



ADUR & WORTHING
COUNCILS

24 October 2023

Joint Overview & Scrutiny Committee

Date:	2 November 2023
Time:	6.30 pm
Venue:	QEII Room, Shoreham Centre, Pond Road, Shoreham

Committee Membership:

Adur District Council: Councillors; Joss Loader (Adur Chair), Mandy Buxton (Adur Vice-Chair), Carol Albury, Tony Bellasis, Ann Bridges, Lee Cowen, Paul Mansfield and Sharon Sluman

Worthing Borough Council: Councillors; Heather Mercer (Worthing Chairman), Elizabeth Sparkes (Worthing Vice-Chairman), Cathy Glynn-Davies, Dan Hermitage, Margaret Howard, Daniel Humphreys, Richard Mulholland and Hilary Schan

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 held on 7 September 2023, 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 12.00 noon Monday 30th of October.

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. Members' Questions

Councillors who are not members of this committee can ask questions under CPR 12 Questions should be relevant to the committee where the question is being asked and also relevant to an item on the agenda. Please contact Democratic Services for more information

Members' question time is 30 minutes and questions should be submitted no later than 12.00pm noon on Monday 30th October.

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

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

6. Items Raised Under Urgency Provisions

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

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

At the time of publication of this agenda there have been no call-in's received.

8. Review of the JOSOC Work Programme (Pages 5 - 28)

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

9. Worthing Theatres Working Group (Pages 29 - 42)

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

10. Interview with Worthing Cabinet Member for Culture and Leisure (Pages 43 - 48)

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

11. Interview with Adur Cabinet Member for Environment and Leisure (Pages 49 - 54)

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

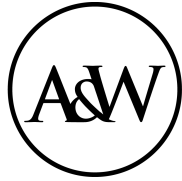
Recording of this meeting

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:
Simon Filler Democratic Services Officer 01903 221364 simon.filler@adur-worthing.gov.uk	Joanne Lee Head of Legal Services & Monitoring Officer 01903 221134 joanne.lee@adur-worthing.gov.uk

Duration of the Meeting: Three 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
2 November 2023

Key Decision [No]

Ward(s) Affected:N/A

JOSC Work Programme review

Report by the Director for Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report outlines progress and plans for implementing the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2023/24 and also includes a Scrutiny request for consideration.

2. Recommendations

2.1 That JOSC notes the progress to deliver the JOSC Work Programme for 2023/24 as contained in the Appendix A to the report; and

2.2 That JOSC considers the Scrutiny request as set out in Appendix B to the report .

3. Context

- 3.1 The JOSC Work Programme for 2023/24 was agreed by the Committee in March and confirmed by both Councils in April 2023. It is usual practice for the Work Programme to be reviewed at each meeting during the Municipal Year and the previous review was undertaken at the JOSC meeting on 7 September 2023. A copy of the current 2023/24 Work Programme is attached as part of the Appendix A to this report and any reviews and changes to this have been agreed in consultation with the JOSC Chairs and Vice-Chairs. The Work Programme now includes a RAG (Red, Amber, Green) status to reflect how long items have been on the Work Programme and /or changes to when the item is expected to be presented to JOSC. This will help JOSC manage and prioritise its Work Programme and is one of the new options introduced by JOSC at its previous meeting as part of the new ways of working.
- 3.2 Paragraph 9.2 of the 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 also be taken to each full Council on an annual basis detailing any changes to the Work Programme and this is usually reported mid year and for 23/24 this will be done in December 2023.

4. Issues for consideration

- 4.1 Items for the JOSC Work Programme need to be chosen guided by how closely they align with the 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, (E) - Extent and (R) - Replication.
- 4.2 The Committee is requested to review the draft Work Programme and consider if any further items are required to be added to the Work Programme. During the Municipal Year, items may be added to the JOSC Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Joint Chairs in accordance with the criteria and they will make their recommendations to the next JOSC for consideration and determination following receipt of the Officer report. Consideration should also be given to the capacity of the Committee and resources available when considering further Work Programme items. JOSC should also use the Forward Plan of Key decisions as a tool to identify and scrutinise items before the Executive decision is taken. This will assist in the Pre scrutiny role and the latest editions

of the Forward Plan can be accessed here - [Forward plan of Key decisions](#)

4.3 The JOSC meeting on 7 September 2023 made the request for Southern Water (SW) to attend the JOSC meeting on 2 November 2023 and agreed to accept the invitation from SW for JOSC Members to visit the East Worthing wastewater treatment works. JOSC is requested to note that the Member tour planned for 25 October had to be postponed at short notice by Southern Water and will be rearranged and SW are now unable to attend the JOSC meeting on 2 November and have indicated that they will not be able to attend JOSC until January 2024.

4.4 As part of the consideration of this report, JOSC is also requested to consider the Scrutiny request received from Councillor Hermitage, details of which are set out in Appendix B to the report and this request relates to Worthing Pub Watch.

5. Engagement and Communication

5.1 The JOSC Chairs and Vice-Chairs have been consulted on the proposals contained in this report and in the 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 do have financial implications for the Councils.

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 both 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.

Background Papers

Joint Overview and Scrutiny Procedure Rules

Officer Contact Details:-

Mark Lowe

Scrutiny and Risk Officer

Tel: 01903 221009

mark.lowe@adur-worthing.gov.uk

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.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

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

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered. The Work Programme includes an item to receive an update on the Councils approach to climate change.

