councils who also require a similar system to ensure consistency and a joined up approach.

That Adur District Council identify and implement key performance measures that can be used to monitor the adequacy of service and signpost areas for improvement (Recommendation 7.3).

- 4.10 Adur District Council accepts this recommendation. Adur Homes has already created a quarterly performance digest which will be used to track and monitor key performance areas. The performance digest will continuously be improved and is part of the standing documents on the AHMB agenda.
- 4.11 Adur District Council and Worthing Borough Council are currently working to create the relevant skills and capability within the Councils to

better collate, analyse and interpret data. This will improve how the Councils (including Adur Homes) use data to manage performance, turn information into insights and forecast trends.

That Adur District Council continues to implement improvements to maintenance and repairs processes to ensure prompt delivery of services and value for money (Recommendation 7.4).

4.12 Adur District Council accepts this recommendation. All teams responsible for repairs and maintenance will be brought together in Commerce Way by the Spring 2021. The Procurement Team are currently working with Adur Homes to review all existing contracts and key spend areas to ensure value for money. Customer Services are part of the ongoing work to ensure tenants get adequate and timely information on maintenance and repairs enquiries.

That Adur District Council implemented a revised strategy to improve tenants' timely engagement with Adur Homes. This should include a revised Tenants' Manual which sets out the expectations of both tenants and Adur Homes (including such things as agreed timescales for repairs) and should involve customer journey mapping and the use of the Customer Services Effortless programme to gather customer feedback to help improve the service (Recommendation 7.5).

4.13 Adur District Council accepts this recommendation. The Responsive Repair Policy sets out both landlords, leaseholders and tenants repairs responsibilities. The policy states timescales for carrying out Emergency, Urgent and Routine repairs. Working with the Adur Tenant Forum, we have consulted tenants on the policy. We are reviewing the draft policy based on the feedback from the consultation. A new Tenants Handbook will be created once the new Policy has been agreed.

4.14 The tenants will be actively involved in both the discovery and implementation of various parts of the Transformation Programme, including work to improve their experience of the repairs and maintenance process. The Transformation Programme will include customer journey mapping and use the learnings from the Customer Services Effortless project and Good Service Standard. This work can commence once the Transformation Manager is in post.

4.15 The first draft of the new Tenants and Leaseholders Engagement Strategy has now been produced by a joint working group of staff and tenants, facilitated by TPAS a not-for-profit organisation which represents tenants across the Country. The draft strategy will also be tested with a wider group of tenants. The problem statement, which will set the provide a baseline for the next phase of the improvement work be tested with Adur Homes tenants.

Continue to improve the voids process which both increases the revenues to Adur Homes but also more importantly reduces the waiting list for social housing (Recommendation 7.6).

4.16 A new voids process has been implemented. The new process includes 'pre-void inspection' once an end of tenancy notice is received. This will ensure repairs are identified and scheduled earlier so that they can start immediately when the property becomes vacant, or before it becomes void if appropriate. Voids repairs and the lettings process will now run concurrently to ensure a tenant is ready to sign up at the end of the voids repairs. A new system has been introduced to monitor progress of the new process and officers meeting fortnightly to review progress on each void and unblock issues. The new process also tracks revenue loss from rent and council tax payments and will use this to make a decision on the most efficient way to return a void property into use, especially with long term voids. We will also define a new void standard and checklist to ensure consistency in voids signed off ready to let.

That the JOSC agrees to keep this Working Group constituted for monitoring purposes (Recommendation 7.7).

4.17 Adur District Council accepts this recommendation. While the AHMB will have oversight and scrutiny of all Adur Homes business, the Working Group oversight on repairs and maintenance will bring the required assurance and feedback on the work to improve this area of service.

Provide a timeline for implementation of the recommendations

4.18 The Council agrees to provide a timeline for the implementation of the recommendations. However most of the essential improvements actions are within the Transformation Programme. Recruitment of a Transformation Programme Manager and Service Designer has

commenced and discussions with other services within the Council who will part in the changes has also started. The Council expects to be able to provide clear milestones and timeline by 31 March 2021 and before the meeting with the JOSC Working Group on Repairs and Maintenance.

5. Engagement and Communication

- 5.1 The Adur Homes leaseholders and tenants will be actively involved in both the discovery and implementation of various parts of the Transformation Programme, including work to improve their experience of the repairs and maintenance process. The Transformation Programme will include customer journey mapping.
- 5.2 Regular reporting on the Transformation Programme will be presented to the AHMB.

6. Financial Implications

- 6.1 The Housing Revenue Account has an overall 2020/21 revenue budget of £2.7m for day to day repairs.
- 6.2 In addition, within the capital programme there are budgets of £19.9m for major works to the Adur Homes properties (excluding budgets for new properties) over the next three years.

	2020/21	2021/22	2022/23	Total
	£	£	£	£
Major repairs and improvements	6,038,610	8,251,000	5,600,000	19,889,610

The focus for the programme at the moment is fire safety and external repairs as identified by the condition surveys.

- 6.3 Overall the HRA has a budgeted deficit of £493,280 for 2020/21, and is expected to continue to make losses of over the next two years in the region of £0.5m for 2021/22 and £250,00 for 2022/23. This deficit is the legacy of the rent limitation regime for the period 2015/16 - 2019/20. Whilst rent limitation benefitted tenants, it compromised the financial viability of the HRA and limited the level of investment into Council homes that could be afforded from within the overall budget.

- 6.4 Consequently, any changes to the management of repairs needs to be funded from within the existing budgets otherwise the HRA will be placed under additional strain.

7. Legal Implications

- 7.1 Within their terms of reference JOSC may make reports and/or recommendations to the Executive in connection with the discharge of any functions on any matters affecting the Council's area or its inhabitants and make recommendations to the Executive arising from the outcome of the scrutiny process.
- 7.2 Section 111 of the Local Government Act 1972 grants the Council power to do anything that is calculated to facilitate ,or which is conducive or incidental to, the discharge of any of their functions.
- 7.3 Section 1 of the Local Government (Contracts) Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers the powers on the local authority to enter into a contract with another person for the provision or making available of assets or services, for the purposes of ,or in connection with, the discharge of the function by the local authority.

