



ADUR DISTRICT
COUNCIL

22 February 2024

Paul Brewer
Director for Sustainability & Resources
Adur & Worthing Councils
Town Hall, Chapel Road
Worthing, West Sussex BN11 1HA

**Adur Council Meeting
22 February 2024**

QE2 Room, Shoreham Centre, Shoreham-by-Sea

7.00 pm

Agenda

14 February 2024

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 **12 noon on 19 February 2024**. Questions to be submitted to democratic.services@adur-worthing.gov.uk

4. Confirmation of Minutes

To approve the minutes of the meeting of the Council on 14 December 2023, copies of which have been previously circulated.

5. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent

6. Recommendations from the Cabinet and Committees to Council (Pages 7 - 16)

To consider recommendations to the Council, details of which are set out in the attached items as 6A, 6B, 6C and 6D. Full reports are available on the website as listed below:

	Cabinet / Committee	Date	Item
A	Adur Cabinet	1st February 2024	Council Tax Premiums and Discounts for Empty Properties and Second Homes
B	Adur Cabinet	1st February 2024	Budget Estimates 2024/25 and Setting of the 2024/25 Council Tax
C	Adur Cabinet	1st February 2024	Investing in our Places - Capital Programme 2024/25 to 2026/27
D	Joint Strategic Committee	8th February 2024	Joint Treasury Management Strategy Statement and Annual Investment Strategy 2024/25 to 2026/27, Adur District Council and Worthing Borough Council

7. Members Questions 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 **12 noon on 19 February 2024**. Questions to be submitted to 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

8. Suspension of Council Procedure Rules

The Council is asked to suspend Council Procedure Rules for consideration and determination of item 9 on the agenda, where they conflict with the Budget Procedure Rules in accordance with paragraph 7.2 of the Budget Procedure Rules.

9. Council Tax 2024/25 (Pages 17 - 156)

To consider and set the Council Tax for 2024/25.

A separate budget pack, produced by the Director for Digital, Sustainability and Resources, is attached as item 9, and the recommendations from the Cabinet, at item 6B and 6C, will also be considered as part of this item.

Part B - Not for Publication - Exempt information Reports

None.



Paul Brewer
Director for Sustainability & Resources

Recording of this meeting

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

For Democratic Services enquiries relating to this meeting please contact:

Neil Terry
Democratic Services Manager & Deputy
Monitoring Officer
01903 221073
Email: neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Joanne Lee
Assistant Director Legal & Democratic
Services and Monitoring Officer
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Council
22 February 2024
Item 6A

Extract from the minutes of the Adur Cabinet - 1st February 2024

A CAB/005/23-24 Second Homes & Long Term Empty Property Premium: Council Tax

This report identified decisions to be made by the Full Council and made recommendations to change the council's approach in respect of certain discretionary areas within council tax legislation. If agreed, changes to Empty Property premiums would take effect from 1 April 2024 and changes to Dwellings Occupied Periodically (Second Homes) would take place from 1st April 2025. These changes arose from the The Levelling-up and Regeneration Act 2023 which enabled councils to make further amendments to the levying of council tax premiums within the District.

Members were told that the report recommendations would reduce the number of empty homes within the District in line with the Council's Empty Homes Strategy and encourage the use of premises as main residence by local residents rather than as second homes.

Members supported the recommendations in the report and welcomed recognition that there would be some relevant circumstances whereby the premium would not apply.

Decision

That the following be recommended to Adur District Council

1. That from 1 April 2024 to continue to levy the maximum level of premium for empty properties as follows noting the change for empty homes after 1 year:-
 - Premium of 100% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) after 1 years up to 5 years of becoming empty;
 - Premium of 200% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) between 5 years and up to 10 years; and
 - Premium of 300% for dwellings which are unoccupied and substantially unfurnished (Empty Homes Premium) for 10 years or more.

2. From 1 April 2025 to approve the application of a premium for second homes (Second Homes Premium) of 100% for all dwellings that are no persons' sole or main residence and which is substantially furnished
3. (Exceptions to premiums) that mindful of the current consultation by government which recommends exceptions in certain circumstances, to the second homes premium to be charged, and subject to the outcome of that consultation, it is recommended that the Section 151 Officer is given delegated authority to implement this Council's policy on premiums in line with statute and any following guidance issued by the Secretary of State.
4. Recommend no changes to existing Council Tax Discounts.

([Link](#) to the report on the website e.g. Adur Cabinet - 1st February 2024)

Extract from the minutes of the Adur Cabinet - 1st February 2024

A CAB/007/23-24 Budget Estimates 2024/25 and Setting of the 2024/25 Council Tax

The report was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to consider:

- The final revenue estimates for 2024/25 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2024/25, prior to its submission to the Council for approval on the 20 February 2024. This would be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Cabinet.

The report outlined the Adur Cabinet specific decisions to be made with respect to areas such as fees and charges and the setting of council tax. It also included the Adur Cabinet decisions on the shared services which were reported to the Joint Strategic Committee for review at its meeting on 8th February as part of the Joint Services Budget.

The report outlined the medium term financial challenge through to 2027/28 and described the key risks and assumptions which underpin this medium term financial view.

The major points raised within the report included:

- A full update on the impact of settlement;
- Highlights the proposed funding for initiatives to support the councils' ambitions;
- Details the proposals to invest in services outlined in Appendix 3 alongside savings proposals which are being proposed;
- The Cabinet will need to consider whether to increase council tax by 2.99% or by a lower amount (section 4.3).

The budget was analysed by Cabinet Member portfolio. In addition, the draft estimates for 2024/25 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to

pension costs adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner (PCC) has been informed that the referendum criteria for the year was an increase of £13.00 per Band D property which would be equivalent to an increase of 5.42%. The proposed 2024/25 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 26th January 2024. If the proposals were vetoed by the PCP, revised proposals will be considered by the Panel on the 19th February 2024 at which point the Commissioner will be in a position to confirm the council tax for 2024/25 in time for Full Council on the 22nd February 2024.

The draft Local Government Finance Settlement allowed councils to increase core council tax by up to 3%. Councils with responsibility for Adult Social Care could increase council tax by up to a further 2%. Therefore a council tax increase of 5% for councils with social care responsibilities was allowed for 2024/25.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 16th February 2024. The formal detailed resolution setting the overall council tax for next year will be presented directly to the council meeting on 22nd February 2024.

A recorded vote was taken, the results of which, are set out below:-

For: (6) - Councillors C Albury, K Boram, A Dunn, E Evans, S Neocleous

Against: (0)

Abstentions: (0)

Decision

The Cabinet:-

1. Approved the proposals for savings outlined in Appendix 2;
2. Approved the proposals to invest in services outlined in Appendix 3;
3. Recommended that Full Council approve the use of capital receipts to support the delivery of the Organisation Design Programme and the budget as set out at Appendix 4;
4. Recommended that Full Council approve the draft budgets for 2024/25 and the transfer to reserves leading to a net budget requirement of £11,101,880 which included provision for the proposals in Appendix 2 and 3, subject to any agreed amendments; and

5. Recommended to Council an average increase of 2.99% in Council Tax, making the average Band D £333.72 for Adur District Council's requirements in 2024/25, as set out in paragraph 4.3;
6. Recommended to Full Council that special expenses of £28.80 per Band D equivalent to be charged in all areas of the district except Lancing; and
7. Approved the council tax base of 22,409.9 for 2024/25 as set out in paragraph 11.3.

([Link](#) to the report on the website e.g. Adur Cabinet - 1st February 2024)

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Extract from the minutes of the Adur Cabinet - 1st February 2024

A CAB/008/23-24 Investing in our Places - Capital Programme 2024/25 to 2026/27

The report before members recommended the investment programmes for Adur District Council which supported both the strategic ambition of the Council, and the vital regular investment toward the upkeep and improvement of our public assets and the delivery of services.

Members were asked to approve the new schemes for 2024/25. The report recommended:

- the schemes for inclusion in the overall Capital Investment Programmes for 2024/25; and
- an indicative list of schemes for 2025/26 which will be confirmed next year.

The report informed the Cabinet of the resources available for future capital investment, and updated Members about the financing of the proposed programmes.

Decision

1. That the the General Fund Capital Investment Programmes for 2024/25 the schemes to be included as detailed in Appendix 2 and 3 be confirmed;
2. **That the full programme detailed at Appendix 3 be recommended for approval by Adur District Council on the 22nd February 2024.**

([Link](#) to the report on the website e.g. Adur Cabinet - 1st February 2024)

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Extract from the minutes of the Joint Strategic Committee - 8th February 2024

**JSC/038/23-24 Joint Treasury Management Strategy Statement and
Annual Investment Strategy 2024/25 to 2026/27, Adur
District Council and Worthing Borough Council**

Before the Committee was a report by the Director for 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 7.

The report asked Members to approve and adopt the contents of the Treasury Management Strategy Statement and Annual Investment Strategy for 2024/25 to 2026/27 for Adur and Worthing Councils, as required by regulations issued under the Local Government Act 2003.

Decision

- 1) That the TMSS and AIS for 2024/25 to 2026/27 be approved and adopted, incorporating the Prudential Indicators and Limits, and MRP Statements. Including the addition of State Street Global Advisors MMF as an approved counterparty, to be governed within the same limits as other Money Market Funds and proposed changes to specified investment limits as detailed in 6.1.3.
- 2) That the Prudential Indicators and Limits, and MRP Statements of the report be forwarded for approval by Worthing Council at its meeting on 20 February 2024, and by Adur Council at its meeting on 22 February 2024.

([Link](#) to the report on the website e.g. Joint Strategic Committee - 8th February 2024)

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ADUR DISTRICT
COUNCIL

COUNCIL MEETING
22nd February 2024
Agenda Item 9

Draft Revenue Budget 2024/25

If members have any queries regarding the detail behind the Revenue Budget, please contact Emma Thomas (01903 221232) or Joel Goacher (01903 221236) prior to the meeting.

CONTENTS:

1. REPORT TO THE EXECUTIVE - Budget Estimates 2024/25 and Setting of the 2024/25 Council Tax
2. APPENDIX 1 - 5 year forecast for Worthing Borough Council
3. APPENDIX 2 - Proposals for savings
4. APPENDIX 3 - Proposals for investment in services
5. APPENDIX 4 - Organisational Design Programme
6. APPENDIX 5 - Estimated reserves
7. APPENDIX 6 - Council Tax base for 2024/25
8. APPENDIX 7 - Summary of Cabinet Member Portfolios
Note: The Portfolios are analysed by directorate responsibility. This analysis has been produced using the Council's current directorate structure. Responsibility for services will change as a result of the Council's organisational design process at which point directorate responsibility for services may change.
9. REPORT TO THE EXECUTIVE - Investing in our Places - Capital Programme 2024/25 to 2026/27
 - APPENDIX - 2023/24 Capital budgets reprofiled to future years.
 - APPENDIX - New Schemes to be included in 2024/25 Capital Investment Programme.
 - APPENDIX - Full Adur District Council capital investment programme 2024/25 - 2026/27
 - APPENDIX - Partnership capital investment programme 2024/25 - 2026/27
10. Summary of Recommendations from the Cabinet dated 1st February 2024
11. APPENDIX 11 - Prudential Indicators and MRP Policy - As recommended for approval by the Joint Strategic Committee on the 8th February 2024
12. COUNCIL TAX DETERMINATION 2024/25
Draft report (final report to be provided following West Sussex County Council decision regarding Council Tax for 2024/25)



Adur Cabinet
1st February 2024

ADUR DISTRICT C O U N C I L

Key Decision [Yes/No]

Ward(s) Affected: All

Budget Estimates 2024/25 and setting of the 2024/25 Council Tax

Report by the Director for Sustainability & Resources

Officer Contact Details

Emma Thomas, Chief financial officer

Executive Summary

1. Purpose

1.1 This report is the final budget report of the year, the culmination of the annual budgeting exercise, and asks members to consider:

- The final revenue estimates for 2024/25 including adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of council tax for 2024/25, prior to its submission to the council for approval on the 20th February 2024. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

1.2 This report outlines the Adur Cabinet specific decisions to be made with respect to areas such as fees and charges and the setting of council tax. It also includes the Adur Cabinet decisions on the shared services which are reported to the JSC for review at its meeting on 8th February as part of the Joint Services Budget.

1.3 The report outlines the medium term financial challenge through to 2027/28 and describes the key risks and assumptions which underpin this medium term financial view.

- 1.5 These budget estimates reflect the council's priorities for 2024/25 and its ambitions across Adur.
- 1.6 The major points raised within the report include:
- A full update on the impact of settlement.
 - Highlights the proposed funding for initiatives to support the councils' ambitions;
 - Details the proposals to invest in services outlined in Appendix 3 alongside savings proposals which are being proposed;
 - The Executive will need to consider whether to increase council tax by 2.99% or by a lower amount (section 4.3).
- 1.7 Appendix 7 shows a breakdown of the budget by Cabinet Member portfolio. The draft estimates for 2024/25 have been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that do not impact either on the budget requirement or the council tax requirement).
- 1.8 The Police and Crime Commissioner (PCC) has been informed that the referendum criteria for this year is an increase of £13.00 per Band D property which would be equivalent to an increase of 5.42%. The proposed 2024/25 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 26th January 2024. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 19th February 2024 at which point the Commissioner will be in a position to confirm the council tax for 2024/25 in time for Full Council on the 22nd February 2024.
- 1.9 The draft Local Government Finance Settlement allows councils to increase core council tax by up to 3%. Councils with responsibility for Adult Social Care can increase council tax by up to a further 2%. Therefore a council tax increase of 5% for councils with social care responsibilities is allowed for 2024/25.
- 1.10 The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 16th February 2024. The formal detailed resolution setting the overall council tax for next year will be presented directly to the council meeting on 22nd February 2024.
- 1.11 The following appendices have been attached to this report:

Appendix 1 5 year forecast for Adur District Council

Appendix 2 Proposals for savings

Appendix 3 Proposals for investment in services

Appendix 4 Organisation Design Programme.

Appendix 5 Estimated Reserves

Appendix 6 Council tax base for 2024/25

Appendix 7 Portfolio budget breakdown

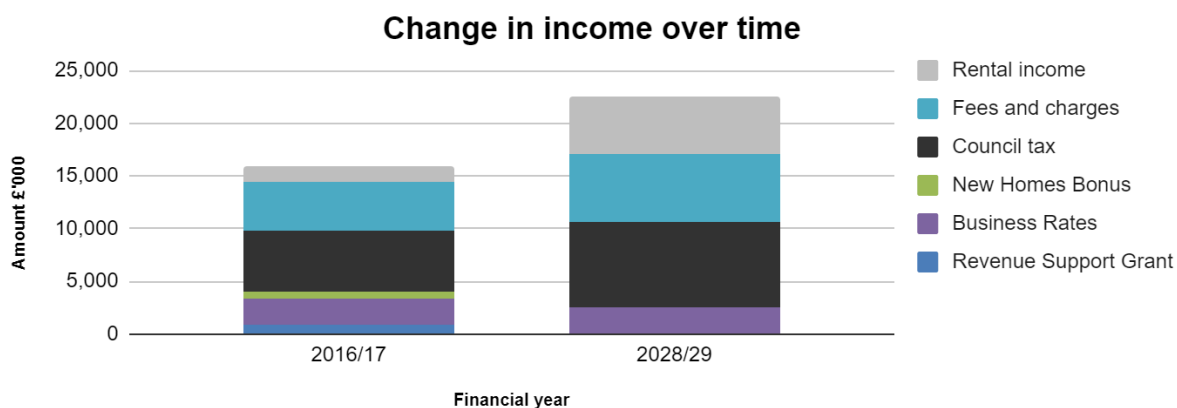
2. Recommendations

2.1 The Cabinet is recommended to:

- (a) Consider and approve, if agreed, the proposals for savings outlined in Appendix 2;
- (b) Consider and approve, if agreed, the proposals to invest in services outlined in Appendix 3;
- (c) Recommend to Full Council to approve the use of capital receipts to support the delivery of the Organisation Design Programme and the budget as set out at appendix 4;
- (d) Agree to recommend to Full Council the draft budgets for 2024/25 and the transfer to reserves leading to a net budget requirement of £11,101,880 which includes provision for the proposals in Appendix 2 and 3, subject to any agreed amendments; and
- (e) Consider which Band D council tax to recommend to Full Council for Adur District Council's requirements in 2024/25 as set out in section 4.3.
- (f) Recommend to Full Council that special expenses of £28.80 per Band D equivalent to be charged in all areas of the district except Lancing.
- (g) Approve the council tax base of 22,409.9 for 2024/25 as set out in paragraph 11.3.

3. Introduction

- 3.1 The national picture for local government is challenging. According to research carried out by the LGA, almost one in five councils are at risk of issuing a Section 114 notice this year or next.
- 3.2 The picture is no different for Adur District Council which has seen increased pressures 2023/24 which has required the implementation of in-year spending controls which have been outlined in the Quarter 2 Revenue Monitoring Report 2023/24.
- 3.3 Despite this the council continues to deliver for its communities and has an ambitious programme of work for 2024/25, outlined in Section 6.
- 3.4 This report outlines the final set of proposals for the setting of the 2024/25 revenue budget which have been developed to address the considerable financial pressures that Adur District Council is experiencing while continuing to deliver essential services for our residents in a way which reflects the key priorities of the council.
- 3.5 The council continues to focus on several strategic programmes which look at income and expenditure which are responsible for taking forward key initiatives aimed at delivering a balanced budget for the future. These have been refreshed in light of the current challenges and also the ongoing programme of organisational design following on from the corporate adoption of our plan
- 3.6 The successful delivery of our strategy has fundamentally changed how the council is funded while pursuing transformational approaches to how we deliver services and work with our partners. The council has moved increasingly away from government funding towards funding from the local community via council tax, and will become increasingly reliant on income from commercial activities over time. Between 2016/17 and 2028/29 income from locally controlled sources (including council tax) is expected to increase from £11.8m to £20.1m, whilst at the same time income controlled by central government (including a share of business rates) will reduce from £4.1m to £2.5m.



3.7 A report to the Joint Strategic Committee on 7th December 2023 updated members as to the latest budgetary information prior to the provisional settlement announcement and the forecast was presented as follows:

	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000
Overall shortfall – December forecast	960	1,401	2,491	3,458	4,451
Savings identified in December 2023	-223	-345	-470	-508	-546
Organisation Redesign	-1,008	-1,028	1,049	-1,070	-1,091
Revised budget shortfall/ Surplus(-) as at December 2023	-271	28	972	1,880	2,814

3.8 The 2024/25 savings proposals identified within the report amounted to £1.2m and are outlined in Appendix 2. The organisational redesign programme is outlined in Appendix 4 and will be further reported at the March 2024 Joint Strategic Committee meeting, subject to budgets being approved by both councils.

3.9 Since the meeting in December, the Adur District Council budget has been finalised and the last adjustments have been included, subject to the final considerations about the level of council tax and any proposals to reinvest back into services. The current financial position for 2024/25 can be summarised as:

**Changes in Budgetary Shortfall/Savings since report to Joint
Strategic Committee on 11th July 2023**

Original 2024/25 budget shortfall	941
<i>Other changes:</i>	
Final impact of 2023/24 pay award	-115
Financing costs of capital programme	-40
Investment income	78
Increase in budget for Housing Needs	100
Committed growth - Increase in audit fee costs	40
Addition of reduced WTAM contract costs	
Council tax - impact of taxbase	-139
Review of additional business rates	35
Collection Fund surplus/deficit	100
Removal of contingency budget for committed growth item	-40
Revised Budget Shortfall Reported in December	960
<i>Impact of settlement</i>	
Change to business rates	117
One off funding:	
New Homes Bonus	-3
Changes to existing grant streams	-16
Funding Guarantee Grant confirmation	-220
<i>Adjustment for final items identified</i>	
Final assessment of council tax income for 2024/25 based on a 2.99% increase	-73
Review of interest rate and profiling of the capital programme	71
Increase to provision to build reserves	100
Adjustment to HRA contribution and inflation budgets	58
Contingency budget	123
Removal of contingency for committed growth	-30
Removal of Budget for new investment in Service proposals	-100
	987
Potential savings identified to date (Appendix 3)	-1,087
Budget surplus based on a 2.99% council tax increase available to fund new initiatives (before any further action is agreed)	-100

4. Income and reserves position for 2024/25

Income for the council is split across four main areas:

- Local Government Finance settlement
- Business rate retention
- Council tax
- Income from commercial activities

This section of the report outlines each of these income areas.

4.1 2024/25 Local Government Finance Settlement

4.1.1 The government published the provisional Local Government Finance Settlement for 2024/25 on 18th December 2023 via a written statement. Consultation on the provisional settlement closed on the 15th January 2024. This is a one-year settlement.

4.1.2 Settlement confirmed the referendum principles. The council will be able to increase council tax by up to 3% or £5.00 whichever is the higher.

4.1.3 Local Government as a whole was a major beneficiary of the Autumn Statement 2023, with larger increases in funding than any other part of the public sector. Whilst a significant proportion of the increase was directed towards social care, even authorities without social care responsibilities have received an increase in funding. Shire districts will see a lower core spending increase on average next year compared to other councils. In real terms, the settlement will still leave many local authorities with a significant financial gap to close as it was less than the inflationary pressures currently being experienced across the sector. Councils in England continue to face a funding gap of £4 billion across this year and next.