4. Governance

4.1 Matter considered and no direct issues identified. It is good practice for an

Overview and Scrutiny Committee to set its Work Programme ahead of the Municipal Year. 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
COUNCILS

Adur & Worthing Joint Overview and Scrutiny Committee Work Programme - 2023/2024

**Joint Overview and Scrutiny Committee - 2 November 2023
Shoreham Centre**

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with the Adur Cabinet Member Environment & Leisure	Adur	Director for Sustainability & Resources	Cabinet Member	No Green

Reasons for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.				
Interview with Worthing Cabinet Member for Culture & Leisure Reasons for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Final report from the Working Group reviewing Cultural Services - Worthing Theatres Procurement	Worthing	Chairman of the Working Group	No	Yes This report was delayed to enable some issues to be clarified with a Council Member. Green
Review of JOSC Work Programme and consideration of any possible items for future Scrutiny	Joint	Director for Sustainability & Resources	No	No Green

Joint Overview and Scrutiny Committee - 30 November 2023
Worthing Town Hall

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with Sussex Police & Crime Commissioner & Police Commander Reason for Scrutiny - To question the Commissioner and Commander on local policing and anti social behaviour issues affecting their remits	Joint	Director for Sustainability & Resources covering report	No	Yes. Item added at the request of JOSOC on 6 July 2023.
Interview with Worthing Cabinet Member for Resources - Reasons for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources covering report	Cabinet Member	No Green
Crime and Disorder update - Interview with the Chairman of the Adur & Worthing Safer	Joint	Director for Sustainability & Resources	Chairman of the Adur & Worthing Safer Communities Partnership and Cabinet Members.	No.

Communities Partnership (SCP) Reason for Scrutiny - To undertake the formal crime and disorder scrutiny role and scrutinise the work of the SCP.				
Budget update and scrutiny - Joint Budget and Worthing only Reason for Scrutiny - To undertake scrutiny of the Budget and consider if any comments should be forwarded to the JSC.	Worthing/Joint	Director for Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	No
Review of JOSC Work Programme including note of changes made since Work Programme agreed by Councils in April 2023	Joint	Director for Sustainability & Resources	No	No

Joint Overview and Scrutiny Committee - 30 January 2024
Worthing Town Hall

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with Worthing Deputy Leader Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Interview with Adur Cabinet Member for Finance & Resources Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Adur	Director for Sustainability & Resources	Cabinet Member	No
Update on the delivery of Our Plan and interview with Chief Executive - Reason for Scrutiny - To question the Chief Executive on the progress in delivering the objectives in 'Our Plan'	Joint	Director for Sustainability & Resources covering report	Chief Executive	Yes. Item added at the request of JOSOC on 6 July 2023. Item originally scheduled in for 30 November meeting but subsequently deferred to January to enable fuller discussion with the Sussex Police & Crime Commissioner at the November meeting.

Review of JOSC Work Programme	Joint	Director for Sustainability & Resources	No	No
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**Joint Overview and Scrutiny Committee - 7 March 2024
Worthing Town Hall**

<u>AGENDA ITEM</u>		<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with Worthing Cabinet Member for Regeneration Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Interview with Adur Cabinet Member for Regeneration and Planning Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Adur	Director for Sustainability & Resources	Cabinet Member	Yes. Item moved from the 2 November meeting to try and align the Cabinet Member interviews more closely. Amber

<p>Interview with Worthing Cabinet Member for Climate Emergency</p> <p>Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.</p>	Worthing	Director for Sustainability & Resources	Cabinet Member	<p>No.</p> <p>Green</p>
<p>Review of progress on the delivery of the Housing Strategy. Also including the Homelessness and Rough sleeping strategy.</p> <p>Reason for Scrutiny - To review the Strategies and make recommendations to the JSC.</p>	Joint	Director for Housing & Communities/ Assistant Director Housing, Homelessness & Prevention	Director for Housing & Communities/ Assistant Director Housing, Homelessness & Prevention	<p>Yes. Item moved from January 2024 because a report is also being submitted to JSC in March 2024.</p> <p>Amber</p>
<p>Annual update on progress with delivering the Climate Change agenda</p> <p>Reason for Scrutiny - To review the progress in delivering the climate change agenda</p>	Joint	Director for Sustainability & Resources	Director for Sustainability & Resources/Assistant Director Operations & Sustainability	<p>No</p> <p>Green</p>
<p>Worthing Theatres contract monitoring</p> <p>Reason for Scrutiny - To review the performance of Worthing Theatres.</p>	Worthing	Director for Place	Director for Place	<p>No</p> <p>Green</p>

Annual review report on the work of the Worthing BID Reason for Scrutiny - To review the work of the Worthing BID	Worthing	Director for Place/Assistant Director Place & Economy	Director for Place/Assistant Director Place & Economy	No Green
Annual feedback report from meetings of the West Sussex Health & Adult Social Care Scrutiny Committee (HASC) - Issues affecting Adur & Worthing Reason for Scrutiny - To review the work of the HASC and the impact on Adur and Worthing	Joint	Director for Sustainability & Resources and verbal report from the Council Members on HASC	Council Members on HASC to report.	No Green
JOSC Work Programme setting 24/25	Joint	Director for Sustainability & Resources	No	No Green

