



WORTHING BOROUGH  
**COUNCIL**

**19 October 2021**

**Worthing Council Meeting  
19 October 2021**

Council Chamber  
Town Hall, Chapel Road,  
Worthing

**6.30 pm**

**Agenda**

**11 October 2021**

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

**Part A**

**1. Apologies for Absence**

**2. Declarations of Interest**

Members and Officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**3. Confirmation of Minutes**

To approve the minutes of the Council Meeting held on 20 July 2021, copies of which have been previously circulated.

A copy is available to view at

<https://democracy.adur-worthing.gov.uk/ieListDocuments.aspx?CId=158&MId=1503&Ver=4>

**4. Questions from the Public**

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Interim Director for Communities:  
Tina Favier  
Adur & Worthing Councils,  
Town Hall, Chapel Road,  
Worthing, West Sussex, BN11 1HA

To receive any questions from members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the Borough, except no questions may be asked in relation to

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

Public question time will last up to 30 minutes; questions will be taken in the order of receipt.

The deadline for submission of questions is **Friday 15 October 2021 at 12 noon**. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

**5. Announcements by the Mayor, Leader of the Council, Executive Members or the Head of Paid Service**

**6. Items raised under Urgency Provisions**

To consider any items the Mayor has agreed are urgent.

**7. Recommendations from the Executive and Committees to Council (Pages 1 - 10)**

	<b>Executive / Committee</b>	<b>Date</b>	<b>Item</b>
A	Joint Governance Committee	29 July 2021	<p><a href="#">(i) Joint Governance Committee Appointments: Parish Councillors</a></p> <p><a href="#">(ii) Conferment of Honorary Alderman - Paul Baker</a></p>
B	Joint Strategic Committee	7 September 2021	<p><a href="#">(i) Downview and Rowlands Road Update</a></p> <p><a href="#">(ii) Protecting our Coastline - Worthing Coastal Protection Scheme</a></p>
C	Joint Strategic Committee	7 October 2021	<a href="#">Towards a Safer Adur and Worthing- Introducing the Adur and Worthing Safer Communities Partnership Strategy (2021-2024)</a>
D	Joint Senior Staff Committee	8 October 2021	<a href="#">Appointment of the Chief Executive for Adur District and Worthing Borough Councils</a>

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

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

There will be up to 15 minutes for Executive Members to make any statements on the report. There will also be up to 15 minutes for Executive Members to respond to questions on the report. These questions will not be the same as any to be asked under Item 10.

**(Note:** Papers relating to items under 7 and 8 have been previously circulated and can be viewed here on the Council's website

<https://www.adur-worthing.gov.uk/meetings-and-decisions/>)

**9. Decision Making following a change to the membership of the Conservative Group** (Pages 21 - 28)

To consider a report by the Interim Director for Communities, copy attached as Item 9.

**10. Members Questions under Council Procedure Rule 12**

Members' question time will last up to 30 minutes, with questions being taken in the order of receipt and in rotation from each political group on the Council. The deadline for submission of questions is Friday 15 October 2021 at 12 noon.

Questions should be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions can be asked of the following:

- a) The Mayor
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Council's representative on any outside body

Questions cannot be asked in relation to the following:

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

**11. Motion on Notice (Pages 29 - 32)**

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Margaret Howard, detailed as item 11.

**12. Motion on Notice (Pages 33 - 36)**

To consider a Motion on Notice, submitted by the Proper Officer on behalf of Councillor Helen Silman, detailed as item 12.

**Part B - Not for Publication - Exempt information Reports**

None.



Tina Favier  
Interim Director for Communities

## **Recording of this meeting**

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

For Democratic Services enquiries relating to this meeting please contact:

Neil Terry  
Democratic Services Lead  
01903 221073  
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Maria Memoli  
Head of Legal Services and Monitoring Officer  
01903 221119  
maria.memoli@adur-worthing.gov.uk



Council  
19 October 2021  
Agenda Item 7A(i)

## **Extract from the minutes of the Joint Governance Committee - 29 July 2021**

### **JGC/017/21-22 Joint Governance Committee Appointments: Parish Councillors**

The report advised the Committee of the nominations from Lancing Parish Council and Sompting Parish Council for Parish representatives to be appointed to the Joint Governance Committee as co-opted Members in accordance with the Constitution.

The recommendations were proposed by Cllr Kevin Boram, seconded by Cllr Rob Wilkinson and supported by the Committee.

### **Resolved**

That the Joint Governance Committee

- I. noted the nomination from Lancing Parish Council of the appointment of Cllr Mike Mendoza as a Co-opted Member of the Joint Governance Committee for 21/22 and **recommended the appointment to Adur District Council and Worthing Borough Council;**
- II. noted the nomination from Sompting Parish Council of the appointment of Cllr Liz Haywood as a Co-opted Member of the Joint Governance Committee for 21/22 and **recommended the appointment to Adur District Council and Worthing Borough Council.**

(Link to the report on the website e.g. [Joint Governance Committee - 29 July 2021](#))

**Extract from the minutes of the Joint Governance Committee - 29 July 2021**

**JGC/018/21-22 Conferment of Honorary Alderman - Paul Baker**

The Joint Governance Committee was asked to consider conferring the title of Honorary Alderman of the Borough of Worthing, on former Mayor Paul Baker, who was no longer a member of the Council.