4.1.4 The impact of settlement can be summarised as follows:

- ***Revenue support grant***

The council will receive some Revenue Support Grant in 2024/25 (£79,067), this is due to the inclusion of Council Tax Support Administration Grant which was amalgamated as part of Revenue Support Grant for the first time in 2023/24. Since 2016/17 the council has seen Revenue Support Grant fall by £1m and had received no grant since 2018/19 until 2023/24.

- ***Business grant income and baseline funding***

The small business rates multiplier will be frozen for 2024/25 at 49.9p. The standard business rates multiplier will rise by CPI to 54.6p.

The government will compensate local authorities for the loss of income for this decision up to the level of the September 2023 Consumer Price Index (CPI). This will be part-paid via an uplift to Baseline Funding Level (BFL), with the remainder paid via section 31 grant. Taken together, the increase in the Baseline Funding Level (BFL) and the multiplier under-indexation grant for 2024/25 provide an increase of 6.7 per cent. Baseline funding for 2024/25 will be £1,914,068.

- ***Funding Guarantee grant (£196m nationally)***

This grant, introduced in 2023/24, was created to ensure every authority has an increase in Core Spending Power (the total funding received from council tax, Business Rates, and Government Grant) of at least 3% (assuming local decisions of maximum council tax increases). This grant will be funded from the previous Lower Tier Services Grant (LTSG) and the reduced cost of New Homes Bonus (NHB).

The cost of the 3% Funding Guarantee will be £196m in 2024-25. Adur District Council will receive £446,933. It has not been confirmed whether this funding will remain in place in 2025/26.

- ***Services Grant (£77m nationally)***

The Services Grant was created in 2022/23 to fund core services which was distributed using the 2013/14 Settlement Funding Assessment methodology. This has been subsequently reduced to reflect the estimated benefit from the changes to National Insurance. Adur District Council will receive £11,246 a reduction on the £68,650 allocated in 2023/24.

- ***New Homes Bonus (£291m nationally)***

New Homes Bonus (NHB) will continue for another year but the government very clearly intends to phase out the current scheme although the timing of this is unclear. For 2024/25, there is no change in the operation of the scheme: the scheme works in the same way and applies the same threshold (0.4%). The threshold means that

NHB payments will only be made on an increase in the council tax base that exceeds 0.4%.

NHB allocations of £291m will be made nationally. This is a one off allocation in 2024/25 and the council will receive an additional grant of only £2,800.

4.1.5 The key question of how the net budget requirement translates into the council tax charge can now be determined as the proposed details of the Local Government Finance Settlement have been received. Any final changes arising from settlement will be dealt with through the reserves. However, if there is a significant reduction in government resources, in-year action will be needed to reduce the final impact on the reserves.

4.1.6 **Changes to local government funding in 2025/26 and beyond:**

This is only a one-year settlement and so there is uncertainty around 2025/26. We do not yet know the future of NHB.

The Funding Review and the changes to the Business Rate Retention Scheme have now been delayed until 2025/26 at the earliest, effectively delayed until after the next election.

The lack of even short term certainty around funding makes long term planning very difficult and contributes to the challenges of the council's finances.

4.2 **Business Rate Retention Scheme**

4.2.1 The business rate retention scheme has now been in place for several years. There are two key features which members are reminded of:

- 1) There is a 'safety net' in place for any council whose actual business rates income falls short of the target income for business rates. The safety net arrangements will be 7.5% of Baseline Funding which is equivalent to a maximum fall in income below the baseline funding level of £143,555.
- 2) A 'levy' is in place for any council whose business rates exceed the target set. The levy will mean that the council can keep 50p of every additional £1 generated over its share of the business rate target.

For each additional £100,000 raised the council will keep the following amounts:

	Share of additional income	Additional Levy paid to treasury	Kept locally
	£'000	£'000	£'000
HM Treasury	50		
County Council	10	5	5
District Council	40	20	20
	100	25	25

4.2.2 The forecast for 2024/25 is currently being finalised. The 2024/25 NNDR return which underpins this forecast is due to be submitted by the 31st January 2024 and any substantial changes resulting from the final assessment of the business rate income will be managed through the business rate smoothing reserve which has been set up for this purpose.

4.2.3 The Collection Fund will have another deficit at the end of the current year, partially due to the additional reliefs granted in the year and the impact of some substantial in-year revaluations for major retailers which have been backdated to 2017.

4.2.4 Overall a deficit of £5.2m will need to be recouped in 2023/24 which can be broken down as follows:

	Total to be recovered in 2024/25
	£'000
Adur District Council	2,099.7
West Sussex County Council	524.9
Government (HMT)	2,624.7
Total recovered	5,249.3

The council will receive compensation in 2023/24 for the additional reliefs granted. The losses are supported by the business rate smoothing

reserve in 2023/24 which has been set up to address timing differences in the business rate system.

4.2.5 Looking further ahead, the generation of additional business rates is one of the solutions to the council's ongoing financial pressures. Members will be aware that there are several schemes progressing which will create employment space. Examples include: Adur Civic Centre

4.2.6 Finally, it should be appreciated that there are still a number of risks associated with the business rate forecast:

- It is difficult to establish the number of appeals which are likely to come forward. There is no time limit on when an appeal might be lodged. However to date far fewer appeals have been received following the 2023 revaluation following the introduction of the new 'Check, Challenge, and Appeal' process by the VOA.
- Major redevelopments will temporarily reduce business rate income whilst the site is being redeveloped.
- Conversion of office blocks and retail space into accommodation will result in a permanent loss of income however, this will be mitigated to some extent by the additional council tax generated once the conversion is completed.

4.2.7 Consequently there could be significant swings in the amount of business rate income in any one year. However, any shortfall in income will be recovered in the following financial year. The council will provide for any known backdated business rates appeals at the 2023/24 year end. To help mitigate these risks the council has created a Business Rate smoothing reserve.

4.2.8 Finally, as in previous years, Adur District Council will participate in the County Business Rate Pool. This has no direct impact on the budget itself as the council is guaranteed under the terms of the pool to be no worse off by pooling, but it enables the County area to retain around £5.8m additional business rates to invest in local economic regeneration initiatives, income which would have been paid to the Treasury. The pool is administered by the county council and funding is distributed by a collective meeting of all of the leaders of the West Sussex councils.

4.3 Council Tax Increases

- 4.3.1 The decision over the level of increase to the council tax influences not only has an impact on the current budget but future budgets as well. Over the past 10 years, the council tax has been increased by 17.9%, an average of 1.8% per year (in 2013/14 the Band D tax was £274.72, in 2023/24 it was £324.00). Over the equivalent period, inflation (CPI) has been 28.0%.
- 4.3.2 The budget forecast currently assumes that council tax will increase by 2.99% in 2024/25. The most recent inflation index was 5.3% (CPI in November 2023) and so the forecast rate is below current inflation rates.
- 4.3.3 A 2.99% uplift would only be a modest increase in the council share of the bill for 2024/25. The table below details how the council tax will change as a result of a 1%, 1.5%, 2.0% and 2.99% increase.

	2023/24	Annual increase for 2024/25			
		1%	1.5%	2.0%	2.99%
	£	£	£	£	£
Average council tax Band D	324.00	327.24	328.86	330.48	333.72
Annual increase		3.24	4.86	6.48	9.72
Weekly increase		0.06	0.09	0.12	0.19
Average council tax Band C	288.00	290.88	292.32	293.76	296.64
Annual increase		2.88	4.32	5.76	8.64
Weekly increase		0.06	0.08	0.11	0.17
Total additional council tax raised compare to 2023/24		72,610	108,910	145,210	217,820
Additional council tax raised over a 1% increase			36,300	72,600	145,210

- 4.3.4 Members should also be aware that the Police and Crime Commissioner has the flexibility to increase the Band D tax by £13.00 (5.42%) for their share of the overall bill. Whilst the level of increase to be set by the county council is unknown at this stage, given the financial pressures that the county council is under, there are indications that the increase will be close to the maximum permitted (4.99%). Consequently, the total overall

increase in the council tax bill for a Band D property based on the council opting to set the tax at the maximum allowed could be close to 4.75%:

	2023/24	2024/25 (Indicative only)	%
	£	£	
Adur District Council	324.00	333.72	2.99%
West Sussex County Council	1,633.41	1,714.95	4.99%
Sussex Police and Crime Commissioner	239.91	252.91	5.42%
	2,197.32	2,301.58	4.74%

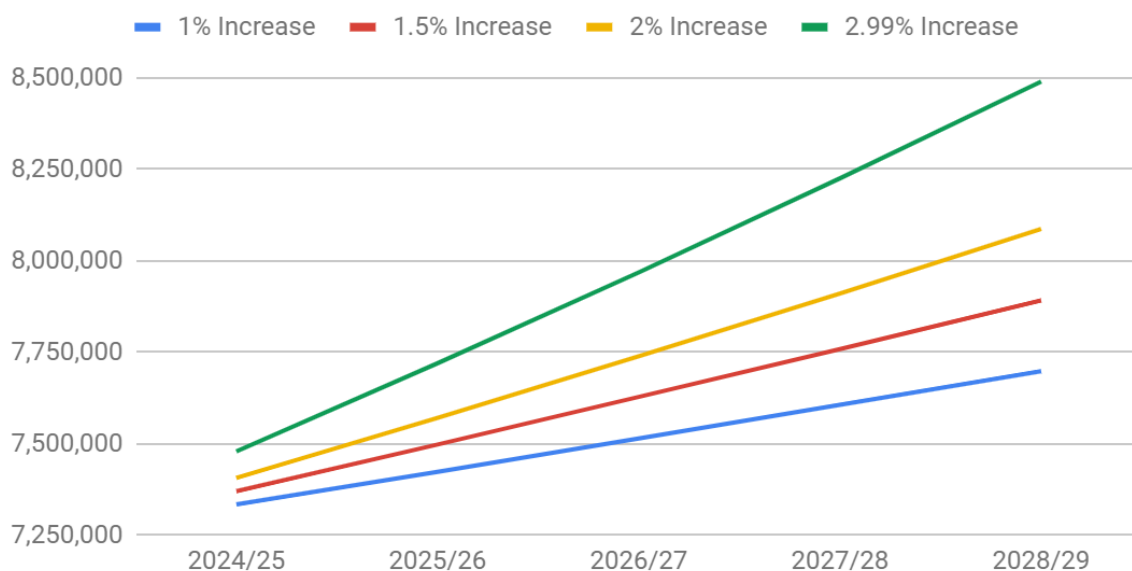
4.3.5 The decision to raise council tax influences not just the 2024/25 budget but future years and should be considered alongside the projected budget shortfalls for the next 5 years, as there are long term consequences to setting a council tax increase lower than the maximum permitted. This is particularly significant at the moment given the scale of the financial challenge faced by the council. Potentially the next few years are financially challenging with significant savings required in each financial year.

4.3.6 The impact of changing the council tax by 1%, 1.5%, 2.0% and 2.99% annually would be as follows:

Total income	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£
1% annual increase	7,333,420	7,422,550	7,514,030	7,605,840	7,697,990
1.5% annual increase	7,369,720	7,497,340	7,627,480	7,758,120	7,891,310
2.0% annual increase	7,406,020	7,570,110	7,738,900	7,910,400	8,086,660
2.99% annual increase	7,478,630	7,719,690	7,967,830	8,225,110	8,489,570

Over the longer term, a higher increase will give the council significant additional income:

Adur District Council - Long term impact of Council Tax increases



4.3.7 Members are asked to consider which level of council tax increase that they support. An increase of 2.99% would enable the council to set a balanced budget and fund all of the proposals for investment in services recommended for approval in Appendix 3. However, if a lower rate is set, then additional savings will have to be identified to fund the financial consequences as it would be inappropriate to use the reserves to balance the budget.

4.3.8 At this late stage in the budget process, it would be difficult to make any decisions that result in service reductions as these should be the subject of consultation, however the option remains to defer projects or the proposed investments into services to generate an in-year saving and fund the desired level of council tax increase.

4.3.9 Summary of Budget Position

Depending on the choices made regarding the council tax increase and the new growth items; the overall budget position will be (based on a 2.99% increase):

Net budget requirement 2024/25	£'000	£'000
Less:		11,001
Baseline Funding	-1,914	
Share of additional Business Rate income	-1,315	
Council tax (2.99% increase)	-7,478	
Other grants	-540	
Collection Fund Deficit	146	-11,101
Budget surplus based on 2.99% council tax increase		-100
Maximum impact of accepting the growth items (Appendix 3)		100
Budget balanced at a 2.99% council tax increase		-

4.4 Proposals to maximise commercial income

4.4.1 ADC continues to drive significant benefits from fees and charges and in fact could not produce a balanced budget without this element of income. In considering the changes in these areas officers consider three main factors:

- Inflationary pressures on the cost to deliver
- Market benchmarks
- Affordability for residents and businesses

4.4.2 Fees and charges are set by Directors, Assistant Directors and Heads of Service in consultation and agreement with relevant cabinet members. These charges can be amended or changed throughout the year but most follow an annual cycle, whether calendar year or financial year. It should be noted that car parking pricing must follow a statutory process.

4.4.3 Over the course of 24/25 the council will continue to review our commercial services to ensure that charges for products and services meet criteria of profitability and public value. The new organisational design will consolidate the councils commercial capability and also develop the organisation's ability to secure external funding. This capability will then develop a new commercial income strategy in advance of the 2025/26 budget as well as to manage in-year targets for income generation.

- 4.4.4 For the majority of the income lines it should be noted that the councils invest capital funding to maintain or replace equipment or infrastructure associated with these income lines, therefore this estimated additional income contributes to ongoing maintenance or replacement. For example, the councils periodically invest in waste vehicles to ensure the commercial and green waste services can be delivered.
- 4.4.5 The portfolio of commercial lines flows across a number of departments and portfolio holders, whilst it should be noted that some commercial activity is weighted to each council depending on the activity and level of activity. For example, for Worthing there is a higher volume of car parking and beach huts, whilst street markets are solely delivered in Adur.
- 4.4.6 The estimated budget impact has been modelled on a minimum inflationary increase of 3% increase, whilst some are projected to increase to match the current inflation level of 6.3% or beyond. The commercial services highlighted in the table within Appendix 2 signal those services that are estimated to rise above the minimum 3%. A number of these income lines have been reviewed and assessed to ensure the correct governance process is in place and any change in the pricing can be made ahead of the next billing cycle, whether calendar or financial year.
- 4.4.7 Alongside fees and charges, the other significant area of income are the strategic property investment funds (SPIF) for each council. Adur District Council's SPIF is expected to generate £4.88m in 2023/24, exclusive of VAT and borrowing costs. This makes up around a fifth of the council's income and is slightly down on the £4.91m generated in 2022/23. This is due to 2 long-term vacant properties, 6% of the portfolio. Active management of the assets, including rent reviews, has partially mitigated the void periods. No properties were acquired in 2023/24.
- 4.4.8 Looking to 2024/25, the portfolio will continue to be reviewed against its strategic objectives to ensure that it is the best use of borrowing, continues to generate revenue, and to ensure that they meet any expected government requirements such as the 2027 requirement that commercial properties hold an EPC of C or above (and a minimum of B from 2030) or they cannot be re let at lease end. Currently 2 of the 10 units in the Adur portfolio are not compliant - an upgrade programme is being considered to address this. The primary focus for 2024/25 will be filling vacant space to secure maximum returns through continued active

management.

5. Reserves Position

5.1 Sections 26 and 27 of The Local Government Act 2003 require the council's Chief Financial Officer to comment on the adequacy of the council's reserves. The reserves have therefore been reviewed in accordance with best practice.

5.2 To enable a view to be taken on the adequacy of reserves, members need to be aware that, broadly speaking, there are two categories of revenue reserves relevant to the council. The General Fund Working Balance which primarily is available to cushion the impact of uncertain cash flows and act as a contingency to meet unforeseen costs arising during a budget year (e.g. unexpected increases in the demand for services or losses in income); and Earmarked Reserves which are sums held for specific defined purposes (details are provided in Appendix 5) and to meet known or predicted liabilities. Both categories of reserves can be used on a planned prudent basis to underpin the annual budget.

5.3 The council has successfully protected and built the reserves over a number of years. The reserves position over the last 5 years:

History of reserves	Year ended 31st March				
	2019	2020	2021	2022	2023
	£'000	£'000	£'000	£'000	£'000
General Earmarked Reserves (a)	646	658	1,219	1,360	968
Tax Smoothing Reserves	402	31	4,035	1,884	1,826
Grants and Contributions	563	623	1,343	1,203	914
Total earmarked reserves	1,611	1,312	6,597	4,447	3,708
General Fund Working Balance (b)	519	952	951	1,051	1,051
Total reserves	2,130	2,264	7,548	5,498	4,759
Available reserves for general purposes (a+b)	1,165	1,610	2,170	2,411	2,019

* In 2020/21, and to some extent in 2021/22, the government funded significant additional business rate reliefs to support business during the Covid pandemic. Due to timing differences within the business rate system, the council actually funded the impact of these additional reliefs in

the following years which was financed by the grant provided by the Government and which had been placed into reserves for this purpose.

However the past three years have been very difficult, firstly due to the impact of the pandemic on the council's finances and more recently the significant impact that the current historically high level of inflation is having on the council's financial position.

- 5.4 The council's established policy is to maintain the General Fund Working Balance at between 6 – 10% of net revenue expenditure. The current balance as at 31st March 2023 is £1,051,500. The balance is 9.90% of net 2023/24 revenue expenditure and is in the upper part of the range of 6% -10% set by the council. However as a result of the current financial challenges that the council is experiencing, it is expected that the council will have to reduce its reserves in 2023/24 by around £0.2m with the result that current projections indicate the working balance reserve will reduce to approximately £851,000 by the year end.

The year-end level on the General Fund Working Balance for the foreseeable future, therefore, is estimated as follows:

		£'000	%
31.03.2023	Balance carried forward – per Final Accounts	1,051	9.9
31.03.2024	Use of reserves expected to fund the potential 2023/24 overspend.	851	8.0
31.03.2025	Planned contribution expected	1,051	9.9
31.03.2026	No planned drawdown or contribution expected	1,051	9.9
31.03.2027	No planned drawdown or contribution expected	1,051	9.9

- 5.5 The working balance is currently projected to be too low at year end. Whilst there are obviously plans to rebuild this reserve, these should be accelerated where possible by:
1. Mitigating any potential overspend in 2023/24 as far as possible to protect the current level of reserves;
 2. Creating underspend in the 2024/25 budget by accelerating the delivery of savings to balance the budget;
 3. Creating a specific 'contribution to reserves' budget from the 2024/25 budget to further repair the council's financial health at a faster pace. An amount of £200,000 has been allowed for 2024/25 to replenish the

Working Balance and £100,000 per year from 2025/26 onwards to increase the Capacity Issues Reserve.

It is extremely important that the council maintains its residual reserves at the planned amount for the foreseeable future.

5.6 However, with the planned expansion of commercial activity, especially the investment in commercial property, the council has taken two other measures to further manage risk and bolster the reserves:

- i) As part of the initiative to invest in commercial property, an element of the additional rent raised every year is being set aside into a specific reserve to manage void periods on these properties and to set aside resources to fund future investment needs. The current provision is £750,000 and this will gradually be increased by £100,000 over the next 5 years to a level of £1,250,000 per year by 2028/29.
- ii) Following the LGA peer review conducted in 2018, there was a change in approach to the management of general inflation (excluding inflation on items such as salaries, rates, utilities, and contractual commitments). This is no longer allocated out in year but held centrally in the Corporate Management budget. This budget will be allocated out where the inflationary pressure can be demonstrated. Any unutilised budget at the year end will be transferred to the reserves and the budget offered up as a budget saving for the forthcoming year. This also provides a contingency budget for in-year pressures.

5.7 In the medium term, once the challenges of the next couple of years have been addressed, the council should review the position and take proactive steps to further bolster the overall reserves.

5.8 The estimated balance of general fund earmarked reserves as at 31st March 2024 is £1.64m excluding the Business Rates Smoothing Reserve, any Section 106 sums held for future environmental improvements, grants, and any specific capital resources. Overall, the level of reserves held by the councils is expected to change over the forthcoming years as follows:

	Balance as at 31st March				
	2023 Actual	2024 Est.	2025 Est.	2026 Est.	2027 Est.
General Earmarked Reserves	968	792	1,642	2,692	3,842
Collection Fund Smoothing	1,826	586	0	0	0

Reserves					
Grants and Contributions	914	914	914	914	914
Total Earmarked Reserves	3,708	2,292	2,556	3,606	4,756
General Fund Working Balance	1,051	851	1,051	1,051	1,051
Total Reserves	4,759	3,143	3,607	4,657	5,807

A detailed schedule of the earmarked reserves is attached at Appendix 4.

- 5.9 Given the low level of reserves, it is now even more critical that these reserves be used only as a funding resource of last resort until such time as the reserve level has recovered to some extent. The council has over the past year minimised new calls on such resources, utilising the ability to use capital receipts to fund initiatives to generate budget savings where possible.
- 5.10 However the size and nature of the risks to the overall budget leaves the council with little room for using these reserves for new on-going spending initiatives. The council should maintain its current policy of spending its scarce earmarked reserves on:
- supporting one-off rather than recurring revenue expenditure;
 - dealing with short-term pressures in the revenue budget; and
 - managing risk to the council's budget.