Working Group reports and other items - Dates to be confirmed

<u>ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBER/OFFICERS TO ATTEND</u>	<u>STATUS</u>
Final report of JOSC Working Group set up to review the policy used by the Councils when placing vulnerable people in accommodation outside of the Council areas.	Joint	Chairman of the Working Group	No	Working Group set up by JOSC on 14 July 2022. First meeting of the Working Group held in September 2022. Review put on hold pending review of Adur Homes by the Housing Regulator. Amber
Working Group reviewing the effectiveness of JOSC	Joint	Chairman of the Working Group	No	First meeting of the Working Group held on 29 June 2023. Work ongoing and will be reported back to JOSC in due course. Green

Previous meetings held in 2023/24

Joint Overview and Scrutiny Committee - 8 June 2023
Shoreham Centre

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u>
Planning Enforcement - The Committee is asked to review planning enforcement issues, planning enforcement policy and the Councils approach to planning enforcement Reason for Scrutiny - To review the Councils approach to planning enforcement	Joint	Head of Planning	Head of Planning	Item added at the request of JOSC in September following the consideration of a scrutiny request. Item previously deferred from the JOSC meeting in March.
Annual JOSC report for 2022/23 Reason for Scrutiny - To agree the Annual report for reporting to	Joint	Joint Chairmen of JOSC	No	No

Council meetings				
Interview with Adur Cabinet Member for Finance & Resources Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio (Interview carried over from 22/23 Year as Cabinet Member could not attend)	Adur	Director for Digital, Sustainability & Resources	Cabinet Member	No
Review of JOSC Work Programme including confirmation of any JOSC Working Group memberships for 2023/24 and also consideration of any possible items for future scrutiny	Joint	Director for Digital, Sustainability & Resources	No	No
Improving the effectiveness of overview and scrutiny	Joint	To be considered by the Joint Chairpersons.	No	No

Joint Overview and Scrutiny Committee - 6 July 2023
Shoreham Centre

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with Adur Leader Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Adur	Director for Sustainability & Resources	Cabinet Member	No Green
Interview with Worthing Leader Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Update on the delivery of Our Plan and interview with Chief Executive - Reason for Scrutiny - To question the Chief	Joint	Director for Sustainability & Resources	Chief Executive	No Green

Executive on the progress in delivering the objectives in 'Our Plan'				
UK Shared Prosperity Fund - Reason for Scrutiny - Report on the progress of delivery of the work streams and how the funding is being allocated.	Joint	Assistant Director Place & Economy/Director for Place	Assistant Director Place & Economy/Director for Place	No. Item agreed by JOSC in February 2023 to be considered at this meeting but has been on the Work Programme for some time and has slipped due to the Fund timings being moved by the Government. Amber
Review of JOSC Work Programme and consideration of any possible items for future Scrutiny	Joint	Director for Sustainability & Resources	No	No Green

**Joint Overview and Scrutiny Committee - 7 September 2023
Shoreham Centre**

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Interview with Adur Cabinet Member for Communities & Wellbeing Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Adur	Director for Sustainability & Resources	Cabinet Member	No Green
Interview with Worthing Cabinet Member for Community Wellbeing	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Interview with Adur Cabinet Member for Adur Homes and Customer Services Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Adur	Director for Sustainability & Resources	Cabinet Member	Yes. Item moved from the July meeting to try and align the Cabinet Member interviews more closely. Amber
Interview with Worthing Cabinet Member for	Worthing	Director for Sustainability & Resources	Cabinet Member	No

Citizens Services - Reason for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.				Green
Interview with Worthing Cabinet Member for Environment - Reasons for Scrutiny - To consider and question the Cabinet Member on issues within the Portfolio.	Worthing	Director for Sustainability & Resources	Cabinet Member	No Green
Joint Revenue outturn report 2022/23 Reason for Scrutiny - Budget scrutiny and to identify any issues from the outturn that may require any further scrutiny.	Joint	Director for Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	Yes. Moved from July to enable time for the report to be produced following the outturn.. Amber
Outline Budget Strategy 2023/24 Reason for Scrutiny - Budget scrutiny and to identify any issues which require further scrutiny	Joint	Director for Sustainability & Resources/Chief Financial Officer	Chief Financial Officer	Yes. Moved from July to enable more time for the report to be produced in line with the Budget process. Amber
Annual review of the	Joint	Director for Place/	Adur Cabinet Member	Yes. Item moved from the July meeting

recovery of the Adur & Worthing evening and night time economies (ENTE) Reason for Scrutiny - Follow up report on the ENTE JOSC review and the outcomes of discussions with Cabinet Members on the recommendations from the review.		Assistant Director for Place and Economy	for Communities & Wellbeing Worthing Cabinet Member for Culture & Leisure	to enable the relevant Cabinet Members to attend JOSC. Amber
Review of JOSC Work Programme and consideration of any possible items for future Scrutiny	Joint	Director for Sustainability & Resources	No	No Green

Additional items to be considered as part of the forward Work Programme in 2024/25

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

APPENDIX B

<p><u>Scrutiny request</u></p>
<p>Issue - Information gathering on the operation of PubWatch and its role in our community.</p>
<p>Request from - Councillor Dan Hermitage</p>
<p>Public interest - Night time economy, safety of residents, local hospitality industry,</p>
<p>Score = High</p>
<p>Ability to change - Scrutiny committee can have an objective look at the structure, decision making and operation of PubWatch and how this benefits the community, making recommendations for practice if anything is found for improvement.</p>
<p>Score = High</p>
<p>Performance - This request does not relate to the performance of any of the Council services.</p>
<p>Score = Low</p>
<p>Extent - This request affects Worthing Borough</p>
<p>Score = Medium</p>
<p>Replication - This request has not been submitted previously to JOSC.</p>
<p>Score = High</p>
<p>Expected Outcomes - A much better understanding of how PubWatch operates in the Borough, how it operates in the best interest of residents and its organisation governance surrounding criteria such as confidentiality, GDPR and public safety.</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?