Background Papers

- JOSC Review of Adur Homes Repairs and maintenance service - JSC Report 3 November 2020

Officer Contact Details:-

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Head of Housing

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ADUR & WORTHING COUNCILS

Key Decision No

Ward(s) Affected: All

Review of Corporate Property Assets

Report by the Director for the Economy

Executive Summary

1. Purpose

- To update the committee on the regular review of the Council's corporate estate.

2. Recommendations

- 2.1 To note the contents of the report.

1. Background

- 1.1 At a meeting of the Joint Overview and Scrutiny Committee in September 2018, members of the committee requested a report to provide background and information on the long term management of the Council's corporate estate. The agreed minutes of the committee meeting were as follows:

'A Member asked the following question: Given the significant level of Capital works required to our buildings has any assessment been made of which buildings are surplus to our

requirements and can be either sold or leased to other providers to minimise this liability? Members were told that the Council had begun work to commission a review of all corporate buildings (buildings where Council employees are in on a regular basis) to ensure that any opportunities are identified. The project would produce a Corporate Estates Strategy, Business Case and Implementation Plan and was expected to report in spring 2019.'

1.2 The work to progress this review went forward in Autumn/ Winter 2018. A tender scope was prepared and published which sought to review usage of the following buildings which were defined as the corporate estate:

- Worthing Town Hall
- The Shoreham Centre
- Commerce Way Depot & Offices
- Meadow Road Depot
- Worthing Seafront Office
- Portland House
- Ladydell Depot (Bruce Avenue, Worthing)
- Southwick Depot (Croft Avenue, Southwick)

1.3 Three tender returns were received which following an evaluation were considered not to represent good value for money and none of the tenderers were offered the contract to undertake the consultancy work.

1.4 While a full Councils wide review has not been carried out a number of smaller responses have proceeded. Firstly, Ladydell Depot was identified as being surplus to requirements and the Environment Service finished using the site in 2019. It has subsequently been let to CityFibre for their local data centre as part of the fibre project. Secondly, a more focused review of the depot sites has been undertaken to understand their suitability for commercial or industrial uses should the Councils be able to vacate them.

2.0 Corporate Landlord Model to Property Management

2.1 One of the key issues identified from the tender responses referred to in section 1.3 was that the Council's disaggregated approach to property management was inefficient. Various different services areas were responsible for managing their own operational property, with property held for a variety of purposes by the Councils. For instance:

- the Major Projects & Investment service was responsible for assets owned for commercial return and community buildings;
- the Environment Service was responsible for assets used for grounds maintenance and refuse depots;
- Facilities & Technical Services responsible for the Town Hall, Portland House, and the Shoreham Centre.

2.2 It was recognised that this approach meant that there was a lack of coordinated and codified information that was required to effectively analyse what we own. Building on best practice from CIPFA and the Local Government Association a new method of managing property known as the “Corporate Landlord Model” was identified as a more effective means to organise our property management activities and would allow a better grip on the details needed to inform decisions about what assets need to be retained or released. *Platforms for our Places: Going Further was agreed in December 2019* and included a commitment to “Develop a Corporate Landlord approach to managing our property estate”.

2.3 The principles of a corporate landlord model are to centralise all property functions under relevant technical departments (technical services, estates, etc.) to improve the utilisation, efficiency and effectiveness of our land & buildings. This also frees up more customer facing areas of the Council to focus on delivering services rather than managing property and assets. The Corporate Landlord Model centres on three principles:

- Minimise Corporate Risk
- One Property Asset Strategy
- Maximise Value and Opportunities through centralisation

2.4 A project to move to a Corporate Landlord Model commenced in Summer 2020 involving a cross-departmental project group. 6 key works stream were identified:

- Finance and Budgets Workstream
- Data, Information & Compliance Workstream
- Governance Workstream
- Market Rent Workstream
- Asset Challenge Workstream

- Major Projects Workstream

By delivering on these workstreams the Council will move from a disaggregated to a “corporate landlord” model of property management. The initial step in this process was completed in July 2020 when the Joint Strategic Committee agreed the adoption of the Property Asset Management Plan which sets out an overall strategy for managing the Council’s assets.

3.0 Workspaces AW

3.1 The Joint Strategic Committee Considered a report titled “WorkspacesAW - Designing a new model of working following Covid 19” at its December 2020 meeting. Covid19 has led to home working for the vast majority of the Councils’ desk based staff with the offices being significantly quieter as a result of the government’s request for workers who can work from home to do so. The required changes were brought in rapidly and successfully in March 2019, with minimal disruption to service provision.

3.2 In response, a review has been undertaken to understand whether the organisation can reduce the office space it occupies to respond to these new ways of working, to generate a revenue saving to contribute to the Council’s Medium-Term Financial Strategy and to realise wider benefits associated with flexible working. A project team was set up and has, to date:

- Considered the changing requirements of the workplace for a work pattern with an increase in working from home;
- Sought to understand what amount of office accommodation was needed for staff should home working patterns continue to pervade;
- Worked to identify whether there was demand for any office space that could be vacated;
- Assessed what needs to be considered to support staff to work from home, for example in relation to Health & Safety;
- Identified any unintended consequences of reducing our office spaces;