6. Delivering the council's priorities

- 6.1 The council continues to develop Adur as a collection of unique and vibrant places, seeking to get the best balance between ambitious regeneration and the creation of vitally needed new homes alongside the creation of infrastructure and services for residents. This includes making Adur a great place to work and for businesses to grow.
- 6.2 Adur continues to lead ambitious climate and nature programmes, focused on protecting and enhancing biodiversity and reducing the council's contribution to climate change. Carbon emission reductions have been significantly reduced through heat pump projects at Shadwells Court, Tollbridge House and the Shoreham Centre. The DEFRA backed Adur River Restoration project is a major strategic nature recovery initiative, and the Sussex Bay programme supported by Esme Fairbairn Foundation is a leading project nationally for marine recovery.

Strategic commitment to the agenda is reflected in the new organisational design and the commitment to the climate mission as outlined in Our Plan.

- 6.3 While Adur Homes is funded via a separate Housing Revenue Account and so not a matter for this budget update, its transformation is a key priority for the council and so important to note here. A safe and secure home is essential for residents to thrive. The work as part of the Adur Homes Improvement Plan following self referral to the Regulator of Social Housing is progressing positively in priority areas including compliance and resident engagement. In addition Adur Homes has a pipeline of delivery of new social housing with 14 new units occupied by the end of the 2023/24 financial year and a further 54 new units estimated for completion in 2024/25. Once completed residents are allocated these homes through the council's Choice Based Lettings scheme.
- 6.4 Adur District Council has had a longstanding ambition to create a new sports facility for Buckingham Park. In order to create capacity to progress this work £1.65m prudential borrowing has been assumed within the 2024/25 budget.
- 6.5 The council continues to work in partnership with West Sussex County Council under Growth Deal arrangements to invest in infrastructure projects to assist economic growth. The council still holds an ambition, under this arrangement, to support interventions in Lancing in response to the participatory approach held in 2022/23 named "Lancing - Now and into the Future". The projects are also being considered matching the council's priorities.
- 6.6 Financial resilience and organisational development are also key priorities for each council in the shared service arrangement:
- 6.6.1 The need to deliver a balanced budget is a central obligation of local government which has become increasingly difficult to achieve. As can be seen in appendix 4 and will be discussed in more detail in the subsequent JSC report, the councils are in the process of an ambitious organisational redesign with the goal of making the organisation more resilient, participative and adaptive as outlined in Our Plan.
- 6.6.2 The council will also prioritise the recovery of its reserve position as outlined in the previous section
- 6.6.3 The council will also continue to maintain tight spending controls, as have been outlined in recent monitoring reports, in order to ensure close tracking of the 24/25 budget going forward.

6.7 Funding the costs of delivering the budget savings:

The savings identified represent service and staff changes which will require some investment up front, details of which can be found in Appendix 4. To deliver the expected level of savings the councils will be required to fund a number of strands of work as follows:

- Delivery support to the organisational change programme which is delivering a new more resilient operating model;
- External advice for service areas where specialised knowledge is required;
- Any departure costs arising from the proposals;
- Specialist people and change support and advice over the two year programme

6.7.1 The Organisational Design programme is planned to deliver savings of £4m over 2 years for Adur and Worthing, the cost of the work required to support the delivery is expected to be £1.56m. This is set out in more detail in Appendix 4.

6.7.2 Given the level of reserves, it is planned to use the capital receipts flexibility regime which allows councils to release capital receipts to fund initiatives to generate a saving. The estimated use of receipts for Adur of the cost of change is £624,000. As at 31st December 2023, the council held £3.98m uncommitted and available capital receipts.

6.7.3 There is a restriction on the funding of departure costs, only statutory redundancy and pension costs can be funded from capital receipts.

7. Significant risks

7.1 Members will be aware that there are several risks to the council's overall budget. These can be summarised as follows:-

(i) Inflation

A provision for 4.5% inflation has been built into pay budgets; general non-pay budgets have been increased by 3%. Whilst the Bank of England inflation forecasts expect that inflation will continue to fall in 2024 and return to 2% in 2025, there is a risk that inflation will run at a higher rate than allowed for within the budget. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	116
Non-pay	53

(ii) **Withdrawal of funding by partners**

All budgets within the public sector are under scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, the council may lose funding for key priorities and be left with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources. This is a particular issue for such services wellbeing and sustainability which receive considerable funding from external sources.

(iii) **Income**

The council receives income from a number of services which will be affected by demand particularly at the moment due to the continuing impact of the pandemic and the cost of living crisis. These include parking, land charges, trade and green waste services, development control and now business rates. Whilst known further reductions in income have been built into the proposed budgets for 2024/25, income may fall further than expected; or new targets for commercial income may not be met.

The council has invested in commercial property, as leases expire there is an increased risk of loss of income from voids. To mitigate this risk the council holds a Property Risk Reserve to manage any void rent periods, the budgeted provision is £750,000 in 2023/24. This will be increased annually in line with the level of investment in the property portfolio and the associated risk, the current assumption allows for a £100,000 increase per year.

(iv) **Demand for housing services**

Demand has been increasing for housing services at a significantly higher rate than in previous years. Whilst this may be a temporary pressure, the council has increased investment in this service to manage these costs. There remains a risk that demand for the service will continue to escalate.

(v) **Pace of change**

The organisational change programme outlined in appendix 4 is ambitious and delivering this at pace will require considerable officer time as well as active engagement from the teams directly affected in order to be successful.

(vi) **General election and political uncertainty**

In many ways the next year will be no less uncertain than recent experience - compounding the uncertainty of a lack of long term funding agreements. There is additional turbulence created by the anticipated general election as well as organisational focus needed to deliver an election which does need to be managed.

(vii) **Lack of clarity with respect to the environment bill**

As was highlighted in the December JSC budget update, the implementation of the requirements of the Environment Act (particularly the requirement to provide food waste collections to all households by March 2026) present a significant risk in terms of funding. The Government has committed to covering 'reasonable' costs in terms of revenue and capital. Capital funding was announced on 9 January 2024 and early review of the figures indicate it will not be sufficient to cover the full cost of investment. Announcements regarding revenue funding are still being awaited from the Government. In the absence of the costs being fully covered, delivering the requirements is unaffordable for the council and shared service.

8. **Consultation**

8.1 The council undertook a public consultation exercise this year, the outcome was reported to JSC in December 2023. The council received 727 responses. The survey targeted a representative set of responses from residents, council staff, businesses, and other organisations, using various engagement mechanisms such as the website, email, press releases, and social media channels.

8.2. To ensure consistency, both Adur & Worthing Councils included three key questions they engaged residents on last year to understand:

- How comfortable people would be with potential spending reductions on a set of areas of focus.
- What areas people would like to prioritise for investment.
- Options on council tax.

- 8.3. The councils also included the option for people to share other comments they would like on key themes that are important to them to inform the budget engagement.
- 8.4. On the above questions, respondents expressed varying levels of discomfort with potential spending reductions in key areas, including waste and recycling, addressing the cost of living, health and wellbeing, clean streets, and support for homelessness. Overall, there's diversity in priorities across Adur's communities.
- 8.5. Residents prioritised investment in addressing housing cost and availability, tackling the cost of living, supporting people most in need, and youth-focused services. However, there were mixed views on sustainable travel infrastructure and a balanced perspective on green spaces and park amenities.
- 8.6. Regarding council tax options, there was varied support for the different options - from spending reductions, freezing council tax, to 1/2/3% increases. The feedback suggests a nuanced consideration, balancing the desire for service investment with concerns about taxation and spending.
- 8.7. Additionally, diverse themes emerged in the free-text comments, including concerns about housing, infrastructure, traffic, the environment, youth services, community safety, council tax, spending, and miscellaneous concerns.
- 8.8. Officers and members have been consulted on the development of the budget.
- 8.9. The insights gathered from the engagement exercise will inform the development of the Budget for 2024/25, with individual considerations for Adur District Council.

9. **Update to prudential indicators**

- 9.1 The council's budget fully reflects the cost of financing the capital programme. Members have previously approved sufficient growth to accommodate the proposed capital programme. The council has a fully funded capital programme and the associated revenue costs are built into the budget for 2024/25 and future years.

- 9.2 Under the Prudential Code of Practice and the capital finance system introduced in April 2004, the capital programme is based on the council's assessment of affordability. This includes any new borrowing which the council wishes to undertake.
- 9.3 The Code of Practice was revised in 2023/24. The freedom for local authorities to set the scope and size of their capital plans remains unrestricted, but the prudential system processes have been strengthened to set out greater consideration of prudence, with sustainability and risk reporting improved through the governance procedures. There is also stronger guidance on commerciality which effectively prohibits solely commercial investment and requires the council to regularly review current commercial investments. However this change was pressaged by the new rules surrounding borrowing from the PWLB and the council has long since adapted its property investment criteria.
- 9.4 The Prudential Code of Practice requires the council to set a series of indicators to show that the capital programme has due regard to affordability, sustainability and prudence. These are included with the annual Treasury Management Strategy Statement which is due to be considered by JSC on the 8th February 2024 and which will be included in the council budget pack for approval.

10 Comments by the Chief Financial Officer

- 10.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so members will have authoritative advice available to them when they make their decisions. The section requires members to have regard to the report in making their decisions.
- 10.2 As members are aware, local authorities decide every year how much they are going to raise from council tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the council tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient which has been considered in detail on section 7 of the report.

10.3 Overall view on the robustness of the estimates:

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates and the adequacy of reserves. The exceptions relate to:

- (1) The provision of estimates for items outside of the direct control of the council:
 - Income from fees and charges in volatile markets particularly at the moment given the cost of living crisis and the continuing impact of the pandemic, e.g. car parks and development control fees;
 - External competition and declining markets, particularly during a recession. E.g. Local land charges and building control fees;
 - Changes to business rate income due to revaluations, redevelopments and increases in mandatory rate relief.
- (2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.
- (3) Initiatives and risks not specifically budgeted for.

It will therefore be important for members to maintain a robust budget monitoring regime during 2023/24.

10.4 The Chief Financial Officer's overall view of the robustness of the estimates is, therefore, as follows:

The processes followed are sound and well established and identical to those that produced robust estimates in the past. The council has also demonstrated that it has a sound system of financial management in place.

11. Council Tax Setting

11.1 The council is obliged to raise the balance of its resources, after allowing for any government grant and business rates, to finance the General Fund Revenue Budget from its local council taxpayers. The council tax for Adur District Council will be added to the precepts from West Sussex County Council and the Sussex Police and Crime Commissioner to form a combined council tax to levy on the taxpayers of Adur. This will be formally approved by Full Council on the 22nd February 2024 via a report on the council tax determination.

11.2 Once the Executive has reached a decision on the Total Budget Requirement it wishes to recommend to the council for the 2024/25 Budget, the resulting council tax for the district can be set. This takes into account the Total Aggregate External Finance (Government grants and Business Rates contributions) and any contribution to or from the local Collection Fund.

11.3 Adur District Council:

- (a) The following table shows the net sum to be raised from local council taxpayers in 2024/25 prior to the consideration of the budget proposals. This is based on 2.99% council tax increase which is the maximum increase permitted without triggering the requirement for a referendum:

Net 2024/25 Budget *	£	£
		11,001,880
Less: Aggregate External Finance		
Baseline Funding	-1,914,070	
Additional Retained Business Rate income	-1,315,190	
Funding Guarantee Grant	-446,930	
New Homes Bonus	-2,800	
Revenue Support Grant	-79,070	
Services Grant	-11,240	
Contribution to the Collection Fund surplus (as per paragraph 5.8)	146,050	
		-3,623,250
Minimum amount to be raised from council tax		7,378,630
Net additional impact of proposals identified in Appendix 3 if approved		100,000
Amount to be raised from council tax based on 2.99% council tax		7,478,630

- * 2024/25 budget requirement after any contribution to or from reserves required to balance the budget or any further increase to council tax.

Within section 4 of the report, members are given the options for the council tax and approving the service investment proposals.

(b) Council Tax Base

The council’s tax base for 2024/25 is 22,409.9 Band D equivalent properties. There is an increase to the current year base of 21,937.3 which is largely due to the increase in housing numbers. The full calculation of the tax base is shown in Appendix 6.

	2023/24 Tax Base	2024/25 Tax Base
Lancing	6,511.8	6,835.0
Sompting	2,790.9	2,879.1
Other areas	12,634.6	12,695.8
TOTAL	21,937.3	22,409.9

(c) Special Expenses

At the extraordinary meeting of the council held on 10th January 1995, maintenance of recreation grounds and provision of community buildings were agreed as special expenses not chargeable in the Lancing area under the terms of section 35 of the Local Government Finance Act 1992. In 2024/25 expenditure of £448,090 (£405,170 in 2023/24) falls under the resolution and will need to be financed by a Band D tax of £28.80, to be charged in all areas of the district except Lancing.

(d) Adur District Council Band D Council Tax

In Section 4.3, the options for the council tax increase are discussed in detail. An average council tax increase of 2.99% will ensure that the council has a balanced budget, and will lever in sufficient additional resources to fund the service investment proposals recommended for approval at Appendix 3 and deliver a balanced budget.

The actual amount charged in each area will depend on whether Special Expenses is charged and the level of the basic council tax.

The final agreed amounts will be incorporated into the council tax determination.

Area	2023/24	2024/25 (Average 1% increase)	2024/25 (Average 1.5% increase)	2024/25 (Average 2.00% increase)	2024/25 (Average 2.99% increase)
Lancing - Basic Council Tax	£ 305.55	£ 307.26	£ 308.88	£ 310.50	£ 313.74
Percentage increase		0.56%	1.09%	1.62%	2.68%
Annual increase (Band D)		1.71	3.33	4.95	8.19
Weekly increase (Band D)		0.03	0.06	0.10	0.16

Area	2023/24	2024/25 (Average 1% increase)	2024/25 (Average 1.5% increase)	2024/25 (Average 2.00% increase)	2024/25 (Average 2.99% increase)
Shoreham, Southwick, Sompting and Coombes	£	£	£	£	£
Basic Council Tax	305.55	307.26	308.88	310.50	313.74
Special Expenses	26.28	28.80	28.80	28.80	28.80
TOTAL in Shoreham, Southwick, Sompting and Coombes	331.83	336.06	337.68	339.30	342.54
Percentage increase		1.27%	1.76%	2.25%	3.23%
Annual increase (Band D)		4.23	5.85	7.47	10.71
Weekly increase (Band D)		0.08	0.11	0.14	0.21

11.4 West Sussex County Council and Sussex Police Authority

- (a) The county council requirements are expected to be confirmed on 16th February, 2024. The proposed Police and Crime 2023/24 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 26th January 2024.

	2023/24 £	2024/25 £
West Sussex County Council	1,633.41	t.b.c
Sussex Police Authority	239.91	t.b.c
TOTAL	1,873.32	t.b.c.

11.5 The final figures for all authorities will be incorporated into the formal council tax setting resolution to be presented to the council at its meeting on 22nd February 2024.

12. Legal implications

12.1 The Local Government Act 2003 places an obligation on the Chief Finance Officer to set prudential indicators and report to the council on the robustness of the estimates and the adequacy of reserves which are addressed within the body of this report.

12.2 The Local Government Act 2003 requires that the council sets a balanced budget. The purpose of this Report is to demonstrate how Adur District Council intends to meet this legal requirement for 2023/24.

12.3 The Local Authority Finance Act 1992 provides the power for Full Council to authorise the proposals for council tax.

12.4 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.

13. Conclusion

13.1 This has once again been a difficult year financially with considerable macro-economic headwinds as well as local pressures such as housing need. This has driven considerable impacts in our communities as well as on our finances.

13.2 Despite this the council is in a position to set a balanced budget and has been able to ensure the continued delivery of important strategic projects as well as continue to meet its commitments with respect to the climate emergency.

- 13.3 It is important to note however that the low level of reserves means that there is little contingency available and so tight budget control will be needed to ensure that this budget is delivered on.
- 13.4 Finally, the risks to this budget are outlined in this paper but will need to be closely monitored and managed. It's important to note that not all of those risks are within the control of the council and so matters such as the funding for the implementation of the Environment Act 2021 continue to be of material concern to the council and will also be monitored carefully.

Local Government Act 1972

Background Papers:

- Our Plan - The new corporate plan for Adur & Worthing Councils - report to JSC 11th October 2022
- Developing a revenue budget for 2024/25 in difficult economic circumstances – Report to Joint Strategic Committee on 11th July 2023
- Report to the Joint Strategic Committee 7th December 2023 - 2023/24 Budget update 2024/25
- Local Authority Finance (England) Settlement Revenue Support Grant for 2024/25 and Related Matters: MHCLG Letters and associated papers of 18th December 2023.
- Local Government Act 2003 and Explanatory Note
- ‘Guidance Note on Local Authority Reserves and Balances’ – LAAP Bulletin No. 77 - CIPFA -published in November 2008
- Statement of Accounts 2022/23
- Report to Joint Strategic Committee 7th December 2023 – 2nd Revenue Budget Monitoring Report (Q2)

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SUSTAINABILITY AND RISK ASSESSMENT

1. ECONOMIC

Through its strategies and operations, the council has an important role to play in the economic development of Adur. The development of major regeneration projects, public realm and active transport initiatives support the development of a thriving economy, and the council's strategy to direct procurement and contracts towards local companies are key levers.

2. SOCIAL

2.1 Social Value

The council's housing strategy is key to supporting local residents and communities, as are the range of initiatives to help tackle the cost of living crisis. The council's use of data is helping target those most in need, offering support through our One Stop and proactive services and signposting people to further help.

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 with the exception of the organisational design work where impact assessments will be completed as part of the process.

2.3 Community Safety Issues (Section 17)

We are considering how these proposals impact safety in our communities and are ensuring that where possible these reductions do not have an adverse effect. Where possible we are working to create better alignment and organisational change to strengthen this work and ensure there is much better organisational ownership for our work around community safety.

2.4 Human Rights Issues

Matter considered and no issues identified

3. ENVIRONMENTAL

The council's budget is supporting the delivery of a range of carbon emissions reduction and biodiversity initiatives that is helping it meet its net zero 2030 commitments while also providing leadership for others across the area.