This proposal falls in line with strategic objectives such as The Big Listen, where scrutiny can become part of the process by learning from other organisations in the area and extracting information that can benefit residents. I think JOSC could have the ability to make suggestions and pass on thoughts to the organisation to make it operate as effectively as possible in the town.

Score = High

How could this review be undertaken? Initially I think it would be a good idea to invite the organisation (chairperson perhaps) to a JOSC meeting with the space for members to ask questions, ascertain information and then further decisions can be made.

Recommendations from Joint Overview and Scrutiny Committee Chairpersons/Vice-Chairpersons:-

To be confirmed prior to JOSC.



ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
2 November 2023

Key Decision [No]

Ward(s) Affected:N/A

JOSC Working Group - Review of the Worthing Cultural Services procurement and contract process which was undertaken when the service was externalised in 2019

Report by the Director for Sustainability & Resources

Executive Summary

1. Purpose

1.1 This report sets out the recommendations from the Joint Overview and Scrutiny Committee (JOSC) Working Group which was created as part of the JOSC Work Programme to review the Worthing Cultural Services procurement process undertaken in 2019.

2. Recommendations

2.1 That JOSC consider the report and recommendations from the Cultural Services Working Group and refer the recommendations to the appropriate Worthing Joint Strategic Sub-Committee for consideration in due course.

3. Context

3.1 As part of its Work Programme, JOSOC agreed to set up a Working Group to review the Worthing Cultural Services procurement process undertaken in 2019. The Working Group agreed the following terms of reference and project objectives for the review:-

1. To review the processes followed by the Councils when making the decision to externalise the culture service in Worthing via a new charitable organisation and to assess whether or not the externalisation process was robust or not;
2. To question the Worthing Executive Member for Customer Services, any other Worthing Executive Members and Senior Council officers on the decisions and the processes undertaken to reach that decision referred to in 1 above; and;
3. To consider if there is a need for any recommendations to be put to the Joint Strategic Committee/Worthing Executive Member for Customer Services on the decisions made.

Outcomes expected - A better understanding of the decisions undertaken regarding the Cultural service in Worthing and the processes undertaken in reaching those decisions.

4. Issues for consideration

4.1 JOSOC is asked to consider the report and recommendations from the Cultural Services Working Group set out in the report in the Appendix to this report and agree to refer the recommendations to the Worthing Joint Strategic Sub-Committee for further consideration in due course.

5. Engagement and Communication

5.1 The JOSOC Working Group that has undertaken the review of the Theatres procurement process has held discussions with relevant Council Officers, details of these discussions and the evidence provided are set out in the accompanying report at the Appendix.

6. Financial Implications

- 6.1 There are no direct financial implications relating to this report but the Working Group was provided with financial information relating to the procurement process and transfer of Worthing Theatres and Museum in 2019.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals may do (subject to any current restrictions or limitations prescribed in existing legislation).

Background Papers

Any papers referenced in the Working Group report.

Officer Contact Details:-

Mark Lowe

Scrutiny & Risk Officer

Tel: 01903 221009

mark.lowe@adur-worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered. The issues contained in the Working Group report relate to the procurement process involved in the transfer of Worthing Theatres. Worthing Theatres and Museum provide a cultural offer for Worthing which can also help improve the town centre economy.

2. Social

2.1 Social Value

Matter considered. A strong cultural offer in Worthing with a thriving town centre will help improve social value for the communities of Adur and Worthing and visitors to the town.

2.2 Equality Issues

Matter considered and no significant issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no significant issues identified.

2.4 Human Rights Issues

Matter considered and no significant issues identified.

3. Environmental

Matter considered and no significant issues identified.

4. Governance

Matter considered. The JOSC Working Group was set up in accordance with the JOSC Procedure Rules and forms part of the agreed JOSC Work Programme. Recommendations from the review will need to be presented to the Worthing Joint Strategic Sub-Committee for consideration.



ADUR & WORTHING
COUNCILS

Scrutiny review of the Worthing Cultural Services procurement and contract process which was undertaken when the service was externalised in 2019

Report by the Joint Overview and Scrutiny Working Group

1.0 Summary

- 1.1 The Worthing Theatres & Museum Trust (WTM) was established as an independent charitable trust at the beginning of November 2019, following the Council's decision to lease its cultural venues to a single body offering a single focus on fostering and developing the cultural offer of Worthing and helping it to flourish over the longer term.
- 1.2 This report sets out a series of findings, research and recommendations from the Joint Overview and Scrutiny Committee (JOSC) Working Group which was established as part of the JOSC Work Programme to review the processes followed by Worthing Borough Council when making the decision to externalise the culture service in Worthing. These findings and research will help to assess whether or not the externalisation process was robust or not.
- 1.3 The Working Group sets out some recommendations and conclusions to be put to the Joint Strategic Committee and relevant Worthing Cabinet Members regarding the processes undertaken. This report will also be referred to the Joint Audit and Governance Committee which has asked to receive it pending any possible internal audits relating to the contract and procurement process.