- Scoped out the associated workstreams such as staff engagement, travel planning, digital & IT requirements, and customer service implications of any project.
- 3.3 The review concluded that a project to reduce the amount of office space occupied by the Councils in Worthing is feasible and that an *Invest to Save* business case could be developed to fund the project. At the most high level it concluded that Portland House is an attractive office building and suitable for letting, while Worthing Town Hall, as a more civic building, should be retained as the Councils' main headquarters. Capital investment is required to improve workspaces in Worthing Town Hall, to accommodate a tenant at Portland House, and to upgrade our core technologies to support excellent connectivity and systems access from anywhere.
- 3.4 The review has included soft market testing which identified that there is demand from a public sector partner organisation to lease part of Portland House. Initially this partner organisation will require 1.5 floors to be available by July 2021, with further space potentially required in the future in line with their asset management plan. The review has identified that sufficient office space can be provided through more efficient use of Worthing Town Hall to accommodate Council staff and by responding to colleagues' feedback for increased home working to continue.
- 3.5 As a result of this Workspaces AW work the majority of the issues that were identified in member's question recorded in the minutes of the September 2018 Joint Overview and Scrutiny and Committee will be addressed. The Workspaces AW review has identified that space can be freed up at Portland House to be leased out to generate income. Furthermore, the project will ensure that investment can be directed to address the significant level of capital works that are required to our other buildings reducing the repair liability that was of concern the the Committee member.

4.0 Financial Implications

- 4.1 There are no direct financial implications arising from this report. However, the disposal of assets now forms part of the budget strategy, the receipts raised are used to fund the investment requirements arising from 'Platforms'.

4.2 Information about the financial governance concerning disposals is provided below.

4.2.1 The financial regulations provide guidance on the disposal of land and buildings. These guidelines must be adhered to by all officers. An extract from section 4.4.2 of the financial regulations is provided below:

Where disposal of land and buildings is allowed, it shall be conducted in accordance with the scheme of delegations and the provisions detailed in (a) (i) – (vi) below.

(a) Approved methods of disposal shall be by:-

- (i) Private Treaty;
- (ii) Auction;
- (iii) Tender
- (iv) Sealed Offer;
- (v) Exchanges of land; or
- (vi) Compulsory Purchase Order

(b) To ensure that where land is to be disposed of by the Council, the Chief Financial Officer shall ensure compliance with Financial Regulations and S123 of the Local Government Act 1972.

(c) Prior to any disposal of land, a valuation of the asset to be sold should be obtained from an appropriately qualified valuer.

4.2.2 In addition to the above, any disposal of an asset worth more than £50,000 must be approved by the Executive Member of Resources via a formal report.

Finance Officer: Sarah Gobey

Date: 18th January 2021

5. Legal Implications

5.1 Section 123 Local Government Act 1972 provides the Council with the power to dispose of land with the caveat that the Council must not do so for a consideration less than the best that can be reasonably obtained. A disposal includes the sale of freehold land or the granting of a lease.

- 5.2 Circular 06/03 Local Government Act 1972 General Disposal Consent (England) 2003 provides criteria and guidance for circumstances when a local authority considers it appropriate to dispose of land at an undervalue, but such a disposal must not offend the rules on Subsidies (formerly State Aid) the primary legislation for which is found at section 29 of the EU (Future Relationship) Act 2020 which (until further specific domestic legislation is implemented) incorporates the EU/UK Trade and Co-Operation Agreement and measures on Subsidy Control. In addition, care must also be taken during any disposal of land to avoid a contingent obligation on the purchaser that may create a public works or services contract which would otherwise require a procurement process under the Public Contract Regulations 2015
- 5.3 Section 123 2(A) Local Government Act 1972 provides that when disposing of land consisting of open space (as defined by s336(1) of the Town and Country Planning Act 1990) a local authority must first advertise their intention for 2 consecutive weeks in a local newspaper and consider any objections to the proposed disposal which may be made to them.
- 5.4 Section 8 Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 sets out the meaning of a “key decision” which is further defined in Article 12 of the Council’s constitution.
- 5.5 The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 governs the decision making processes relating to Executive decisions and these are encompassed in the Council’s Executive Procedure Rules within the Constitution.
- 5.6 Paragraph 3.12.3 of the Officer Scheme of Delegations provides authority to the Head of Major Projects and Investment to dispose of land in connection with the Council’s functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council’s functions. Paragraph 1.3.1 provides that all delegations shall be exercised in accordance with the Constitution and paragraph 1.3.2 provides that any officer exercising a delegation shall only do so in accordance with the Financial Procedure Rules.
- 5.7 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

- 5.8 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 5.9 s1 Local Government (Contracts) Act 1997 confers power on the Council to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the Council.

Legal Officer: Joanne Lee

Date: 19/01/21

Background Papers

- Platform for our Places: Going Further .
- And then...
- Adur & Worthing Councils Carbon Neutral Plan
- Report to the Joint Strategic Committee (1st December 2020)
WorkspacesAW - Designing a new model of working following Covid 19

Officer Contact Details:-

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Head of Major Projects & Investment

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Sustainability & Risk Assessment

1. Economic

- The contents of this report have no direct economic impacts.

2. Social

2.1 Social Value

- Matter Considered, no issues identified

2.2 Equality Issues

- Matter Considered, no issues identified

2.3 Community Safety Issues (Section 17)

- Matter Considered, no issues identified

2.4 Human Rights Issues

- Matter Considered, no issues identified

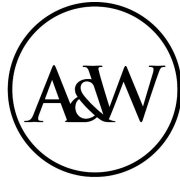
3. Environmental

- Matter Considered, no issues identified

4. Governance

- There are no detailed governance issues arising from the report or its recommendations.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
28 January 2021

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Key Decision [No]

Ward(s) Affected:N/A

Joint Overview and Scrutiny Committee Work Programme for 2020/21 - Update

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report outlines progress with the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2020/21 and recommends that the progress be noted.

2. Recommendations

2.1 That the progress in implementing the 2020/21 JOSC Work Programme be noted; and

2.2 That JOSC appoint another member to the Adur Homes Repairs and maintenance JOSC Working Group to replace Councillor Kevin Boram.