4. GOVERNANCE

Matter considered and no issues identified

ADUR DISTRICT COUNCIL						
Revenue Budget Summary Statement 2024/25- 2028/29						
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	Base					
	£'000	£'000	£'000	£'000	£'000	£'000
Net Spending to be Financed from Taxation						
Base budget	10,610	10,610	10,610	10,610	10,610	10,610
External Economic Factors						
Inflation on Pay:						
- Assumption of 4.5% increase in 24/25 and 2% in future years		681	989	1,335	1,675	2,022
- Impact of 2023/24 pay award (average of 5.8% against a budget of 4.5%)		152	155	158	161	164
Inflation on Costs:						
- Assumption of 3% in 24/25 and 2% in Future years		157	265	375	487	601
Inflationary increase on income (Commercial activities and Fees and Charges):						
- Assumption of 3% in 24/25 and 2% in Future years		(166)	(280)	(396)	(514)	(635)
Investment income		65	84	100	156	143
Impact of rate revaluation 2022		5	8	29	30	31
Council Commitments to services and long term obligations						
Local Elections (held every other year)		(18)	-	(19)	-	(20)
Heat Network		10	10	10	10	10
Nature restoration projects - to fund capital and revenue impacts of any proposals		100	100	100	100	100
Capital programme financing costs (including sale of the Civic Centre)		91	340	752	979	1,318
Impact of Triennial review: Reduction in backfunded contributions		(95)	(190)	(190)	(190)	(190)
Final cost of new leisure contract		(99)	(99)	(99)	(99)	(99)
Renewal of insurance contract		135	135	135	135	135
Increase in Audit Fees		40	40	40	40	40
Other items						
Removal of one-off growth associated with the local plan review		(50)	(150)	(150)	(150)	(150)
Increase in Housing Needs		100	100	100	100	100
Review of clinical waste budgets		12	12	12	12	12
Removal of contingency budget created by one off resources in 2023/24		161	(117)	(117)	(117)	(117)
Planned increase to the Strategic Property Management annual provision		100	200	300	400	500
HRA Corporate charges		(103)	(103)	(103)	(103)	(103)
Contingency budget - to build reserves		200	100	100	100	100
Allowance for committed growth items		-	100	170	240	310
Provision for new growth items to be agreed later in the process - Investment in services		100	200	300	400	500
Total Cabinet Member Requirements	10,610	12,188	12,509	13,552	14,462	15,382

ADUR DISTRICT COUNCIL						
Revenue Budget Summary Statement 2024/25- 2028/29						
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	Base					
	£'000	£'000	£'000	£'000	£'000	£'000
Net Spending to be Financed from Taxation						
Business Rates - Baseline funding	1,832	1,914	1,952	1,991	2,031	2,072
Add: Retained additional business rates	1,066	1,409	1,431	1,098	747	381
Add: Share of previous year's surplus / (deficit)		(94)				
Council Tax						
Council tax income - assumed increase of 2.99% 2024/25 and 2% per annum from 2025/26	7,107	7,478	7,645	7,815	7,989	8,167
Other grants						
New homes bonus - One off payments	79	3	-	-	-	-
Lower Tier Services Grant / Revenue Support Grant	74	79	79	79	79	79
Local Tax Guarantee Scheme - Council Tax	59	-	-	-	-	-
Services Grant	69	11	-	-	-	-
Funding guarantee	227	447	-	-	-	-
Collection fund surplus/deficit (-)	97	(146)	-	-	-	-
Total Income from Grants and Taxation	10,610	11,101	11,107	10,983	10,846	10,699
(Surplus) / Shortfall in Resources	-	1,087	1,402	2,569	3,616	4,683
AMOUNT REQUIRED TO BALANCE BUDGET	-	1,087	1,402	2,569	3,616	4,683
Savings Proposed						
Asset review and rationalisation (Commercial Landlord Programme)		30	60	90	120	150
Directorate Services Review - Savings (from Initiatives Tracker)		108	182	259	264	269
Directorate Services Review - Additional Income (from Initiatives Tracker)		58	59	60	61	62
Organisation Redesign **		891	1,600	1,632	1,665	1,698
Total initiatives identified		1,087	1,901	2,041	2,110	2,179
Cumulative savings still to be found/ (surplus)		-	(499)	528	1,506	2,504
Annual savings still to be found		-	(499)	1,027	978	998

Proposed Savings 2024/25

Description	Comments	Joint (memo only)	Adur	Worthing
Contract Review				
Contract Review	Review and rationalisation of contracts	£404,600	£161,800	£259,800
Review of security provision in MSCP				£12,000
Reduction in Funding of Community Works	Further wider review pending.		£7,900	£7,800
Reduction in Funding of Community Transport Grants	Further wider review pending.		£3,000	£5,000
Base Budget Reviews				
Place and Economy		£41,200	£26,900	£129,100
Utilities	Reduction in energy budgets	£30,000	£62,000	£218,000
Health & Safety	Removal or reduction of under utilised budgets	£2,300	£900	£1,400
Commercial Income				
<u>Place and Economy</u>				
Foreshore Services	Income from Lancing Parish Council			£15,000
Beach Hut Rental	Uplift in fees by 6.27%		£4,600	£14,200
Events	Additional budget		£4,000	£5,000
Concession Income	Uplift in fees by 4.5%			£800
Colonnade House	Contribution to staff costs from trust			£7,500

Commercial Income (continued)				
<u>Parking</u>				
Increase in Parking Tariffs	Uplift in tariffs by 7%			£57,800
Increase in Season Ticket Prices	Uplift in tariffs by 7%			£8,100
Additional Season ticket income from NHS				£4,400
<u>Community Alarm</u>				
	Uplift in fees by 5%		£7,000	
<u>Waste</u>				
Commercial Waste	Uplift in fees by 8%		£42,000	£85,200
Green Waste - no uplift in fees in 2024/25	Retain £89 annual fee	-£57,500	-£23,000	-£34,500
Household Bulky Waste	Uplift fees by 7.85%	£6,800	£2,700	£4,100
Asset Rationalisation and review				
			£30,000	£350,000
Organisation Redesign (Further detail provided in appendix 4)				
	Neighbourhoods	£504,000	£202,000	£302,000
	Resident Services	£266,000	£106,000	£160,000
	Community Capacity	£173,000	£69,000	£104,000
	Regenerative Development	£296,000	£129,000	£182,000
	Housing Redesign	£202,000	£94,000	£121,000
	Core Services	£160,000	£64,000	£96,000
	Waste and Cleansing	£97,000	£39,000	£58,000
	Place	£96,000	£38,000	£65,000
	Bereavement	£40,000	£16,000	£46,000
Total Savings from Proposals		£2,261,400	£1,086,800	£2,284,700

Proposals for investment in services		Expected cost (cumulative)					
		2024/25			2025/26		
		Joint (memo only)	Adur	Worthing	Joint (memo only)	Adur	Worthing
Description	Comment						
Rapid Improvement Programme	Funding of the Digital Rapid Improvement Team to support the digital transformation and organisational redesign across the councils - Lead Service Designer - uplift to core budget - Digital Applications and Innovation Manager - uplift to core budget - Lead Digital Developer - uplift to core budget - Service Designer x 2 - Business Analyst - Junior Business Analyst	250,000	100,000	150,000	250,000	100,000	150,000
Total growth identified through financial planning		250,000	100,000	150,000	250,000	100,000	150,000
Allowance in MTFS for Investment in Services			-100,000	-150,000		-100,000	-150,000
Net growth identified			0	0		0	0

Organisational design programme

1. Purpose of programme

1.1 The programme has two core objectives:

1.1.1 To implement a new organisational design based on the principles and framework outlined in Our Plan which was adopted in Autumn 2022. The goal of this is to create a sustainable organisation which is adaptive, resilient and participative.

1.1.2 To provide a mechanism for delivering outlined savings targets in a way which protects frontline service delivery to the greatest extent possible and retaining our ability to deliver the ambitions of the two councils.

1.2 The implementation plan and initial projects will be reported to the March 2024 Joint Strategic Committee meeting. Progress of the programme will be reported to that committee on a quarterly basis from March 2024.

1.3 The programme will therefore incorporate the in-year spending controls into its governance and approach in order to ensure that organisational design and spending reductions are closely aligned.

2. Scope of programme

2.1 Service redesigns look across all revenue budgets for a service, including agency and contractor spend alongside staffing, contract spend and incidentals such as print and postage. By putting more budget lines into the scope of a single exercise, the process has maximised the opportunities to reduce the total cost of delivery without continuing to remove delivery capacity which is an outcome of the 'salami slicing' approach. The programme workstreams are outlined in this section.

2.2. Governance and performance systems

Governance and performance are core functions of a well run organisation. A priority is to redesign and support the subsequent organisational design work. A new internal governance system will be implemented as an early deliverable for the programme and will be reported to the Joint Audit and Governance Committee.

2.3 Digital and design

Digital transformation is essential to the successful delivery of these redesigns. The budget proposals include the extension of the digital rapid improvement team to deliver this work.

2.4 Contracts and procurement

In order to underpin the 6% savings target (£340K) on external contracts there will be strong corporate accountability, as well as additional training and personal development for managers to improve their organisational grip of this key area. Given the corporate track record of £200K annual savings (approx) for procurement, these additional measures support this higher target.

2.5 Commercial income development

The new organisational design will consolidate the councils commercial capability and also develop the organisation's ability to secure external funding. This capability will then develop a new commercial income strategy in advance of the 2025/26 budget as well as to manage in-year targets for income generation.

3. Programme design and implementation approach

- 3.1 The programme will address all areas of the organisation by creating a pipeline of redesign projects (areas of focus) which will then be programmed into delivery based on factors such as savings profile, support needed and annual delivery rhythms for the services involved.
- 3.2 Given the continued need for vacancy control, the programme will maximise use of vacancies in order to minimise impact on staff. It should be noted that given the current vacancy levels in the organisation due to this year's budget control measures, much of the capacity impact of removing staff is already being felt. Service redesign is now needed to balance out workloads and ensure that staff are focused on the right priority areas. While redundancies cannot be avoided, this approach will minimise them.
- 3.3 By embedding the current in-year controls into the programme governance, the programme team will be able to make real time adjustments to the delivery plans of the organisation and maximise opportunities for redesign.
- 3.4 The programme will be managed by the new People and Change function, supported by a multidisciplinary team which will include representatives from finance and legal. It will also incorporate the Rapid Improvement team.
- 3.5 The lessons learned from the Organisational Design programme will be acted on in real time to inform improvement on the wider building blocks to make the organisation adaptable, participative and resilient.

3.6 The organisation design programme will have costs associated with transformation. The overall estimated cost is set out in the table below, and includes exit costs where needed which can include redundancy and pension costs, programme delivery support and external advice to support redesign.

Item	Description	Estimated cost
Staff change	Where redundancy can't be avoided some contingency is needed to fund associated exit costs	£800k
Delivery support	3 delivery managers plus additional delivery officer to support the programme over 2 years	£440k
External advice	For areas with considerable technical knowledge needed (such as waste, bereavement and others) external support will be needed to shape and test thinking	£200k
Support for managing change	1 People Specialist role to support the organisational change process over 2 years	£120k

3.7 Due to the reserve position, it is planned to use the capital receipts flexibility regime which allows the councils to release capital receipts to fund initiatives to generate a future saving. There is a restriction on the funding of departure costs. Only statutory redundancy and pension costs can be funded from capital receipts.

Year	Overall annual savings generated £	Annual saving Adur £	Use of capital receipts Adur £	Annual saving Worthing £	Use of capital receipts Worthing £	Nature of expenditure
2024/2025	2,226,700	890,800	336,100	1,335,900	504,120	HR and delivery support (to manage and support the delivery of the reorganisation design work over the 2 year programme). Associated Statutory departure costs. Expert/specialist advice on service design.
2025/2026	1,797,700	719,100	287,900	1,078,600	431,880	
Total	4,024,400	1,609,900	624,000	2,414,500	936,000	

The total capital receipts available and uncommitted as at 31st December 2023:

Adur £3.980m
Worthing £1.847m

Draw down from the cost of change fund will be monitored via the quarterly reports to JSC and the normal scheme of delegation will apply with respect to decision making.

4. Initial areas of focus

Each area of focus has been developing proposals based on its overall operating model - allowing savings to be made with respect to management, removing duplication with respect to support roles and addressing capacity issues by implementing digital solutions. Grant funding has also been reviewed to ensure that the councils are maximising the impact of external monies while addressing the risks of posts being underwritten by uncertain income.

Further areas of focus will be developed over the course of 2024/25 and reports will come to the JSC as they are programmed.

4.1 Neighbourhood model

4.1.1 Summary: The neighbourhood model is the most ambitious of the areas of focus. Its objective is to change how the councils work in the neighbourhoods in a way that better uses the strengths of the frontline staff, residents and partners to deliver the services citizens see and use every day.

4.1.2 The model will be implemented in phases in order to ensure that ideas can be developed and tested with communities and stakeholders and a careful transition delivered:

- The first phase of implementation will be redesign of key frontline services in order to ensure that they work to a common physical footprint based on neighbourhoods and have shared planning and prioritisation to make sure teams are most effective on the ground
- The next phase will look at ensuring that capabilities such as participation are embedded in the model - developing the councils ability to work more effectively with stakeholders and its communities.
- Finally the volunteering and participation 'offer' will be developed, working alongside communities in order to support their ambitions.

4.1.3 The following areas of organisation have been identified so far for review as part of the

neighbourhood model, however this model may draw in other aspects during the long-term development and delivery of working with and throughout the neighbourhoods:

- Parks & Foreshore
- Sustainability (Nature, Circular Economy & Sustainable Transport)
- Cleansing
- Community Assets and Grants

4.2 Housing redesign

4.2.1 Summary: The housing redesign will prioritise prevention and early intervention of homelessness. It will enhance collaboration across community services and the wider council to collectively address housing challenges and opportunities.

4.2.2 This redesign has been in discussion for some time and will embed the proactive principles that have been developed by the proactive project team. This redesign will focus on addressing the costs and human impacts of the increased housing need across both councils and maximise the use of grant funding in this area. The team will also need to continue to manage and deliver the Adur Homes improvement plan.

4.2.3 The following areas of organisation have been identified for review for the housing redesign

- Housing needs
- Adur Homes
- Health and Wellbeing teams (see below)
- Private sector housing

4.3 Resident services

4.3.1 Summary: The resident services redesign will develop a front door for residents to access the right help when they need it in a quick and easy way. This will enable residents to solve the majority of their issues online to free up staff to proactively prioritise residents most in need.

4.3.2 This work builds on the work of the rapid improvement team in 2023/24 which provides a solid foundation for further digitisation work.

4.3.3 This change will affect the following teams and services:

- Revenue (council tax and NNDR (national non-domestic rates))
- Benefits
- Customer Services

- Customer Insight
- Business Support

4.4 Community Capacity and Resilience

4.4.1 With participative being a key principle of Our Plan communities, prevention and wellbeing will be at the centre of what the councils do. Following the departure of the Head of Service for Community Capacity and Resilience, the organisation is working through proposals to integrate and align the core functions of the team.

4.4.2 The savings for this area of focus will be filled through deletion of the Head of Service post (which is vacant as of end of January 2024) to better align to the service offer above.

- Participation: Combine engagement resources and lead it from the new People and Change function. This will strengthen a coordinated approach to participation across the organisation that makes the best use of community capacity and is integrated into the strategic priorities.
- Prevention and wellbeing: Embedding wellbeing in the housing team to develop a joined-up offer. This will provide leadership for residents around prevention, and create the opportunity to redesign the health and wellbeing offer to better develop approaches that support early intervention.
- Community safety and safeguarding: Put the safety of residents and safeguarding right at the centre of the organisation in the people and change function. This includes delivering statutory responsibilities and duties, and the reviewing of community safety partnership activities as part of this design work in 2024/25.
- Business development: Key functions and activities, such as community assets, grants, commissioning, contracts, responsive activity and levered in funding. These are to be better aligned with the councils' place-based and corporate work and will be aligned to the anticipated commercial function.

4.4.3 This change enables these functions to operate more effectively with foundational delivery areas such as housing and increases the level of CLT focus on them - mitigating the capacity impact of removing the head of service post.

4.4.4 This change will affect the following teams and services

- Safeguarding
- Safer Communities

- Business Development
- OneStop
- Wellbeing
- Going Local
- Grants and Commissioning
- Participation

4.5 Building the pipeline

4.5 Building the pipeline

An ongoing pipeline of service redesigns are being planned in order to continue to work towards a resilient staffing model that reflects the organisational design needed to deliver Our Plan. This pipeline has savings targets assigned which are subject to change as the proposals are developed. These further areas of focus have plans in development which will be reported on at JSC as outlined above.

4.5.1 Bereavement

Bereavement services address emotional, social, ethical, and environmental needs, by facilitating meaningful farewells. It is important to recognise that bereavement services also play a vital role in the financial health of the councils. As an income generator, this service allows the councils to reinvest in the community, and support various other initiatives that uplift and empower residents. These services will be reviewed through a refresh of the service design and commercial offer.

4.5.2 Core Services

At the very heart of the organisation lies Core Services (finance, legal, procurement, HR and digital) who help ensure the seamless functioning of council operations. In a world where adaptability is the key to resilience, reviewing Core Services will help better support frontline services who directly impact the lives of communities. It will ensure teams have the tools, resources, and support needed to deliver. This review is a commitment to continuous improvement. It will reshape Core Services, ensuring they not only meet today's demands but also build a solid foundation for a resilient and thriving future.

4.5.3 Place and Economy

The Place and Economy Department helps fuel inclusive economic growth and fosters skills and innovation. The organisation wants to align these services more effectively with its core values of adaptability, participation, and resilience as well as also reviewing the service offer in light of the neighbourhood model as it develops.

4.5.4 Regenerative Development

The regeneration team has been a catalyst for shaping places across Adur and Worthing. It has provided the driving force needed to breathe life into the physical

infrastructure and spaces in local areas. To anticipate future challenges, it is essential to take a step back and reflect on regenerative development efforts as part of the commitment to continually being adaptive, participative and resilient.

4.5.5 Waste redesign

4.5.5.1 Redesign work in the waste service is anticipated once the impact of the Environment Act 2021 is understood, and preparatory work in the form of a review is already underway to support this.

4.5.5.2 The Environment Act 2021 will have a major impact on the organisation's waste service. This legislative milestone will undoubtedly reshape the landscape of waste management, calling for an evolution in the organisation's approach. While the full impact of the 2021 Act is yet to be unveiled, the organisation is not sitting idle. It is already preparing for the challenges and opportunities it presents, in the form of a comprehensive review. This seeks to bolster resilience and adaptability, ensuring that the waste service remains at the forefront of sustainable waste management.

4.5.5.3 The councils are committed to a meticulous and thorough examination of all opportunities for savings, cost-effectiveness, and sustainability. The aim is to ensure that every decision made in this area is grounded in a deep understanding of the evolving waste management ecosystem.

4.5.5.4 Further discovery work will be undertaken over the coming months to identify what additional opportunities can be added to this pipeline of organisational redesign work.

5. Conclusion

5.1 This is an ambitious programme of change which delivers both savings and improvements for the councils.

5.2 The pace at which this needs to be delivered is also ambitious and a detailed risk mitigation plan will be developed as part of programme governance alongside detailed monitoring of progress. A key risk is the anticipated Environment Act 2021 implementation which has the potential to derail ourselves and many other councils if the funding approach is not addressed.

5.3 In delivering this programme the objective is an organisation which, based on current projects and understanding of government funding, is sustainable and will be able to lift its head up from annual saving rounds in order to focus on wider ambitions. There is much to do but very good reasons to do it.

SCHEDULE OF EARMARKED RESERVES							
Reserve	Balance as at 01.04.23	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.24	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1 CAPACITY ISSUES FUND Purpose: To enable the council to fund one-off initiatives.	441	-	-172	269	-	-	269
2 INSURANCE FUND Purpose: To offset the costs of insurance excesses and fund insurance risk management initiatives.	83			83	30	-30	83
3 PROPERTY INVESTMENT RISK RESERVE Purpose: To offset future void rental periods in investment properties and provide for maintenance.	376	-	-	376	850	-	1226
4 BUSINESS RATES SMOOTHING RESERVE Purpose: This reserve is intended to smooth the impact of timing differences in the business rate system largely due to in-year changes to business rate reliefs .	1,766		-1240	526		-526	0

SCHEDULE OF EARMARKED RESERVES							
Reserve	Balance as at 01.04.23	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.24	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
7 LOCAL TAX INCOME GUARANTEE	60			60	-	-60	0
Purpose: The council received grant funding in 2020/21 towards the impact of council tax and business rates losses from the pandemic. However, due to the regulations governing the Collection Fund, the 2020/21 losses are due to be funded by the general fund over the next three years (2021/22-2023/24). This reserve will be used to offset losses over that period.							
8 WELLBEING GRANTS - EXIT COST RESERVE	68		-4	64			64
Purpose: This reserve holds grant monies to fund the exit cost of any grant funded posts at the end of the grant funded period..							
9 GRANTS & CONTRIBUTIONS HELD IN RESERVES *	914	-	-	914	-	-	914
Purpose: The reserve is used to hold grants or contributions which have been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date.							
10 GENERAL FUND WORKING BALANCE	1,051	-	-	1,051	200	-	1,251
11 PROJECTED OVERSPEND*			-200	-200			-200
TOTAL	4,759	0	-1,616	3,143	1,080	-616	3,607

PROPERTY ANALYSIS AND CALCULATION OF TAX BASE - 2024/25
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Properties	Band A -	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Dwellings	0.0	2,775.0	5,124.0	11,499.0	6,327.0	2,039.0	757.0	341.0	8.0	28,870.0
Less: Exemptions	0.0	-91.0	-86.0	-155.0	-102.0	-33.0	-8.0	-5.0	0.0	-480.0
	0.0	2,684.0	5,038.0	11,344.0	6,225.0	2,006.0	749.0	336.0	8.0	28,390.0
Disabled Relief Adjustment (net)	7.0	6.0	48.0	-8.0	-34.0	-12.0	0.0	-1.0	-6.0	0.0
Chargeable Dwellings	7.0	2,690.0	5,086.0	11,336.0	6,191.0	1,994.0	749.0	335.0	2.0	28,390.0
Broken down as follows:										
Full Charge	4.0	885.0	2,760.0	7,618.0	4,457.0	1,529.0	593.0	283.0	1.0	18,130.0
25% Discount (including adj for SP Dis)	3.0	1,778.0	2,277.0	3,698.0	1,727.0	460.0	151.0	46.0	0.0	10,140.0
50% Discount	0.0	1.0	3.0	12.0	4.0	2.0	5.0	6.0	0.0	33.0
0% Discount (Long Term Empty Homes)	0.0	137.0	159.0	100.0	54.0	13.0	4.0	1.0	1.0	469.0
Total Equivalent Number of Dwellings	6.3	2,272.85	4,568.2	10,405.5	5,757.3	1,878.0	708.8	320.5	2.0	25,838.5
Family annex adjustment	0.0	-20.2	-52.2	-10.0	-4.5	-4.0	0.0	0.0	0.0	-92.9
Total equivalent number of dwellings (after family annex)	6.3	2,224.8	4,463.0	10,395.5	5,752.8	1,874.0	708.8	320.5	4.0	25,745.6
Reduction in tax base due to Council Tax Support	1.5	591.1	760.3	860.3	222.7	32.8	4.2	0.6	0.0	2,473.4
Adjusted equivalent total dwellings	4.7	1,633.8	3,702.7	9,535.2	5,530.1	1,841.2	704.6	319.9	4.0	23,272.2

PROPERTY ANALYSIS AND CALCULATION OF TAX BASE - 2024/25										
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Properties	Band A -	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Band D Equivalents	2.6	1,099.5	2,908.3	8,519.8	5,563.1	2,329.3	1,017.0	532.3	2.0	21,973.9
Add: Forecast new homes	0.0	99.0	154.0	228.4	120.5	79.4	-0.7	-0.8	1.0	680.8
Less: Adjustments for Losses on Collection, and Void Properties	0.0	0.0	0.0	0.0	164.0	0.0	0.0	0.0	0.0	164.0
Less: Allowance for further increase in Council Tax Support Claims	0.0	15.7	23.7	30.6	9.0	1.6	0.2	0.0	0.0	80.8
Council Tax BASE	2.6	1,182.8	3,038.6	8,717.6	5,510.6	2,407.1	1,016.1	531.5	3.0	22,409.9

