



ADUR & WORTHING
COUNCILS

16 November 2021

Joint Overview & Scrutiny Committee

Date:	25 November 2021
Time:	6.30 pm
Venue:	Remote Meeting via Zoom

Committee Membership:

Adur District Council: Councillors; Joss Loader (Adur Chairman), Ann Bridges (Adur Vice-Chairman), Carol Albury, Vee Barton, Mandy Buxton, Joe Pannell, Sharon Sluman and Debs Stainforth

Worthing Borough Council: Councillors; Charles James (Worthing Chairman), Richard Nowak (Worthing Vice-Chairman), Louise Murphy, Jon Roser, Sally Smith, Bob Smytherman and Rosey Whorlow

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 14 October 2021, 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 23 November 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. Referral of Motion without Notice from Worthing Borough Council (Pages 1 - 8)

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

8. Interview with Executive Members for Customer Services (Pages 9 - 14)

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

9. Progress on the delivery of the Housing Strategy (Pages 15 - 24)

To consider a report by the Director for Communities, copy attached as item 9

10. Towards a sustainable financial position - Budget development update (Pages 25 - 54)

To consider a report by the Director for Digital Sustainability and Resources, copy attached as item 10

11. Joint Overview and Scrutiny Committee Work Programme for 2021/22 (Pages 55 - 66)

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

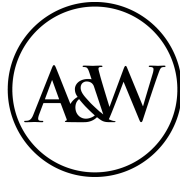
Recording of this meeting

The Council will be livestreaming 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
25 November 2021

Key Decision [No]

Ward(s) Affected:N/A

Referral of Motion without Notice from Worthing Borough Council

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 This report sets out a Motion (attached as Appendix A) referred from the meeting of Worthing Borough Council on 19 October 2021.
- 1.2 Members of the Joint Overview and Scrutiny Committee (JOSC) are requested to consider and determine the Motion.
- 1.3 JOSC can either support the motion and agree how an investigation into the issues can be undertaken or it can reject the Motion.

2. Recommendations

- 2.1 That the Joint Overview and Scrutiny Committee consider the motion and consider how further review or investigative work can be undertaken into the matter; or
- 2.2 That the Joint Overview and Scrutiny Committee reject the motion.

3. Context

- 3.1 At its meeting on 19 October 2021 Worthing Borough Council received a Motion without notice from Councillor Martin McCabe and seconded by Councillor Bob Smytherman, details of which can be found in the Appendix A to this report.
- 3.2 The motion considered by Worthing Borough Council requested that it be referred to the Joint Overview and Scrutiny Committee for debate. The motion was considered by the Council meeting and moved and seconded and voted on with subsequent agreement that the matter be referred to the Joint Overview and Scrutiny Committee.

4. Issues for consideration and how JOSC could investigate this matter

- 4.1 The Joint Overview and Scrutiny Committee can either support or reject the Motion.
- 4.2 If the JOSC support the Motion then it is advisable to consider how the matter can be investigated further by JOSC. Items for the JOSC Work Programme will usually closely align with Councils' strategic objectives, how the Committee can influence the outcomes and also general value and outcomes in accordance with the PAPER criteria - (P) - Public interest, (A) - Ability to change, (P) - Performance of a service, (E) - Extent of the issue and (R) - Replication. Requests for additional matters to be included in the Work Programme are usually considered by the Joint Chairpersons in accordance with the criteria and in this case recommendations from the Joint Chairpersons are attached in Appendix B for consideration together with a general assessment of the issue measured against the PAPER criteria.
- 4.3 JOSC has some options for considering this matter. JOSC could agree to consider the matter further by setting up a cross party JOSC Working Group to review; JOSC could ask for Officers to investigate the matters and report back on the substantive issues at a future meeting of JOSC; JOSC could ask the Joint Governance Committee to investigate the matters; alternatively, JOSC could encourage the Political Groups and Leaders of those Groups to investigate candidates, Councillors and selection processes and consider the issues raised by the member of the public in the question to Council. There is also potential scope for the issues raised here to be discussed at a later date as part of the work of the proposed new Community Cohesion Committee being set up by the Councils and in that case JOSC might want to add scrutiny of the work of the new Committee to its ongoing Work

Programme.

- 4.4 When considering this matter, JOSCS Members should note that Adur District and Worthing Borough Councils are committed to providing equality of opportunity in all their activities and to ensuring that discrimination does not occur. Adur & Worthing Councils' Equality Policy sets out Member and officer requirements with regard to both legal compliance and the Councils' wider expectations. The Policy's delivery plan contains specific commitments and actions to increase inclusion and reduce inequality. These actions include the Councils' ongoing commitment to provide Members with appropriate training on their individual and corporate responsibilities, as required by the Equality Act 2010. This training includes code of conduct and standards training which incorporates equality issues.
- 4.5 It is also worth noting for Members, that it is not the Council that would investigate or assess the suitability of a Member for his or her role, but the Party to which that Member belongs. Once elected, there is a legal obligation on each individual Member to ensure that the register of interests is accurately recorded. Members are aware of the need to comply with their detailed code of conduct (found on the Council's web site). If subsequently there is a breach of the code by any Member then it will be investigated as set out in that code of conduct and standards procedure, with due process being followed.
- 4.6 JOSCS will need to vote on the Motion as it stands. The Motion currently relates only to Worthing Borough Conservative Members, as it is received from Worthing Borough Council. JOSCS will need to consider if it wishes to add to the Motion a requirement to include Adur Conservative Members and/or all party Members. Advice from the Monitoring Officer to the Worthing Borough Council meeting stated that the matter should be relevant for all political parties in Worthing and if taken up by Adur the same advice would apply.

5. Engagement and Communication

- 5.1 The JOSCS Chairmen and Vice-Chairmen, the Councils Leadership Team and other relevant Officers have been consulted on the contents of this report.

6. Financial Implications

- 6.1 There are no direct financial implications relating to this matter.

7. Legal Implications

- 7.1 Rules relating to the consideration of Motions are set out in Paragraphs 14, 15, and 16 of the Council's Procedure Rules.
- 7.2 The Monitoring Officer provided advice to the Council meeting that the review of the matter by JOSOC should refer to all Councillors of all Political Parties on the Council to comply with the Equalities Act 2010 and in particular section 58 which relates to Local Authority Members.

Background Papers

Minutes of Worthing Borough Council - 19 October 2021

Officer Contact Details:-

Mark Lowe

Scrutiny and 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 and no direct issues identified.

2.2 Equality Issues

Matter considered. This issue relates to all Councillors in order to comply with the Equalities Act 2010. Information on the Councils Equality Policy is set out in Paragraph 4.4 above.

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 and no direct issues identified.

4. Governance

This matter has been referred to JOSC by Worthing Borough Council and JOSC will need to consider the matter and decide whether or not it should be accepted and if it is accepted then consider how the matter can be reviewed.

APPENDIX A

Motion from Councillor Martin McCabe regarding Public question raised at Worthing Borough Council meeting on 19 October 2021

That the topic of the question as referred to below from a member of the public at the Worthing Borough Council meeting on 19 October 2021 be referred to the Joint Overview and Scrutiny Committee for debate:-

Question from a Maureen Purcell (Marine Ward resident) to Leader of the Council -

‘As members of the public cannot trust your ability to identify if there is a Conservative Councillor who shares racist views, as in this case, can you now ensure us that an independent investigation can be undertaken where pertinent questions are asked of all the Conservative Councillors in view of what ex Councillor Tim Wills has said in this regard?’

Note - The Monitoring Officer provided advice to the Council meeting that the review of the matter by JOSOC should refer to all Councillors of all Political Parties on the Council to comply with the Equalities Act 2010.

<p>Scrutiny request</p> <p>Issue - Motion from Worthing Borough Council - Details set out in Appendix A</p>
<p>Request from - Worthing Borough Council</p>
<p>Public interest - A review into these issues is of public interest to reassure those members of the community who are concerned.</p>
<p>Score = High</p>
<p>Ability to change - The Councils have no direct control on these issues but can seek to investigate or ask for matters to be investigated and speak with Councillors and also look at the wider issues to influence how candidate selection processes can be made more robust to ensure appropriate vetting is in place and can review existing Councillors to reassure the local community.</p>
<p>Score = High</p>
<p>Performance - The subject of the request does not relate to the performance of a Council service.</p>
<p>Score = Low</p>
<p>Extent - The subject of the Motion relates to all Worthing Conservative Councillors.</p>
<p>Score = High</p>
<p>Replication - The issue has not been considered previously by JOSC</p>
<p>Score = High</p>
<p>Expected Outcomes - An independent investigation be undertaken.</p>
<p>Does the proposed review link with the Council strategic objectives or does the Joint Overview and Scrutiny Committee have the ability to influence and/or add value on the subject?</p> <p>The subject of the request does not link to the Council strategic objectives, however, an independent investigation into these issues would assist those residents who are concerned about these issues and enable the Councils to review the matters independently.</p>
<p>How could this review be undertaken? A JOSC Working Group could be set up to investigate the issues and report back to JOSC with recommendations. Officers could also investigate the issues and report back to JOSC with outcomes or an independent investigation could be requested.</p>

**Recommendations from Joint Overview and Scrutiny Committee
Chairmen/Vice-Chairmen:-**

That the matter be referred to the Joint Governance Committee recommending that an independent outside body is commissioned to undertake an investigation as set out in the request from the member of the public to the Council meeting.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
25 November 2021