3. Context

- 3.1 The current JOSC Work Programme is reviewed by the Committee at each meeting.
- 3.2 The Work Programme for 2020/21 was agreed by the Councils in July 2020 and reviewed and noted by the Councils in December 2020 as is required (mid term) in accordance with the Joint Overview and Scrutiny Procedure Rules.

4. Issues for consideration

- 4.1 The Committee receives regular updates on the implementation of the Work Programme at each meeting with the last review being undertaken on 26 November 2020. A copy of the current 2020/21 Work Programme is attached at Appendix A to this report for reference and this includes details of the changes made to the Work Programme since it was agreed in July 2020.
- 4.2 During the Municipal Year, items may be added to the JOSC Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme can be submitted on line via the Scrutiny review request form on the Councils' website at <https://www.adur-worthing.gov.uk/scrutiny/> These requests are then initially considered by the Joint Chairpersons in accordance with the following criteria set out in the Procedure Rules:-
 - (a) The Councils' strategic objectives;
 - (b) The ability of the Committee to have influence and/or add value on the subject; and
 - (c) The PAPER criteria - Public interest (P), Ability to change (A), Performance (P), Extent (E) and Replication (R).
- 4.3 As part of the ongoing Work Programme review it is also necessary for JOSC to consider appointing another member to the JOSC Working Group that has been reviewing the Adur Homes repairs and maintenance service, to replace Councillor Kevin Boram.

5.1 Engagement and Communication

- 5.2 The JOSC Chairmen and Vice-Chairmen and the Councils Leadership Team have been consulted on the proposals contained in the Work Programme and this report.

6. Financial Implications

- 6.1 There are no direct financial implications to consider within this report, however, some items contained in the Work Programme may have financial implications.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Councils have the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 7.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.4 Paragraph 9.2 of the current Joint Overview and Scrutiny Procedure Rules, which form part of the Councils' Constitutions and are binding on all Members, states that the Work Programme will be approved by each Council. A report must be taken to each Council on an annual basis seeking each Councils' approval of the Joint Overview and Scrutiny Committee work programme for the forthcoming year and any changes to the Work Programme should be submitted to each Council approximately mid year for noting.

Background Papers

Joint Overview and Scrutiny Procedure Rules

Officer Contact Details:-

Mark Lowe

Scrutiny & Risk Officer

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Sustainability & Risk Assessment

1. Economic

Some of the issues scrutinised as part of the Work Programme could impact on the development of our places or the economic participation of our communities if implemented.

2. Social

2.1 Social Value

Some of the issues to be scrutinised as part of the Work Programme will have an impact on the communities and have social value.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Some of the issues being scrutinised during 2020/21 relate to community safety issues.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered. Some of the issues to be scrutinised will have environmental implications.

4. Governance

Matter considered and no direct issues identified. It is good practice for an Overview and Scrutiny Committee to review its Work Programme regularly. The current Joint Overview and Scrutiny Procedure Rules state that the Work Programme will be approved by the Councils and that any changes to the Work Programme should be submitted to the Councils approximately mid year for noting.



Adur & Worthing Joint Overview and Scrutiny Committee Work Programme - 2020/2021

Joint Overview and Scrutiny Committee - 28 January 2021

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Interviews with the Executive Member for Environment (Adur) and Executive Member for Digital and Environmental Services (Worthing)	Director for Digital, Sustainability & Resources	Executive Members	No
Scrutiny request - Information on the toilet and litter bin provision for Adur and Worthing beaches including the feasibility and financial constraints involved in the provision of additional toilets and litter bins.	Director for Communities/Head of Environment	Director for Communities/Head of Environment	Yes. Item added to the January meeting following discussion at JOSOC on 15 October.

Scrutiny request - Shoreham Harbour flood defences - Environment Agency Officers attending to talk about works undertaken to address a gap in the defences and further long term work on this - This follows from a public scrutiny request.	Director for Digital, Sustainability & Resources (Covering report)	Environment Agency	Yes. Item added following public scrutiny request and discussion at JOSC on 15 October.
JSC responses to Climate change and Adur Homes repairs and maintenance service scrutiny reviews	Director for Digital, Sustainability & Resources (Covering report)	No	Yes. Item added to the January meeting to receive JSC responses from its meeting on 12 January 2021.
Review of Corporate Assets	Head of Major Projects & Investment/Director for the Economy	Head of Major Projects & Investment/Director for the Economy	Yes. Originally scheduled for 15 October.
Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No

Joint Overview and Scrutiny Committee - 18 March 2021

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Review of the delivery of 'Platforms for our Places: Going further 2020/22 and interview with Chief Executive	Director for Digital, Sustainability & Resources	Chief Executive	No
Interviews with the Executive Members for Wellbeing	Director for Digital, Sustainability & Resources	Executive Members	No
Crime and Disorder update - Interview with the Chairman of the Adur & Worthing Safer Communities Partnership	Covering report - Director for Digital, Sustainability & Resources	Chairman of the Adur & Worthing Safer Communities Partnership.	Yes. Item deferred from 15 October 2020 because the Chairman of the Partnership was unable to attend.
Annual feedback report from meetings of the West Sussex Health & Adult Social Care Select Committee (HASC) - Issues affecting Adur & Worthing	Report from the Council Members on HASC	No	No
Worthing Theatres - Review of the operation of the new contract	Director for Economy	Director for Economy	Yes. Originally scheduled for 26 November.
JOSC Work Programme setting 2021/22	Director for Digital, Sustainability & Resources	No	No

