



ADUR DISTRICT  
**C O U N C I L**

**7 April 2022**

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



**Adur Council Meeting  
7 April 2022**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

**7.00 pm**

**Agenda**

**30 March 2022**

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

**Part A**

**1. Apologies for Absence**

**2. Declarations of interest**

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

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

**3. Questions from the public**

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

Questions must relate to any matter the Council has power or which affects the District except no questions may be asked on

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

Public question time will last up to 30 minute; questions will be taken in order of receipt. The deadline for submissions is 5 April 2022 at 12 noon.

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

**4. Confirmation of Minutes**

To approve the minutes of the meeting of the Council on 24 February 2022, copies of which have been previously circulated.

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

**6. Items raised under urgency provisions**

To consider any items the Chairman has agreed are urgent

**7. Recommendations from the Executive and Committees to Council (Pages 7 - 18)**

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

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
7 A	Joint Strategic Committee	16 March 2022	<a href="#">Renewal of the Adur &amp; Worthing Wellbeing Partnership</a>
7 B	Joint Strategic Committee	16 March 2022	<a href="#">Pathways to Affordable Homes - Delivery Plans</a>
7 C	Joint Overview and Scrutiny Committee	17 March 2022	<a href="#">JOSC Work Programme setting 2022/23</a>
7 D	Joint Governance Committee	22 March 2022	<a href="#">Proposed revisions to Contract Standing Orders</a>
7 E	Joint Governance Committee	22 March 2022	<a href="#">Scheme of Allowances for Adur District Council in 2022/23</a>

**8. Report of the Leader on decisions taken by the Executive (Pages 19 - 22)**

To receive a report from the Leader. The report contains executive decisions since the last Council meeting.

There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any asked under 'Members Questions under Council Procedure Rule 12'

**9. Members question time under Council Procedure Rule 12**

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is 5 April 2022 at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received can be asked of the following:

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

Questions cannot be asked on the following

- a) A specific planning or licensing application

b) A specific staffing appointment, appeal or Standards determination

**10. Motion on Notice** (Pages 23 - 26)

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



Tina Favier  
Interim Director for Communities

**Recording of this meeting**

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

For Democratic Services enquiries relating to this meeting please contact:

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
Email [chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Geoff Wild  
Head of Legal Services and Monitoring Officer  
01903 221011  
[Geoff.wild@adur-worthing.gov.uk](mailto:Geoff.wild@adur-worthing.gov.uk)

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ADUR DISTRICT  
COUNCIL

Council  
7 April 2022  
7

## **Recommendations from the Executive and Committees**

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## **Extract from the minutes of the Joint Strategic Committee - 16 March 2022**

### **JSC/096/21-22      Renewal of the Adur & Worthing Wellbeing Partnership**

The report set out the proposed new commissioning arrangements for Adur & Worthing Wellbeing from April 2022, for a period of five years. The programme had been in place in Adur and Worthing since 2011, and was delivered through a partnership agreement with West Sussex County Council (WSCC) to provide a programme of wellbeing prevention and early intervention work with adults, through a blended approach of Wellbeing Advisors and additional health and wellbeing interventions, funded through a health inequalities formula.

Adur and Worthing Wellbeing provided an important contribution to the Councils' new health and wellbeing strategy *HealthyAW*, by helping to improve the health and wellbeing of all our communities but particularly those people with the poorest health and wellbeing. It formed an important part of the Councils' wellbeing work in relation to Proactive work with our communities.

The current three year partnership agreement ended on 31 March 2022 and the report informed Members of the outcomes of the current programme and the new conditions and requirements for the new partnership and funding arrangements for the five year period from 1 April 2022 to 31 March 2027.

A funding allocation had been proposed for the 2022-2023 financial year which had been signed off at WSCC Full Council in February 2022. Indicative funding for each subsequent financial year would be agreed by December, annually.

As we continued to move through the pandemic there was a renewed emphasis on reducing health inequalities and more targeted work with under-represented groups within the new service specification and partnership agreement. The programme was an important preventative support and advice provision that was intended to help to reduce pressure on the social care and health systems.

Members were asked to consider this work and agree to a new partnership agreement with WSCC Public Health for five years, which would be shaped and developed mutually through annual business plans.

The Committee welcomed the report and the approach being taken.

## Decision

The Joint Strategic Committee:-

- I. approved that the respective Councils continued to work in partnership with West Sussex County Council to deliver the Wellbeing programme in Adur and Worthing from 1 April 2022 to 31 March 2027, subject to funding being agreed on an annual basis;
- II. delegated authority to enter into the Adur Partnership Agreement and the Worthing Partnership Agreement with West Sussex County Council, as set out in paragraph 4.3, to the Interim Director for Communities, in consultation with the Executive Members for Health and Wellbeing, and subject to annual business plans;
- III. agreed to receive the annual funding allocation from West Sussex County Council for the next five years of the partnership agreement, and **recommended to the Councils to amend the revenue budget accordingly. The indicative amount for 2022-2023 was £513,973;**
- IV. agreed for the in-kind contribution provided by the Councils', as detailed at 6.3 in the report, to continue.