2.0 Background and context to the externalisation of the culture service in Worthing

- 2.1 Worthing Borough Council had previously recognised that a strong cultural offer plays an important role in successful places, helps attract visitors and businesses into the areas, revitalises localities, improves health and wellbeing

and encourages volunteering and civic participation. At that time, allowing for a local multiplier, culture was categorised as being worth more than £5m to the Worthing economy based on the average spend of customers (2018 estimates). The original Adur & Worthing Councils strategic vision 'Platforms for our Places' highlighted the opportunity to develop the cultural offer in Worthing.

- 2.2 With the above factors in mind, at its meeting on 10 July 2018, the members of the Joint Strategic Committee (JSC) agreed to lease some or all of Worthing's Borough Councils cultural venues to an independent trust or similar body offering a single focus on fostering and developing the cultural offer of Worthing and helping it to flourish over the longer term. As part of this report a procurement exercise was agreed for this process.
- 2.3 At the meeting of the JSC on 5 March 2019, the Committee considered a report of the resultant procurement exercise and approved the award of the cultural services contract to the in-house team and at the same time delegating responsibility to the Director for the Economy to approve and execute the contract.
- 2.4 A detailed procurement process was undertaken prior to the award of the contract which involved an invitation to Tender published on the 30 November 2018 with a deadline for formal submissions of 12pm on Monday 28 January 2019. The Invitation to Tender (ITT) provided the relevant context; a detailed specification with 20 core requirements; instructions for the bidders and the method statement for evaluating the bids. The core requirements expressed the importance of a diverse, multi-arts programme that would respond to Worthing's changing demographic, ensuring it remained fresh and dynamic. Bidders were asked to present clear proposals for partnership working and articulate how they would develop the 'cultural landscape' in Worthing. The ITT highlighted the need for a well-balanced programme including film, theatre, dance, comedy and seasonal programming; together with the fullest exposure of the Museum collections with a focus on engaging young people; supporting academic research; and delivering high profile exhibitions. Throughout the ITT there was a focus on supporting local promoters and artists; fostering positive relationships with local communities; and nurturing talent. Ticketing arrangements were required to be fair and appropriate to the programme with emphasis placed on ensuring that a first-class customer experience was provided.
- 2.5 The key stages of the procurement exercise were: 16 October 2018 Prior Information Notice (PIN) Advertised; 30 November 2018 Invitation to Tender

(ITT) Release; 19 December 2018 Bidders Tour; 28 January 2019 Invitation to Tender Deadline for Responses; 14 February 2019 Moderation of Bids (Finance Panel); 15 February 2019 Moderation of Bids (Quality Panel). The tender opportunity generated significant interest with a number of organisations submitting an Expression of Interest in response to the PIN. Following the release of the formal ITT, the Project Team prepared for the Bidders Tour. This intervention was included to allow all applicants the chance to experience, and ask questions about, the venues first hand. This took place on 19 December 2018.

2.6 For the purposes of the tender process that was undertaken, following the ITT deadline, only 1 bidder formally submitted an application in response to the ITT and this was from the Council's in-house team. Their business case contained 101 representations of support and was based on their long term experience of delivering cultural services. Unfortunately the in-house team had unnecessarily set up a limited company to submit the tender through and this meant that the 'company' (Chalk & Clay) could not meet the essential criteria of a proven 'track record' of service delivery sufficient to meet the tender criteria. This meant that no award could be made as a result of the procurement process as the only bid received was from 'Chalk and Clay', and therefore technically, no suitable bids were received.

2.7 After review of this situation, Officers advised that as the market had been tested properly the JSC may subsequently agree to make a direct award under Regulation 32(2)(a) of the Public Contract Regulations 2015. The award was, therefore, made to the in-house team with a feature of that award being that they go on to establish an independent charitable organisation to contract with the Council and deliver the service (which was allowable under the tender process).

2.8 Following the direct award of the contract as referred to above, Worthing Theatres & Museum (WTM) was established as an independent charitable trust at the beginning of November 2019, following the Council's decision to lease its cultural venues to a single body offering a single focus on fostering and developing the cultural offer of Worthing and helping it to flourish over the longer term.

3.0 Background to the Joint Overview and Scrutiny Committee review

3.1 Following receipt of a public scrutiny request it was agreed by the Joint Overview and Scrutiny Committee (JOSC) as part of the JOSC Work Programme for 2019/20, to set up a Working Group to review the

processes followed by the Councils when making the decision to externalise the culture service in Worthing via WTM and to assess whether or not the externalisation process was robust or not. The aim of the review was to gain a better understanding of the decisions undertaken regarding the Cultural Service in Worthing and the processes undertaken in reaching those decisions.