Key Decision [No]

Ward(s) Affected:N/A

Interview with Executive Members for Customer Services

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 and Worthing Executive Members for Customer 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 information or representations provided from the Executive Members on the work within their Portfolios, priorities and areas of focus; and
- 2.2 That the Committee ask questions of 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 2021/22, the Joint Overview and Scrutiny Committee (JOSC) has agreed to interview the Leaders and all Executive Members on their priorities for 2021/22.
- 3.2 As part of its fact finding/investigative role, JOSC is asked to consider the roles and responsibilities of the Executive Members for Customer Services. 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 or make recommendations 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 delegated issues:-

Adur Executive Member for Customer Services

- Customer contacts and services, including Help Points.
- Housing and Council Tax benefits (Adur).
- Housing - Housing Revenue Account, ACF Tenants' Services, anti-social behaviour / neighbourhood disputes in relation to tenants, sheltered housing, leasehold administration, Adur Housing Voice, Adur Talkback, Choice Based Lettings, Community Alarm, Grounds Maintenance and Building Cleaning, Adur Home Service, Temporary Accommodation Management.
- Housing strategy and housing enabling role; affordable housing provision; housing register need options and advice.
- Housing - non Housing Revenue Account - including homelessness and advice (prevention and management), private sector housing and other housing services - choice based lettings, grants (disability and housing).
- Adur Homes Board.

Worthing Executive Member for Customer Services

- Customer contacts and services, including Help Points.
- Affordable Housing Provision.
- Benefit Fraud Detection/Prevention (Worthing).

- Housing and Council Tax Benefits and Adjudication (Worthing).
- Disabled Facilities Grant and other Housing Grants.
- Empty Properties.
- Housing Strategy Development & Review.
- Non-Domestic Rates (Worthing).
- Revenues and Benefits (Worthing).
- Strategic Housing and Enabling.
- Supported People (Other).
- Private Sector Housing.
- Worthing Cultural Assets; Museum, Art Gallery, Ritz Cinema, Assembly Hall, Pavilion Theatre and Connaught Theatre. (NB. Worthing Pier is with the Regeneration Portfolio).
- Homelessness and Advice (Prevention and Management), including Choice Based Lettings, Bed & Breakfast.
- Housing Need, Options and Advice and Housing Register.

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 with the Portfolios can be found in the commitments and activities of ['Platforms for our Places: Going Further 2020-2022'](#) which sets out the Councils role in developing places and communities and also the ['And Then' document - Bouncing back in post pandemic Adur and Worthing](#) which sets out the Place based activities and interventions that Adur and Worthing Councils will take to enable the communities to thrive, prosper, be healthy and resilient during and after the Covid-19 pandemic.

5. Engagement and Communication

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

6. Financial Implications

6.1 There are no direct financial implications associated with 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' constitutions, 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 Councils 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 is 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 and influence 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. No direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered. No direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered and no direct issues identified in the report

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

Key Decision [Yes/No]

Ward(s) Affected: All

Progress on the delivery of the Housing Strategy

Report by the Director for Communities

Executive Summary

1. Purpose

- 1.1. This report outlines progress made against the commitments in the Housing Strategy 2020-2023 'Enabling communities to thrive in their own home'

2. Recommendations

- 2.1. The Joint Strategic Committee is asked to note the progress made with the Housing Strategy commitments over the last year.

3. Background

- 3.1. Having a secure and safe home, not just a place to sleep, is one of the most important factors in enabling our communities to thrive. The Housing Strategy for Adur & Worthing, therefore, is not just about buildings but is about people and communities. How we can support, enable and sometimes enforce the right conditions for people to both have a home and to thrive in their community.

4. Context

4.1. Since the Deregulation Act 2015 came into force, there has no longer been a formal requirement to produce a Housing Strategy but it is still considered best practice to do so. The Housing Strategy 2020-2023, ‘Enabling communities to thrive in their own home’, set out to create the conditions for more homes to be built, to prevent homelessness, reduce the need for emergency and temporary accommodation, and where it cannot be prevented, ensure the accommodation we provide is suitable and cost effective. Overall we want to support and enable our communities to have a home and be part of a community.

5. Issues for consideration

5.1. Priority 1: Housing Related Wellbeing and Support

Preventing Homelessness:

- 5.1.1. Our aim is to identify early who are at risk of homelessness so we can work with them to maintain their tenancies or find alternative accommodation and so avoid becoming homeless.
- 5.1.2. Demand on the service continues to increase this year due to those landlords, who were unable to evict during the lockdown, now taking the opportunity to do so and also because of the ending of the furlough scheme pushing more people into financial difficulties. However, the Housing Needs Team, by working closely with partner organisations, is working hard to ensure as many households and individuals as possible are helped to avoid homelessness, or be speedily housed once homeless.

	Proportion of cases where homelessness was prevented		Proportion of cases where homelessness was relieved	
	Adur	Worthing	Adur	Worthing
2020/21	52%	41%	33%	34%
2019/20*	54%	55%	30%	30%

* Q4 data only due to system changeover

- 5.1.3. A number of new initiatives and close partnership working are making this possible. These include:
 - The pilot project “Discharge to Assess Beds”, which is providing an improved pathway for those being discharged from Mental Health settings.
 - A specialist Citizens’ Advice worker in place as part of the “WHAT”

Project.

- Funding secured from the Contain Outbreak Management Fund (COMF) for a countywide roll out of TellJO. TellJO is a digital preventative tool that helps build social and financial resilience by identifying at an early stage when customers may be starting to experience financial difficulty.
- Links being maintained with the Integrated Prevention and Earliest Help (IPEH) Team at West Sussex County Council and with JobcentrePlus despite being unable to co-locate as hoped due to the impact of Covid.
- Pathways Home floating support (a floating support and mentoring service), which is now live, together with referral routes for Registered Social Landlords into the Homelessness Team and Pathways Home.
- The implementation of a joint working protocol for young people and care leavers, including joint assessments with Children's Services. A monthly Young Persons' Panel has also been set up.
- The co-location of an Independent Domestic Violence Advocate (IDVA) with the Housing Needs Team to jointly work with victims of domestic abuse who are at high risk of serious harm.
- Links established with West Sussex Fire and Rescue Service, particularly in relation to the issue of hoarding.
- Working with WSCC, which has secured short term funding for debt and financial inclusion work. We have also secured an additional year of funding for an Employment and Skills Worker.

Reducing Rough Sleeping

- 5.1.4. Our Commitment is that, by working with other agencies, we will help those sleeping on the streets to get the support they need to find and maintain accommodation and also to improve their health outcomes.

Rough Sleeping Figures: Official Annual Count

Count Year	Worthing Estimate	Worthing Count	Adur Estimate	Adur Count
2021/22	15	8	1	1
2020/21	3	n/a	0	n/a
2019/20	13	7	2	0
2018/19	23	11	1	0

- 5.1.5. The Rough Sleeper Needs Audit (SHAH) continues to be carried out quarterly and will be expanded to Brighton and Hove City Council and East Sussex County Council as part of the Changing

Futures programme of work. SHAH data is being fed into the Mental Health Housing Strategy and services as well as the Rough Sleeping Strategy and action plan.

- 5.1.6. While the HARP PHE funding stream has now ended, WSCC have funded an extension to the programme until March 2022. Provision provides a housing navigator in the hospital and a community nurse. Options to mainstream this service after March 2022 are being explored.
- 5.1.7. A multi-agency Rough Sleeper Team (RST) continues to work together to ensure homeless and rough sleepers are registered with general practitioners and have access to health services. Successes include being one of the first areas in the country to secure a programme of covid vaccinations for rough sleepers and homeless people and the inclusion of the “Hospital Admission Reduction Pathway” nurse and navigator, as well as Worthing Hospital, as members of the RST, meaning that cases are being referred into the RST in time for properly planned discharges.
- 5.1.8. The Single Person Network continues to work together and is building closer links with probation.
- 5.1.9. Work is now underway to improve Duty to Refer links by working with the Probation Service’s CAS3 project, which is intended to provide accommodation to those at risk of being homeless on being released from prison.

5.2. ***Priority 2: Better Homes; Stronger Communities***

Acceptable Living Conditions and Regulation:

- 5.2.1. Our Strategy commitment was to continue to use our powers to drive up standards in the private rented sector by making landlords carry out improvements where we find these are necessary and by licensing Houses in Multiple Occupation (HMOs).
- 5.2.2. Between 1 October 2020 and 30 September 2021, 323 complaints about housing conditions were received by the Private Sector Housing Team. 36 formal Housing Health and Safety Rating System (HHSRS) assessments were completed, 82 formal notices served and four Financial Penalty Notices (FPNs) issued. Three FPNs were successfully defended on appeal for a total income of £20,250.
- 5.2.3. In Adur District, 20 licensable HMOs have been identified and, of these, 16 are licenced (80%) and 4 are awaiting licencing. In

Worthing Borough, 164 licensable HMOs have been identified, of which 143 are licensed (87%) and 21 are awaiting licensing.