## **Extract from the minutes of the Joint Strategic Committee - 16 March 2022**

### **JSC/097/21-22 Pathways to Affordable Homes - Delivery Plans**

The report followed the publication of the Adur and Worthing Housing Strategy for 2020-2023 and 'Delivering Pathways to Affordable Homes' documents. It described how Adur and Worthing intended to meet the commitments set out in Delivering Pathways to Affordable Homes, which was described in the attached delivery plans.

The delivery plans provided details of how delivery programmes and teams could be structured as well as a detailed delivery structure providing an overview of work streams and timescales for completion.

Members sought clarification as to how realistic the delivery of the work streams outlined was. Officers advised that a lot of the delivery figures were happening towards the end of the programme and in recognition of that the Councils had put forward a housing enabling role, which would be an officer sitting within the planning team helping to drive the delivery through regular contact with the delivery partners, responsible for some of the key strategic sites. Worthing Borough Council in particular, owned a number of the key strategic sites which enabled greater control and certainty over delivery.

### **Decision**

The Joint Strategic Committee **recommended that Adur and Worthing Councils adopt the Delivery Plans set out in Appendix A as part of the Housing Strategy for 2020-2023.**

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**Extract from the meeting of the Joint Overview and Scrutiny Committee on the  
17 March 2022**

**JOSC/0xx/21-22 JOSC Work Programme setting 2022/23**

Before the Committee was a report by the Director for Digital, Sustainability and Resources, a copy of which had been circulated to all members, a copy of which is attached to the signed copy of these minutes as item 10. The report before Members outlined progress in implementing the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2021/22. The report also includes a draft JOSC Work Programme for 2022/23 for consideration.

Members discussed the situation regarding vulnerable people being moved to temporary accommodation outside of the District and Borough. It was agreed that an item be added to the Work Programme for further investigation into the processes and impact involved.

Members agreed that the work programme as amended be submitted to Council for approval.

**Resolved:**

- I. That JOSC note the progress in delivering the JOSC Work Programme for 2021/22;
- II. That JOSC and confirm draft Work Programme as amended for 2022/23;
- III. **That the amended draft JOSC Work Programme for 2022/23 be reported to the Council meetings in April 2022 for approval.**

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**Extract from the minutes of the Joint Governance Committee - 22 March 2022**

**JGC/054/21-22 Proposed revisions to Contract Standing Orders**

The report proposed revisions to the Joint Contract Standing Orders to reflect the latest government procurement guidance and changes to legislation.

The Committee acknowledged the importance of taking account of social value in local government contracts, encouraging Officers to try and go above the minimum of 10% as it could change a lot of local businesses. Consideration was also given to how the Councils could go further with local procurement with a suggestion that big contracts could be broken down into smaller ones to attract local provision of goods and services.

The recommendations in the report were proposed by Councillor Helen Silman, seconded by Cllr Tania Edwards and unanimously supported.

**Resolved**

The Joint Governance Committee

- I. **recommended to Adur and Worthing Councils that the amendments to the Joint Contract Standing Orders be approved;**
- II. delegated authority to the Chief Financial Officer in consultation with the Monitoring Officer to make minor and statutory revisions in future to the Joint Contract Standing Orders to ensure their continued alignment with legislative changes or changes to the Public Procurement Notices.

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## **Extract from the minutes of the Joint Governance Committee - 22 March 2022**

### **JGC/056/21-22      Scheme of Allowances for Council in 2022/23**

The Joint Governance Committee was asked to consider the report of the Joint Independent Remuneration Panel and make recommendations to Adur District Council on the level of Members' Allowances for the municipal year 2022/23.

Recommendations from the Joint Governance Committee on the level of allowances, would be considered at the Full Council meeting on 7th April 2022.

Mr Barry Hillman, Chairman of the Joint Independent Remuneration Panel, attended the meeting to answer any questions in relation to the Panels proposals.

Members sought clarification regarding the consultation with group leaders in relation to the review of allowances. Officers agreed to provide details of the consultation with group leaders via a written response following the meeting.

The Committee debated the item giving consideration to the important role allowances played in attracting demographic representation across the Council; difficulties arising from the way that allowances were treated as salaries by HM Revenues & Customs; the process for claiming back carers allowances rather than paying it in advance; and the disparity between the allowances paid to Councillors serving on Adur and Worthing Councils. Officers noted the points raised and agreed to feed them into the next review of allowances undertaken by the Joint Independent Remuneration Panel.

The recommendation in the report was proposed by Cllr Rob Wilkinson, seconded by Cllr Andy McGregor and following a vote (For 3, Against 0, Abstentions 3) supported by the Committee.

### **Resolved**

The Joint Governance Committee recommended to Adur District Council that Members Basic Allowance be linked to the outcome of the Officers' NJC Pay bargaining agreement for the year 2022/23.

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

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

Listed below is a summary of decisions taken by the individual Executive Members since the despatch of the agenda for the last ordinary Council Meeting. Full details can be found on the [Executive Members Decisions webpage](#) .