Cabinet Portfolio	Estimate 2023-2024	Estimate 2024-2025
The Leader	704,630	698,260
Environment & Leisure	3,364,830	3,317,150
Communities and Wellbeing	1,332,300	1,283,290
Adur Homes & Customer Services	1,887,080	2,034,130
Regeneration & Strategic Planning	2,028,950	1,923,660
Finance & Resources	681,210	1,008,190
Support Services Depreciation Not Charged To Services	268,270	224,490
Net Service Expenditure	10,267,270	10,489,170
Credit Back Depreciation / Impairments	(1,625,520)	(1,617,020)
Minimum Revenue Provision	1,969,970	2,029,730
	10,611,720	10,901,880
Transfer to / from Reserves	0	200,000
Investment in Services to be Approved	0	0
Total Budget Requirement before External Support from Government	10,611,720	11,101,880
Baseline Funding	(1,833,280)	(1,914,070)
Additional business rate income	(1,066,360)	(1,409,190)
Business Rates Prior Year Surplus/Deficit	0	94,000
Revenue Support Grant	(74,160)	(79,070)
Services Grant	(68,650)	(11,240)
Funding Guarantee	(226,630)	(446,930)
Appropriation from Reserves for Local Tax Guarantee Scheme	(59,010)	0
New Homes Bonus	(78,980)	(2,800)
Contribution to/ (from) Collection Fund	(96,960)	146,050
Amount required from Council Tax	(7,107,690)	(7,478,630)
Council Tax Base	21,937.3	22,409.9
Average Band D Council Tax - Adur District Council	324.00	333.72
% increase	2.00%	2.99%

The Leader Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Chief Executive		
Performance and Strategies	40,780	41,310
Director for Sustainability and Resources		
Democratic Services	435,010	438,290
Electoral Services	228,840	218,660
Total The Leader Portfolio	704,630	698,260

**The Leader Portfolio
Subjective Analysis**

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Chief Executive Performance and Strategies	0	0	0	0	40,000	0	0	40,000	1,310	0	41,310
Director for Sustainability and Resources Democratic Services	244,790	123,490	0	0	7,660	0	(15,600)	360,340	77,960	0	438,300
Electoral Services	7,000	91,770	2,160	0	60,030	0	(3,450)	157,510	59,110	2,030	218,650
Total The Leader Portfolio	251,790	215,260	2,160	0	107,690	0	(19,050)	557,850	138,380	2,030	698,260

Environment & Leisure Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Director for Housing and Communities		
Environmental Health - Housing	2,870	2,870
Director for Sustainability and Resources		
Bereavement Services	117,540	115,530
Public Health and Regulation	33,360	34,280
Abandoned Vehicles	5,850	5,850
Recycling	358,170	361,090
Refuse Collection & Waste Projects	601,120	591,540
Street Cleansing	659,090	680,400
Commercial Waste	(260,550)	(305,640)
Energy & Sustainability	193,170	300,790
Parking Services	(271,150)	(285,150)
Director for Place		
Parks and Open Spaces	1,049,270	994,070
Foreshores	23,820	5,330
Allotments	4,320	(390)
Leisure Strategic Support	539,320	489,480
Bus Shelters & Highways Liaison	66,700	68,670
Surveying & Design	234,190	247,530
Economic Development	7,740	10,900
Total Environment & Leisure Portfolio	3,364,830	3,317,150

Environment & Leisure Portfolio
Subjective Analysis

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Director for Housing and Communities											
Environmental Health - Housing	0	0	0	0	2,870	0	0	2,870	0	0	2,870
Director for Sustainability and Resources											
Bereavement Services	0	125,220	91,790	0	10,000	0	(232,490)	(5,480)	112,110	8,900	115,530
Public Health and Regulation	0	33,140	0	0	0	0	0	33,140	0	1,140	34,280
Abandoned Vehicles	0	0	0	0	5,850	0	0	5,850	0	0	5,850
Refuse & Recycling	0	308,780	0	0	0	0	0	308,780	0	52,310	361,090
Bulky Refuse & Waste Projects	0	349,140	0	0	0	0	0	349,140	150,840	91,560	591,540
Street Cleansing	0	793,750	0	0	0	0	(164,910)	628,840	0	51,560	680,400
Commercial Waste	0	224,240	0	0	384,060	0	(928,810)	(320,510)	0	14,870	(305,640)
Energy & Sustainability	0	85,080	80,400	0	135,310	0	0	300,790	0	0	300,790
Parking Services	0	29,080	97,970	0	131,160	57,800	(694,900)	(378,890)	78,040	15,700	(285,150)
Director for Place											
Parks and Open Spaces	0	32,550	734,900	0	47,270	0	(173,480)	641,240	148,800	204,030	994,070
Foreshores	0	39,330	12,780	0	45,010	0	(144,500)	(47,380)	18,350	34,360	5,330
Allotments	0	31,220	19,240	0	0	0	(53,860)	(3,400)	0	3,010	(390)
Leisure Strategic Support	0	8,620	82,670	0	4,150	48,000	(11,090)	132,350	16,310	340,820	489,480
Bus Shelters & Highways Liaison	0	0	37,990	0	7,170	0	(8,050)	37,110	16,310	15,250	68,670
Surveying & Design	0	6,290	176,920	0	120	0	(420)	182,910	9,170	55,450	247,530
Economic Development	52,370	0	0	8,270	15,550	0	(66,920)	9,270	0	1,630	10,900
Total Environment & Leisure Portfolio	52,370	2,066,440	1,334,660	8,270	788,520	105,800	(2,479,430)	1,876,630	549,930	890,590	3,317,150

Communities & Wellbeing Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Director for Housing and Communities		
Community Wellbeing	337,420	307,970
Community Safety	261,570	224,330
Director for Sustainability and Resources		
Public Health and Regulation	666,370	680,570
Emergency Planning	29,650	32,290
Director for Place		
Street Lighting	37,300	38,130
Total Communities & Wellbeing Portfolio	1,332,310	1,283,290

Communities & Wellbeing Portfolio
Subjective Analysis

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Director for Housing and Communities											
Community Wellbeing	0	59,740	890	0	169,930	0	0	230,560	74,690	2,720	307,970
Community Safety	0	98,830	1,510	0	8,820	0	0	109,160	115,170	0	224,330
Director for Sustainability and Resources											
Public Health and Regulation	9,090	461,210	0	0	27,380	0	(147,690)	349,990	322,710	7,870	680,570
Emergency Planning	0	5,590	0	0	0	0	0	5,590	26,700	0	32,290
Director for Place											
Street Lighting	0	0	9,150	0	8,770	0	0	17,920	10,190	10,020	38,130
Total Communities & Wellbeing Portfolio	9,090	625,370	11,550	0	214,900	0	(147,690)	713,220	549,460	20,610	1,283,290

Adur Homes & Customer Services Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Director for Housing and Communities		
Community Alarms	(58,150)	(80,680)
Housing Needs	1,330,610	1,461,680
Environmental Health - Housing	62,420	65,520
Home Improvement Assistance	61,160	60,570
Benefits	147,130	160,120
Revenues	343,910	366,920
Total Adur Homes & Customer Services Portfolio	1,887,080	2,034,130

Adur Homes & Customer Services Portfolio
Subjective Analysis

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Director for Housing and Communities											
Community Alarms	138,730	18,740	0	5,340	68,940	0	(386,140)	(154,390)	60,130	13,580	(80,680)
Housing Needs	0	315,520	275,340	440	1,763,920	65,000	(1,258,810)	1,161,410	272,620	27,650	1,461,680
Environmental Health - Housing	0	63,510	0	0	2,010	0	0	65,520	0	0	65,520
Home Improvement Assistance	0	82,700	0	0	0	0	(62,520)	20,180	40,400	0	60,580
Benefits	0	351,140	0	0	11,845,820	0	(12,202,030)	(5,070)	138,210	26,970	160,110
Revenues	0	310,460	0	0	130,190	0	(156,280)	284,370	82,550	0	366,920
Total Adur Homes & Customer Services Portfolio	138,730	1,142,070	275,340	5,780	13,810,880	65,000	(14,065,780)	1,372,020	593,910	68,200	2,034,130

Regeneration & Strategic Planning Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Director for Place		
Building Control	151,810	150,110
Coast Protection and Ditch Clearance	118,210	119,920
Planning Policy	551,400	496,550
Development Management	625,050	612,970
Head of Place & Economy	12,340	12,160
Economic Development	341,450	376,160
Tourism and Events	63,570	50,310
Grants - Director for Place	165,120	105,480
Total Regeneration & Strategic Planning Portfolio	2,028,950	1,923,660

Regeneration & Strategic Planning Portfolio
Subjective Analysis

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Director for Place											
Building Control	0	251,560	0	0	0	0	(268,590)	(17,030)	167,140	0	150,110
Coast Protection and Ditch Clearance	0	3,060	4,690	0	5,820	0	0	13,570	26,130	80,220	119,920
Planning Policy	0	203,460	0	0	117,790	0	0	321,250	175,300	0	496,550
Development Management	0	633,840	0	0	6,520	5,380	(352,790)	292,950	320,020	0	612,970
Head of Place & Economy	0	0	0	0	10,340	0	0	10,340	0	1,820	12,160
Economic Development	78,110	152,800	0	0	45,970	0	(53,650)	223,230	134,530	18,400	376,160
Tourism and Events	0	43,750	0	0	6,560	0	0	50,310	0	0	50,310
Grants - Director for Place	60,640	0	0	0	0	0	0	60,640	44,840	0	105,480
Total Regeneration & Strategic Planning Portfolio	138,750	1,288,470	4,690	0	193,000	5,380	(675,030)	955,260	867,960	100,440	1,923,660

Finance & Resources Portfolio

Service	Estimate 2023-2024	Estimate 2024-2025
Director for Housing and Communities		
Revenues	(16,080)	(21,480)
Director for Sustainability and Resources		
Corporate Management	2,445,240	2,508,340
Treasury Management	2,544,580	2,641,660
Director for Place		
Land Charges	(43,510)	(42,970)
Other Buildings	86,130	94,840
Surveying & Design	40	40
Estates	(249,610)	(224,770)
Property Investment	(4,085,580)	(3,947,470)
Total Finance & Resources Portfolio	681,210	1,008,190

**Finance & Resources Portfolio
Subjective Analysis**

Service	Employees	Service Recharges from Joint	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget Total	Central Support Recharges from Joint	Capital Charges	TOTAL BUDGET
Director for Housing and Communities											
Revenues	0	88,200	0	0	7,070	0	(116,750)	(21,480)	0	0	(21,480)
Director for Sustainability and Resources											
Corporate Management	959,500	492,470	240,600	0	777,710	0	(420,330)	2,049,950	405,240	53,150	2,508,340
Treasury Management	0	0	0	0	3,003,730	0	(363,380)	2,640,350	1,310	0	2,641,660
Director for Place											
Land Charges	0	34,600	0	0	20,200	0	(132,420)	(77,620)	34,650	0	(42,970)
Other Buildings	0	0	74,040	0	4,230	0	(4,050)	74,220	5,470	15,150	94,840
Surveying & Design	0	0	40	0	0	0	0	40	0	0	40
Estates	0	18,960	152,650	0	15,240	0	(623,200)	(436,350)	97,840	113,740	(224,770)
Property Investment	0	0	127,730	0	0	0	(4,191,080)	(4,063,350)	0	115,880	(3,947,470)
Total Finance & Resources Portfolio	959,500	634,230	595,060	0	3,828,180	0	(5,851,210)	165,760	544,510	297,920	1,008,190



ADUR DISTRICT
COUNCIL

Key Decision [Yes/No]

Ward(s) Affected: All

Investing in our Places - Capital Programme 2024/25 to 2026/27

Report by the Director for Digital, Sustainability and Resources

Executive Summary

1. Purpose

1.1 This report recommends the investment programmes for Adur District Council which supports both the strategic ambition of the Council, and the vital regular investment toward the upkeep and improvement of our public assets and the delivery of services.

1.2 Members are now asked to approve the new schemes for 2024/25. This report recommends:

- the schemes for inclusion in the overall Capital Investment Programmes for 2024/25; and
- an indicative list of schemes for 2025/26 which will be confirmed next year.

1.3 The report also informs the Cabinet of the resources available for future capital investment, and updates Members about the financing of the proposed programmes.

1.4 The following appendices have been attached to this report:

- (i) **Appendix 1** 2023/24 Budgets reprofiled to 2024/25 for scheme delivery in 2024/25;
- (ii) **Appendix 2** New schemes to be included in 2024/25 Capital Investment Programme including the share of the Joint Strategic Committee programme;
- (iii) **Appendix 3** Full Adur District Council capital investment programme for 2023/24 - 2026/27
- (iv) **Appendix 4** Partnership capital investment programme for 2024/25 - 2026/27

2. Recommendations

2.1 The Cabinet is recommended to:

- (a) Consider the General Fund Capital Investment Programmes for 2024/25 and confirm the schemes to be included as detailed in Appendix 2 and 3;
- (b) Recommend the full programme detailed at Appendix 3 for approval by Adur District Council on the 22nd February 2024;

3. Context

3.1 The development of the capital programme is guided by the Capital Strategy which outlines the level of resources available and sets the framework for the approval and delivery of the programme. The Adur and Worthing Capital Strategy 2024 - 27 was updated and agreed by the Joint Strategic Committee (JSC) on 11th July 2023. The financial impact of the proposed Capital Investment Programme was set out in the outline 5 year forecast included in the “Developing a revenue budget for 2024/25 in difficult economic conditions” report which was agreed by the JSC on 11th July 2023.

3.2 The Capital and Budget Strategies set out the following:

- (a) A maximum level of funding available per year for the next 5 years to fund new General Fund schemes was to be limited to £1.0m in 2024/25;
- (b) £10.08m was to be invested into the Housing Investment Programme in 2024/25 which excludes any new developments which can be justified on a self-funding basis.
- (c) The Budget Strategy highlighted concerns about affordability in the medium term. Members of the Council were made aware that the number, age and condition of the Council’s assets continue to be a cause for concern. The funding of the programmes is to consist of prudential borrowing, capital grants, revenue/reserve funding and capital receipts.
- (d) Additional capital expenditure will only be agreed where additional funding from capital grants, contributions, earmarked receipts, approved additional prudential borrowing or use of reserves has been secured.

3.3 The Capital Strategy agreed in July 2023 confirmed the approach to setting the capital investment programme. The strategy confirmed the following resource allocations for 2024/25:

- £400,000 set aside for partnership schemes principally to fund the planned vehicle and equipment replacements.
- £164,500 set aside for the delivery of the digital strategy.

- The Strategic Property Investment Fund to remain capped at an overall investment amount of £150m of which £43m remains. This can only be used to fund projects which support the wellbeing, affordable housing development and economic regeneration of the area.

3.4 As the July 2023 Capital Strategy explained, the top slicing of the capital programmes in each year to ensure funding for key strategic issues such as ICT and the other partnership programmes will mean that, of the overall resources available in 2024/25, only £435,500 of resources would remain for other schemes.

4. Supporting the delivery of the Council's priorities

4.1 Included within the proposed programmes for 2024/25 - 2025/26 are a number of programmes of work which will deliver the Council's priorities as set out in 'Our Plan'. The paragraphs below highlight those schemes which are of significant importance in delivering our priorities over the next two years.

4.2 Mission - Thriving People

There are several schemes included within the programme which will support both improved housing and community facilities. Highlights include the following planned investments:

- Small Sites Programme Phase 2 (£8,253,330)
Completion of 19 new homes across 5 underused garage sites is expected in 2023/24. These projects have been completed on time and to budget by local contractors, and to elevated standards of quality and specification, and will support net income of around £35,000 in the first year of occupation. Following these successes, the next phase of the housing programme to replace old under-used garages to build new homes for the community will continue on two new sites. 16 homes will be built as part of the Council's house building commitments
- Improvements to Council Homes (£20,995,750)
The programme is part of the Council's long term commitment to accelerate the improvement of the quality of local homes. There is a significant and continued focus around our compliance and health and safety work, including asbestos management, electrical safety, lift servicing, fire safety, gas safety and inner rooms. We are also responding to findings from the Regulator of Social Housing and are prioritising works to bring the dwellings up to decent homes standards.
- South Street Housing Development (£2,171,750)

New housing for temporary or emergency housing is to be developed on the old car park site of South Street in Lancing. This will contribute 8 units to the Council's stock.

- Temporary and Emergency accommodation (£1,984,340)
An unallocated budget is available to purchase land and buildings that could be used to provide high quality local temporary and emergency accommodation. Suitable sites within the Adur area are actively reviewed to ensure suitable developments can be identified and developed.
- Eastbrook Community Centre (£760,000)
Refurbishments and renewals are required for the centre to enhance it as a resource for local residents. Development of modular buildings will enable services for youth intervention delivery and will be facilitated by a grant from the Youth Investment Fund.
- Lancing Manor Leisure Centre (£449,400)
Replacement cladding and glazing are included in the programme. This will reduce the risk of water penetration and any resultant damage. Investing in the leisure centre will help to ensure that it is able to provide a warm and welcoming environment for residents and will improve energy efficiency with a beneficial impact on fuel costs.
- Asset and Tenancy Integrated Management System (£350,000)
The new system will carry out landlord functions for the Council, improve management and improve the service for our tenants. This system will provide efficiencies and support staff to deliver the service.
- Southwick Football Club (£300,000)

Since the Council agreed to grant a lease to the Russell Martin Foundation (RMF), considerable progress has been made on a project that will see the RMF team based in new facilities at the ground. The old clubhouse has been demolished and planning permission granted for a new facility that will allow RMF to provide community wellbeing services alongside its core football offer.

£300k from the Adur Capital Programme will be matched by RMF as part of a bid to the Football Foundation for £1.2m; all of which would go toward building the new facilities. RMF will raise an additional £200k and it is likely that the Council will need to commit a further £200k from a blend of next year's capital programme (2025/26) and/or Section 106 monies identified as part of development at the nearby Western Harbour Arm.

- Public Convenience improvement (£140,000)

A rolling programme of refurbishment for public conveniences. Works will improve the quality and accessibility in a number of locations, improving standards for residents and visitors to the area.

4.3 Mission - Thriving Places.

The following investments are planned to project and improve our local areas:

- Shoreham Harbour Walls Project (£1,500,000)

Flood protection measures are being delivered to protect homes and business in Shoreham from potential flooding through the installation of new sea defences and improved drainage for the areas most at threat.

- Parks improvement programme

The programme includes provision for works to improve parks and open spaces over the next two years to complement a number of initiatives that are already underway.

Buckingham Park represents a significant opportunity. The Council are planning to invest in a new pavilion within the park to serve the local community. The proposal was agreed at the JSC on 7th November 2023, however further reports will be forthcoming as this scheme progresses through detailed design, planning and finally construction.

Shadwells Park play area, funded from Section 106 contributions, is currently being tendered with onsite works being planned from spring 2024 onwards.

In addition, the Council is currently undertaking a strategic review of all playgrounds to ensure a fair distribution across Adur. The play area at Mile Oak Road has currently been identified as the next priority.

	2024/25 Approved
Adur	£'000
Play area improvements	365
Parks and Asset improvements	100
Buckingham Park Pavilion	1,650
	2,115

- Vehicular Incursion Prevention (£88,000)

Enhanced security and boundaries will be installed to prevent any unauthorised use of recreation grounds, helping to maintain and keep them in the condition local residents expect.

4.4 **Mission - Thriving Environment**

- Corporate Buildings - Decarbonisation schemes (£498,000)
A budget has been ring-fenced for invest to save schemes that will reduce the Council's carbon output whilst saving money. Schemes for this project are still to be identified and will be put to the Council.
- Adur Homes Heating and Energy Efficiency schemes (£660,000)
Replacement heating will be provided to selected dwellings. Improvements include improved insulation and replacement of inefficient boilers. Work is being done to quantify the energy performance of current Adur Homes stock that will enable future bids to the Social Housing Decarbonisation Fund to be considered.

4.5 **Mission - Thriving Economy**

The Council plans to invest in the town centres to provide welcoming places for our residents:

- Public Space improvements
Public space and landscaping improvements are included to enhance village and town shopping areas. It should be noted of the significant investment made by West Sussex County Council (under the Growth Deal arrangement) and the Council into Southwick Square. This scheme was delivered in 2023 and has provided Southwick with a contemporary and practical design. Public realm interventions continue to be assessed in other areas across Adur to improve safety and appearance. These are also delivered in partnership with West Sussex County Council to enhance these areas.

4.6 **Good foundations**

Investments are planned to improve how we work across all of the services delivered by the Council:

- Commerce Way (£320,000)
Refurbishment and renewals are required at the commerce way office to ensure staff can work in safe, suitable surroundings. Improvements to the office will show the Council's commitment to staff wellbeing and provide the facilities required to provide services to the local community and businesses.
- Corporate IT - Hardware and infrastructure replacement programme (£76,200)
Our hardware and infrastructure will continue to be modernised to ensure resilience,

reduce risks to business continuity and help mitigate against cyber security risks. The hardware budget also covers investment in our future data centre, which will have a significantly reduced footprint, and replacement equipment including laptops, PCs, and monitors used by staff.