Staying safely at home for longer:

- 5.2.4. By providing grants for adaptations and equipment such as community alarms, we will continue to help those with disabilities, mobility problems or poor health to remain in their own home.
- 5.2.5. Officers from the Councils continue to attend both the Strategic and Operational meetings of the West Sussex Adaptations Working Group. Between 1 October 2020 and 30 September 2021, 327 fresh applications for grant assistance were received, including both Disabled Facilities Grants (DFGs) and Repairs Grant Assistance (RGA). 229 of these applications were formal recommendations from WSCC Occupational Therapists for DFGs.
- 5.2.6. 182 DFG adaptations were completed during the same period, although due to the long term nature of these projects, some of these were started before October 2020. In total 77 of the applications received during the period have so far proceeded to completion, with the rest likely to complete in the next year. The total spend in Adur has been £675,987.04 and in Worthing £1,212,155.20 (both figures actuals).

Our role as Landlord (Adur District):

- 5.2.7. We said we would continue to review how we manage our housing stock in Adur District, including rent and service charge collection, repairs, grounds maintenance and cleaning. We also said we would provide support services for tenants and leaseholders, such as tenant engagement and helping to tackle anti-social behaviour (ASB).
- 5.2.8. These commitments have now led to the establishment of a Housing Transformation Programme and the appointment of an interim Housing Transformation Manager with the remit of improving services across Housing, with particular concentration on services for Adur Homes residents.
- 5.2.9. We produced a first draft of a Resident Engagement Strategy for Adur Homes, in consultation with staff, residents and TPAS, before the end of 2020. Covid 19 and the lockdown paused further development but it is now feeding into the Housing Transformation

Programme. That Programme includes plans to establish a diverse group of residents from whom we can not only seek feedback but also engage as part of our service redesigns.

- 5.2.10. We are in the process of reviewing all our existing ASB cases to benchmark and clarify the present quality and status of working. This is being fed back into the Housing Transformation Programme to inform the future shape of the service.
- 5.2.11. The Maintenance and Repairs Team are currently working with Procurement for Housing (PfH) to procure a single materials supplier and so reduce the spend on materials. This is expected to be in place by the end of the financial year. This financial year we are also meeting with all of our contractors to review the amount of work we contract out and how much we spend with each of them. This will inform our contracting arrangements going forward.
- 5.2.12. We continue to work to improve our timescales for turning around void properties so they are ready to be re-let as quickly as possible. We have established weekly operational and weekly management meetings to manage the process from beginning to end. A key issue is that, with our aging stock, many of the void properties require a significant amount of work to make them ready. For example, re-wiring, new kitchens, bathrooms, windows and even roofs. This is driving up the total turnaround time and the costs of the voids. This is being addressed in the short term by dedicating three new multi trade operatives to work purely on voids, In the longer term, the Council's improved asset management and prioritisation of capital works, as set out below, should take some of the pressure off the voids process.
- 5.2.13. Campbell Tickell and Norse Property Services continue to work with us on creating a long term investment plan for our stock. This includes reviewing all capital works plans to ensure proper prioritisation of compliance issues. As part of the Housing restructure associated with the Transformation Programme, an Asset Manager is being appointed to oversee all asset management of Adur Homes stock.
- 5.2.14. Part of this investment plan will be to look at decarbonisation of the Adur Homes properties. While the SMART Hubs programme, initially set out on the Housing Strategy, has been assessed as unviable bids were made to the Public Sector Decarbonisation Scheme for the installation of new, efficient, renewable heating

systems at a number of sheltered housing schemes. As a result, 41 new heating systems will be installed at Shadwells Court, solar PV will be installed at Shadwells Court and Marsh House and it is hoped that Tollbridge House will also receive new heating systems.

- 5.2.15. Adur Homes is 100% compliant in terms of Fire Risk Assessments of its stock. Fire Risk assessments are booked in advance and planned over a 3 year cycle. All completed FRA reviews are stored on the Councils' Health and Safety System and necessary actions recorded and prioritised appropriately.

Co-creating communities and spaces that support our communities to thrive:

- 5.2.16. We undertook, in the Housing Strategy, to support communities to thrive by designing the built environment of places so that it encourages connections, engagement and supportive behaviour.
- 5.2.17. Adur Homes estates are currently being reviewed as part of the work to improve asset management described above. This will include identifying spaces which could be turned over for community use. However, works have had to be prioritised and the first area of review is compliance of the stock with health and safety requirements. For example, identified fire safety measures and prioritisation of properties which may be nearing the end of their life and so require major refurbishment or demolition and rebuilding. Tenants are being fully involved in these decisions through proper consultation processes.

5.3. ***Priority 3: Improving the levels of affordable housing supply***

Our Development Strategy and Programme

- 5.3.1. We said we would increase access to housing for people of all ages by working in partnership with developers to ensure housing schemes are sustainable by design, provide for community interaction and include a significant number of homes that are affordable. We also committed to continue carrying out our own developments, by both working with our existing assets and purchasing land to develop affordable homes for sale and rent.
- 5.3.2. In the last six months, Adur & Worthing Councils have completed 15 new homes at Cecil Norris House in Adur) and 19 in Rowlands Road, Worthing. Phase 2 of the Downview development in Worthing, which will provide 8 more homes, is due for completion this month. Start on site has also taken place for 6 further flats in

Adur District.

- 5.3.3. Partnership working is still high on the agenda with officers undertaking discussions with a number of organisations to ascertain strategic fit for working in partnership and delivering even more homes over the life of the Strategy..

Extending access to the Private Rented Sector:

- 5.3.4. We said we would continue to expand the “Opening Doors” scheme to improve access to private rented accommodation for people in receipt of benefits.
- 5.3.5. We have completed a total of 67 lets so far this year through the Opening Doors Scheme, with a further 24 in the pipeline that we expect to sign up by the end of the year. We have also 'floated off' 16 tenancies, which means that, because they have been successful for two years, the council is no longer liable for the rent guarantees on those properties.
- 5.3.6. We have also just completed a contract with a larger property developer, “Crowding Bricks” to secure 21 one-bed properties in Worthing that will be let through the Opening Doors service. Individual landlords are also still showing interest in the scheme, despite the fact that rents are continuing to rise and LHA rates remain frozen.
- 5.3.7. We are also now working with our HMO emergency accommodation landlords to turn emergency accommodation placements into permanent offers of accommodation, where appropriate, through the Opening Doors scheme. We have so far completed successfully on two of these with a further two in the pipeline. With rising numbers of single person placements and lack of available move on accommodation, this is proving to be a very useful method in securing long term accommodation for this cohort.

6. Engagement and Communication

- 6.1. The Housing Strategy mirrors and extends the commitments outlined in Platforms for our Places. It was further informed by a number of workshops/sessions with approximately 150 people representing a diverse range of stakeholders, including residents. Research data from the Preventing Homelessness Project and the West Sussex Supported Housing Task and Finish Group was also used to inform the Strategy. The Strategy

was approved in March 2020 by the Joint Strategic Committee.

- 6.2. This progress report was compiled with input from managers in Housing Needs, Adur Homes, Major Projects & Investment and Wellbeing, with input as appropriate from their delivery partners.

7. Financial Implications

- 7.1. There are no additional financial implications in connection with this report.

8. Legal Implications

- 8.1. There are no additional legal implications in connection with this report.

Background Papers

Housing Strategy 2020-2023 'Enabling communities to thrive in their own home'

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Sustainability & Risk Assessment

1. Economic

The Strategy aims to provide more affordable homes and to help people into tenancies. A stable place to live enables people to participate economically in the community as they can apply for and hold down regular work.

2. Social

2.1 Social Value

- The Strategy promotes thriving communities where families and individuals are not at risk of homelessness, can settle and be part of the local community.

2.2 Equality Issues

- The Strategy aims to provide affordable and long-term accommodation for those who need it, irrespective of race, gender, sexuality, age, religion or belief, disability, marital status, pregnancy or maternity.

2.3 Community Safety Issues (Section 17)

- Improving access to homes and supporting people to be part of their communities will help reduce anti-social behaviour, The Strategy also includes the specific ambition to better tackle anti-social behaviour within Adur Homes estates

2.4 Human Rights Issues

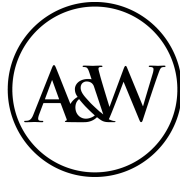
- Matter considered and no issues identified.

3. Environmental

- The Strategy supports the United Nations 2030 Agenda for Sustainable Development, through our commitments to help those in poverty and prevent homelessness, to promote health and wellbeing and to ensure our developments are sustainable by design.

4. Governance

- The draft Housing Strategy mirrors and extends the ambitions for housing set out in Platforms for our Places. It also links with a number of other strategies and plans, which are set out in Chapter 2 “A Connected Strategy”.
- The Strategy will be monitored with regular reports to members on progress.



ADUR & WORTHING
COUNCILS

Joint Strategic Committee
7th December 2021
Agenda Item x

Joint Overview and Scrutiny Committee
25th November 2021

Key Decision [Yes/No]

Ward(s) Affected: All

Towards a sustainable financial position - Budget development update

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

1.1 This report provides members with a progress report on the delivery of our financial strategy for 2022/23, along with details of the proposals that will help deliver a balanced budget for the next financial year and beyond

1.2 The report outlines the medium term financial challenge through to 2026/27 and updates members, where possible, on government funding proposals.

1.3 Contained within this report are specific budget proposals to increase income, to deliver efficiency, and other savings initiatives for 2022/23. Members are asked to support these savings proposals.