Working Group reports - Dates to be confirmed

<u>ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBER/OFFICERS TO ATTEND</u>	<u>STATUS</u>
Final report from the Working Group reviewing Cultural Services	Chairman of the Working Group	No	Working Group currently in progress.
Final report from the Working Group reviewing the Evening and night time economy	Chairman of the Working Group	No	Final Working Group report prepared and tabled to March 2020 JOSC meeting but meeting cancelled due to Covid-19 Pandemic. June 2020 - Decision taken by JOSC for Working Group to meet again in September 2020 to review the terms of reference in the light of the Covid-19 Pandemic with the aim of reporting back to JOSC by the end of 2020. January 2021 - Working Group meeting to discuss the latest on the Night Time Economy and support being provided by the Councils.
JOSC Working Group on Adur Homes Repairs & Maintenance service	Chairman of Working Group	No	Interim report from Working Group presented to JOSC on 15 October 2020 and received by JSC on 3 November 2020. JOSC has agreed to keep the Working Group constituted to keep under review

			the recommendations in the initial report and to monitor the improvements proposed in the initial review.
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Other pending items - Dates to be confirmed

<u>ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBER/OFFICERS TO ATTEND</u>	<u>STATUS</u>
Presentation from Southern Water on bathing water quality issues - Results of 2021 Bathing water testing.	N/A	To be confirmed.	Probable report in either November 2021 or January 2022

Note:- This draft Work Programme is a 'live' document and all dates and items contained in it are provisional and subject to change in agreement with the JOSJC Joint Chairmen/Vice-Chairmen, JOSJC and relevant Officers.

PREVIOUS MEETINGS AND ITEMS IN 2020/21**Joint Overview and Scrutiny Committee - 25 June 2020**

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Annual JOSCS report for 2019/20	Joint Chairmen of JOSCS	No	No
JOSCS Work Programme setting for 2020/21	Director for Digital & Resources	No	No

Joint Overview and Scrutiny Committee - 23 July 2020

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Interview with Leaders	Director for Digital & Resources	Leaders	No
Joint Revenue outturn report 2019/20	Director for Digital & Resources/Chief Financial Officer	Chief Financial Officer	No
Outline Budget Strategy 2020/21- Impact of Covid-19 on Council's finances	Director for Digital & Resources/Chief Financial Officer	Chief Financial Officer	No

Scrutiny request on disposal of Council owned land and assets	Director for the Economy	Head of Major Projects & Investment	No
Report from the Refuse & Recycling Working Group	Chairman of the Working Group	No	No
Review of JOSOC Work Programme	Director for Digital & Resources	No	No

Joint Overview and Scrutiny Committee - 17 September 2020

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Interview with Executive Members for Regeneration	Director for Digital, Sustainability & Resources	Executive Members	No
Review of the delivery of 'Platforms for our Places: Going further 2020/22 and interview with Chief Executive	Director for Digital, Sustainability & Resources	Chief Executive	No
Report from the Working Group reviewing the Adur Homes repairs and maintenance service	Chairman of the Working Group	No	Yes. Interim work from the Working Group is complete and ready for consideration.
Final report from the Climate Change Working Group	Chairman of the Working Group	No	Yes. Review completed by the Working Group and ready for consideration.

Review of JOSC Work Programme	Director for Digital & Resources	No	No
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Joint Overview and Scrutiny Committee - 15 October 2020

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Interviews with Executive Members for Customer Services	Director for Digital, Sustainability & Resources	Executive Members	No
Discussions on Food Poverty	Head of Wellbeing/Director for Communities	Head of Wellbeing	No
Report from the Working Group reviewing the Adur Homes repairs and maintenance service	Chairman of the Working Group	No	Yes. Interim report from the Working Group is complete and ready for consideration.
Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No

Joint Overview and Scrutiny Committee - 26 November 2020

<u>AGENDA ITEM</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Adur & Worthing and Joint Outline 5 year forecast and savings proposals	Director for Digital, Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	No
Interviews with Executive Members for Resources	Director for Digital, Sustainability & Resources	Executive Members	No
Review of Anti social behaviour controls and related scrutiny requests	Director for Communities	Director for Communities	Yes. Item added to the November meeting following agreement by JOSC on 15 October.
Review of progress on the delivery of the Housing Strategy	Director for Communities/Head of Housing Services	Director for Communities/Head of Housing	No
Review of JOSC Work Programme including note of changes made since Work Programme agreed by Councils in July 2020	Director for Digital, Sustainability & Resources	No	No

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
28 January 2021

Key Decision [No]

Ward(s) Affected: Southwick Green

Facilities available to users of Kingston Beach

Report by the Head of Environmental Services

Executive Summary

1. Purpose

- 1.1. To outline the current provision for public conveniences and litter bins across Adur and Worthing beaches.
- 1.2. To outline the feasibility and financial constraints related to the provision of public conveniences at Kingston Beach, Adur.

2. Recommendations

- 2.1. Members to note the contents of the report and consider representations to the Joint Strategic Committee.

3. Context

- 3.1. The Adur and Worthing Joint Overview and Scrutiny Committee (JOSC) have received a scrutiny enquiry from a member of the public regarding the provision of public conveniences at Kingston Beach, Adur.
- 3.2. JOSC have therefore requested that a report be brought outlining the general provision of public conveniences and litter bins at all Adur and Worthing beaches whilst providing specific detail related to the financial and physical feasibility of public conveniences and additional litter bins at Kingston beach, Adur.

4. Issues for consideration

Public Conveniences:

- 4.1. The Adur and Worthing Cleansing team currently maintain 36 public conveniences, 15 in Adur, and 21 in Worthing (5 in Worthing Town Centre). (See appendix 1 for a map of Adur public conveniences) (See appendix 2 for a map of Worthing public conveniences).
- 4.2. There are no public conveniences at Kingston Beach. This is a beach used by approximately 200-300 people daily during high season. Reports have been received alleging that members of the public have urinated or defecated in areas of low footfall.
- 4.3. The nearest public conveniences are shown in Appendix 1. Both of the closest conveniences are to the east: i) Southwick Street, 0.7 miles and approximately 15 minutes walk; or ii) Basin Road South, also approximately 0.7m and 15 minutes walk through the Port. Both public conveniences have disabled facilities. Summer opening (1st April - 30th September) is 9am to 9pm. Winter opening (1st October - 31st March) is 9am to 5pm.
- 4.4. In terms of historic discussions related to development of the site, the 2015 "Shoreham Harbour Flood Risk Management" document made mention of redeveloping the area to provide a serviced building as part of flood defences, however this was very much an attempt at providing developers with high level ideas for what could be achieved within the area. Flood defence works were later provided by the developer of the Howard Kent site, and therefore no further development of the Kingston Beach site was pursued. The Shoreham Harbour Joint Area

Action Plan of October 2019 also made specific mention of supporting the redevelopment of Shoreham Rowing Club and enhancing the public realm environment of Kingston Beach.