- Digital Cyber Security (£71,980)

Purchases of new security software and training for staff to ensure information is protected from outside threats and meet with the Council's commitments to data protection.

- Housing Needs System (£66,000)

The replacement system will manage the homelessness function following the end of the current partnership with Brighton and Hove City Council. The system will have improved functionality, provide data for reporting and improve the current service.

5. Resourcing the programme:

5.1 There are two influences on the overall size of the capital programmes, namely:

- (i) the level of available capital resources to fund the programmes;
- (ii) the extent to which the revenue consequences of the programmes in terms of the cost of borrowing, lost investment income and any associated running costs can be accommodated within the revenue budget.

5.2 The financial position for Adur District Council remains challenging over the next five years. The need to invest in existing assets, as well as provide for partnership working and deliver significant projects set out in 'Our Plan', means the Council will need to sustain relatively modest programmes as outlined in paragraph 3.2 for the foreseeable future. However, the programmes are under pressure due to the age and condition of many of our assets. Nevertheless, the need to increase the level of investment has to be balanced against the difficult financial position of the Council.

5.3 There is little change in the method of financing the programmes planned over the next 3 years. In addition, the Council has approved a 'Strategic Property Investment Fund' which is an invest to save provision and specific investments which meet the criteria of the fund and support our local communities will be funded through prudential borrowing.

5.4 The proposed programme assumes a phased use of the available prudential borrowing, capital receipts, reserves and the Major Repairs Reserve for Adur Homes which is generated from the depreciation set aside on an annual basis. These are discussed in more detail below:

5.5 Usable Capital Receipts derived from the sale of assets

- 5.5.1 Usable capital receipts are generated through the sale of council owned assets. The Council actively looks for opportunities to increase the available receipts. This forms part of our budget strategy as the generation of additional receipts will enable the Council to reduce the cost of financing the capital programme.
- 5.5.2 In the past, the main source of capital receipts for Adur District Council has come from council housing sales which are used to support the HRA Investment Programmes. However, the sale of Adur Civic Centre will lead to a substantial capital receipt.
- 5.5.3 Adur District Council has signed up to the Department for Levelling Up, Housing & Communities agreement allowing 100% of Right to Buy (RTB) receipts to be retained to finance new affordable homes within the Adur area. However, the receipt can only provide 40% of the cost of any new build which means that the remaining 60% has to be financed from other sources, including borrowing. The previous condition of being able to retain capital receipts arising from RTB sales was that they must be spent within a 3 year time limit, although this has been temporarily suspended in the light of the COVID-19 emergency. Receipts have to be returned if we cannot allocate the receipts to any new homes. Properties may be built by Adur Homes or another Registered Provider. These receipts have been allocated to support the HRA development programme.
- 5.5.4 Other Housing Revenue Account property or land sales fall outside the requirements of RTB receipts and may be retained by the Council provided it is spent on affordable housing, regeneration, or reducing the Housing Revenue Account debt.
- 5.5.5 Whilst the revenue implication of using any capital receipts is by no means as much as those incurred by borrowing, this is by no means a 'free' source of funding. The annual revenue costs of using £1m of capital receipts are as follows:-

	Year 1 £	Year 2 £
Interest at say 4.5% (current average return on investments)	22,500	45,000

However, the use of these resources avoids the need to use more expensive forms of financing such as borrowing.

In the past capital receipts have been a major source of funding for the Council's capital programmes. Members will be aware that the Council now has only limited access to capital receipts as:

- a) The Council does not own large tracts of land that can be easily disposed of when capital receipts are needed. Indeed, any such tracts of land may give the Council the opportunity to either directly or indirectly improve the supply of affordable housing. There are some disposals which are currently taking place and which could be made available in time, but these are unlikely to meet all the investment needs of the Council in the immediate future;
- b) There are very few other options for future disposals of operational assets, owned by either council, without service provision implications;
- c) Any benefits that might accrue from the sale of non-operational assets, such as the commercial properties, will be largely negated by the loss of significant rental and lease income. Consequently, the disposal of such assets can only be undertaken when there is a clear business case to justify such an action;

5.5.6 In addition, due to the pressure on the reserves, some of the receipts generated in the period 2016 - 2023 have been set aside to fund the costs associated with delivering the savings necessary to balance the revenue budget.

5.5.7 In light of the budget strategy and the limitations on generating additional capital receipts, the estimated balance of capital receipts to fund the 2024/25 and 2025/26 Capital Investment Programmes will be:

Adur District Council		Balance at 1st April £'000	* Receipts Generated £'000	Planned Use £'000	Balance at 31st March £'000
2024/25	General	3,000	2,500	(500)	5,000
	Ring-fenced				
	- HRA	2481	500	(1,900)	1081
	- General Fund	220	150	(370)	0
	Total	5,701	3,150	(2,770)	6,081
2025/26	General	5,000	-	(500)	4,500
	Ring-fenced				
	- HRA	1081	500	(800)	781
	- General Fund	0	50	(50)	0
	Total	6,081	550	(1350)	5,281

The lack of capital receipts as a source of funding is a problem for the Council. It is inevitable that the Council will need to borrow to sustain the capital programme with inevitable higher revenue consequences as a result.

5.6 Prudential Borrowing

5.6.1 The Prudential Code generally gives an unlimited ability to borrow, provided it is 'affordable, sustainable and prudent'. In practical terms the amount of the borrowing is inhibited by the impact of the associated revenue consequences on the revenue budget and on council tax.

5.6.2 Since the removal of the debt cap for the Housing Revenue Account, the position for the HRA has been similar to the General Fund. The limitation on any future borrowing will be the affordability of the revenue consequences of the borrowing for the HRA.

5.6.3 Whilst, the HRA has the option to make a voluntary revenue provision (VRP) for the repayment of debt, at the moment, this option is not being exercised due to the financial position of the HRA. This will be reassessed once the HRA has addressed the current deficit. The repayment of debt can also be funded from the depreciation which is set aside into the Major Repairs Reserve (see 5.7.1 below).

5.6.4 The annual revenue costs of each additional £1m of Prudential Code borrowing are estimated to be as follows:-

	Year 1 £	Year 2 £
Principal repayment based on the annuity method *	0	53,770
Interest at say 4.5%	22,500	45,000
Total costs	17,500	88,770

* The Council has a policy of repaying any debt over the life of the asset acquired. On average the assets funded will have a life of 15 years which is equivalent to a 8.9% revenue provision each year.

MRP= Minimum Revenue Provision – the amount of loan that has to be repaid each year, notionally this is the amount set aside to repay debts which have accumulated to finance schemes.

5.7 Adur Housing Revenue Account - Major Repairs Reserve contribution

5.7.1 The Council is allowed to set-aside amounts into a Major Repairs Reserve, equivalent to at least the annual depreciation charge for the housing stock made to the Housing Revenue Account. This can be used to fund the repayment of debt or to finance new capital expenditure. The major repairs allowance calculation for 2024/25 is initially estimated at £11.04m which will be used to finance the capital programme.

5.7.2 New capital expenditure on housing will be financed from direct revenue contributions, capital receipts, the Major Repairs Reserve or from Prudential Borrowing. Any new borrowing will require amounts to be set aside from the Major Repairs Reserve for repayment of debt.

5.8 Revenue Contributions and Reserves

5.8.1 The HRA has a 'New Acquisition and Development' reserve specifically to fund initiatives to increase the supply of affordable housing.

5.9 Capital Grants and other external funding

5.9.1 The following capital grants and other contributions are expected and have been taken into account within the overall resources for the 2024/25 capital programmes:

Adur District Council External Funding

	£
Brownfield Land Release Fund	115,874
Disabled Facilities Grant (Better Care Fund)	375,000
West Sussex County Council Public Realms Grant	1,400,000

5.9.2 Disabled Facilities grants are mandatory and each council has to approve all eligible grants. All approvals are for 12 months and works can be undertaken at any time in this period. Any unspent grant can be carried forward to future years to fund outstanding grant commitments at 31st March.

6. Draft Programmes

General Fund Programme

6.1 The 2025/26 and 2026/27 draft General Fund programmes are attached at Appendix 2 and 3 which also includes the proposed changes to the 2024/25 programme. The indicative programmes have been prepared on the basis of the agreed guidelines and the estimated

resources. Each scheme has been scored using the priority scoring system devised under the Capital Strategy, producing a balanced programme in accordance with the overall available funding. At this stage, the schemes recommended for inclusion 2025/26 are indicative only and will be reassessed next year.

6.2 Members are asked to consider the proposed programmes. Members can remove schemes if they consider that they should not be supported at this time or add schemes which merit support provided that the overall programme remains affordable. Additional information is provided below on the proposed invest to save schemes and other issues which members should be aware of when considering the overall programme.

6.3 **Invest to save schemes**

The Council will consider 'invest to save' capital proposals which produce revenue savings that exceed the cost of borrowing by at least 10% over the life of the investment. The following schemes are included in the capital programme. Funding will be released on presentation of a business case to the Executive Member.

(i) **Empty Properties**

This scheme has been funded from New Homes Bonus. However, the future of the New Homes Bonus is uncertain and it may cease to be paid to the Council and is due to be fundamentally reformed. Consequently, this scheme will be funded in future from the repayment of empty property grants and loans. The effectiveness of the scheme is reviewed annually.

The Council will continue to build on the working relationship with the nominated private sector letting agent that we are currently in partnership with to manage our guaranteed rent scheme. There has been a growing number of empty home owners interested in the schemes and new approaches continue to be sought to promote the funding to empty property owners. Increasing the supply of private sector rental properties available at Local Housing Allowance levels remains a key objective.

Close working with our legal team to develop and finalise the Enforced Sales Procedure is nearing fruition which will allow us to proceed with the sale of three long term empty properties, we anticipate using this procedure on further properties in the future.

The Council will continue to focus on achieving the objectives set out in the Empty Property Strategy and working with partners in the charitable sector as well as individual empty property owners to increase the supply of affordable housing as these properties are let at social rents.

The success of this initiative will be monitored.

(ii) **Strategic Property Investment Fund**

The Council has committed to investing in commercial property and other income generating assets which support the Council's economic regeneration ambitions, carbon reduction initiatives or supports improvements to the supply of housing. The intention is to provide long term assets that both support the delivery of the Council's corporate strategy and produce a long term sustainable income for the Council which will fund the borrowing consequences of the investment and support the future aspirations of the Council. The investment in such property is governed by the Commercial Property Investment Strategy which was approved by the Joint Strategic Committee on the 30th March 2021.

To enable this objective to be met, as part of the Capital Strategy, the Council has set aside funding for a Strategic Property Investment Fund. Each investment should generate income which exceeds the potential borrowing costs associated with the purchase or development of the new property.

Whilst under the constitution the Head of Major Projects has the delegated authority to purchase property provided that a budget exists; given the nature of these investments, each individual development proposal is the subject of a business case which is approved by the relevant Leader and Executive Member of Resources.

(iii) Temporary accommodation

The cost of temporary and emergency accommodation has been escalating. In response to this, the Council has created a budget to purchase temporary accommodation for residents who the Council has a duty to house temporarily. Each proposal is assessed for financial and operational viability before a business case is approved by the Executive Member.

6.4 **Adur Housing Investment Programme**

6.4.1 The estimated resources available to fund the 2024/25 - 2026/27 HRA Investment Programme are sufficient to fund all the schemes detailed in Appendix 3.

6.4.2 The first priority for the programme is the safety of tenants and the continued maintenance of council homes to address issues arising from the condition survey.

6.5 **Overall**

The following assumptions have been used in preparing the draft programmes:

- (a) Maximise use of external funding where possible.
- (b) Continuation of Specific Grant Aided Funding for Mandatory Disabled Facilities Grants.

- (c) The proposed Capital Programme includes a number of the larger planned maintenance schemes. Only schemes which meet the criteria for capital funding are included.

6.6 The following tables are a summary of total resources used to fund the new schemes included in the draft programmes for 2024/25, 2025/26 and 2026/27.

Programme Year	Revenue Contributions and Reserves £	Major Repairs Reserve £	Capital Grants and Contributions £	Usable Capital Receipts £	Borrowing £	TOTAL £
2024/25						
General Fund	-	-	675	-	2,650	3,325
HRA	-	3,500	-	-	6,580	10,080
Total	-	3,500	675	-	9,230	13,405
2025/26						
General Fund	95	-	462	550	2,255	3,362
HRA	-	3,500	-	800	5,780	10,080
Total	95	3,500	462	1,350	8,035	13,442
2026/27						
General Fund	95	-	462	500	4,853	5,910
HRA	-	3,500	-	300	6,280	10,080
Total	95	3,500	462	800	11,133	15,990
Overall total						
General Fund	190	-	1,599	1,050	10,058	12,597
HRA	-	10,500	-	1,100	18,640	30,240
TOTAL	190	10,500	1,599	2,150	28,398	42,837

6.7 Members will note that the total planned new spending for 2024/25, 2025/26 and 2026/27 is £42,837,000. The table above indicates how this proposed programme will be financed.

7. Revenue Implications

7.1 The revenue implications (excluding the revenue impact of financing the Capital Investment Programme) of all the capital projects in the draft programmes are shown in the last column of Appendices 2 and 3. An assessment of the revenue implications of the planned programme has already been built into the Medium Term Financial Plan. This has already been recognised as a genuine expenditure within the overall revenue budget. There is, of course, no obligation to spend merely because resources are available. In considering the merits of any capital investment proposal, the opportunity cost of using the resources, the revenue cost associated with any borrowing and the interest earnings foregone by utilising capital receipts and reserves, require full consideration.

7.2 The full year revenue impact of financing the capital programme is shown below:-

Adur District Council

Programme Year	Revenue Impact		Cumulative		Full-Year Impact in
	General Fund £	HRA £	General Fund £	HRA £	
2024/25	530,955	1,430,583	530,955	1,430,583	2025/26
2025/26	121,941	442,760	652,896	1,873,343	2026/27
2026/27	196,161	387,760	849,057	2,261,103	2027/28

The above figures do not include any other direct revenue implications, which could be either positive or negative, depending on the particular schemes. The draft programmes show the other ongoing annual running costs of servicing and maintaining the proposed schemes and savings generated from the capital investment which will be included within the revenue budget.

8. Prudential Indicators

8.1 The statutory framework for the Prudential System is set out in Chapter 1 of the Local Government Act 2003 and in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended. The framework incorporates four statutory codes. These are:

- The Prudential Code prepared by CIPFA
- The Treasury Management Code prepared by CIPFA
- The Statutory Guidance on Local Authority Investments prepared by MHCLG
- The Statutory Guidance on Minimum Revenue Provision prepared by DCLG

8.2 Part of the core process for the Prudential Code is for Members to set Prudential Indicators as detailed in the Prudential Code against which the performance of the Capital Investment Programme and Treasury Management can be measured and monitored throughout the year. These indicators will be calculated once the programme has been fixed and reported to the Cabinet and Council as part of the annual Revenue Budget report.

9.0 Engagement and Communication

9.1 The development of the programme is the subject of extensive internal consultation with Officers.

9.2 Members were consulted on the capital bids to be included in the draft programmes. Their comments are included in this report. The final recommendations for the capital programmes will be made to Adur District Council on the 7th February 2023.

9.3 Individual programmes of work, for example the design of playgrounds, will be the subject of consultation with local communities where appropriate to ensure that they meet local needs

10.0 Conclusion

10.1 The overall financial position of the Council dictates that there be only limited revenue resources allocated to fund the cost of financing the capital programme. Consequently the overall size of the core programme is relatively modest at £1m for Adur District Council and £10.8m for Adur Homes which this year has been increased to accommodate projects which need to be urgently progressed.

10.2 The Council has insufficient capital resources available to meet all of the identified demands for capital investment for 2024/25, 2025/26, and 2026/27. Where schemes are unable to be delayed due to pressing maintenance requirements, these have been recommended for inclusion. However, some schemes must remain on the respective Reserve List. This is a particular challenge for the maintenance of Adur Homes housing stock where there are a number of maintenance priorities that are being addressed with initial priority being given to fire safety and health and safety.

10.3 An implication of the necessary restriction in capital investment will be the need for strict cost management when addressing the maintenance needs of the Council's assets. As addressed in 10.2 maintenance schemes deemed critical have been recommended. In 2024/25 and future years the Council will need to continue to critically analyse its needs both in terms of assets required to support service delivery, and its ability to meet the cost of maintenance needs across its estates.

10.4 The continuing constraints on the availability of capital resources in the medium to long term and the direct impact on the revenue budget leaves little room for manoeuvre. Work needs to commence now to ensure sufficient resources are available to the Council to provide adequate funds for financing the respective Capital Investment Programmes from 2025/26 onwards. In any event, the revenue consequences of spending scarce resources must always be borne in mind in judging the merits of any capital investment proposal.

11. Financial Implications

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

11.2 The final programme is higher than the £1m approved as part of the capital strategy. The addition of the £1,650,000 Buckingham Park project, can be accommodated within the revenue budget as detailed elsewhere on the agenda.

12. Legal Implications

12.1 Part 1 of the Local Government Act, 2003 sets out the framework for capital finance and expenditure.

12.2 The Local Government (Capital Finance and Accounting) (England) Regulations 2003 provide more detailed requirements.

12.3 Section 111 of the Local Government Act, 1972 allows the Council to do anything which is intended to facilitate or is conducive to or ancillary to any of its functions.

12.4 The Local Government Act 2003, Sections 16(2)(b) and 20: Treatment of costs as capital expenditure allows the Council to use any capital receipts generated in 2022/23 - 2024/25 to fund revenue expenditure which will generate an on-going saving via a direction from the Secretary of State which was issued on 2nd August 2022 subject to a limitation on the type of departure costs which can be funded. Departure costs are restricted to statutory payments only, any enhancement must be funded from within the Council's revenue resources.

Background Papers

- CIPFA Prudential Code for Capital Finance in Local Government
- Investing for our future - Capital Strategy 2024-27 – Report to Joint Strategic Committee on 11th July 2023
- Developing a revenue budget for 2023/24 in difficult economic circumstances – Report to Joint Strategic Committee on 11th July 2023
- 2nd Capital Investment Programme and Projects Monitoring 2023/24 – Report to Adur Joint Strategic Sub-Committee on 7th December 2023

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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

Individual schemes within the three proposed capital programmes have been subjected to equalities impact assessment. Schemes which have a positive impact on equalities include:

- Affordable housing schemes – Schemes are targeted at the most vulnerable;
- Disability Discrimination Act - Works to improve accessibility of Council buildings;
- Disabled Facilities Grants – Improvements and adaptations to private housing to meet specific needs;
- Home Repair Assistance Grants – Grants to enable those in need to stay in their homes;
- Resurfacing of hard surfaces – Provides an improved surface for wheelchair users and other people with reduced mobility;
- Parks – Replacement of play area and outdoor fitness equipment which is designed to be more accessible and inclusive;
- ICT Hardware Replacement Programme – Provision of special keyboards and screens where required;
- Empty Property Grants – Increase the supply of affordable housing in the locality.
- Public Conveniences – Upgraded and new facilities include DDA improvements and facilities.

There will be no negative equalities and diversity outcomes arising from the proposed programmes.

SUSTAINABILITY AND RISK ASSESSMENT

2. SOCIAL

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 - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
1. Schemes in Progress where the completion has been delayed beyond 31st March 2024		
Adur Homes Capital Investment Programme		
Albion Street	400,000	A new contractor has been tendered. Phase 1 to complete the structure has begun and will
Asbestos Management	150,000	The capital schedule has been revised as part of the dialogue with the regulator and Adur Homes. Budget reprofiled in line with anticipated expenditure.
Building Services - replacement Vehicle	48,000	Currently out for pricing, delivery expected in 2024/25.
Capital Works on Empty Properties	950,000	The capital schedule has been revised as part of the dialogue with the regulator and Adur Homes. Budget reprofiled in line with anticipated expenditure.
Decarbonisation schemes - Adur Homes	100,000	Invest to Save budget. No schemes have been identified. Budget profiled for future demand.
Development of Properties	8,253,330	i) Small Sites Programme - Construction expected to begin on a number of sites. Some sites to begin in 2024/25. Budget reprofiled in line with anticipated expenditure.
Electrical Safety Works	600,000	Electrical safety works to be combined with upgrades in the next year. Revised works schedules have been arranged for the new year.
External Structural Works	5,270,000	The capital schedule has been revised as part of the dialogue with the regulator and Adur Homes. Budget reprofiled in line with anticipated expenditure.
Fire Safety Works	2,650,000	Delivery of the fire safety works will progress in 24/25. Delays have occurred due to quality concerns with the original fire door contractor.
Professional and Consultancy Fees	1,007,750	The capital schedule has been revised as part of the dialogue with the regulator and Adur Homes. Budget reprofiled in line with anticipated expenditure.
Stock Condition Surveys	240,000	The capital schedule has been revised as part of the dialogue with the regulator and Adur Homes. Budget reprofiled in line with anticipated expenditure.