1.4 The following appendices have been attached to this report:

- (i) **Appendix 1** (a) 5 year forecast for Adur District Council
(b) 5 year forecast for Worthing Borough Council
- (ii) **Appendix 2** Committed growth items
- (iii) **Appendix 3** Summary of savings proposals

2. Recommendations

- 2.1 The Joint Overview and Scrutiny Committee is asked to consider the report and make comment on the savings proposals to the Joint Strategic Committee.
- 2.2 The Joint Strategic Committee is recommended to:
- (i) Note the current 5 year forecasts at appendix 1;
 - (ii) Note the committed growth items as set out in appendix 2;
 - (iii) Approve the proposed savings as set out in appendix 3;

3. Context

- 3.1 The Joint Strategic Committee considered the outline 5-year forecast for 2022/23 to 2026/27 and the Budget Strategy on 7th July 2021, which was subsequently adopted by each full Council. At this stage in the budget cycle, the report identified the following cumulative shortfalls in funding for the respective General Funds:

	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000
Adur	(22)	1,026	1,184	1,537	1,877
Worthing	1,154	2,836	3,720	4,465	5,162

- 3.2 The report built on the previous strategies whose aim was to ensure that the Councils would become community funded by 2020 reliant, by then, only on income from trading and commercial activities, council tax income and business rate income.
- 3.3 With this strategy in mind, the Councils have set-up several strategic programmes which are responsible for taking forward key initiatives aimed at delivering savings for the future:
- 1. The Major Projects programme leads on delivering regeneration projects to increase employment space and additional housing;

2. The Service Redesign programme leads on the delivery of service redesign and the digital strategy and ensures that the benefits are realised from this programme of work;
3. The Strategic Asset Management programme will lead on delivering the income growth associated with the Strategic Property Fund and any proposed new developments; and
4. The Commercial programme is developing initiatives for income growth from commercial services and seeks to improve the customer experience.
5. The Affordable Homes Working Group leads on initiatives to improve the supply of affordable homes and to reduce the cost of temporary and emergency accommodation.
6. The Corporate Landlord programme which seeks to rationalise accommodation use and generate capital receipts from the sale of surplus assets and thereby reducing the costs associated with funding priority projects identified in Platforms for our Place: Going Further.

3.4 As part of the budget strategy, these programmes were set explicit targets for the delivery of the 2022/23 budget as follows:

	Adur £'000	Worthing £'000	Total £'000
Strategic Property Investment Programme	100	100	200
Commercial Programme	150	450	600
Service and Digital redesign programme	80	120	200
Corporate Landlord Programme	100	105	205
	430	775	1,205

The overall success in delivering the savings targets are detailed at appendix 3.

- 3.5 The forecast has also been updated by information captured on financial planning returns that provide a link between service planning and financial planning. The guidance was circulated to, and completed by, the Service Managers during the summer, and have been used to identify potential additional savings and committed growth items.
- 3.6 Individual savings proposals are subject to consultation with officers of the Council, Executive members, and the members of the Joint Overview and Scrutiny Committee prior to approval by the Councils of the overall budget

in February.

3.7 This report represents the stage of the budgetary forecasting process whereby the Joint Overview and Scrutiny Committee are asked to consider and comment upon the progress in balancing the Worthing Borough Council budget before the Joint Strategic Committee consider and agree proposals for the savings identified to date. Members of the Committee should be aware that at the time of writing some of the savings were still being verified and so the saving for each Council as a result of the options presented may change marginally. The minutes of the Joint Overview and Scrutiny Committee will be available for members of the JSC at the meeting.

3.8 The Comprehensive Settlement was announced as part of the Chancellor's Budget speech on 27th October 2021. The budget was the most significant in fiscal terms since George Osborne's budget in 2008. The budget signalled a change, with significant increases to both public spending and taxation. With respect to Local Government, key features of the announcement included:

- Core Spending Power (the combination of government grant, business rates and council tax) for local authorities is estimated to increase by an average of 3% in real terms each year, including investment in Adult Social Care reform.
- The Government will provide around £1.6 billion additional funding each year of the Spending Review, including increased funding for Supporting Families and for improving Cyber security.
- Local Government can also expect to receive additional income in 2024-25 from the Extended Producer Responsibility scheme, for managing packaging waste in the final year of the Spending Review.
- The Government has also committed to provide funding to implement free, separate food waste collections in every English local authority from 2025, supporting the near elimination of biodegradable municipal waste to landfill by 2028.
- The referendum threshold will be set at 2% per annum for Council Tax, with additional flexibility for social care authorities to be able to increase the Adult Social Care Precept by 1% per annum.

As ever with Government announcements, the implications at a local level are not yet known which will only become clear once Local Government Finance Settlement has been received.

3.9 There will be a further report after Christmas which will detail the local government settlement, the final proposed budgets for the year, any further savings identified, requests for investment into services and the amount to be drawn from reserves, if any. The proposed Council Tax increase for 2022/23 is scheduled to be considered by the respective Cabinets on 1st February 2022 (Adur District Council) and 31st January 2022 (Worthing Borough Council).

4. Update of the 5-year Forecast

4.1 The updated forecast for the General Fund for both Councils is attached at Appendix 1. This has been revised in the light of latest information from Government, interest rates, and unavoidable service growth, offset by compensatory savings. This overall forecast will continue to change in the coming months as the detailed work on the budget progresses and once the details of the settlement to Local Government is known. As a result, the overall position will inevitably change over the next two months.

4.2 The likely shortfall in resources necessary to balance the budget over the five years, before consideration of any savings or growth proposals is now in the region of:

	2022/23	2023/24	2024/25	2025/26	2026/27
Adur	£'000	£'000	£'000	£'000	£'000
July Forecast	(22)	1,026	1,184	1,537	1,877
November Forecast	155	1,202	1,371	1,725	2,066
Reduction (-) / increase (+)	177	176	187	188	189

	2022/23	2023/24	2024/25	2025/26	2026/27
Worthing	£'000	£'000	£'000	£'000	£'000
July Forecast	1,154	2,836	3,720	4,465	5,162
November Forecast	1,190	3,039	3,782	4,527	5,227
Reduction (-) / increase (+)	36	203	62	62	65

The main changes to the forecast for 2022/23 are summarised in the table below:

Changes in Budgetary Shortfall/Savings since report to Joint Strategic Committee on 13th July 2021		
	Adur	Worthing
	£'000	£'000
Original 2022/23 budget shortfall	(22)	1,154
Changes to income from grants and taxation:		
(a) Improvements to the income from Council Tax	-80	-83
(b) Impact of current forecast Council Tax Collection Fund deficit / surplus (-)	6	58
(c) Improvement to business rate forecast	-29	-27
(d) Increased government income to compensate for increase to National Insurance costs - continuation of lower tier grant.	-75	-203
Other changes:		
(e) Increase in the use of the temporary and emergency accommodation	150	-
(f) Impact of 1.25% National Insurance payments	138	202
(g) Reprofiling of capital programme	-	-50
(h) Impact of 2021/22 pay award and regradings	24	37
(i) Net committed growth items identified by Service Heads (See Appendix 2)	113	192
(j) Removal of contingency budget for committed growth	-70	-90
Revised Budget Shortfall	155	1,190
(k) Potential savings identified to date (Appendix 3)	-168	-1,136
Resources in hand (-) / current shortfall	-13	54

4.3 Explanations of the movements shown in the table above are as follows:

(a) Council Tax base for 2022/23:

Following the completion of the Council Tax Base return (CTB1) for each Council, the Council Tax Base calculation has now been revisited. Both Council Tax bases have improved from the forecast in July. This is

largely due to a lower level of Council Tax Support than originally forecast.

(b) Collection fund deficit:

The Councils' Collection Funds for Council Tax are expected to be in deficit at the end of 2021/22. This is due to changes in the year end position. The continued pandemic affected the ability of the Councils to undertake debt enforcement activity leading to large increases in the bad debt provision at the year end. In parallel, the number of residents claiming Council Tax Support continued to climb during the previous year. However, the in-year position for both Council is expected to be an overall surplus due to three distinct factors:

- An in-year decrease in the level of council tax discounts and support awarded during the year.
- Offset by an increasing number of single person discounts.

Due to the pandemic, the government changed the regulations in 2020/21 to allow any in-year deficits relating to 2020/21 to be recovered over a three year period (2021/22 - 2023/24). Consequently, the current losses will be recovered as follows:

	Adur	Worthing
	£'000	£'000
Changes to year end position	730	1,108
In-year surplus	-193	-75
Deficit expected by 31 st March 2022	537	1,033
Council share of deficit / surplus (-):		
2022/23	44	89
2023/24	38	40

However, the deficits must be viewed in the context of the significant amount of tax collected by both Councils. Adur District Council collects £43.7m and Worthing Borough Council collects £77.2m per year.

(c) Changes to the business rate forecasts:

- Business Rate deficits:

The Collection Fund for Business Rates for both Councils was in deficit at the year end.

This was largely due to the level of additional Covid reliefs awarded during 2020/21. The Councils were reimbursed for the impact of these reliefs last year, consequently, there is an inherent timing difference between when the Councils receive the grant and when they fund the consequences of the lost income. To address this issue, both Councils have created a business rate smoothing reserve which held the following amounts as at 31st March 2021:

- Adur - £3,769,000
- Worthing - £6,985,000

In addition to the business rate smoothing reserve, both Councils received compensation for lost income last year that was attributable to the pandemic. This funding has been set aside to help the Councils manage the impact of the deficits in later years (Adur £116,000 and Worthing £703,000).