- 4.5. The Shoreham Rowing Club building does house toilets, and it is known that members of the public do use these facilities by permission when the club is open, but this is a privilege, not a right. The club has a ground lease placing the building under their control. Alterations to their building to include a public convenience would therefore be under the control of the tenant, but only with landlord consent as there is an absolute covenant against alterations being made. There are no plans or agreements currently for the tenant to redevelop their building to include public conveniences and this avenue is not being pursued at present.
- 4.6. There is potential for the Council to provide a public convenience at Kingston Beach via a rented, temporary facility. A single, portakabin trailer unit, split into male and female (four female cubicles and one male cubicle with three urinals) could be procured for an indicative £375.00 per week (serviced once a week). A power supply can be routed from a vacant, Council-owned property on site, or via a generator (£300 to purchase, and £25 per week for fuel). The facility would be managed by the Waste and Cleansing Service for an annual running cost of £9,100. The annual budget required for a serviced portakabin style facility would therefore be £29,900.
- 4.7. Another option available is the use of the vacant Council-owned Customs House building at 1 Brighton Road. This is a derelict building at present and our Estates Team estimate that it would be very costly to recommission and repurpose it. It is readily accessible from the beach, and has a connected electricity supply and sewerage, but the work and money involved to bring the building back into use as a public convenience would be prohibitive. The building is currently earmarked for use in the district heat network.

Litter bin infrastructure:

- 4.8. There are 1,052 litter bins strategically placed across Adur and Worthing. Their placement and number is based upon local knowledge of need, regular feedback, and weekly fill level data captured by front line teams.

- 4.9. Installation of bins does not necessarily drive the appropriate behaviour, and as such we have a team of enforcement officers to educate and enforce littering via FPNs as required. East Hampshire District Council officers will receive delegated authority to enforce litter offences in Adur and Worthing at the start of 2021.
- 4.10. There are three litter bins sited at Kingston Beach, two 90 litre bins and one 240 litre bin. In the busy summer period capacity is increased by an additional 240 litre bin. During the covid pandemic the cleansing team increased provision by a further 240 litre bin. (See appendix 4: Litter bin locations at Kingston Beach). One bin is located at the western end of the beach at the car park, one at the eastern end of the beach at the ramp up to the pavement, and one approximately at the midpoint between the other two bins near the lighthouse. They are emptied every Monday, Wednesday and Friday.
- 4.11. Analysis over the past 6 months, throughout unprecedented use during the covid-19 pandemic, has indicated to officers that the current provision is sufficient. The waste and cleansing team suggest that the current provision meets the current level of need. Periodic appraisals of the bin provision at this location will continue and should there be a need to increase bin provision action will be taken as required.

5. Engagement and Communication

- 5.1. Internal engagement with Legal, Finance, Planning, Tech Services and officers of the Waste and Cleansing Team took place in the writing of this paper.

6. Financial Implications

- 6.1. Overall it is estimated that a portable convenience could be set up if approved by Council at an annual cost of £29,900 :

	£
Hire costs (£375 per week)	19,500
Fuel costs	1,300
Annual cleaning and maintenance costs	9,100
Total annual budget required	29,900

- 6.2. Recommissioning of the Customs House building could be undertaken although the capital costs would need to be established and may be in excess of £150,000. If this option is explored further, then the Council would still need provide a revenue budget for cleaning and utilities of approximately £12,000 per year.
- 6.3. The costs of an additional facility at Kingston Beach is not currently in the Councils budgets and so appropriate budgets would need to be approved by Council if this is pursued.

Finance Officer: Sarah Gobey

Date: 20th January 2021

7. Legal Implications

- 7.1. Kingston Beach is protected through Village Green status. Please refer to Appendix 3 for an extract of the Register Map of Town or Village Greens as related to the Kingston Beach Village Green registration (VG 51) under the Commons Registrations Act 1965. This means the land is protected in its entirety from development. It is therefore an offence to erect anything on, disturb or interfere with Kingston Beach otherwise than for its better enjoyment for its proper purpose.
- 7.2. Town and village greens are protected by section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876. Section 12 makes it a criminal offence to:
- wilfully cause injury or damage to any fence on a green
 - wilfully take any cattle or other animals onto a green without lawful authority
 - wilfully lay any manure, soil, ashes, rubbish or other material on a green
 - undertake any act which causes injury to the green (e.g. digging turf)
 - undertake any act which interrupts the use or enjoyment of a green as a place of exercise and recreation (e.g. fencing a green so as to prevent access)
- 7.3. Section 29 makes it an offence to:
- permanently encroach upon a green (e.g. extending the boundary of an abutting property so as to exclude people from that area)

- permanently inclose a green (i.e. by fencing it in, whether or not the effect is to exclude public access)
- erect any structure other than for the purpose of the better enjoyment of the green
- disturb, occupy or interfere with the soil of the green (e.g. camping) other than for the purpose of the better enjoyment of that green.