- 3.2 Councillors Margaret Howard, Paul Mansfield, Jane Sim and Carl Walker were originally appointed to the Working Group. Due to membership changes of the main JOSC, Councillors Ann Bridges, Richard Nowak and Jon Roser were appointed to the Working Group for 2021/22 in place of Councillors Mansfield, Sim and Howard. Councillor Howard was appointed as the Chairman of the Working Group in 2019 and in 2021 stepped down from JOSC and the Working Group to be replaced by Councillor Walker. Councillor Walker was replaced by Councillor Richard Nowak for the meeting of the Working Group on 2 March 2022 for the conclusion of the review as Councillor Walker had stood down as a member of JOSC.
- 3.3 The Working Group held meetings in September 2019 and February 2020 to gather evidence and formulate findings and recommendations. The outbreak of the Covid-19 Pandemic put the review on hold as time and resources were devoted to providing community support during the pandemic but further meetings were held in September 2021 and March 2022.
- 3.4 The Working Group discussed and agreed the following Terms of Reference and project objectives for the review:-
 1. To review the processes followed by the Councils when making the decision to externalise the culture service in Worthing via a new charitable organisation and to assess whether or not the externalisation process was robust or not;
 2. To question the Worthing Executive Member for Customer Services, any other Worthing Executive Members and Senior Council officers on the decisions and the processes undertaken to reach that decision referred to in 1 above; and;
 3. To consider if there is a need for any recommendations to be put to the Joint Strategic Committee/Worthing Executive Member for Customer Services on the decisions made.

Outcomes expected - A better understanding of the decisions undertaken regarding the Cultural service in Worthing and the processes undertaken in reaching those decisions.

4.0 Method of the review

- 4.1 From the start of the review, the Working Group wanted to ensure that it was briefed on as much background and information as possible relating to the procurement process involved in the externalisation of the culture service in Worthing. As part of this, the Working Group was also provided with a copy of the contract agreement relating to the management and operation of the Borough Council's cultural portfolio.
- 4.2 The Working Group has held an evidence gathering meeting with the Director for Economy at Adur and Worthing Councils and also the Solicitor for Adur and Worthing Councils who provided detailed advice which was given to the Council on the procurement and externalisation process. The Working Group also received detailed background information relating to the contract process.
- 4.3 The Working Group wanted to speak with Councillor Dr Heather Mercer, the Worthing Executive Member for Cultural Services, who had been closely involved in the process, however, it was not possible for this to be undertaken or to receive any written information response because, at the time of the review, Councillor Mercer had been unwell and had undergone surgery. However, Councillor Mercer had spoken formally to the Chairman of the Working Group outside of the meetings and confirmed that she did not have anything to add to the discussion of what had already been provided by Officers. The Working Group was disappointed that it had not been possible to interview Councillor Mercer or receive written responses due to circumstances outside of its control.

5.0 Worthing Theatres and Museum (WTM) - Independent charitable trust - Performance since November 2019

- 5.1 At the time of writing its report, the Working Group received early information on the performance of WTM which indicated that less than 5 months after it was formed in March 2020, the Covid-19 Pandemic meant that each of the Worthing Theatres and Museum venues closed and along with it, the opportunity to raise income through its core businesses of shows, events and exhibitions.
- 5.2 In line with the terms of its contract with the Council, WTM presented

operational and financial reports at quarterly review meetings chaired by the 'Council Officer' (the Director for the Economy). In such an exceptional year (20/21), it quickly became apparent at the review meetings that key performance indicators around aspects such as attendance; occupancy rates; venue hire; and ticket income could not be achieved. Unsurprisingly, projected annual income from ticket sales and event hires of over £3.5m of income became only £128k in reality. Sadly, 25 members of staff were made redundant during the year and many of the contracted hours that WTM offered in association with events and shows were not available.

- 5.3 The Council's contract payment to the Trust in 2020/21 was £1,460,010. The Council made this payment in 2020/21 to ensure that the Trust could continue to operate when possible and in compliance with government guidelines regarding support for suppliers. Contained within the contract is a clause governing how any profits made by the Trust will be treated. The contract between the Council contains a profit share arrangement which enables WTM to build up a risk reserve and at the end of the contract, 50% of any unused reserve will be returned to the Council, the Director of the Economy agreed to that contractual change.

6.0 Conclusions and recommendations

- 6.1 The Working Group would like to thank the Director for the Economy and Solicitor who contributed to the evidence for this review.
- 6.2 The Working Group has been briefed on and has reviewed in detail the procurement process undertaken relating to the externalisation of the culture service. The Working Group has also reviewed confidential information connected with the procurement and the contract process and the bid received and has noted the following issues:-
- The Council was satisfied that the procurement process was robust and that the in-house team had produced a strong bid which met the relevant criteria. As the Council only received one bid, it was open to the Council to make a direct award under Regulation 32. Rather than incur the cost of running a whole process again, when there were clearly no other tenderers wishing to take part. In using Regulation 32, the Councils had to award the contract on the same terms that had been tendered on and this was done. The Council has included a mechanism in the contract to ensure that the Trust are held to account for their performance which is made via regular reporting through the Director for the Economy and reporting to the Joint Strategic

Committee. JOSC will also review the performance as part of its Work Programme.