The Chancellor again announced further Covid support to business for 2021/22. These additional reliefs will result in another year end deficit. As with previous financial years, any in-year surplus will be set aside to support the impact of any timing differences and address future year deficits.

In common with the Covid arrangements for the 2020/21 Council Tax deficit, an element 2020/21 deficit will be recovered over a three year period:

	Adur	Worthing
	£'000	£'000
Expected deficit as at 31 st March 2022	1,580	9,051
Council share of deficit:		
2022/23	632	3,364
2023/24	131	256
Total deficit to be funded	763	3,620

As far as possible the deficits will be funded from the resources set aside to fund them. However, members should be aware that in Worthing in particular the reserves may not be sufficient to fund the 2023/24 losses which may add to the financial pressures.

- Business rate income for 2022/23:

Both Councils are currently expecting a minor improvement in business income. The expected income will be fully reviewed as part of the development of the final budget.

(d) Government funding

Alongside the announcement of the 1.25% increase to national insurance, the government made a commitment to fund the impact of this increase for all large scale public bodies. The recent government budget announcements have indicated that Local Government funding overall will increase by £4.8bn over the next 3 years (£1.6bn in each year) and it has been confirmed that this includes the additional funding to meet this commitment.

However, it is not yet known how this will translate into the funding for each Council, and the Councils will not have certainty until Local Government Finance Settlement (Settlement) later in the year. It is now assumed that the lower tier grant will continue in 2022/23 and beyond at the current level.

Any additional government funding that the Council's receive as part of settlement should be set aside to manage the emerging risks in housing and associated with income.

(e) Increase in the costs associated with temporary and emergency accommodation

Throughout the current year, Adur District Council in particular has seen a significant upswing in the costs associated with homelessness. Initially as a result of the increasing demand for the service during the year during the pandemic and, more recently, the moratorium on evictions has ended leading to further pressure on the service.

This will be reviewed again as part of the final budget to ensure that the level of funding allocated to the service remains at an appropriate level.

(f) Increase in national insurance contributions.

_____ Earlier this year the Government announced an increase to national insurance payments of 1.25% which will be set aside to fund improvements in health and social care.

(g) Capital Financing Costs

The cost of financing the capital programme has been recently reassessed following the most recent monitoring report. Re-profiling of some schemes into future years together with a reduction in interest rates will reduce the expected cost of financing. The cost of financing the capital programme will be reassessed again in December.

(h) Review of salary cost pressures

_____ Review of the impact of regradings, pension costs and anticipated salary costs has resulted in a minor adjustment for the cost pressures associated with the establishment.

(i) Net Committed Growth Items Identified by Service Heads:

This is the sum total of financial effects identified via the Service Pro-formas. A full breakdown of the items identified is included within Appendix 2.

(j) Removal of contingency budget.

The outline forecast allows for some resources for unidentified items at an earlier stage in the budget development, this can now be removed.

(k) Savings Identified by Service Heads:

This is the sum total of the savings proposals identified via the Service pro-formas. A full breakdown of the items identified is included within Appendix 3.

5. Future Strands Of Work

5.1 There are a number of strands of financial work still to be completed which will influence the final 2022/23 budget as follows:

(a) Settlement - Revenue support grant and New Homes Bonus:

The Local Government Finance Settlement is unlikely to be announced until late December. Consequently, the Council will not have final confirmation of the amount of grant that it will receive until late December or early January.

Any New Homes Bonus for 2022/23 will be confirmed as part of settlement.

(b) Business Rate Retention Scheme:

A full reassessment of the business rate income will be made later in the year when a better estimate of the impact of the appeals and likely level of income can be made.

(c) Council Tax income:

The Councils will need to consider what level increase is to be made to Council Tax. The current forecast assumes a 2.0% increase for 2022/23. This is equivalent to an average (Band C) **annual** increase in the Councils' part of the Council Tax bill of £5.54 for a property in Adur District Council and £4.40 for a property in Worthing Borough Council.

The recent Budget speech indicated that the referendum threshold will be set at 2% per annum for Council Tax, with additional flexibility for social care authorities to be able to increase the Adult Social Care Precept by 1% per annum. A final decision on Council Tax referendum thresholds will be confirmed at the provisional Local Government Finance Settlement.

The decision on the level of Council Tax increase will depend on a number of factors which will not be confirmed until later in the year:

- i) The outcome of the Local Government Finance settlement
- ii) Any new cost pressures or savings arising
- iii) The need to reinvest back into services

5.2 A full update on these issues will be included in the January report.

6. Saving Proposals

6.1 The proposed detailed savings for 2022/23 are attached at Appendix 3 for consideration. The total saving proposals identified are:

	2022/23	2023/24	2024/25	2025/26	2026/7
Adur	£'000	£'000	£'000	£'000	£'000
Budget shortfall (as per appendix 1)	155	1,202	1,371	1,725	2,066
Savings identified to date	-168	-528	-888	-1,288	-1,618
Revised budget shortfall / Surplus (-)	-13	674	483	437	448

	2022/23	2023/24	2024/25	2025/26	2026/7
Worthing	£'000	£'000	£'000	£'000	£'000
Budget shortfall (as per appendix 1)	1,190	3,039	3,782	4,527	5,227
Savings identified to date	-1,136	-2,263	-3,038	-3,898	-4,758
Revised budget shortfall / Surplus (-)	54	776	744	629	469

6.2 This has been a successful savings exercise to date and the Councils are well positioned to set balanced budgets. The Councils have identified a significant amount of savings to meet the initial target; however Members should be aware that there is still some work to be completed which may impact on the final position.

6.3 Looking ahead to 2023/24 and beyond, the continuing financial pressure is not likely to ease especially if the fairer funding review is as significant as expected, however the proposed strategy will contribute significantly to meeting this challenge easing the burden on individual services as follows:

	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000
Cumulative Budget shortfall (Appendix 1)				
Adur	1,202	1,371	1,725	2,066
Worthing	3,039	3,782	4,527	5,227
Total savings to be identified	4,241	5,153	6,252	7,293
Less: Savings identified for 2022/23	-1,304	-1,304	-1,304	-1,304
Savings yet to be identified	2,937	3,849	4,948	5,989
Future savings initiatives:				
Strategic Property Investment Fund	-200	-400	-600	-800
Commercial Programme	-600	-1,200	-1,800	-2,400
Service Redesign Programme	-200	-400	-600	-800
Corporate Landlord Programme	-135	-270	-530	-720
Total savings initiatives identified to date	-1,135	-2,270	-3,530	-4,720
Further savings to be identified by Heads of Service	1,802	1,579	1,418	1,269
Annual savings to be identified by Heads of Service	1,802	-222	-161	-148

* The financial pressure in 2023/24 reflects the potential cost of the environment bill, the cost of funding major projects within Worthing Borough Council, the estimated impact of the fairer funding review and the impact of the reduction in New Homes Bonus.

6.4 Looking ahead to 2023/24, it is clear that the potential financial challenge is significant although much depends on the timing of the fairer funding review, the final extent of the impact and whether the new funding levels are phased in. That said, the Councils will need to initiate some new strands or work or build on existing work streams in preparation for

addressing the potential shortfall. To support the development of the future revenue budgets the following strands of work will be commissioned:

i) Alignment of the financial planning to the emerging new strategy:

The proposed budget reflects the current 'Platforms' strategy which is due to come to an end in 2022. Consequently the 2023/24 budget and its commitments should be reviewed in the light of the new strategy which will be developed over the coming months.

ii) A review of assets held:

The Councils hold a significant number of assets for the delivery of services and for community use. Many of these assets are in significant need of capital maintenance which the councils are struggling to fund despite having increased the size of the capital programme in recent years. The intention of the review is to reduce the number of such assets held whilst ensuring that the remaining assets held are fit for purpose with a fully developed asset management plan which identifies the maintenance requirements over the next 10 years. The Council may need to resource the review but hold the Business Development budget for this purpose.

ii) Addressing the cost of temporary and emergency accommodation:

The cost of providing homeless services is escalating due to demand-led pressures. In the 2021/22 budget, the net cost was £830,370 (8.7% of the overall net budget) in Adur and £2,053,490 or 14.2% of the overall net budget in Worthing. Consequently reducing the cost is becoming more critical. Measures to improve the supply of both affordable homes and temporary accommodations are detailed within the Affordable Homes delivery plan.

There are three strands of work to help address this issue:

i) Working on preventative measures via initiatives such as Proactive;

ii) Improving the supply of Council owned temporary and emergency accommodation. Currently the average cost per night of bed and breakfast or hotel accommodation is £38.00. Whereas, Council owned accommodation is estimated to cost around £14.00 per night.

- iii) Expanding the opening doors initiative to improve the supply of affordable private sector accommodation;
- iv) Looking to improve the supply of affordable accommodation either directly via the HRA or working partnership with Registered Social Landlords. There are a number of schemes being delivered locally which should improve the supply of lower cost tenure accommodation within both Adur and Worthing.

Whilst some of these initiatives are longer term in nature, they should support the delivery of a balanced budget for some time.