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
1. Schemes in Progress where the completion has been delayed beyond 31st March 2024		
General Fund Schemes		
Asbestos Surveys and Remediation Works	110,000	Some reactive work has been carried out in 2023. Technical services are focused on delivering higher priority projects and anticipate further work in 24/25. Budget profiled for future demand.
Commerce Way - Replacement floor coverings	100,000	Some reactive work has been carried out in 2023. Technical services are focused on delivering higher priority projects and anticipate this project will begin in 2024/25
Commerce Way - Replacement roof covering	150,000	Project out to tender in February. Works to be on site in April. Budget reprofiled in line with anticipated expenditure.
Commerce Way - Upgrade of male showeres	35,000	Project out to tender in January. Works will roll into the new financial year.
Corporate Hardware and Infrastructure	28,200	Fewer equipment replacements have been requested this year. Budget reprofiled in line with replacement equipment schedule.
Cemeteries and Crematorium Software	28,070	Plotbox is on hold pending a more complete service review process. Budget profiled in line with anticipated expenditure.
Community Alarm Service	40,000	Demand-led service. Fewer replacements of old equipment this year. Budget profiled for future demand.
Condition Surveys	15,000	External supplier now in place to implement surveys for council assets. Budget profiled in line with anticipated expenditure.
Cyber Security	19,980	The mobile phone security software will go live from April 2024. Budget reprofiled in line with anticipated expenditure.
Decarbonisation schemes - Corporate Buildings	513,000	Invest to Save budget. No schemes have been identified. Budget profiled for future demand.
Digital Strategy - General Provision	28,200	Identity and Access Management System being reviewed. It is expected this will include other systems to produce a Single Sign On solution. Implementation now expected in 2024/25.
Disability Discrimination Act Improvements to council buildings	12,600	No improvements have been identified in the current year. Budget reprofiled for future demand.



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
1. Schemes in Progress where the completion has been delayed beyond 31st March 2024		
Eastbrook Community Centre - Redevelopment	291,050	Funds are being finalised following acceptance of a YIF Grant. Works will begin in 2024/25. Budget profiled in line with anticipated expenditure.
Empty Property Grants and Loans	21,000	Demand-led service. No grant request from local residents in the current year. Budget profiled for future demand.
Equalities Act - Access Audits	35,000	No required audits have been identified in the current year. Budget reprofiled for future demand.
Extension of Ultrafast Fibre Network	1,175,000	Scheme in partnership with Adur District Council. Current delays with the contractor. Budget profiled in line with expected expenditure.
Fire Door Replacements to Council properties	40,000	No replacements have been identified in the current year. Budget reprofiled for future demand.
Fire Risk Assessment Remedial Works	12,500	No improvements have been identified in the current year. Budget reprofiled for future demand.
Fishersgate Car Park	140,000	Works will begin alongside the Eastbrook CC scheme. Budget profiled in line with anticipated expenditure.
Housing Development - South Street Car Park	2,171,750	Currently in the design phase. Construction expected to begin in 24/25. Budget profiled in line with anticipated expenditure.
Lancing Manor Leisure Centre Improvements	449,400	Works to the cladding and roof are due to be tendered after revised plans have been finalised. The previous tender price was too high. Budget profiled in line with anticipated expenditure.
Mill Lane Cemetery - Replacement Boundary Fence	85,000	Internal works beginning to prepare the project. Contractor works expected in the new financial year. Budget reprofiled in line with anticipated expenditure.
Office Equipment - Microphone system replacement	14,100	The systems at the Shoreham Centre and Worthing Town Hall require replacing. This is now expected to take place in 2024/25.
Planning and Building Control - Document Management System	60,200	IDOX delivery to begin in Dec 23 and will be complete by Dec 24. Budget reprofiled in line with anticipated expenditure.
Public Conveniences - Rolling programme of upgrades and improvements	110,000	Technical services are focused on delivering higher priority projects and will begin work on selected public convenience sites in 2024/25
Refuse/Recycling - Trade Waste Bins	30,000	Demand led. Budget reprofiled for future demand.



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
1. Schemes in Progress where the completion has been delayed beyond 31st March 2024		
Refuse/Recycling - Wheeled Bins	18,200	No further purchases expected in the current year. Budget reprofiled to 24/25 for future demand
Shoreham Harbour Walls - West Harbour Arm	1,500,000	Construction works are planned to begin in 2024/25 pending the conclusion of a public consultation. Budget reprofiled in line with anticipated expenditure.
Southwick Community Centre - Replacement Windows and Flooring	65,000	The project will go out to tender following the approval of additional funding which has been requested as part of the 24/25 capital programme.
Strategic Property Investments	43,488,420	Investments in property for regeneration or service delivery. Currently no suitable properties have been identified that meet the council's strategic needs.
Street Cleansing Vehicles - EV charging points	18,200	Charging points to be installed in 24/25
Street Litter and Dog Bins	6,920	No further purchases expected in the current year. Budget reprofiled to 24/25 for future demand
Vehicle Incursion Prevention Measures	75,000	Hamble Road and Park Avenue completed under budget. Funds for Southwick and Adur Rec forecast for 2024/25. Budget reprofiled in line with planned expenditure
Total Reprofiled Budgets:	70,555,870	


Grants / Contributions Anticipated

towards above schemes:


Community Alarms - Revenue Contribution	40,000
Empty Property Grants - Capital Receipts	21,000
Local Enterprise Partnership - Shoreham Harbour Walls	112,280
Environment Agency - Shoreham Harbour Walls	59,840
Commerce Way Schemes - Worthing	142,500
Borough Council Contributions	
HRA - Major Repairs Reserve	7,540,000

Council Prudential Borrowing Budgets	62,640,250
Reprofiled:	


ADUR DISTRICT COUNCIL NEW SCHEMES TO BE INCLUDED IN THE 2024/25 CAPITAL INVESTMENT PROGRAMME

 ADUR DISTRICT COUNCIL Description	Lead Officer	Bids Submitted Last Year (EB) New Bids (NB)	Amendments to Council Resources 2023/24 £	Council Resources Funding 2024/25 £	External Funding 2024/25 £	Total Scheme Budget 2024/25 £
PROPOSED CHANGES TO 2023/24 CAPITAL INVESTMENT PROGRAMME Carry forward of contingency and underspends Current forecasts suggest an underspend for the 2023/24 capital programme. This will be vired to fund the 2024/25 programme			113,640	-113,640	-	-
Proposed Changes to 2022/23 CIP:			113,640	-113,640	-	
Proposed Funding:				-113,640		
Contingency - 2023/24 predicted underspend				-113,640		
ADUR / WORTHING PARTNERSHIP SCHEMES FUNDED FROM RING FENCED FUNDING (See full Partnership Programme in Appendix 4)						
1P Bereavement Services - Mini Tractor and Flail (Purchase of all-round equipment to assist with required maintenance in cemeteries. Total Cost £70,000.)	KG	NB	-	35,000	-	35,000
2P Building Alarm Systems - Digital Upgrade (New system to replace analogue systems which are no longer supported. Total costs £85,000.)	KS	NB	-	34,000	-	34,000
3P Commerce Way - Floor Covering Replacement (Floors contain asbestos which needs to be removed or managed. Additional funding is required to complete the project. There is currently £166,030 in the 2023/24 capital budget. Total Cost £186,030)	KS	EB	-	10,000	-	10,000
4P Commerce Way - Roof Replacement (Health and Safety issues from water ingress and danger of falling ceilings. Additional funding is required to complete the project. There is currently £100,000 in the 2023/24 capital budget. Total Cost £150,000)	KS	EB	-	25,000	-	25,000
5P Corporate ICT hardware and infrastructure (ICT Hardware and Infrastructure 2023/24 Replacement programme: i) Tablet Devices £13,000 ii) Phones £16,000 iii) PCs £16,000 iv) Laptops £75,000. Total Cost £120,000)	AS	EB	-	56,400	-	56,400


ADUR DISTRICT COUNCIL NEW SCHEMES TO BE INCLUDED IN THE 2024/25 CAPITAL INVESTMENT PROGRAMME

 ADUR DISTRICT COUNCIL Description	Lead Officer	Bids Submitted Last Year (EB) New Bids (NB)	Amendments to Council Resources 2023/24 £	Council Resources Funding 2024/25 £	External Funding 2024/25 £	Total Scheme Budget 2024/25 £
6P Cyber Security (Resources and software to minimise risks of cyber attacks to the council's infrastructure. i) Information Security Resource £30,000. ii) 3rd Line Technical Support £60,000. iii) Appguard Software £40,000. Total Cost £130,000.)	AS	EB	-	61,100	-	61,100
7P Dog Warden - Replacement Van (Replacement of the dog control van. Total Cost £25,000.)	NS	EB	-	10,000	-	10,000
8P Finance - Asset Management System (Upgrade the financial management system to include an asset feature for financial accounting purposes. Total Cost £35,000.)	ET	NB	-	17,500	-	17,500
9P Housing Needs System (Replacement system for managing statutory function of homelessness casework and choice	AE	NB	-	66,000		66,000
10P Waste Services - Forklift (Replacement forklift for the Commerce Way waste services depot. Total Cost £10,000.)	MQ	NB	-	3,640	-	3,640
Total Adur / Worthing Partnership Schemes:				318,640	0	318,640
SCHEMES FUNDED FROM HOUSING REVENUE ACCOUNT						
11 Asset and Tenancy Integrated Management System (Integrated system to support Adur Homes' day to day functions.)	KM	NB	-	350,000	-	350,000


ADUR DISTRICT COUNCIL NEW SCHEMES TO BE INCLUDED IN THE 2024/25 CAPITAL INVESTMENT PROGRAMME

 ADUR DISTRICT COUNCIL Description	Lead Officer	Bids Submitted Last Year (EB) New Bids (NB)	Amendments to Council Resources 2023/24 £	Council Resources Funding 2024/25 £	External Funding 2024/25 £	Total Scheme Budget 2024/25 £
SCHEMES FUNDED FROM GENERAL FUND						
12 Adur Town Centre - Public Space Improvements (Public space and landscaping improvements to enhance village and town shopping centres.)	JM	EB	-	25,000		25,000
13 Buckingham Park Pavilion Redevelopment (Redevelopment of the changing rooms and toilet facilities)	MH	EB		1,650,000		1,650,000
14 Housing Renewal Assistance - Mandatory Disabled Facilities Grants (Funded from the DCLG Better Care Fund)	BR	EB	-	-	375,000	375,000
15 Parks and Asset Improvements (Improvements to park's buildings and pavilions)	SM/KS	NB	-	100,000	-	100,000
16 Parks and Open Spaces - Vehicular incursion prevention measures (Enhanced security for priority sites, boundary aesthetics and vehicular incursion deterrent)	MP/SM	EB	-	13,000	-	13,000
17 Play Area Improvements (Replacement of play equipment, safety surfaces and perimeter fencing.)	SM	EB	-	50,000	-	50,000
18 Public Conveniences - Rolling programme of refurbishments (Priority sites to be identified by executive member. £110,000 is currently ring-fenced in the 2023/24 capital programme.)	KS	EB	-	30,000	-	30,000
19 Southwick Beach Chalets - Door Replacements (Wooden Doors have become swollen and require replacement to enable access to the beach chalets.)	KS	NB	-	62,000	-	62,000

ADUR DISTRICT COUNCIL NEW SCHEMES TO BE INCLUDED IN THE 2024/25 CAPITAL INVESTMENT PROGRAMME

 ADUR DISTRICT COUNCIL	Lead Officer	Bids Submitted Last Year (EB) New Bids (NB)	Amendments to Council Resources 2023/24 £	Council Resources Funding 2024/25 £	External Funding 2024/25 £	Total Scheme Budget 2024/25 £
Description						
20 Southwick Community Centre - Porter Room replacement of windows and floor works (Replacement windows are required and repairs to the walls and floor coverings from water leakages. Additional funds are requested. There is currently £65,000 in the 2023/24 capital budget. Total Cost	KS	EB	-	75,000	-	75,000
21 Southwick Football Club - Match Funding for Design and Planning (Grant funding to support Russell Martin Foundation to design and plan the new development. This will then be submitted to the Football Foundation to fund the construction.)	AR	EB	-	300,000	300,000	600,000
22 Southwick Leisure Centre -Replacement Roof (East Roof coverings are required and would enable solar panels to be installed in the future.)	KS	NB	-	90,000	-	90,000
23 Contingency provision for urgent / priority schemes, inflation and unavoidable overspends	ET	EB	-	50,000	-	50,000
TOTAL 2024/25 CAPITAL SCHEMES:				3,113,640	675,000	3,788,640
FUNDING FOR PROPOSED CAPITAL INVESTMENT PROGRAMME						
Capital Grants				-	375,000	375,000
Capital Underspends				113,640		113,640
External Contributions Russell Martin Foundation					300,000	300,000
Housing Revenue Account Contributions				350,000	0	350,000
Prudential Borrowing				2,650,000	-	2,650,000
TOTAL FUNDING:				3,113,640	675,000	3,788,640


ADUR DISTRICT COUNCIL NEW SCHEMES TO BE INCLUDED IN THE 2024/25 CAPITAL INVESTMENT PROGRAMME

 ADUR DISTRICT COUNCIL Description	Lead Officer	Bids Submitted Last Year (EB) New Bids (NB)	Amendments to Council Resources 2023/24 £	Council Resources Funding 2024/25 £	External Funding 2024/25 £	Total Scheme Budget 2024/25 £
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Lead Officers:

AS	Adam Saunders	Head of Technology & Design
AR	Adrian Rice	Property Management Surveyor
AE	Amanda Eremie	Housing Needs Manager
BR	Bruce Reynolds	Private Sector Housing Manager
ET	Emma Thomas	Assistant Director, Finance
JM	Joanna Malandain	Place Activation Officer
KG	Kate Greening	Bereavement Services Manager
KM	Keith Meredith	Head of Property Services
KS	Kevin Smith	Principal Building Surveyor
MH	Mark Hooper	Property & Investment Manager
MP	Martyn Payne	Senior Engineer
MQ	Mark Quartly	Waste Cleansing and Fleet Manager
NS	Nadeem Shad	Team Leader Environmental Protection
SM	Steve McKenna	Parks and Foreshore Manager


SUMMARY
ADUR DISTRICT COUNCIL CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27


 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES						
	Total Estimate £	Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
			Original £	Current £	Current £		
Column Reference (1)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
BUDGETS							
Executive Member for Adur Homes and Customer Services	96,637,395	17,327,815	34,440,830	19,810,410	34,407,170	12,546,000	12,546,000
Executive Member for Environment and Leisure	8,983,526	518,630	1,728,840	1,533,216	3,576,360	403,660	2,951,660
Executive Member for Communities and Wellbeing	919,680	990	607,050	242,040	588,650	44,000	44,000
Executive Member for Regeneration and Strategic Planning	7,797,830	4,354,560	2,241,270	1,547,840	1,621,270	137,080	137,080
Executive Member for Resources	132,196,610	84,970,260	45,854,190	606,800	45,996,670	311,440	311,440
	246,535,041	107,172,255	84,872,180	23,740,306	86,190,120	13,442,180	15,990,180
FINANCING							
Capital Grants and Contributions							
Communities and Local Government			773,880	1,244,290	613,467	375,000	375,000
Environment Agency			637,470	577,630	156,110	87,080	87,080
S106 Contributions from Planning Agreements			167,450	349,120	-	-	-
Other Contributions			840,000	737,450	1,128,500	-	-
Prudential Borrowing			78,063,960	15,032,836	70,436,513	8,034,760	11,132,760
Revenue Contributions and Reserves							
Revenue Contributions			68,420	34,940	44,610	95,340	95,340
Revenue Reserves			4,200,000	4,768,000	11,040,000	3,500,000	3,500,000
Usable Capital Receipts			121,000	996,040	2,770,920	1,350,000	800,000
			84,872,180	23,740,306	86,190,120	13,442,180	15,990,180

**SUMMARY
FUNDING CAPITAL INVESTMENT PROGRAMME**


 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES				
	2023/2024		2024/2025	2025/26 Draft Estimate	2026/27 Future Estimate
	Original £	Current £	Current £	£	£
Column Reference (1)	(6)	(7)	(9)	(10)	(11)
<u>DETAILED FUNDING</u>					
<i>Capital Grants and Contributions</i>					
<u>Department for Levelling Up Housing and Communities</u>					
Better Care Fund	375,000	298,630	375,000	375,000	375,000
(Disabled Facilities Grants)					
Changing Places Fund					
(Shoreham Centre - Accessible toilet facilities)	-	100,000			
Housing - Brownfield Land Release Fund					
(Prince Charles Close)			126,107		
(South Street)					
Local Authority Housing Fund					
(LAHF Programme)		559,060			
Local Enterprise Partnership (Governments Growth Deal)					
(Shoreham Harbour Walls Project)	112,280	-	112,280	-	-
Shoreham Harbour Growth Point Grant					
(Shoreham Harbour Projects)	145,000	145,000		-	-
(Shoreham Harbour Walls Coast Protection Project)	141,600	141,600	-	-	-
West Sussex CC					
(Empty Property grant)		-	80		
	773,880	1,244,290	613,467	375,000	375,000
<u>Environment Agency</u>					
Coast Protection Grant					
(Strategic Monitoring Project for the South East Phase 5)	96,270	96,270	96,270	87,080	87,080
(Shoreham Harbour Walls Coast Protection Project)	541,200	481,360	59,840	-	-
	637,470	577,630	156,110	87,080	87,080


**SUMMARY
FUNDING CAPITAL INVESTMENT PROGRAMME**

 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES				
	2023/2024		2024/2025	2025/26	2026/27
	Original £	Current £	Current £	Draft Estimate £	Future Estimate £
	(6)	(7)	(9)	(10)	(11)
Column Reference (1)					
<u>S106 Receipts from Planning Agreements</u>					
(Contribution to the Sir Robert Woodward Academy for the provision of CCTV cameras)	-	5,000	-	-	-
(Buckingham Park Pavilion - Replacement)	150,000	150,000	-	-	-
Southlands Hospital - Play area improvements	17,450	17,450	-	-	-
Shadwells Play Area	-	104,150			
Shoreham Harbour Transport Plan - Cycle route contribution (Albion street)		72,520			
	167,450	349,120	-	-	-
<u>Other Contributions</u>					
Business Rate Pool (Extending Ultrafast Fibre Network)	662,500	22,500	640,000	-	-
External Funding (Parks and Open Spaces - Artwork)	15,000	15,000	-	-	-
Lawn tennis Association (Buckingham Park Tennis Courts)		67,130			
Russell Martin Foundation (Southwick Football Club)			300,000		
South Downs Leisure Wadurs Entrance Doors			11,000		
Sussex Police (CCTV infrastructure)		3,350			
West Sussex County Council (Adur Growth Deal - Southwick Square)		600,000			
Worthing Borough Council (Contribution to improvements at Commerce Way)	162,500	29,470	177,500		
	840,000	737,450	1,128,500	-	-


SUMMARY FUNDING CAPITAL INVESTMENT PROGRAMME					
 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES				
	2023/2024		2024/2025	2025/26 Draft Estimate	2026/27 Future Estimate
	Original £	Current £	Current £	£	£
Column Reference (1)	(6)	(7)	(9)	(10)	(11)
<i>Prudential Borrowing</i>					
<i>Housing Revenue Account - Housing Capital Investment Programme</i>	25,208,070	8,636,550	16,359,080	5,780,000	6,280,000
<i>(Carbon Reduction Schemes)</i>	100,000	-	100,000	-	-
<i>(Southwick Leasehold Acquisitions</i>		1,350,000			
<i>(Asset and Tenancy Integrated Management System)</i>			350,000		
 <u><i>Invest to Save Schemes</i></u>					
<i>(Carbon Reduction Schemes)</i>	498,000	498,000			
<i>(Property Acquisition - Acquisition of emergency or temporary property</i>	2,642,470	250,470	3,806,090	2,000,000	2,000,000
<i>for the homeless)</i>					
<i>(Strategic Property Investment Fund for investments in commercial property)</i>	43,488,420		43,488,420	-	-
 <u><i>General Fund Schemes</i></u>					
<i>(Other Schemes)</i>	6,127,000	4,297,816	6,332,923	254,760	2,852,760
	78,063,960	15,032,836	70,436,513	8,034,760	11,132,760


**SUMMARY
FUNDING CAPITAL INVESTMENT PROGRAMME**

 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES				
	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
	Original £	Current £	Current £		
	(6)	(7)	(9)	(10)	(11)
Revenue Contributions and Reserves					
<u>Revenue Contributions</u>					
Community Alarm Service (Purchase of community alarm equipment)	50,000	10,000	40,000	40,000	40,000
Housing Service (Empty Properties - Grants and loans to bring empty properties back into use)		-		21,000	21,000
Adur and Worthing Refuse and Recycling Service (Wheeled bin replacements)	10,920	10,920		22,890	22,890
Adur and Worthing Refuse and Recycling Service (Trade waste bin replacements)	7,500	14,020	4,610	11,450	11,450
	68,420	34,940	44,610	95,340	95,340
<u>Revenue Reserves</u>					
Capacity Issues Reserve (Shoreham Centre - Air Source Heat Pump)	-	118,000	-	-	-
Major Repairs Reserve (Adur Homes Capital Investment Programme)	4,200,000	4,650,000	11,040,000	3,500,000	3,500,000
79100	4,200,000	4,768,000	11,040,000	3,500,000	3,500,000