The recommendations were proposed by Cllr Steve Wills, seconded by Cllr Roy Barraclough and supported by the Committee.

**Resolved**

The Joint Governance Committee

- 1) approved the granting of the Honorary Aldermanship of the Borough of Worthing to former Mayor Paul Baker, and
- 2) **recommended to Worthing Borough Council that a special meeting of the Council be arranged, under section 249(1) of the Local Government Act, for the specific purpose of conferring the title of 'Honorary Alderman' to Paul Baker.**

(Link to the report on the website e.g. [Joint Governance Committee - 29 July 2021](#))



**Extract from the minutes of the Joint Strategic Committee - 7 September 2021**

**JSC/038/21-22      Rowlands Road and Downview Road**

The report provided an update to members on the development of Rowlands Road and Downview Road and the expected savings to the Council.

The Committee was advised that the figure of £387,826 shown in recommendation 2.2 was incorrect and should have been £378,500.

The report sought approval for the release of a further sum of £378,500 from the unallocated temporary accommodation capital budget for Rowlands Road to meet affordable housing needs.

The report proposed that Worthing Borough Council become a Registered Social Landlord for the purpose of attracting Homes England / Ministry of Housing, Communities and Local Government funding towards the provision of new temporary and emergency accommodation noting that there was no intention or need to have a separate accounting system or Housing Revenue Account.

Members sought assurance in relation to the survey work undertaken at outset, whether the costs per unit represented good value and whether registering as a social landlord would be beneficial in the long term. Officers assured Members that the feasibility survey work undertaken had been robust, highlighting that there were more unknowns with refurbishment projects than with new build; that investment in temporary accommodation was good value for the community and that registering as a social landlord provided a seat at the table to engage and access wider funding available. It was also noted the Council would benefit from not having to pay stamp duty as a Registered Social Landlord.

Members welcomed the proposals which were unanimously supported by the Committee.

**Decision**

The Joint Strategic Committee

1. noted the contents of the report;

2. approved the release of further net budget for Rowlands Road of £378,500, to fund the increased costs associated with the refurbishment contract from the unallocated temporary accommodation budget;
3. authorised the registration of Worthing Borough Council as a Registered Social Landlord and **recommended to Worthing Full Council that it approved the Registration of Worthing Borough Council as a Registered Social Landlord;**
4. authorised the Monitoring Officer to make consequential amendments to the Constitution arising from the registration above.

(Link to the report on the website e.g. [Joint Strategic Committee - 7 September 2021](#))

**Extract from the minutes of the Joint Strategic Committee - 7 September 2021**

**JSC/039/21-22      Protecting our Coastline - Worthing Coastal Protection Scheme**

The report provided an update to members on the revised approach to the Worthing Coastal Protection Scheme following the Environment Agency (EA) peer review of the submitted Outline Business Case (OBC) and subsequent consultation with Senior WBC Officers.

The revised approach would amend the implementation of a large scale coast protection scheme for the Worthing frontage in favour of a two phased approach; a more immediate capital maintenance project (Phase 1) to repair and extend the life of existing groynes as well as shingle beach nourishment in the Town Centre area, followed by revisiting the Strategic Outline Case (SOC) for a larger scale groyne replacement scheme (Phase2) within ten years time.

The Committee welcomed the proposals, acknowledging that it had been a statutory requirement to undertake the earlier survey work in 2019 which had helped to inform future work with the Environment Agency to benefit the town through the protection of the coastline and homes.

**Decision**

The Joint Strategic Committee

- I. noted the progress and revised approach for delivery of the Worthing Coastal Protection Scheme;
- II. **recommended that Worthing Council amend the 2021/22 Capital Investment Programme to include the revised Phase 1 capital project for structural works to the groynes and shingle nourishment work;** and
- III. approved the delegation to the Head of Facilities & Technical Services in consultation with the Executive Member for Regeneration to enter a Memorandum of Understanding (MoU) with the Environment Agency, following Phase 1, to commence works on revisiting the Strategic Outline Case (SOC) for the Phase 2 larger scale groyne replacement scheme.

(Link to the report on the website e.g. [Joint Strategic Committee - 7 September 2021](#))



**Extract from the minutes of the Joint Strategic Committee - 7 October 2021**

**JSC/044/21-22      Towards a Safer Adur and Worthing- Introducing the Adur and Worthing Safer Communities Partnership Strategy (2021-2024)**

The report presented the new Adur and Worthing Safer Communities Partnership Strategy 2021-2024 which set out how the Councils would work together to improve safety and feelings of safety for all who live, work and visit Adur and Worthing.

Adur and Worthing Councils had a dual role in the Safer Communities Partnership, as lead partner in facilitating and monitoring partnership activity but also through maximising opportunities to embed community safety priorities through service delivery, contracts and commissioned projects. Through relationships and interactions with the community, the councils were also ideally placed to identify opportunities to take an early intervention approach in preventing harm.

The Committee noted that whilst the lead for many of the work streams would sit with partner agencies, Adur and Worthing Councils needed to ensure they were also embedded across all of the councils services, if the Councils were to play their part in the systems change required to ensure safer lives for communities in Adur and Worthing.

The Committee was advised that an updated version of the strategy (including the foreword) had been added to the website and circulated in advance of the meeting. In addition, the recommendations had been revised as follows:-

- to note the strategy was led by the Adur and Worthing Safer Communities Partnership and the Councils role was as a lead partner of this strategy;
- to consider and endorse the content of this Strategy, recommending its approval to both Adur and Worthing Full Councils.