7. Other budget matters

7.1 Housing Revenue Account

A full report on the Housing Revenue Account and the recommended rent levels will be considered by the Adur Executive in February 2022. It is intended that any savings identified by the Service Heads outlined within this report and identified by the Head for Housing will be the subject of consultation with the Executive Member for Customer Services, the Adur Homes Management Board, which includes representation from the Adur Consultative Forum in the coming months.

8. Conclusion

- 8.1 The Councils continue to deal with the impact of changes to Government funding and the impact of the pandemic whilst building capacity in the budget to take forward the key priorities identified within Platform for our Places. There is no prospect of any easing of the financial pressure for the next few years. We await the local Government Settlement in late December and early January which will give the Councils certainty at least for 2022/23.
- 8.2 The Councils are in a fairly strong position to set a balanced budget with minimal use of reserves for 2022/23 depending on the outcome of the settlement. However, the Councils are currently managing significant level of financial risk arising from the pandemic and so the reserves should be earmarked to support the Councils risks over the forthcoming year.
- 8.3 The report to be presented to members after Christmas will bring together any last changes to the revenue budget, the impact of Comprehensive Spending Review, the final implications of settlement and the final forecast of business rate income.

9. Engagement and Communication

- 9.1 The Council previously undertook a full consultation exercise to establish public support for the current budget strategy.
- 9.2 Officers and members have been consulted on the development of the savings proposals contained within the report. The savings will be presented to the Joint Overview and Scrutiny Committee to gain comment on the proposals.

10. Financial Implications

- 10.1 The financial implications associated with the development of the budgets are detailed throughout the report.

Finance Officer: Sarah Gobey

Date: 2nd November 2021

11. Legal Implications

- 11.1 The Local Government Act 2003 requires that the Councils set a balanced budget. This report demonstrates how the Councils intend to meet that requirement for 2022/23.
- 11.2 The Secretary of State for Ministry of Housing Communities and Local Government has issued a direction under the Local Government Act 2003 sections 16(2)(b) and 20: treatment of costs as capital expenditure which gives local authorities the continued freedom to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings.

Legal Officer:

Date: November 2021

Background Papers

Report to Adur District Council Executive 2nd February 2021 - Estimates 2021/22 and setting of 2021/22 Council Tax

Report to Worthing Borough Council Executive 1st February 2021 - Estimates 2021/22 and setting of 2021/22 Council Tax

Report to Joint Strategic Committee 13th July 2021 – Financial Performance 2020/21 - Revenue outturn.

Report to Joint Strategic Committee 13th July 2021 – Developing a revenue budget for 2022/23 at the time of a pandemic

Budget Statement 2021 – Report from HM Treasury and associated correspondence from DHLUHC

Report to Joint Strategic Committee 2nd December 2014 – Investing in New Technology: The Springboard to Excellent Customer Experience and Business Efficiency.

Report to the Joint Strategic Committee 3rd December 2019 – *Platforms for our Places - Going Further (2020-2022)* : Unlocking the Power of People, Communities and our Local Geographies

Statutory Guidance on the flexible use of capital receipts - Ministry of Housing Communities and Local Government

Officer Contact Details:-

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SUSTAINABILITY AND 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

These proposals have been developed with regard to the Equality Act 2010. No proposals contained within the proposals would require a detailed Equalities Impact Assessment.

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

ADUR DISTRICT COUNCIL						
Revenue Budget Summary Statement 2021/22 - 2026/27						
Net Spending to be Financed from Taxation	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Base budget	9,581	9,581	9,581	9,581	9,581	9,581
(a) Annual Inflation						
Estimated inflation		303	604	904	1,196	1,495
Impact of 2021/22 pay changes		10	10	10	10	10
Impact of new increase to national insurance (1.25%)		138	141	144	147	150
(b) One -off / non-recurring items						
Local Elections (held every other year - deferred in 2020/21 due to the pandemic)		(18)	-	(19)	-	(20)
(c) Impact of Covid 19 pandemic						
Delay to Fairer Funding Review - Homeless funding to continue for 2022/23		-	297	297	297	297
Final cost of new leisure contract		(205)	(223)	(322)	(322)	(322)
Removal of one-off budgets associated with specific grants:						
Council Tax Support payments		(111)	(111)	(111)	(111)	(111)
Covid 19 grant		(447)	(447)	(447)	(447)	(447)
(d) Impact of funding 'Platforms'						
Measures to reduce waste - Impact of the Environment bill		-	72	72	72	72
Bike share scheme		34	60	60	60	60
Heat Network		-	-	10	10	10
(e) Capital Programme and Treasury Management						
Capital programme financing costs		220	293	350	500	675
Impact of AW workspaces project		(106)	(106)	(106)	(106)	(106)
Investment income		-	(40)	(82)	(126)	(171)
(f) Other items						
Reduction in pension contributions						
Back Funded pension payment reduction		(52)	(52)	(52)	(52)	(52)
Reduction in pension contributions rate		(75)	(76)	(78)	(78)	(78)
Building maintenance		25	25	25	25	25
Impact of increasing demand on homelessness budgets		150	150	150	150	150
Allowance for committed growth items (See Appendix 2)		113	183	253	323	393
(g) Provision for new growth items		70	140	210	280	350
Total Cabinet Member Requirements	9,581	9,630	10,501	10,849	11,409	11,961

ADUR DISTRICT COUNCIL
Revenue Budget Summary Statement 2021/22 - 2026/27

Net Spending to be Financed from Taxation	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Total Cabinet Member Requirements B/fwd	9,581	9,630	10,501	10,849	11,409	11,961
Funding from taxation:						
Business rates						
Baseline funding	1,767	1,802	1,838	1,875	1,913	1,951
Add: Retained additional business rates	668	733	373	379	387	396
Add: Share of previous year's surplus / (deficit) net of use of reserves		-				
Total business rate income	2,435	2,535	2,211	2,254	2,300	2,347
Council Tax income	6,612	6,840	6,993	7,149	7,309	7,473
Other grants						
New homes bonus (2019/20)	10	10	-	-	-	-
New homes bonus (2021/22)	8	-	-	-	-	-
Total NHB	18	10	-	-	-	-
Lower Tier Services Grant	75	75	75	75	75	75
Local Tax Guarantee Scheme - Council Tax	63	59	59			
Covid 19 Funding - General Allocation	322					
Covid 19 Funding - Council Tax Support Grant	111					
Collection fund surplus/deficit (-)	(55)	(44)	(38)		-	-
Total other grants and contributions	534	100	96	75	75	75
Total Income from Grants and Taxation	9,581	9,475	9,300	9,478	9,684	9,895
AMOUNT REQUIRED TO BALANCE BUDGET	-	155	1,202	1,371	1,725	2,066

ADUR DISTRICT COUNCIL
Revenue Budget Summary Statement 2021/22 - 2026/27

	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
AMOUNT REQUIRED TO BALANCE BUDGET		155	1,202	1,371	1,725	2,066
Savings strategy:						
Strategic Property Investment Fund						
Future developments			200	400	600	800
Increase to provision for future voids and maintenance.		(100)	(200)	(300)	(400)	(500)
Commercial and Customer Activities		64	214	364	514	664
Service and Digital redesign		2	82	162	242	322
Corporate Landlord Programme		100	130	160	230	230
Other efficiency savings (net of growth)		102	102	102	102	102
Total initiatives identified		168	528	888	1,288	1,618
Cumulative savings still to be found/ (surplus)		(13)	674	483	437	448
Annual savings still to be found		(13)	687	(191)	(46)	11
Council Tax increase		2.00%	2.00%	2.00%	2.00%	2.00%
Annual increase (Band D property)		£6.23	£6.35	£6.48	£6.61	£6.74
Weekly increase (Band D property)		£0.12	£0.12	£0.12	£0.13	£0.13
Average annual increase (Band C property)		£5.54	£5.64	£5.76	£5.88	£5.99
Average weekly increase (Band C property)		£0.11	£0.11	£0.11	£0.11	£0.12

WORTHING BOROUGH COUNCIL						
Revenue Budget Summary Statement 2021/22 - 2026/27						
Net Spending to be Financed from Taxation	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	Base					
	£'000	£'000	£'000	£'000	£'000	£'000
Base budget	14,448	14,448	14,448	14,448	14,448	14,448
(a) Annual Inflation						
Estimated inflation		484	965	1,444	1,914	2,393
Impact of 2021/22 pay changes		15	15	15	15	15
Impact of new increase to national insurance (1.25%)		202	206	210	214	218
(b) One -off / non-recurring items						
Local Elections (held every other year - deferred in 2020/21 due to the pandemic)		(50)	-	-	-	(50)
(c) Impact of Covid 19 pandemic						
Delay to Fairer Funding Review - Homeless funding in current form to continue for 2022/23		-	272	272	272	272
Final cost of support for leisure provision		(198)	(198)	(198)	(198)	(198)
Removal of one-off budgets associated with specific grants:						
Council Tax Support budget		(133)	(133)	(133)	(133)	(133)
Covid 19 general contingency budget		(647)	(647)	(647)	(647)	(647)
(d) Impact of funding 'Platforms'						
Measures to reduce waste - Impact of the Environment bill		-	128	128	128	128
Refurbishment of High Street Car Park - Financing costs		4	50	259	259	259
Refurbishment of Buckingham Road car park - Financing costs		132	132	132	132	132
Brooklands improvement programme - net costs		20	27	43	43	43
Bike share scheme		52	89	89	89	89
Heat Network		-	-	121	121	121
Lido superstructure repairs		80	80	80	80	80
General provision for future impact of major projects		-	-	284	484	684
(e) Capital Programme and Treasury Management						
Financing costs		109	518	602	899	1,218
Impact of AW workspaces project		(159)	(159)	(159)	(159)	(159)
Investment income		-	(48)	(115)	(201)	(309)