- 7.4 Guidance is provided by Defra on the interpretation of Sections 12 and 29. Whether or not any given development or action contravenes either or both of these statutes will likely be dependent upon whether material harm has been caused to a green and whether there has been interference with the public's recreational enjoyment. Other issues that might be relevant include the proportion of a green affected by the development or activity and the duration of the interference. Generally, there is no requirement to obtain consent to carry out works on a green which are not in contravention of sections 12 and 29 above. The exception to this rule is where a green is subject to a scheme of management. In such cases, section 38 of the Commons Act 2006 applies, because all land covered by one of these schemes is within the scope of section 38. However, consent under section 38 would not authorise works which constitute an offence under sections 12 or 29 above.
- 7.5 If, Members are keen to recommend the installation of a Public Convenience and/or litter bins at Kingston Beach, a more specific legal advice will need to be obtained and a location plan considered.
- 7.5 s1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation
- 7.6 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Legal Officer: Joanne Lee

Dated 20/01/20

Background Papers

- Appendix 1: Map of public conveniences - Adur
- Appendix 2: Map of public conveniences - Worthing
- Appendix 3: Extract of the Register Map of Town or Village Greens as related to the Kingston Beach Village Green registration (VG 51) under the Commons Registrations Act 1965.
- Appendix 4: Litter bin locations at Kingston Beach, Shoreham.

Officer Contact Details:-

Ben Milligan
Head of Environmental Services
ben.milligan@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

- Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

- Matter considered and no issues identified.

2.4 Human Rights Issues

- Matter considered and no issues identified.

3. Environmental

- Matter considered and no issues identified.

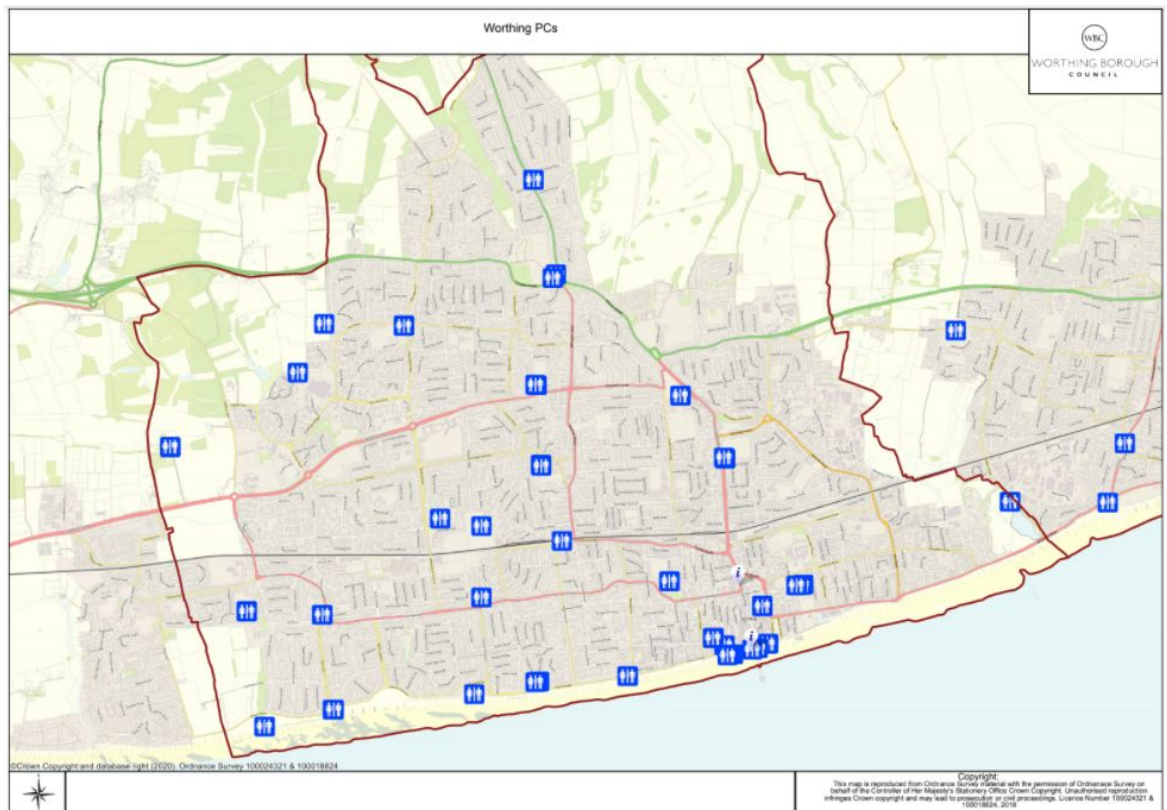
4. Governance

- Matter considered and no issues identified.