Members discussed the consultation process, the use of social media as a consultation toolkit and how the strategy linked with other strategies such as Health and Open Spaces.

The amended recommendations were proposed by Councillor Sean McDonald, seconded by Councillor Emma Evans and unanimously supported.

## **Decision**

The Joint Strategic Committee

1. noted the strategy was led by the Adur and Worthing Safer Communities Partnership and the Councils role was as a lead partner of this strategy;
- 2. considered and endorsed the content of this Strategy, recommending its approval to both Adur and Worthing Full Councils.**

(Link to the report on the website e.g. [Joint Strategic Committee - 7 October 2021](#))



**Extract from the minutes of the Joint Senior Staff Committee - 8 October 2021**

**JSnSC/012/21-22 Appointment of the Chief Executive for Adur District and Worthing Borough Councils**

The Joint Senior Staff Committee was responsible for the recruitment of the Chief Executive (Head of Paid Service) and making recommendations to Full Councils on the appointment.

The Committee considered an exempt information report from SOLACE on the recruitment process for the Chief Executive. Three candidates had been put forward for interview by the Committee.

Cllr Daniel Humphreys (Chairman) proposed that Adur and Worthing Councils be recommended to appoint Dr Catherine Howe as Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer. The proposal was seconded by Cllr Rebecca Cooper and was unanimously agreed by the Committee.

**RESOLVED,**

That Adur and Worthing Councils be recommended to approve the appointment of Dr Catherine Howe as the Chief Executive of Adur and Worthing Councils on the following terms and conditions

- I. The JNC (Joint Negotiating Committee) conditions of service for Chief Executives will apply;
- II. The salary will be £134,000 plus Returning Officer fees;
- III. The appointed person shall be the Councils' Head of Paid Service, Returning Officer and Electoral Registration Officer; and
- IV. In line with the Councils' employment policies, the post attracts casual user allowance and membership of SOLACE.

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

### **A Decisions Taken by Individual Executive Members**

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

#### **Leader**

- W/LDR/002/21-22 Representing the Council in the Community - appointments to outside Organisations
- W/LDR/004/21-22 Non Qualifying Petition - Retention of the TTRO in Montague Street, West Worthing
- W/LDR/005/21-22 Non Qualifying Petition - Denton Gardens
- W/LDR/006/21-22 Non Qualifying Petition - Climate & Environment Emergency Bill

#### **Executive Member for Regeneration**

- JAW/007/21-22 Renewal of Flowbird Maintenance Contract

#### **Executive Member for Resources**

- JAW/004/21-22 Voluntary Redundancy
- JAW/006/21-22 Apprenticeship Training Contract
- JAW/008/21-22 Letting of construction contract for refurbishment works at Worthing Town Hall and Portland House, Worthing in relation to the Workspaces AW project
- JAW/009/21-22 Cannon House Refurbishment

#### **Executive Member for Customer Services**

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#### **Executive Member for Digital and Environmental Services**

- JAW/005/21-22 Award of Contract - Network Refresh Project

#### **Executive Member for Health and Wellbeing**

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## **B. Decisions taken by the Joint Strategic Committee on 7 September 2021**

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

Full details can be found by [clicking on this link](#)

The matters not appearing elsewhere on the agenda:-

### **JSC/33/21-22      1st Quarter Revenue Monitoring Report 2021/22**

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2021/22, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at the 30th June 2021, the forecast position would reflect the latest information available to ensure an up-to-date forecast is presented.

As at quarter 1, the current projection for the 2021/22 financial year was net operational budget overspends of £58,000 in Adur and £762,000 in Worthing. Government funding in the form of grants and the Income Guarantee Scheme would offset this and it was currently estimated that the outturn position would be net underspends of £101,000 in Adur and £7,000 in Worthing. A breakdown of these figures was set out in section 4.4 of the report.

A member sought clarification as to how the increased pressure on housing , an increase in caseload of 3 per month, would be monitored. Officers advised that current modelling identified an expected increase in pressure on housing resulting from the impact of the end of furlough and the abolition of section 21 notices once the 4 month period expired in September. Officers confirmed that the modelling would be reviewed regularly throughout the year.

The recommendation was proposed by Councillor Elizabeth Sparkes, seconded by Councillor Neil Parkin and unanimously supported.

### **Decision**

The Joint Strategic Committee noted the report and projected outturn position for the Joint Committee, Adur District Council and Worthing Borough Council against the approved revenue budgets and proposed use of reserves (Appendix 1b and 2b).

## **JSC/034/21-22      1st Quarter Capital Investment Programme & Projects Monitoring 2021/22**

The report updated the Joint Strategic Committee on the progress made on the 2021/22 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Strategic Committee.

A member highlighted the procurement of an irrigation system at Lancing Manor Bowls Club and sought clarification in relation to the virement of budgets between projects. Officers informed Members that it was possible to vire from one budget to another as long as the correct approvals were in place. It was also noted that Adur Council was working closely with the allotments society to identify a whole series of improvements that can be made. However, with time a factor in this spend, it was important to make sure that monies were spent appropriately within a suitable time period. It was therefore felt, that within the broad parameter of open spaces improvements, that the next available scheme was the Lancing Manor Bowls Club. This didn't mean that the Council won't be spending in relation to the allotments society but would be working up a plan with them which would be subject to subsequent expenditure.