WORTHING BOROUGH COUNCIL
Revenue Budget Summary Statement 2021/22 - 2026/27

Net Spending to be Financed from Taxation	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
(g) Other items						
Triennial pension valuation - Reduction in contributions		(132)	(186)	(189)	(189)	(189)
Building maintenance - to meet increased cost pressures		50	100	100	100	100
Allowance for committed growth items (see appendix 2)		192	282	372	462	552
Fall out of one-off Housing funding		120	120	120	120	120
Reduction in income associated with the recovery of housing benefit overpayments.		100	100	100	100	100
(h) Provision for new growth items		90	180	270	360	450
Total Cabinet Member Requirements	14,448	14,779	16,341	17,648	18,713	19,737
Funding from taxation:						
Business rates						
Baseline funding	2,693	2,747	2,802	2,858	2,915	2,973
Add: Net retained additional business rates	716	625	317	320	330	338
Add: Share of surplus /deficit (-) net of use of reserves	-	-	(256)	-	-	-
Total business rate income	3,409	3,372	2,863	3,178	3,245	3,311
Council Tax income	9,681	9,998	10,239	10,485	10,738	10,996
New homes bonus (2018/19 - 21/22)	222	-	-	-	-	-
New homes bonus (2019/20 - 22/23)	68	68	-	-	-	-
New homes bonus (2021/22)	118	-	-	-	-	-
<i>Total New Homes Bonus</i>	408	68	-	-	-	-
Lower Tier Services Grant	203	203	203	203	203	203
Local tax compensation scheme	55	37	37	-	-	-
Covid 19 Funding Allocation	550	-	-	-	-	-
Covid 19 Funding - Council Tax Support Grant	133	-	-	-	-	-
Collection fund surplus/deficit (-)	9	(89)	(40)	-	-	-
Total other grants and contributions	1,358	219	200	203	203	203
Total Income from Taxation	14,448	13,589	13,302	13,866	14,186	14,510
AMOUNT REQUIRED TO BALANCE BUDGET	-	1,190	3,039	3,782	4,527	5,227

WORTHING BOROUGH COUNCIL
Revenue Budget Summary Statement 2021/22 - 2026/27

	2021/22 Base	2022/23	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
AMOUNT REQUIRED TO BALANCE BUDGET		1,190	3,039	3,782	4,527	5,227
Savings / Initiatives identified to date:						
Strategic Property Investment Fund						
Future property developments		200	400	600	800	1,000
Provision for future voids and repairs		(100)	(200)	(300)	(400)	(500)
Wellbeing centre and car park		-	352	352	352	352
Commercial and Customer Activities		354	804	1,254	1,704	2,154
Service and Digital redesign programme		3	123	243	363	483
Corporate Landlord Programme		105	210	315	505	695
Other efficiency savings (net of growth)		574	574	574	574	574
Total savings initiatives identified to date		1,136	2,263	3,038	3,898	4,758
Cumulative savings still to be found/ (surplus)		54	776	744	629	469
Annual savings still to be found		54	722	(32)	(115)	(160)
Council Tax increase:		2.00%	2.00%	2.00%	2.00%	2.00%
Annual increase (Band D property)		£4.95	£5.05	£5.15	£5.25	£5.36
Weekly increase (Band D property)		£0.10	£0.10	£0.10	£0.10	£0.10
Average annual increase (Band C property)		£4.40	£4.49	£4.58	£4.67	£4.76
Average weekly increase (Band C property)		£0.08	£0.09	£0.09	£0.09	£0.09

Committed Growth for 2022/23

Appendix 2

Description	Details	2022/23		
		Joint (memo only)	Adur	Worthing
Committed Growth items:				
Allowance for increase in homeless caseload	Based on latest outturn forecast		-150,000	
Chief Executives revised salary	Approved at Council	-12,000	-6,000	-6,000
Market pressures on salary costs	Largely relates to HGV drivers but the Council is experiencing difficulties in recruitment in a number of areas.	-90,000	-32,400	-57,600
Withdrawal of funding for graffiti service by WSCC		-8,170	-2,940	-5,230
Agency Staff Costs - Waste and cleansing service	Based on latest analysis. Original intention had been to use cleansing staff to cover but this has not been a viable solution.	-100,000	-36,000	-64,000
A27 Traffic management costs and cleansing costs	Additional costs associated with cleaning alongside the A27.	-13,260	-4,770	-8,490
Reduction in clinical waste income due to increased disposal costs			-9,050	-15,820
Additional commercial waste team support officer	Supports the delivery of increased green and trade waste collections. The post will also assist in the delivery of ongoing efficiency savings.	-17,290	-6,220	-11,070
Legal case management system	Impact of moving to the Cloud	-30,700	-12,280	-18,420
Maintenance costs for audio visual equipment in Council public meeting rooms.		-9,000	-3,600	-5,400
Total growth proposals		-280,420	-263,260	-192,030
Less: Allowance for new committed growth items			70,000	90,000
Total committed growth identified net of provision			-193,260	-102,030

Savings proposals for 2022/23

Appendix 3

		2022/23		
Description	Details	Joint (memo only)	Adur	Worthing
		£	£	£
<u>Commercial income programme:</u>				
<u>Economy directorate</u>				
<i>Place and Economy</i>				
Delivery of new market in Worthing (similar to Shoreham Farmers)	Staffing, equipment and set up provided by Adur District Council. Income to be shared 60% to Adur (who provide the service) and 40% to Worthing.		9,000	6,000
Increase in off season concessions (and general increase in the number offered)				20,000
Rental uplifts	A series of place-based activities, linked to property, that will provide an uplift (e.g. filling of void kiosks on the seafront)			10,000
Open space hire for commercial and community events				5,000
Meanwhile use rental income	New opportunities at Grafton MSCP (Level 1) and Teville Gate presents a new income line associated with these pop up or meanwhile uses			10,000
<i>Parks</i>				
Charging rates to the beach hut users	Under current lease agreements rates can be charged to beach hut users. This is the practice within Adur but has not been implemented to date for Worthing customer. Whilst this would increase costs to the beach hut owners, most of them would be eligible to claim back small business rate relief and so would not be financially disadvantaged. The cost of the reliefs would be largely funded by central government.			46,730
Review of current agreements with sporting clubs (cost tbc)	The current lease arrangements and SLAs with sporting clubs are in the process of being reviewed. Where agreed, the sporting clubs are assuming responsibility for the utilities associated with their facilities as part of the new agreements.		10,000	40,000

Savings proposals for 2022/23

Appendix 3

Description	Details	2022/23		
		Joint (memo only)	Adur	Worthing
		£	£	£
Parks				
5% premium on beach huts fees for non-resident owners to contribute towards foreshore maintenance	Resident owners fund the maintenance of the foreshore and beaches through Council Tax. This premium is suggested so that non-resident owners contribute towards to these costs as well.		1,350	4,760
Construction of an additional 8 beach huts	Planning approval currently being sought.			6,390
<u>Communities Directorate</u>				
Increase in income from Environmental Information Regulations			400	600
Income from stray dogs		5,000	2,000	3,000
<u>Digital, sustainability and resources directorate</u>				
Customer Services				
Review of parking charges				
Review of tariffs across all sites				92,000
Increase in town centre worker deals following closure of town hall car park				20,000
Review of charge to SDLT following analysis of use.				20,000
Review of charging for waste		78,000	28,080	49,920
New NHS contract for disposal of clinical waste		9,500	3,420	6,080
Financial Services				
Provision of insurance services to another local authority	Will require investment in staffing levels (0.6 FTE at scale 6), however this will then provide a resilient service across 5 Councils (Adur, Worthing, Mid Sussex, Horsham and Crawley)	4,850	1,940	2,910
Legal Services				
Introduce new charging scheme for s106 agreements based on local Court rate			8,000	10,960
Total commercial income target		97,350	64,190	354,350

Savings proposals for 2022/23

Appendix 3

		2022/23		
Strategic Issue / Opportunity	Comments and Actions	Joint (memo only)	Adur	Worthing
<u>Service Redesign programme</u>				
<i>Financial Services / Human Resources</i>				
Implementation of new HR / Payroll system				
Salary saving	Full year impact of restructure in payroll following the implementation of the new HR / Payroll system	5,600	2,240	3,360
Total for Service Redesign Programme		5,600	2,240	3,360
<u>Corporate Landlord</u>				
Corporate Landlord	Rent reviews		30,000	70,000
	Disposal programme (Reduction in debt charges due to generation of capital receipts)		70,000	35,000
Total delivered via the corporate Landlord Programme			100,000	105,000
<i>Corporate initiatives:</i>				
Inflation management	Inflation management saving as recommended by LGA Peer Review	135,000	73,250	113,980
Sustainability initiatives				
New Solar Panels at a variety of locations in Adur and Worthing	Net energy savings		7,680	4,500
	Less: Debt charges		-3,630	
Other corporate initiatives			77,300	118,480