#### **Leader**

-

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

-

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

JAW/021/21-22      Renewal of Google Licences

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

-

#### **Executive Member for the Environment**

JAW/019/21-22      Self-Management of Adur and Worthing Allotments

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

-

### **B. Decisions Taken by the Joint Strategic Committee on 16 March 2022**

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

The matters not appearing elsewhere on the agenda:-

**JSC/094/21-22      3rd Revenue Budget Monitoring Report (Q3)**

Before the Committee was a report by the Director for Digital, Sustainability and Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 5.

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2021/22, compared with the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' was the position as at the 31st December 2021, the forecast position reflected the latest information available to ensure an up-to-date forecast was presented.

As at quarter 2, the current projection for the 2021/22 financial year were net operational budget overspends of £585k in Adur and £1.56m in Worthing. Government funding in the form of grants and the Income Guarantee Scheme would offset this and it was currently estimated that the outturn position would be net overspends of £47k in Adur and £14k in Worthing. A breakdown was set out in section 4.4 of the report.

### **Decision**

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

### **JSC/095/21-22      3rd Quarter Capital Investment Programme & Projects Monitoring 2021/22**

Before the Committee was a report by the Director for Digital, Sustainability and Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 6.

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

A Member sought clarification in relation to paragraph 7.3 in the report which stated that due to the effective scheme management of Teville Gate, there was an underspend, some of which would be going to a tenant in Montague Place and improvements to railway approach. Officers advised that this related to the partnership working with West Sussex County Council on the railway approach public realm project. It was important that the Council provided a very clear audit trail for where these monies were spent. It was noted that the Council had both the Portland Road scheme and now the Railway Approach scheme which was directly attached to the wider Teville Gate project.

Another Member asked a question in relation to the external works to Bushby Close which had been delayed by variations to the contract which had extended the completion to March 2022. What were the variations? In addition, following a complaint from a resident, the Council had been made aware of poor quality work being undertaken and he asked whether this matter had been addressed. Officers agreed to provide a written response to councillors following the meeting.

## **Decision**

The Joint Strategic Committee:-

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

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 7.2.1 and Appendix 3;
- ii) approved the funding of the overspend incurred in the replacement of the HR / Payroll system as detailed in paragraph 7.1.1;
- iii) approved the increase in the Disabled Facilities Budget in line with the forecast expenditure funded from Better Care Fund Grant as detailed in paragraph 7.2.2; and
- iv) approved the transfer of Disability Discrimination Adaptations Budget to fund Adur District Council's contribution to the Adur and Worthing Workspaces Project as detailed in paragraph 7.2.3.

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

- i) noted the reprofiling of the Worthing Borough Council capital schemes as advised in paragraphs 7.3.1 and Appendix 4;
- ii) approved the funding of the overspend incurred in the replacement of the HR / Payroll system as detailed in paragraph 7.1.1;
- iii) approved the addition of the Worthing Public Realm Project to the 2021/22 Capital Investment Programme as detailed in paragraph 7.3.3;
- iv) approved the transfer of Disability Discrimination Adaptations Budget to the Adur and Worthing Workspaces Project as detailed in paragraph 7.3.4; and
- v) noted the receipt of the Pocket Parks Grant funding of £24,030 to support communities to provide new or renovated parks and approve the use of the funding to create a community garden in Beach House Park as detailed in paragraph 7.3.5.

**Local Government Act 1972**  
**Background papers**

*(Reports and Record of decisions are available on the Council's web site [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) or as indicated in each of the paragraphs above. Some of the reports may contain exempt information and not be fully published on the websites.)*

**Councillor Neil Parkin**  
**Leader of the Council**



Council  
16 December 2021

Ward(s) Affected: All

## **Motion on Notice**

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

## **Executive Summary**

### **1. Purpose**

- 1.1. The report before Council sets out a motion received from Councillor Neil Parkin and seconded by Councillor Angus Dunn
- 1.2. Council is asked to deal with the motion under provisions set out in paragraph 14 of the Council Procedure Rules (under part 4 of the Council Constitution - Rules of Procedure).

### **2. Recommendations**

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

### **3. Context**

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

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

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

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

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

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

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

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

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

#### **Background Papers**

None

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

Chris Cadman-Dando

Democratic Services

01903 221364

chris.cadman-dando@adur-worthing.gov.uk

**Proposed by: Cllr Neil Parkin**  
**Seconded by: Cllr Angus Dunn**

*"Adur Council is saddened and disturbed by the unprovoked Russian aggression against Ukraine, which has caused horrific devastation, and created an escalating humanitarian crisis with millions displaced or affected. In light of this, and as a way of expressing support for the people of Ukraine and members of our communities who are from or who have ties with Ukraine this Council;*

- a. Condemns the unprovoked Russian invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to Adur*
- b. Stands ready to provide support and open our arms to innocent people displaced and affected by this unprovoked Russian aggression.*
- c. Will work with and support the efforts of our local communities to provide help, support and comfort to those in need."*

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