Clarification was sought in relation to the proposed equipment replacement in the Grafton Car Park and the Hammer Cage replacement for South Downs Leisure (SDL). Officers advised that the Hammer Cage replacement was under the jurisdiction of the Worthing Harriers Athletics Club. The land was leased to SDL who in turn allowed Worthing Harriers Athletics Club to use this space. The use of the cage for hammer and discus throwing needed to be overseen by properly trained coaches which the athletics club was able to provide and manage. In respect of the replacement of equipment in the Grafton Car Park, the key was Health & Safety and ensuring that the car park was safe for the public to use.

The Executive Member for Regeneration acknowledged that the Worthing Rotunda Refurbishment, outlined in para 7.3.3 of the report, was required and that a solution was needed for this work. However, he was disappointed with the proposal to use the Worthing Parades Improvement Budget to fund this work as the Council had given a commitment in 2020 to improve Worthing's neighbourhood parades. As a result, the Council had drawn down 2 years of money to complete that work with the first phase taking forward the 4 parades at Broadwater, Findon, Goring and out to the Strand. It had always been the intention for there to be a second phase and he did not feel it was the right time to divert funds from the project.

Therefore, it was proposed by Cllr Jenkins and seconded by Cllr Humphreys that the Committee did not approve the refurbishment of the Worthing Rotunda funded from the underspend in the Worthing Parades Improvements Budget as set out in recommendation b(iii) of the report and that funding for the Rotunda Refurbishment Work be sought from elsewhere. The amendment was supported unanimously by the Committee.

The Committee also requested that a wider review of funding for community facilities be undertaken. Officers agreed to review the returns on investment and report back to a future meeting.

The recommendations, as amended, were unanimously supported.

## **Decision**

The Joint Strategic Committee :

### **(b) With respect to the Capital Investment Programme of Worthing Borough Council**

- i) noted the reprofiling of the Worthing Borough Council capital schemes as advised in paragraphs 7.3.1 and Appendix 4.
- ii) approved the replacement of Grafton MSCP essential payment equipment and entry / exit barriers funded from underspends in the High Street and Buckingham Road MSCP equipment replacements, and the addition of the project to the 2021/22 Capital Investment Programme as detailed in paragraph 7.3.2.
- iii) noted the addition of the Church House Grounds Bowling Green procurement of an irrigation system to the 2021/22 Capital Investment Programme as detailed in paragraph 7.3.4.
- iv) approved the replacement of the Worthing Leisure Centre Hammer / Throws Cage funded from the Play Area Equipment Budget, and the addition of scheme to the 2021/22 Capital Investment Programme as detailed in paragraph 7.3.5.
- v) approved the replacement of the Transport Workshop HGV vehicle lift replacements funded from underspends in the Street Cleansing Vehicle Replacement Budget, and the addition of the scheme to the 2021/22 Capital Investment Programme as detailed in paragraph 7.1.1.
- vi) approved the replacement of the Transport Fleet Management System funded from the budget a replacement Bereavement Services Vehicle and the addition of the project to the 2021/22 Capital Investment Programme as detailed in paragraph 7.1.2.
- vii) noted the bringing forward of the budgets for the Broadwater Parish Rooms replacement electrics and heating system to 2021/22 as detailed in paragraph 7.4.2.

**JSC/035/21-22      Annual Treasury Management Report 2020-21 for Adur District Council and Worthing Borough Council**

This report asked Members to note the Treasury Management performance for Adur and Worthing Councils for 2020/21 as required by regulations issued under the Local Government Act 2003.

It was noted that the Joint Governance Committee had received the report, prior to it being brought to the Joint Strategic Committee, where it had been reviewed in depth.

**Decision**

The Joint Strategic Committee noted the annual report.

**JSC/036/21-22      HealthyAW: Developing the new Health & Wellbeing Strategy (2021-2024)**

The report presented ‘HealthyAW 2021-2024’, which set the Council’s focus for health and wellbeing in Adur and Worthing and the Councils’ ambition for thriving communities and places. This built upon the previous Public Health Strategy 2018 - 2021 and was set for two and a half years to be aligned to the overarching West Sussex County Council’s Health and Wellbeing Strategy.

Adur and Worthing Councils had played an important leadership role in health and wellbeing for many years, using its influence with its partners and its work with communities and businesses to affect change. It formed a key commitment to be creative and bold to create more thriving communities and places.

The District and Borough Councils held key responsibilities and opportunities with regards to public health, with respect to provision of housing, public realm and green spaces and furthermore the work on the Climate Emergency. The Councils’ Thrive platforms were a key element of their work on wellbeing. More generally the Councils’ roles as leaders of place meant that they could and should be putting the wellbeing of their communities at the heart of what they do.

This strategy had been written to reflect some of the national and local challenges the Councils faced, and built on the learning from COVID-19. It was a post-pandemic strategy for health and wellbeing and aimed to build greater fairness into its work, to double down on inequalities and ensure that whilst it was working with all of its communities it was working more with those that had been hardest hit. Importantly it built on the community spirit and action that the Councils had seen in communities and sought to amplify this through more participatory approaches.

HealthyAW built on and around the ambitions in Platforms for our Places, by creating the conditions for people to thrive. It had been shaped by national and local data around health, and the communities response to the COVID-19 pandemic.