- That there needed to be a complete separation of information during the procurement exercise and contract negotiations. It was important that the Officers who were delivering the culture service could not be part of the procurement process or have any knowledge of it, other than what was to be published to all potential tenderers on the Intend Portal. There needed to be in effect a 'wall' between the two entities in relation to the procurement. The Head of Place and Economy was appointed to oversee the inhouse Cultural team and to run the procurement process and who had no contact with and was totally separate from the in-house team run by Amanda O'Reilly. There was a line and the Director for Economy also set up a formal Working Group to run the procurement process in a transparent and fair way and there needed to be very clear checks and balances. The team running the service and the team running the procurement process were split apart to guard against any inside knowledge of the procurement process. It was recognised in law that any in-house team would have some inside knowledge of the service and therefore a natural advantage, because they were the in-house team already running the service and this is a recognised and lawful benefit to the incumbent supplier.
- It is perfectly lawful for an inhouse team to bid against other tenderers and should be encouraged to ensure that the inhouse team meets a certain standard. The bid from the in-house team was evaluated. The Council needed to consider the overall purpose for outsourcing the service and to consider the potential funding aspect as well. The Council had an aspiration to raise the cultural offer but reduce the costs to the Council and with this bid there was an opportunity to achieve more public funding.
- The Worthing Theatres is now a Charitable Company Limited by Guarantee (CIC). This is because they wanted to set up as a Charitable Trust which allows the option for them to be more commercial. A CIC is expected to make a profit/surplus whereas a charity is not for profit. CICs are expected to reinvest their surpluses but can also pay a proportion of this out to the owners or investors. With a charity, surpluses or reserves are possible but should not be excessive. This usually means that a charity must have a policy for how much surplus it retains in case income falls in the future. Charities are required to produce financial statements in charity format and are

regulated by the charity commission as well as Companies House. Charities are eligible for rate relief of up to 100% at the discretion of the local authority. A charity has to comply with the Charity Commissions' risk management policies and there are strict guidelines on governance of charities.

- 6.3 The Working Group is mindful of the the length of time taken to undertake the review which has been due to the Covid-19 pandemic and delays in trying to get information from the Executive Member for Cultural Services.
- 6.4 The Working Group has noted the processes followed by the Councils when making the decision to externalise the culture service in Worthing via a new charitable organisation.
- 6.5 Having considered the evidence and other information presented to the Working Group it is considered that the externalisation process, including the procurement aspects, were robust and in accordance with the legal requirements of such processes.

7.0 Recommendations

- 7.1 That the Joint Overview and Scrutiny Committee note the contents of the Working Group report and the findings and refer the report to the Worthing Joint Strategic Sub Committee.**
- 7.2 That Officers be commended for their work when making the decision to externalise the culture service in Worthing via a new charitable Organisation and for bringing the issues to a conclusion.**

Reason - To note the work undertaken in resolving these issues.

- 7.3 That for the reasons set out above in Section 6 of the report, the Working Group is satisfied that the processes followed by the Councils when making the decision to externalise the culture service in Worthing via a new charitable organisation were correct and this externalisation process was robust;**

Reason - The Council has followed the relevant procedures and the Working Group can find no gaps in these processes.

- 7.4 That the findings and recommendations in this report be referred to the Joint Audit & Governance Committee to assist it in reviewing the need for any further internal audit work on Theatres.**

Reason - Because the Joint Audit & Governance Committee has asked to see the report before considering the need for any further audit work on Theatres as part of the Internal Audit Work Programme.

Local Government Act 1972

Background Papers:

None

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
2 November 2023

Key Decision [No]

Ward(s) Affected:N/A

Interview with Worthing Cabinet Member for Culture and Leisure

Report by the Director for Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report sets out background information on the Portfolio of the Worthing Cabinet Member for Culture and Leisure to enable the Committee to consider and question the Cabinet Member on issues within her portfolio and any other issues which the Cabinet Member is involved in connected with the work of the Council and the Worthing communities.

2. Recommendations

2.1 That the Committee consider any representations from the Cabinet Member on the work within her Portfolio and other issues which the Cabinet Member is involved in and question the Cabinet Member on this and recommend any suggested action or make appropriate comments to the Cabinet Member for her consideration.

3. Context and Purpose of Scrutiny

- 3.1 As part of its Work Programme for 2023/24, the Joint Overview and Scrutiny Committee (JOSC) have agreed to interview the Adur and Worthing Cabinet Members on their priorities for 2023/24.
- 3.2 As part of its fact finding/investigative role, the Joint Overview and Scrutiny Committee is asked to consider the roles and responsibilities of the Worthing Cabinet Member for Culture and Leisure, Councillor Rita Garner. 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 Cabinet Member on any issues involving the Cabinet Member and also issues relating to her portfolio.
- 3.3 The Committee is entitled to ask for further investigation into items where it may not be satisfied with the progress as described and can recommend action or make comments to the Cabinet Member for consideration.
- 3.4 The Cabinet Member was previously interviewed by JOSC at its meeting on 16 February 2023 - The minute extract (JOSC/88/22/23) which includes the detail of the previous discussion and previous questions from that interview is set out here [JOSC Minutes 16/2/23](#) Individual decisions made by the Cabinet Members can be found from the following link: [Individual Cabinet Member decisions](#)

4. Issues for consideration

- 4.1 The Worthing Cabinet Member for Culture and Leisure has responsibility for the following:-
 - Client for South Downs Leisure Trust and management of Worthing Leisure facilities and sites
 - Cultural projects and public entertainments (not covered by the licensing functions, with a potential attendance of 500) to enhance the Borough's cultural offer to residents and visitors
 - Tourism and Tourist Information Centres
 - Wellbeing and development functions for culture, leisure and sport, including the cultural strategy
 - Worthing Cultural Assets; Museum, Art Gallery, Ritz Cinema, Assembly Hall, Pavilion Theatre and Connaught Theatre. (NB. Worthing Pier is with the Regeneration Portfolio)

4.2 JOSC is requested to ask questions of the Cabinet Member based on her responsibilities outlined in paragraph 4.1 including any high level strategic issues relating to the Councils and our communities.