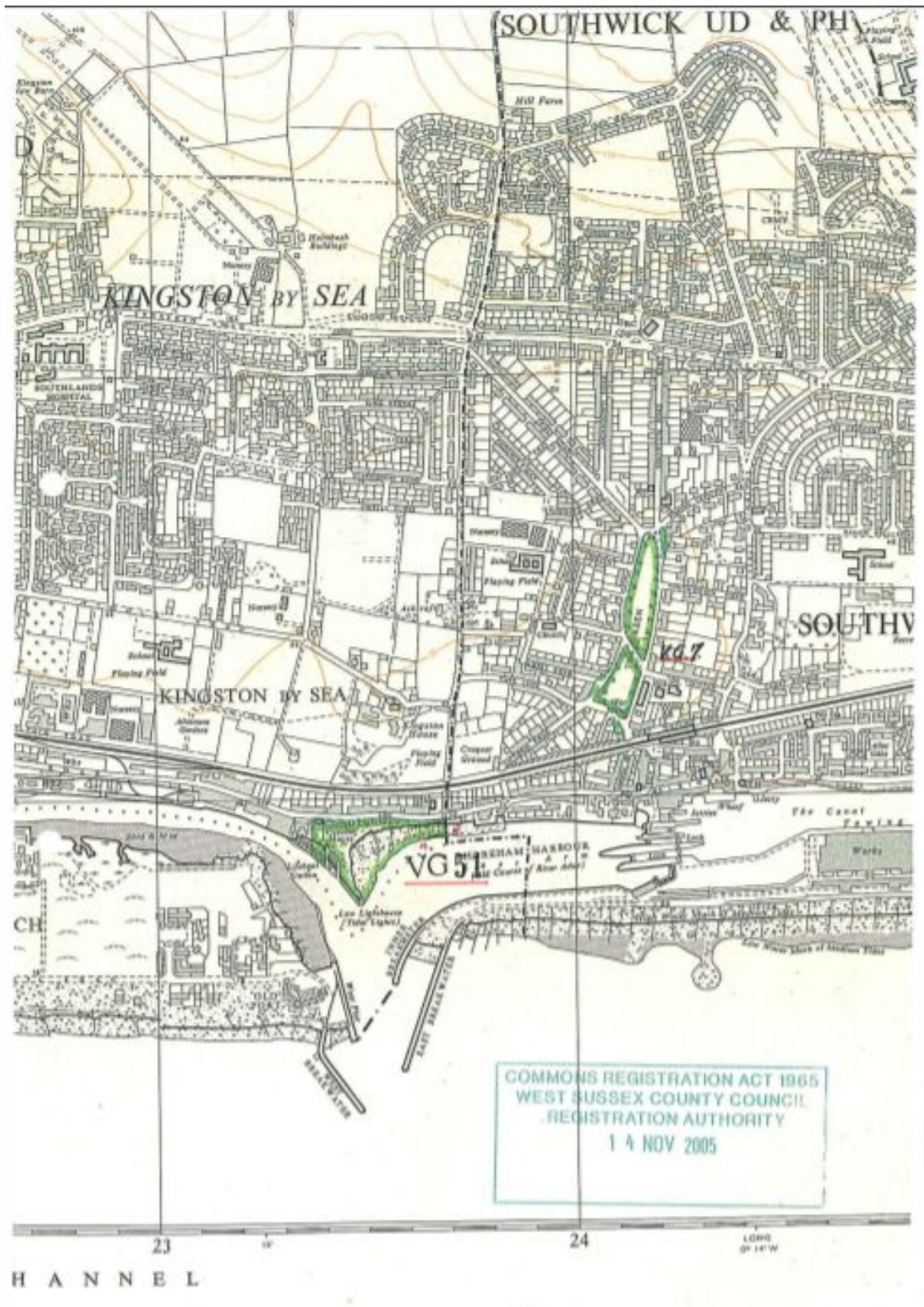
Appendix 1: Map of public conveniences - Adur



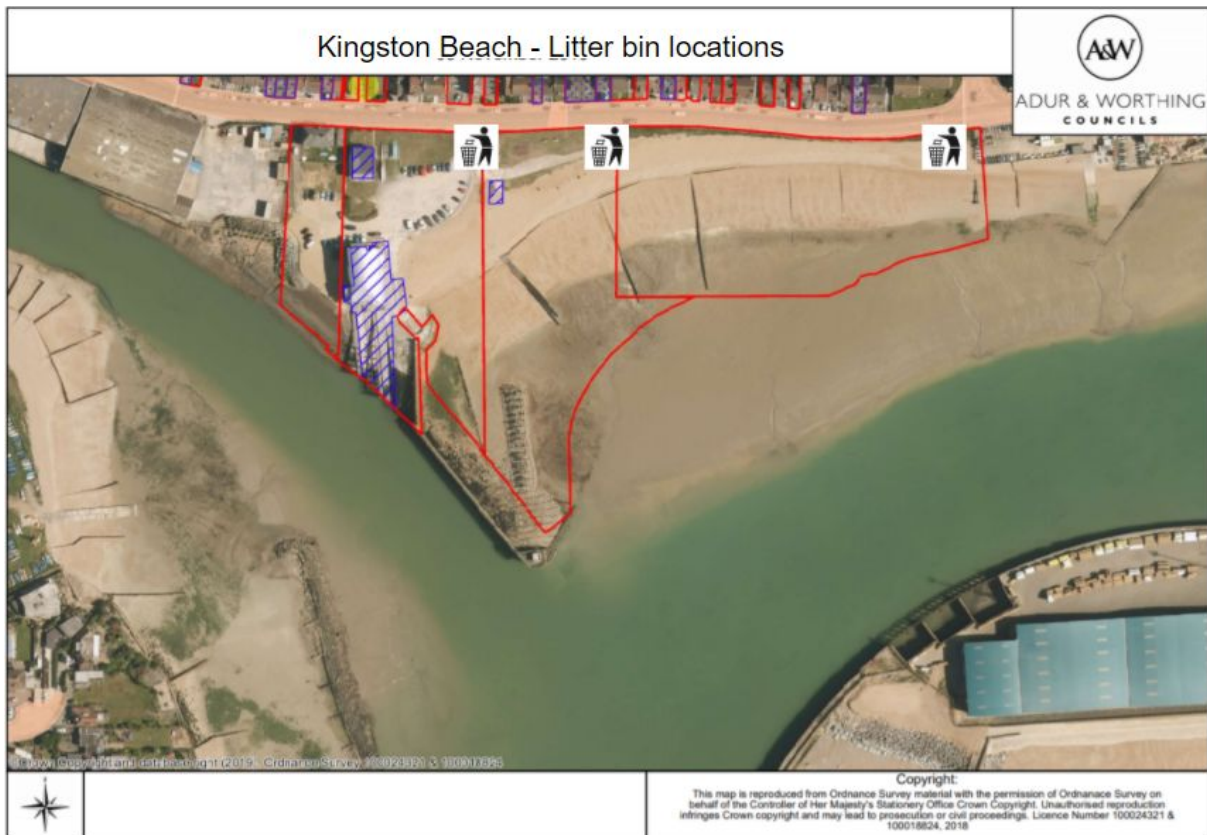
Appendix 2: Map of public conveniences - Worthing



Appendix 3: Extract of the Register Map of Town or Village Greens as related to the Kingston Beach Village Green registration (VG 51) under the Commons Registrations Act 1965.



Appendix 4: Litter bin locations - Kingston Beach, Shoreham.



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