The strategy set out some key principles for how the Councils' wanted to do this work and proposed three high level ambitions for the broad direction of it, which had been shaped through engagement with partners, staff and communities:

- 1.1. To improve health and wellbeing for all, focusing mostly on our communities with the poorest health and wellbeing**
- 1.2 To create places, spaces and environments that promote and enable good health and wellbeing**
- 1.3 To promote stronger community resilience in our communities and our workforce**

The adoption of the strategy would provide the focus for the Councils' efforts for the next two and half years. The details for this work would be set out in a delivery plan to be shaped in the Autumn.

Members welcomed the proposed strategy and looked forward to receiving the delivery plan at the JSC meeting in November 2021.

The Committee also wished to place on record its thanks to Councillor Simmons for all his work on the Health & Wellbeing portfolio and for his work supporting Councillor Boram into his role as portfolio holder.

## **Decision**

The Joint Strategic Committee

- i) considered and approved the adoption of *HealthyAW* as the Councils Health & Wellbeing Strategy for 2021-2024; and
- ii) noted the development of a delivery plan to be developed in Autumn 2021.

## **JSC/037/21-22      Recommissioning of advice provision**

Generalist advice was an important service that was provided across West Sussex. The current contract for this work was held and delivered by Citizens Advice and included work around optimising benefit claims for the Councils' communities and a free drop in advice service for its communities in locations in Adur and Worthing.

The service had provided a vital response to the ongoing impacts of the COVID pandemic, where increasing numbers of local residents were facing challenges in relation to insecure housing, financial sustainability and accessing appropriate support. All of which made the work of an advice service even more necessary for the next contracting period. During the current contract, Citizens Advice had also secured additional funding sources for specific projects to bolster their core programme, including work around housing support and Covid related champions.

This work formed an important part of AWC's 'Platforms', and to the Councils' pandemic response and recovery plans to support its most vulnerable communities in relation to advice, and financial capability work as evidenced in the JSC report 'Proactive interventions to support local income residents' (July 2021).

The report included key data from the service to demonstrate its reach and impact. In addition, work was also being carried out across the Councils' departments to ensure this service was aligned to the changing needs of its communities now and into the future as a result of the pandemic, ensuring a good reach across all the Councils' communities and especially to those experiencing poverty and hardship, and inequality.

The current contract for this service was due to expire in April 2022, after a period of three years. Discussions were being held with WSCC about the reprocurement of this work.

Members of the Joint Strategic Committee were asked to consider and approve arrangements for West Sussex County Council to procure a generalist community advice and support service on behalf of the County Council and all other District and Borough Councils in West Sussex from April 2022.

### **Decision**

The Joint Strategic Committee

1. Endorsed a new contract for Citizens Advice on the basis of a 3+3+1 year agreement; and
2. Supported the proposed allocation of funds of ADC £83,824 and WBC £79,829 per annum for the contract period 2021-2028.

## **C. Decisions taken by the Joint Strategic Committee on 7 October 2021**

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

Full details can be found by [clicking on this link](#)

The matters not appearing elsewhere on the agenda:-

### **JSC/045/21-22 Carbon Neutral 2030: Working towards the councils' carbon neutral target: progress update**

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

The report presented the second annual update on progress towards this target. When compared to the previous year, emissions from the councils' buildings and fleet reduced by 7.4%, including variations as a result of the Covid-19 pandemic.

An update on current carbon reduction projects was presented and it was estimated that the councils would deliver projects to save 188 tonnes of carbon this year.

A new project for delivery in 2021/22 at Tollbridge House was presented. This replaced the previously approved project at Marsh House, which had had to be paused due to unforeseen costs.

A trajectory of future carbon emissions to 2030 was presented in Section 8 of the report. This used indicative pipeline projects to map a potential route to meeting the 2030 target, subject to viable business cases being developed.

Consideration was given to the increased costs associated with the Marsh House project, impacts associated with increased gas prices and further reduction of the Council's Carbon Footprint.

The recommendation was proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and unanimously supported.

### **Decision**

The Joint Strategic Committee noted:

- the councils' current carbon emissions and carbon reduction work programme;
- the trajectory of future emissions reductions which aimed to ensure the councils meet their carbon neutral 2030 target; and



- that further funding bids might be made, in consultation with the relevant executive member, and that if required further reports would brief members on the outcome of the bidding process.

The Joint Strategic Committee approved:

- the publication of the carbon emissions report on the council website and the submission of these figures to external bodies where required by membership (e.g. UK100); and
- the changes to the carbon reduction work programme for 2021/22, specifically the replacement of the project at Marsh House with one at Tollbridge House.

The Joint Strategic Committee delegated authority to the Director of Digital, Sustainability & Resources for the negotiation and letting of any contracts associated with the Tollbridge House heat replacement project providing the cost was within the approved budget.

#### **JSC/047/21-22      Carbon Neutral 2030: Worthing Heat Network: progress update**

The report set out the progress made since March 2021 to deliver a flagship heat decarbonisation scheme in the centre of Worthing.

The proposal would enable 8 council-owned buildings, multiple other public sector buildings (WSCC, MoJ, NHS and Sussex Police) along with major development sites to switch to very low-carbon heat in a cost effective manner.