Description	Details	2022/23		
		Joint (memo only)	Adur	Worthing
Departmental savings				
<u>Communities Directorate</u>				
<i>Wellbeing</i>				
Review of community grants	Reduction in demand for small community grants		5,000	
	Eastbrook Manor Community Centre - new organisation now in occupation.		6,800	
	Health Living Centre			5,600
Review of miscellaneous budgets		14,140	5,660	8,480
<u>Digital, sustainability and resources directorate</u>				
<i>Financial Services</i>				
MRP review	Technical review of MRP calculations commissioned from Arlingclose. Reprofile of debt provision recommended.			390,000
Interest payments - net reduction	Recent borrowing undertaken from other Councils has reduced the expected cost of borrowing for 2022/23			29,020
Exchequer Services Salary Budget	Salary saving following flexible retirement of staff member	9,130	3,650	5,480
<i>Revenues and benefits</i>				
Review of software and services budget			3,370	11,300
<u>Economy Directorate</u>				
<i>Director</i>				
Reduction in Theatres pensions	Following recent staffing changes, the cost of the pensions chargeable to the Council has reduced.			5,200
Total Departmental Savings		23,270	24,480	455,080
Total savings identified		126,220	268,210	1,036,270

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
25 November 2021

Key Decision [No]

Ward(s) Affected:N/A

Joint Overview and Scrutiny Committee Work Programme for 2021/22

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report outlines the progress in implementing the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2021/22 which was confirmed by the Councils in April 2021 and recommends that the changes made to the Work Programme since it was agreed be reported to the next Council meetings in December 2021 for noting.

2. Recommendations

2.1 That JOSC note the progress in delivering the JOSC Work Programme for 2021/22 as set out in the Appendix to the report;

2.2 That the meetings of Adur District Council and Worthing Borough Council in December 2021 note the changes made to the JOSC Work Programme since it was agreed by both Councils in April 2021; and

3. Context

- 3.1 The JOSC Work Programme for 2021/22 was agreed by the Councils in April 2021 and was reviewed by JOSC at its meeting on 14 October 2021. A copy of the latest version of the Work Programme is attached as the Appendix to this report.

4. Issues for consideration

- 4.1 The Committee will receive regular update reports on the implementation of the Work Programme at each meeting throughout the Municipal Year.
- 4.2 The Committee is requested to review the revised Work Programme and consider if any further items are required to be added to the Work Programme or items to be reviewed.
- 4.3 Additional items may be added to the Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Joint Chairpersons in accordance with the criteria and they will make their recommendations to the next JOSC for consideration and determination. When considering further items for the Work Programme, consideration should also be given to the capacity of the Committee and resources available.
- 4.4 Items in the Work Programme for 2021/22 have been produced for the Committee guided by issues that closely align with the Councils' Strategic Objectives included in 'Platforms for our Places: Going Further' and 'And Then' document - 'Bouncing back in post pandemic Adur and Worthing', how the Committee can influence the outcomes and also general value and outcomes in accordance with the PAPER criteria -(P) - Public interest , (A) - Ability to change, (P) - Performance, (E) - Extent and - (R) - Replication.
- 4.5 In accordance with the Joint Overview and Scrutiny Procedure rules there is a requirement for each Council to review the changes to the Work Programme mid term so it is necessary for the Work Programme as amended to be submitted to the next Council meetings in December 2021.

5. Engagement and Communication

- 5.1 The JOSC Chairmen/Vice- Chairmen and the Councils Leadership Team have been consulted on the contents of the JOSC Work Programme.

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 both Councils. A report must be taken to both Councils on an annual basis seeking the 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 the Councils approximately mid year for noting and this will be undertaken in December 2021.

Background Papers

Joint Overview and Scrutiny Procedure Rules
Reports on the Work Programme to the JOSM meeting on 14 October 2021

Officer Contact Details:-

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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 provide social value.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered. Some of the issues being scrutinised will have community safety implications.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered. Some issues being scrutinised may relate to environmental and natural resources issues.

4. Governance

Matter considered and no direct issues identified. It is good practice for an Overview and Scrutiny Committee to set a Work Programme. The current Joint Overview and Scrutiny Procedure Rules state that the Work Programme will be approved by both 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 - 2021/2022

Joint Overview and Scrutiny Committee - 25 November 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>
Towards a sustainable financial position - Budget update	Director for Digital, Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	No
Interview with Executive Members for Customer Services	Director for Digital, Sustainability & Resources	Executive Members for Customer Services	Yes. Item added in place of the interview with Executive Members for Resources which was held in 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
Matter referred from a meeting of Worthing Borough Council	Director for Digital, Sustainability and Resources	No	Yes. Item referred from Worthing Borough Council on 19 October 2021.
Review of JOSC Work Programme including note of changes made since Work Programme agreed by Councils in April 2021	Director for Digital & Resources	No	No

Joint Overview and Scrutiny Committee - 27 January 2022

<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 Members for Environment and Digital & Environmental Services	Director for Digital, Sustainability & Resources	Executive Members for Environment (Adur) and Digital & Environmental Services (Worthing)	No
Presentation from Southern Water on bathing water quality issues - Results of 2021 Bathing water testing and	N/A	No	No. Scrutiny request added to this item as agreed at JOSC on 14 October 2021.

Scrutiny request - How Southern Water is delivering services and how its plan to meet the needs of residents and increased demand in the future.			
Adur & Worthing Health & Wellbeing Strategy Delivery Plan - 2021 - 2024	Director for Digital, Sustainability & Resources (Covering report)	Director for Communities/ Executive Members for Health & Wellbeing	Yes. Item added at the request of JOSC on 16 September 2021.
Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No

Joint Overview and Scrutiny Committee - 17 March 2022

<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 Regeneration	Director for Digital, Sustainability & Resources	Executive Members for Regeneration	No
Annual feedback report from meetings of the West Sussex Health & Adult Social Care	Verbal report from the Council Members on HASC	No	No

Scrutiny Committee (HASC) - Issues affecting Adur & Worthing			
JOSC Work Programme setting 2022/23	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>
Reports from the Working Group reviewing the Adur Homes repairs and maintenance service	Chairman of the Working Group	No	Working Group currently in progress - Reports expected later in 2021 and 2022.
Report from the Working Group reviewing the Adur & Worthing evening and night time economy	Chairman of the Working Group	No	Working Group currently in progress. Report expected in early 2022 to review the evening and night time economy recovery Post 'lockdown'.
Final report from the Working Group reviewing Cultural Services	Chairman of the Working Group	No	Working Group currently reviewing information - Report expected in early 2022.
Report from the JOSC Worthing BID Working Group	Chairman of the Working Group	No	Working Group due to meet in early January 2022 to begin the review.

Items to be considered in 2021/22

Annual summary of complaints	Director for Digital, Sustainability & Resources	No	
Worthing Theatres contract monitoring	Director for Economy	No	
Annual update on progress with delivering the Climate Change agenda	Director for Digital, Sustainability & Resources	Director for Digital, Sustainability & Resources/Sustainability Manager	

PREVIOUS MEETINGS AND ITEMS CONSIDERED IN 2021/22

Joint Overview and Scrutiny Committee - 10 June 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>
Annual JOSC report for 2020/21	Joint Chairmen of JOSC	No	No

Review of JOSC Work Programme and confirmation of JOSC Working Group memberships for 2021/22	Director for Digital, Sustainability & Resources	No	No
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Joint Overview and Scrutiny Committee - 15 July 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>
Joint Revenue outturn report 2020/21	Director for Digital, Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	No
Outline Budget Strategy 2022/23	Director for Digital, Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	No
Interview with Leaders	Director for Digital, Sustainability & Resources	Leaders	No
Worthing Theatres contract monitoring	Director for Economy	Director for Economy	Yes. Item moved from June JOSC meeting because the report is also being considered at the JSC meeting in July.
Annual update on progress with delivering the Climate Change agenda	Director for Digital, Sustainability & Resources	Director for Digital, Sustainability & Resources/Sustainability Manager	No

Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No
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Joint Overview and Scrutiny Committee - 16 September 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>
Interview with Executive Members for Health & Wellbeing	Director for Digital, Sustainability & Resources	Executive Members for Health & Wellbeing	No
Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No

Joint Overview and Scrutiny Committee - 14 October 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 Executive Members for Resources	Director for Digital, Sustainability & Resources	Executive Members for Resources	Yes. Interview added in place of interview with Executive Members for Customer Services which will now be in November.
Review of the delivery of	Director for Digital, Sustainability	Chief Executive	Yes. Item moved from September

'Platforms for our Places: Going further 2020/22 and interview with Chief Executive	& Resources		meeting in consultation with JOSC Chairmen to accommodate diary commitments.
Covid-19 response - Economic recovery, support for the vulnerable and health and wellbeing review	Director for the Economy	Director for the Economy and relevant Officers	Yes. Item added following consideration of a scrutiny request. Item moved from the September meeting in consultation with the JOSC Chairmen to allow more time for the production of the report.
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.	No
Review of JOSC Work Programme	Director for Digital, Sustainability & Resources	No	No

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 JOSC Joint Chairmen/Vice-Chairmen, JOSC and relevant Officers.