5. Engagement and Communication

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

6. Financial Implications

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

7. Legal Implications

7.1 JOSC is responsible for holding the Cabinet Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Cabinet Members to attend its meetings.

7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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

Background Papers

Strategic Priorities for Worthing Borough Council: 2022/23 Progress Update Report and New Priorities for 2023/24 - [Worthing JSC Sub-Committee 13 June 2023](#)

Our Plan - A three year framework for Adur and Worthing Councils
[Our Plan](#)

Officer Contact Details:-

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Scrutiny and Risk Officer

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Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified.

2. Social

2.1 Social Value

Matter considered. Issues within the Cabinet Member Portfolio and actions taken by the Cabinet Member can help improve the wellbeing of individuals and communities. The Cabinet Member has the responsibility for Wellbeing and development functions for culture, leisure and sport, including the cultural strategy.

2.2 Equality Issues

Matter considered. The Cabinet Member considers any relevant equalities and diversity issues when considering issues as part of her Portfolio.

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

Matter considered. JOSC is responsible for holding the Cabinet Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Cabinet Members to attend its meetings.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
2 November 2023

Key Decision: No

Ward(s) Affected:N/A

Interview with Adur Cabinet Member for Environment and Leisure

Report by Director for Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report sets out background information on the Portfolio of the Adur Cabinet Member for Environment and Leisure to enable the Committee to consider and question the Cabinet Member on issues within her portfolio and any other issues which the Cabinet Member is involved in connected with the work of the Council and the Adur communities.

2. Recommendations

2.1 That the Committee consider any representations from the Cabinet Member on the work within her Portfolio and other issues which the Cabinet Member is involved in and question the Cabinet Member on this and recommend any suggested action or make appropriate comments to the Cabinet Member for her consideration.

3. Context

- 3.1 As part of its Work Programme for 2023/24, the Joint Overview and Scrutiny Committee (JOSC) have agreed to hold interviews with the Adur and Worthing Cabinet Members and question them on their priorities for 2023/24.
- 3.2 As part of its fact finding/investigative role, JOSC is asked to consider the roles and responsibilities of the Adur Cabinet Member for Environment and Leisure, Councillor Emma Evans. 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 Cabinet Member on any issues involving the Cabinet Member and also issues relating to her portfolio.
- 3.3 The Committee is entitled to ask for further investigation into items where it may not be satisfied with the progress as described and can recommend action or make comments to the Cabinet Member for consideration.
- 3.4 The Cabinet Member was previously interviewed by JOSC at its meeting on 16 February 2023 - The minute extract (JOSC/84/22/23) which includes the detail of the previous discussion and previous questions from that interview is set out here [JOSC Minutes 16/2/23](#) Individual decisions made by the Cabinet Members can be found and accessed from the following link: [Individual Executive Member decisions](#)

4. Issues for consideration

- 4.1 The Adur Cabinet Member for Environment and Leisure has responsibility for the following:-:
- Waste collection and recycling.
 - Street cleaning.
 - Street-scene, including abandoned vehicles, bus shelters, enforcement, street names and numbering, road name plates, street furniture.
 - Environmental management and strategy.
 - Highways liaison.
 - Cemeteries and burials.
 - Parks and grounds maintenance, including allotments and dog control.
 - On and off street car parking.
 - Public conveniences.
 - Energy management and sustainability.
 - Transport (maintenance).

- Cultural Projects and/public entertainment events (not covered by the licensing functions, with a potential attendance of 500) to enhance the District's cultural offer to residents and visitors.
- Client for South Downs Leisure and management of Adur Leisure facilities and sites.
- Foreshore management, including beach huts and chalets, beach maintenance.

4.2 JOSC is requested to ask questions of the Cabinet Member based on her responsibilities outlined in paragraph 4.1 including any high level strategic issues relating to the Councils and our communities.

5. Engagement and Communication

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

6. Financial Implications

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

7. Legal Implications

7.1 JOSC is responsible for holding the Cabinet Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Cabinet Members to attend its meetings.

7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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

Background Papers:

Strategic Priorities for Adur District Council: 2022/23 Progress update report and New Priorities for 2023/24 - [Adur JSC Sub-Committee 27 September 2023](#)

Our Plan - A three year framework for Adur and Worthing Councils
[Our Plan](#)

Officer Contact Details:-

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Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified.

2. Social

2.1 Social Value

Matter considered. Issues within the Cabinet Member Portfolio and actions taken by the Cabinet Member can help improve the wellbeing of individuals and communities.

2.2 Equality Issues

Matter considered. The Cabinet Member considers any relevant equalities and diversity issues when considering issues as part of her Portfolio.

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. The Cabinet Member has responsibility for environmental management and strategy and energy management and sustainability.

4. Governance

Matter considered. JOSC is responsible for holding the Cabinet Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Cabinet Members to attend its meetings.

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