The report updated members that the funding application to the Heat Network Investment Programme (HNIP), submitted following the Joint Strategic Committee meeting in March, had been successful and that council had been awarded the following amounts:

- £950,000 grant funding for Commercialisation;
- £3.158m grant monies for Construction; plus
- £1.275m loan funding (at 0.01% interest) for construction.

Delegated authority had been given to the Director for Digital, Sustainability & Resources to accept this funding in March 2021. Officers were currently working on finalising the Grant and Loan agreements ahead of officially accepting the award and drawing down the commercialisation funding.

The proposed next steps for this project were set out in the report with Members' continued endorsement being sought to the approach, ahead of a further report detailing the conclusion of the procurement process.

The recommendation was proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and unanimously supported.

## **Decision**

The Joint Strategic Committee

1. noted the receipt of funding under a Grant Funding Agreement from HNIP, totalling £950,000 for the Commercialisation Phase of the Heat Network and, subject to Conditions set by HNIP being met during the Commercialisation phase, approved the further receipt of:
  - i. £3.158m grant monies for Construction; plus
  - ii. £1.275m loan funding (at 0.01% interest) for construction.
2. authorised the Director for Digital, Sustainability and Resources to enter into the HNIP Funding Agreements;
3. noted and endorsed the next steps for the Worthing Heat Network;
4. approved an amendment of the 2021/22 revenue budget by £950,000 to fund the commercialisation element of the project;
5. approved the amendment of the 2022/23 capital programme for a contribution of £4.433m towards the construction of a heat network;
6. authorised the Director for Digital, Sustainability and Resources to enter into any contracts for expenditure of HNIP funding to progress the two phases of the Heat Network delivery; and
7. requested that a further updating report be brought to the Committee prior to the commencement of the procurement process.

## **Local Government Act 1972**

### **Background papers**

*(Reports and decisions are available on the Council's website or as indicated in each of the paragraphs above)*

**Councillor Daniel Humphreys  
Leader of the Council**



WORTHING BOROUGH  
COUNCIL

Council  
19 October 2021

Ward(s) Affected: All

## **Decision Making following a change to the membership of the Conservative Group**

### **Report by the Interim Director for Communities**

#### **Executive Summary**

##### **1. Purpose**

- 1.1 To inform the Council of a change to the membership of the Conservative Group and consequently, a change to the political balance of the Council.
- 1.2 To advise the Council in regards to the re-calculation of political balance.
- 1.3 The report further outlines decisions required by Council to ensure that committee appointments are determined according to the relevant legislation.

##### **2. Recommendations**

- 2.1 That the Council notes the revised political balance of the Council as per paragraph 3.4.
- 2.2 That the Council appoints to the Committees in accordance with the wishes of the Political Groups, as detailed in Appendix B (to follow).

### **3. Context**

- 3.1 At the meeting of the Annual Council in May 2021, Council determined a number of matters in relation to decision making, including the political balance of the Council.
- 3.2 On the 6th October 2021, the proper officer was informed of a change to the membership of the Conservative group, reducing the group from 19 to 18 elected councillors.
- 3.3 Decision making is governed by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to Executive arrangements.
- 3.4 The new calculation of the political balance of the Authority is as follows:

Number of seats on Council:		Proportion of seats	
18	Conservative	48.65%	
15	Labour	40.5%	
3	Liberal Democrat	8.11%	
1	Independent	2.70%	

### **4. Issues for consideration**

- 4.1 To note the change to the overall political balance of the Council resulting from a change in the membership of the Conservative group. The Conservative group is no longer entitled to a majority of seats on each of the committees in accordance with provisions under the Local Government & Housing Act 1989. This is due to the Conservative group no longer holding an overall majority on the Council.
- 4.2 To note the overall Conservative allocation of seats across the Council's Committees has reduced from 31 to 29.
- 4.3 To note that the Labour and Liberal Democrat allocation of seats on each Committee remains the same as it did in May 2021 and is correct according to the political balance rules. However, the overall change in political balance

does result in the Labour and Liberal Democrat groups being able to take up their full allocation of seats on 8 seat committees (as set out in Appendix A).

- 4.4 Group Leaders have been consulted regarding their proposed nominations to the various seats in the decision making structure. The Council is asked to agree the non-executive committee memberships. These are outlined in Appendix B (*as Group Meetings had not been held prior to the publication of the agenda, Appendix B will be published when all nominations have been received*).
- 4.5 That the Council is asked to appoint the Vice-chairperson to the Joint Governance Committee.
- 4.6 A political group must be made up of 2 or more Members. Therefore, the Independent Councillor is not entitled to an allocation of seats under the rules of political balance.

## **5. Engagement and Communication**

- 5.1 Group Leaders have been consulted following a change to the membership of the Labour group, the resulting changes to political balance and the reapportionment of seats.

## **6. Financial Implications**

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

## **7 Legal Implications**

- 7.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business
- 7.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 7.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.

- 7.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Executive and Committees in Councils that have adopted Executive arrangements

### **Background Papers**

- Local Government Act 1972
- Local Government and Housing Act 1989
- Local Government Act 2000
- Local government and Public Involvement in Health Act 2007
- Knowles on Local Authority Meetings – A manual of Law and Practice

### **Officer Contact Details:-**

Neil Terry

Democratic Services Lead

01903 221073

[neil.terry@adur-worthing.gov.uk](mailto:neil.terry@adur-worthing.gov.uk)

**(a) Committee Structure and Number of Seats**

To note the committee structure and numbers of seats applicable to each, in accordance with the Constitution:

**(i) The Executive:**

Executive	6 seats
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**(ii) Regulatory Committees**

Planning Committee	<b>8 seats</b>
Licensing and Control Committee A	<b>15 seats</b>
Licensing and Control Committee B	15 seats

**(iii) Overview and Scrutiny:**

Overview and Scrutiny Committee	<b>15 seats</b>
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**(iv) Joint Working Arrangements:**

With Adur District Council

Joint Governance Committee	<b>8 Seats</b>
Joint Overview & Scrutiny Committee	<b>8 Seats</b>
Joint Senior Staff Committee	<b>3 Seats</b>
Joint Staff Committee	<b>3 Seats</b>
Joint Strategic Committee	6 Seats

**Seats in bold are subject to political balance: 60 Seats**

**(b) Representation of Political Groups on the Council**

To confirm the political groups and the number and proportion of seats held.

Representation on the Council and the number and proportion of seats held are as follows;

Number of seats on Council: (37)	Political Group	Proportion of seats
		(100%)
18	Conservative	48.65%
15	Labour	40.5%
3	Liberal Democrats	8.11%
1	Independent	2.70%

In accordance with the rules on political representation the number of seats to be taken by each political group (a political group comprises of 2 or more members) on the Council's Committees and Sub-Committees, equates to:

Number of seats on Committees

Conservative	29
Labour	24
Liberal Democrats	5

Please note that the following are not included in the above figures because the political balance requirements do not apply:

- Executive (6 seats)
- Joint Strategic Committee (6 seats)
- Licensing and Control Committee 'B'

Committee	No. of Seats	Conservative	Labour	Lib Dem	Over or under allocated (+ or -)
Joint Governance	8	4	3	1	
Licensing	15	7	6	1	-1
Planning	8	4	3	1	
Overview and Scrutiny	15	7	6	1	-1
Joint Overview and Scrutiny	8	4	3	1	
Joint Staff	3	2	1		
Joint Senior Staff	3	2	1		
<b>TOTAL</b>	<b>60</b>	30	23	5	
<b>Over or under allocated (+ or -)</b>		+1	-1		

Changes to Committee Memberships required are as follows:-

**Joint Governance Committee** - Conservatives seat allocation reduces from 5 to 4. Liberal Democrat seat allocation returns to 1 seat on Committee. Vice-Chairman to be appointed.

**Joint Overview & Scrutiny Committee** - Conservatives seat allocation reduces from 5 to 4. Liberal Democrat seat allocation returns to 1 seat on Committee.



**Worthing Planning Committee** - Conservatives seat allocation reduces from 5 to 4. Labour seat allocation returns to 3 seats on the Committee.

**Worthing Overview & Scrutiny Committee** - All groups have the correct allocation of seats as calculated under political balance. However, this results in the committee being underallocated by 1 seat.

**Worthing Licensing and Control Committee 'A' and 'B'** - All groups have the correct allocation of seats as calculated under political balance. However, this results in the committee being underallocated by 1 seat.

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Council  
19 October 2021

## WORTHING BOROUGH COUNCIL

Ward(s) Affected: All

### **Motion on Notice**

### **Report by the Director for Communities**

### **Executive Summary**

#### **1. Purpose**

- 1.1. The report before Council sets out a motion received from Councillor Margaret Howard which has been seconded by Councillor Emma Taylor.
- 1.2. Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

#### **2. Recommendations**

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

### **3. Context**

- 3.1 A motion on notice has been received from Councillor Margaret Howard, (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter in relation to which the Council has powers or duties and which affects the Borough.
- 3.3 The motion before Council contains a subject matter that is within the remit of the Joint Strategic Committee, as defined in para 14.4.1 of the Council's Procedure Rules. Therefore, it shall be moved and seconded, immediately noted by the Council and referred without debate to the Joint Strategic Committee for consideration and determination.
- 3.4 If a motion on the agenda at Full Council is to be referred automatically to the Executive, a Regulatory Committee or another Council Committee, in accordance with Council Procedure Rule 14.4, the proposer of the motion will confirm to the Chairperson their proposal of the motion as set out in the report before Council **without** a speech.
- 3.5 Where a motion has been referred by Full Council to the Joint Strategic Committee, the mover, or the seconder in the absence of the mover, shall be entitled to attend the relevant meeting and explain the motion.

### **4. Issues for consideration**

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

### **5. Financial Implications**

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

### **6. Legal Implications**

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

**Background Papers**

None.

**Officer Contact Details:-**

Neil Terry

Democratic Services Lead

01903 221073

[neil.terry@adur-worthing.gov.uk](mailto:neil.terry@adur-worthing.gov.uk)

## Annex A

We note that the Universal Credit uplift of £20 per week has been removed and claimants have received notice that they will receive £86 per month less to live on, which equates to £1040 per annum.

Furlough has ended and many more will lose their jobs as furlough support ends.

In addition, energy prices are going up drastically.

The impact of these changes will have a profound effect on Worthing residents.

In June this year there were 7372 claimants of Universal Credit in Worthing West and another 7475 in East Worthing & Shoreham, of those claimants 6284 were in work. That's 42% of Universal credit claimants being in work and many more having disabilities or caring responsibilities and unable to work.

Trussell Trust estimates that 1.2 million people will be forced to skip meals if this cut in Universal Credit goes ahead.

Worthing Food Foundation are already preparing for an increase in requests for food support, this is in a time when donations are going down due to supply issues.

Recent research estimates that 16000 people living in Worthing face food insecurity and this number will increase in the coming months.

Arrears are set to increase in Council Tax, rent, mortgages and utilities as people will have to choose between paying their bills, heating their homes and food. This will result in further hardship and inevitably increased evictions and homelessness.

To mitigate the effects of the removal of the uplift in Universal Credit, the end of Furlough and the increase in Energy bills, this motion calls on the Cabinet to write to the Secretary of State to request the retention of the £20 per week uplift in Universal Credit.

**Proposed: Margaret Howard**

**Seconded: Emma Taylor**



Council  
19 October 2021

## WORTHING BOROUGH COUNCIL

Ward(s) Affected: All

### **Motion on Notice**

### **Report by the Interim Director for Communities**

### **Executive Summary**

#### **1. Purpose**

- 1.1. The report before Council sets out a motion received from Councillor Helen Silman.
- 1.2. Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

#### **2. Recommendations**

- 2.1. The Council is asked to determine the motion as set out in Annex A to this report.

#### **3. Context**

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

3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.

3.4 The motion before Council is declaratory in nature, as defined in para 14.4.4 of the Council's Procedure Rules. Therefore, it may be considered and debated by the Full Council without being automatically referred to a future meeting, as defined in para 14.4.5 of the Council's Procedure Rules, or, being referred to the Executive or Committee without debate, as defined in paragraphs 14.4.1, 14.4.2 and 14.4.3 of the Council's Procedure Rules.

#### **4. Issues for consideration**

4.1 Motions considered by Full Council are done so under part 14 of the Council's Procedure Rules and are debated under rules set out under part 16 of the Council procedure rules and the Council is asked to debate the motion under these rules accordingly.

#### **5. Financial Implications**

5.1 The motion is declaratory in nature and therefore there are no direct financial implications.

#### **6. Legal Implications**

6.1 As the motion is declaratory in nature, there are no direct legal implications arising from it.

#### **Background Papers**

None

#### **Officer Contact Details:-**

Neil Terry

Democratic Services Lead

01903 221073

[neil.terry@adur-worthing.gov.uk](mailto:neil.terry@adur-worthing.gov.uk)



## **Motion to Worthing Borough Council**

### **Council is asked to Note the Climate and Ecological Emergency Bill 2020 (the CEE Bill)**

#### **Preamble**

In August this year the Intergovernmental Panel on Climate Change (the IPCC) published the Working Group 1 report giving up to date scientific estimates of the risk of average global temperatures exceeding 1.5 to 2 degrees centigrade - above which climate events risk catastrophic consequences to the human and natural world.

The IPCC message is unambiguous:

'unless there are immediate, rapid and large-scale reductions in greenhouse gas emissions, limiting warming to close to 1.5 degrees or even 2 degrees will be beyond reach.

There is no place to go to escape the consequences of unchecked climate change.

There are no life forms – plant or animal which won't be affected.

The UK is particularly vulnerable to species loss because our country is one of the most nature-depleted countries worldwide and has one of the lowest tree covers in Europe.

The National Bio-diversity Network gathering data from some 200 member groups reported in 2019 that bio-diversity in the UK continues to decline rapidly and significantly.

We in the UK need a legally-enforceable nature target so that by 2030 the natural world is visibly and measurably along the path to recovery in line with the Global Goal for Nature and the Leaders' Pledge for Nature. The CEE Bill is designed to do that.

This Council notes that:

1. In May 2019, Parliament approved a Motion declaring an Environment and Climate Emergency.
2. In July 2019 this Council declared a Climate Emergency.

3. This Council organised a Citizens' Assembly, held between September and December 2020, and accepted the 17 recommendations of the Assembly, notably one calling for action to enhance habitats and bio-diversity.
4. The Council has direct control over Global Warming Gas emissions only in its own estate and operations, but also notes that it can lead others to change and respond to climate change by setting the best possible example and by cooperating and enabling others to do the same.
5. The Climate and Ecological Emergency Bill is currently before Parliament, it is supported by 115 members in the House of Commons and some 30 peers drawn from 8 political parties. 112 Local Councils including Adur District Council, have already noted it.
6. If the Bill becomes law it will ensure:
  - a. that the Ecological emergency and the Climate emergency are tackled together with equal commitment to both.
  - b. that UK Governments will legislate to ensure that green house gas emissions are reduced to a level consistent with a global temperature increase on pre- industrial levels not exceeding 1.5%.
  - c. that the Leaders' Pledge for Nature becomes legally binding to ensure that the UK's ecosystems are protected and restored focussing on bio-diversity, soils and natural carbon sequestration such as occurs in peat lands and forests.
  - d. that the UK takes responsibility for the whole of our greenhouse gas emissions' footprint (including those from consumer goods, shipping, flights and land based transport ) by incorporating into the calculations for UK emissions those that occur overseas in the manufacture, transport and disposal of the goods and services we import into the UK.
  - e. that the UK takes full responsibility for our ecological footprint so that we protect the health and resilience of ecosystems along our domestic and global supply chains.
  - f. that an independent, temporary Climate and Nature Assembly is formed, representative of the UK's population, to engage with the UK Parliament and Government to contribute to the development of an emergency strategy to meet the Climate and Ecological Emergency confronting us.