SUMMARY FUNDING CAPITAL INVESTMENT PROGRAMME					
 ADUR DISTRICT COUNCIL	CAPITAL ESTIMATES				
	2023/2024		2024/2025	2025/26 Draft Estimate	2026/27 Future Estimate
	Original £	Current £	Current £	£	£
Column Reference (1)	(6)	(7)	(9)	(10)	(11)
Usable Capital Receipts					
Adur Homes Capital Investment Programme	100,000	100,000			
HRA Ring-Fenced					
Daniel Close and Gravelly Crescent (Southwick Leasehold EAVTA Acquisitions) Estimate HRA usage		550,000	1,900,000	800,000	300,000
Ring-Fenced					
(Empty Property Grants)	21,000	-	20,920		-
(Parks Grounds Maintenance Equipment)	-	11,840	-	-	-
(Shoreham Renaissance - Southwick Football Club refurbishment)		46,200	-	-	-
(South Street Housing)			350,000		
RSL - Ropetackle North Estimate general usage		288,000	500,000	550,000	500,000
	121,000	996,040	2,770,920	1,350,000	800,000


**EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
GENERAL FUND SCHEMES								
Affordable Housing Grants to Registered Social Landlords for the provision of affordable housing	AE	2,789,800		2,069,800	2,789,800		-	-
Community Alarm Service Purchase of community alarm equipment to replace old equipment (Funded from the Community Alarm Service)	BR	130,000		50,000	10,000	40,000	40,000	40,000
Housing Empty property grants and loans to bring empty properties back into use (Part funded ring-fenced capital receipts and WSCC grant)	BR	63,000	-	21,000	-	21,000	21,000	21,000
* Housing Needs System (Replacement system for managing statutory function of homelessness casework and choice based lettings. Partnership with Worthing Borough Council. Total Cost £150,000.)	AE	66,000				66,000		


EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
<i>Housing Renewal Assistance</i>								
<i>Discretionary Grants</i>								
Home Repair Assistance Grants	BR	125,930		40,000	65,930		30,000	30,000
<i>Mandatory Grants</i>								
Disabled Facilities Grants (Funded by DCLG Better Care Fund)	BR	1,423,630		375,000	298,630	375,000	375,000	375,000
<i>Housing Property Development</i>								
Acquisition and development of emergency, interim, temporary accommodation for the homeless (Invest to Save Schemes)								
i) Albion Street refurbishments	KS	1,202,160	1,202,160			-	-	-
ii) Land at North Road	AE	1,097,470	911,170	-	186,300	-	-	-
iii) South Street Housing Development	AP	2,336,000	100,080	1,836,000	64,170	2,171,750	-	-
iv) LAHF Programme					1,109,030			
iii) Unallocated budget	AE	5,984,340		806,470	-	1,984,340	2,000,000	2,000,000
TOTAL GENERAL FUND SCHEMES		15,218,330	2,213,410	5,198,270	4,523,860	4,658,090	2,466,000	2,466,000


**EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(6)	(9)	(10)
<u>ADUR HOMES - HOUSING INVESTMENT PROGRAMME</u>								
1 Disability Adaptations for Homes On-going programme providing access and home facilities for Council tenants with disabilities	BR	1,350,000	336,120	250,000	163,880	300,000	300,000	250,000
2 External Structural Works i) Flat Roof Recovering/Replacement Programme ii) Re-Pointing Programme and Structural Works Essential work to keep buildings water tight and maintain structures iii) Pitched Roofs Recovering/Replacement Renewal of roof coverings, timber structures, chimney stacks and firewalls iv) External Joinery and Window Replacements v) Replacement of double glazed windows, external doors and timber frames vi) Replacement/Upgrade of door entry systems	KM	19,248,360	167,030	6,941,480	1,691,330	8,890,000	4,300,000	4,200,000
3 Kitchens and Bathrooms Replacement Kitchen and Bathrooms	KM	5,892,850	-	-	-	1,579,850	1,988,000	2,325,000


EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)								
4 Electrical Works Rolling programme of works to ensure electrical compliance, improvements and upgrades	KM	2,390,000	-	400,000	-	640,000	1,050,000	700,000
5 Fire Safety Order Works Rolling programme of works to meet Regulatory Reform (Fire Safety) Order 2005 identified from Fire Risk Assessments	KS	8,178,910	1,728,830	4,200,000	2,234,080	4,216,000	-	-
6 Heating and Energy Efficiency Schemes i) Carbon reduction works including installation of heat pumps to replace or complement gas boilers. ii) Boiler replacement programme	KM	2,767,805	266,985	75,000	3,820	660,000	837,000	1,000,000
7 Stock Condition Survey To inform a planned programme of structural works	KM	175,000	10,620	200,000	14,380	150,000	-	-
8 Asbestos Management Management and removal of asbestos found in council dwellings	KM	251,440	8,790	75,000	17,650	75,000	75,000	75,000
9 Responsive Capital Repairs Urgent capital repairs identified in advance of planned capital works	KM	889,500	389,500	100,000	-	200,000	150,000	150,000


**EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
<u>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</u>								
10 Capital Works on Empty Properties Over the course of a year approximately 120 council dwellings become vacant and require capital works before they can be re-let	KM	2,680,000	347,750	200,000	52,250	1,680,000	300,000	300,000
11 Building Services Vehicle replacements	KM	48,000	-	48,000	-	48,000	-	-
12 Asset and Tenancy Integrated Management System (Integrated system to support Adur Homes' day to day functions.)	AE	350,000				350,000		
13 Professional and Consultancy Services	KM	5,234,500	387,600	1,220,000	480,000	2,206,900	1,080,000	1,080,000
TOTAL WORKS TO CURRENT STOCK		4,768,190	3,643,225	13,709,480	4,657,390	20,995,750	10,080,000	10,080,000


EXECUTIVE MEMBER FOR ADUR HOMES AND CUSTOMER SERVICES CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
14 Carbon Reduction Schemes Invest to Save Scheme. Funding to be released on submission of a business case to the Executive Member for Resources	DG	100,000	-	100,000	-	100,000	-	-
15 HRA Development Programme The development of new properties for let by Adur Homes.								
ii) Albion Street	AP	12,191,010	10,037,050	1,000,000	1,753,960	400,000	-	-
iii) Hidden Homes	AP	15,669,490	1,093,910	13,979,910	6,322,250	8,253,330	-	-
iv) Hidden Homes - Future Programme	AP	-	-	-	-	-	-	-
v) Ashcroft	AP	540,000	340,220	-	199,780	-	-	-
iv) Southwick Leasehold Acquisitions	AE	1,900,000	-	-	1,900,000	-	-	-
vi) Purchase of properties / Contingency) (Funded from borrowing, external funding, S106 receipts and capital receipts)	AP	453,170	-	453,170	453,170	-	-	-
TOTAL HOUSING INVESTMENT PROGRAMME		80,310,035	15,114,405	29,242,560	15,286,550	29,749,080	10,080,000	10,080,000
TOTAL		95,528,365	17,327,815	34,440,830	19,810,410	34,407,170	12,546,000	12,546,000


**EXECUTIVE MEMBER FOR COMMUNITIES AND WELLBEING
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Community Centres								
Eastbrook Manor Community Centre - Provision of Multi Use Games Area and Building Fabric Repairs	KS MP	346,050		291,050	55,000	291,050	-	-
Southwick Community Centre - Replacement of windows to café area	KS	35,000	-	35,000	-	35,000	-	-
Southwick Community Centre - Replacement of windows to Porter Room and floor replacement	KS	105,000	-	30,000	-	105,000	-	-
Equalities								
Access Audits required under the Equalities Act	KS	74,000		40,000	15,000	35,000	12,000	12,000
Disability Discrimination Act Improvements - Rolling programme of improvements to Council buildings	KS	36,600		11,000	-	12,600	12,000	12,000
Shoreham Centre - Accessible toilet facilities (Part funded from the Changing Places Fund)	KS	150,000		100,000	150,000		-	-
Public Health								
Asbestos Management - Provision for management and removal of asbestos found in Council buildings	KS	161,860	990	100,000	10,870	110,000	20,000	20,000
CCTV								
Replacement of CCTV infrastructure	RF			-	11,170			
TOTAL		908,510	990	607,050	242,040	588,650	44,000	44,000


EXECUTIVE MEMBER FOR ENVIRONMENT AND LEISURE CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Bereavement Services								
* New operational vehicles - Mini tractor and flair (Partnership scheme with Worthing Borough Council. Total cost £70,000)	KG	35,000				35,000		-
Cemeteries								
Mill Lane Cemetery - Replacement of vehicle compound and fuel storage	KG	95,000	-	95,000	10,000	85,000	-	-
Dog Warden Service								
* Replacement of 1 vehicle (Partnership scheme with Worthing Borough Council. Total cost £25,000)	NS	10,000	-	-	-	10,000		-
Foreshore								
* Southwick Beach Chalets (Replacement doors)	KS	-				62,000		
Leisure Centres								
DDA accessible entrance doors for Southwick Leisure Centre, Lancing Manor Leisure Centre and Wadurs Swimming Pool	KS	44,600		-	44,600	-	-	-


**EXECUTIVE MEMBER FOR ENVIRONMENT AND LEISURE
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Lancing Manor Leisure Centre								
Car Park - Vehicle access reconstruction at main entrance and vehicle restriction barriers to the grounds and car park	MP	88,480	75,780		12,700	-	-	-
External cladding replacement	KS	50,000	11,800	38,200	-	38,200	-	-
Renewal of flat roof area over the entrance hall and replacement of glazing units in the entrance hall	KS	460,000	470	459,530	59,530	400,000	-	-
Roof access system	KS	11,200	-	11,200	-	11,200	-	-
Parks and Open Spaces								
Art Work (Commissioning and installation of art in the parks both traditional and contemporary. Subject to external funding)	SM	15,000			15,000	-	-	-
* Building and Pavilion Improvement (Improvements to parks assets)	SM/KS	100,000				100,000		
Buckingham Park - Contribution to the replacement of the pavilion (£150,000 funded from S106 receipts)	SM	1,822,000	-	172,000	172,000	1,650,000	-	-
Buckingham Park - Replacement of fencing, resurfacing of footpaths and other hard landscaping to improve access, including disability access across the site	SM	55,990	21,630	-	34,360	-	-	-
Buckingham Park - Tennis Court refurbishment (Funded by LTA grant)	MP	67,130	-	-	67,130			
Fishersgate Recreation Ground - Car Park resurfacing	MP	140,000	-	140,000	-	140,000	-	-


EXECUTIVE MEMBER FOR ENVIRONMENT AND LEISURE CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Grounds Maintenance Service								
Replacement of operational vehicles (Partnership scheme with Worthing Borough Council. .)	SM	72,000	33,630		38,370	-	-	-
Rolling programme of equipment replacements (Partnership scheme with Worthing Borough Council. .)	SM	81,090	44,640	20,000	36,450			
Infrastructure improvements to the Council's Parks (Improvements to include signage, recycling features, landscape enhancements and improved community facilities to meet Green Flag Award submissions)	SM	15,000	4,230		10,770	-	-	-
Landscape Adaptations - A series of initiatives designed to help cope with the changing climate. Schemes to include rain gardens, wildflower planting, prairie planting, edible landscapes, rewilding and wildlife habitat creation	SM	60,000			60,000	-	-	-
Replacement of trees affected by Ash Dieback	SM	50,020	8,510	25,720	41,510		-	-
Signage - Rolling programme of replacements	SM	19,990	11,340	-	8,650	-	-	-
Street litter and dog bins replacement programme (Partnership scheme with Worthing Borough Council)	MQ	20,140		5,700	2,580	6,920	5,320	5,320

**EXECUTIVE MEMBER FOR ENVIRONMENT AND LEISURE
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**


 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Vehicular Incursion Prevention Measures (Enhanced security for priority sites, boundary aesthetics and vehicular incursion deterrent measures across the District's parks and open spaces)	MP	148,000		70,000	60,000	88,000		
<i>Play Area Improvements</i>								
Replacement of safety surfaces, equipment and perimeter fencing	SM	456,810	209,430	170,000	197,380	50,000		
Southlands Way Play Area Improvements (Funded from S106 receipts)	SM	31,226			31,226	-	-	-
Shadwells Play Area Improvements	SM	104,150		-	104,150			
Public Conveniences								
Rolling programme of upgrades and improvements	KS	140,000	-	110,000	-	140,000	-	-
Public Conveniences Van Replacements (Partnership scheme with Worthing Borough Council. Total cost £90,000)	MQ	27,000	-	27,000	27,000		-	-
Refuse/Recycling Service								
Provision of trade waste bins (Partnership scheme with Worthing Borough Council.)	MQ	110,920	21,120	22,910	14,020	30,000	22,890	22,890
Provision of wheeled bins (Partnership scheme with Worthing Borough Council.)	MQ	85,870	22,250	34,940	22,520	18,200	11,450	11,450


EXECUTIVE MEMBER FOR ENVIRONMENT AND LEISURE CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Street Cleansing / Refuse / Recycling Service Replacement vehicles (Partnership scheme with Worthing Borough Council.) Commerce Way - Removal of oil tanker. Installation of ventilation and brake tester * Forklift Replacement (Partnership scheme with Worthing Borough Council. Total cost £10,000)	MQ	3,628,020	-	326,640	333,820	18,200	364,000	2,912,000
Southwick Football Ground Rectification of building defects, floodlighting and boundary walling (£50,000 funded from capital receipts, £46,200 remaining 23/24)	JA	150,000	53,800	-	96,200		-	-
* Redevelopment Design and Planning (Next phase of the football ground redevelopment. £300,00 external)	AR	600,000				600,000		
Southwick Leisure Centre Replacement Roof Coverings (East Roof coverings)	KS	90,000				90,000		
TOTAL		8,888,276	518,630	1,728,840	1,533,216	3,576,360	403,660	2,951,660

**EXECUTIVE MEMBER FOR REGENERATION AND STRATEGIC PLANNING
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**


 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Adur Town Centre Public Space Improvements Rolling programme of works to improve the environment of Adur District	AW	813,430	9,820		678,610	25,000	50,000	50,000
Coast Protection Works Shoreham Harbour Walls Project (Part funded from the Government's Growth Deal and the Environment Agency)		6,419,000	4,296,040	2,000,000	622,960	1,500,000	-	-
Strategic Monitoring Project for the South East Phase 5 (Contribution to the Maritime Authorities Partnership Scheme. Funded by the Environment Agency)	MP	415,400	48,700	96,270	96,270	96,270	87,080	87,080
Shoreham Harbour Projects (Approved by the Shoreham Harbour Project Board and funded from Shoreham Harbour Growth Point Grant)	CJ	145,000	-	145,000	145,000		-	-
Sport and Recreation Facilities in the Community S106 Contributions: CCTV Cameras at the Sir Robert Woodard Academy	JA	5,000		-	5,000	-	-	-
TOTAL		7,797,830	4,354,560	2,241,270	1,547,840	1,621,270	137,080	137,080


**EXECUTIVE MEMBER FOR RESOURCES
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Corporate Buildings								
Building Alarm Systems (Digital upgrade to the current alarm systems)	KS	34,000				34,000		
Condition Surveys (To provide an assessment of the current condition of the Council's corporate buildings to inform a programme of planned maintenance works)	KS	107,060	36,360	20,000	25,700	15,000	15,000	15,000
Decarbonisation Schemes General Provision (Invest to Save Schemes)	DG	525,790	27,790	498,000	-	498,000		
Decarbonisation Schemes - Project Management	DG	15,000	-	15,000	-	15,000		
Public Sector Decarbonisation Schemes Shoreham Centre - Installation of Air Source Heat Pumps	DG	658,620	589,800		68,820	-	-	-
Fire Risk Assessment Works (Remedial works identified from Fire Risk Assessment Surveys)	KS	62,500		12,500	25,000	12,500	12,500	12,500
Replacement of Fire Doors (Identified from Fire Risk Assessments of Council Properties)	KS	133,000			13,000	40,000	40,000	40,000

EXECUTIVE MEMBER FOR RESOURCES CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Finance * Asset Financial Management System (Upgrade the financial management system to include an asset feature for financial accounting purposes. Partnership with Worthing Borough Council. Total Cost £35,000.)	ET	17,500				17,500		
Leased Out Properties Condition Surveys (To provide an assessment of the current condition of the Council's leased out properties to inform a programme of planned maintenance works)	KS	155,630	2,000	40,000	73,630		40,000	40,000
Office Equipment Microphone system replacement (Partnership scheme with Worthing Borough Council. Total cost £30,000)		14,100	-	14,100	-	14,100	-	-
Information and Communications Technology Cemeteries and Crematorium Software (Partnership scheme with Worthing Borough Council. Total cost £140,200)	KG	28,070	-	20,510	-	28,070	-	-
Corporate ICT hardware and infrastructure replacement programme (Partnership scheme with Worthing Borough Council.)	AS	359,390	119,080	77,550	42,910	84,600	56,400	56,400

**EXECUTIVE MEMBER FOR RESOURCES
CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27**

 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Information and Communications Technology (Cont.)								
COSHH Management Software To support Risk Management and Health and Safety Issues (Partnership scheme with Worthing Borough Council. Total cost £13,500)	AS	6,340		-	6,340	-	-	-
Digital Cyber Security Antivirus and anti phishing software, Information Security Resource and Cyber Software Solutions. In Partnership with Worthing Borough Council	AS	223,900		56,400	36,420	81,080	53,200	53,200
Digital Strategy - General Provision (Partnership scheme with Worthing Borough Council.)	AS	256,280	45,030	84,600	94,370	28,200	44,340	44,340
Network Refresh Project Wifi upgrade across all sites, improvements to remote working, network resilience and robustness (Partnership scheme with Worthing Borough Council. Total cost £879,690)	AS	368,670	318,420	24,280	50,250		-	-
Extending Ultrafast Fibre Network (Community fibre connections. £662,500 funded by the Buisness Rate Pool)	AS	1,952,070	729,750	1,083,160	47,320	1,175,000	-	-
Planning and Building Control Document Management Solution (Partnership scheme with Worthing Borough Council. Total cost £214,670)	JA	92,520	-	44,670	32,320	60,200	-	-
Payroll System - Bespoke solution	ET	5,130		-	5,130			

EXECUTIVE MEMBER FOR RESOURCES CAPITAL INVESTMENT PROGRAMME 2023/24 - 2026/27								
 ADUR DISTRICT COUNCIL Scheme	Lead Officer	Total Estimate £	CAPITAL ESTIMATES					
			Prior to 01/04/2023 £	2023/2024		2024/2025	2025/26 Draft Estimate £	2026/27 Future Estimate £
				Original £	Current £	Current £		
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)
Strategic Property Investments Investments in property for regeneration or service delivery	SG	125,897,470	82,409,050	43,488,420	-	43,488,420	-	-
Contingency: Inflation, Fluctuations and Urgent Schemes		149,960		50,000	- 40	50,000 -	50,000	50,000
TOTAL		132,196,610	84,970,260	45,854,190	606,800	45,996,670	311,440	311,440



ADUR AND WORTHING PARTNERSHIP SCHEMES C/F FROM 2023/24 AND PROPOSED ADUR AND WORTHING CAPITAL INVESTMENT PROGRAMMES 2024/25 - 2026/27

	Scheme	Requesting Officer	Split of Costs ADC/WBC	Budgets c/f from 2023/24 to 2024/25 £	BUDGETS PROPOSED			TOTAL BUDGET £	
					2024/25	2025/26	2026/27		
					£	£	£		
1	Bereavement Services	Bereavement Services - Cemeteries and Crematorium Software	Kate Greening	20 / 80	£ 140,200				£ 140,200
2	Bereavement Services	Bereavement Services - New operational vehicle; mini tractor and flail	Kate Greening	50 / 50		£ 70,000			£ 70,000
3	Dog Warden Service	Replacement of one operational vehicle	Mark Quartly	40 / 60		£ 25,000			£ 25,000
4	Finance	Financial Management System - Asset Management solution	Emma Thomas	50 / 50		£ 35,000			£ 35,000
5	Housing	Housing Needs and Choice Lettings System	Amanda Eremie	44 / 56		£ 150,000			£ 150,000
6	Information and Communications Technology	Replacement of Microphone System	Neil Terry	47 / 53	£ 30,000				£ 30,000
7	Information and Communications Technology	Corporate ICT hardware and infrastructure replacement programme	Adam Saunders	47 / 53	£ 60,000	£ 120,000	£ 120,000	£ 120,000	£ 420,000
8	Information and Communications Technology	Digital Strategy - Identity and Access Management (Single Sign On)	Adam Saunders	47 / 53	£ 60,000				£ 60,000
9	Information and Communications Technology	Digital Strategy - Digital Cyber Security	Adam Saunders	47 / 53	£ 42,500	£ 130,000	£ 113,200	£ 113,200	£ 398,900
10	Information and Communications Technology	Gigabit Project / Extension of Ultrafast Fibre Network	Adam Saunders	47 / 53	£ 2,500,000				£ 2,500,000
11	Information and Communications Technology	Planning and Building Control Document Management Solution	saunders/ James	47 / 53	£ 140,000				£ 140,000
12	Parks and Open Spaces	Street litter and dog bins replacement programme	Mark Quartly	36.4 / 63.6	£ 19,010				£ 19,010

		Scheme		Requesting Officer		Split of Costs ADC/WBC		Budgets c/f from 2023/24 to 2024/25 £		BUDGETS PROPOSED			TOTAL BUDGET £
										2024/25	2025/26	2026/27	
										£	£	£	
13	Refuse / Recycling / Street Cleansing	Replacement of essential operational vehicles with electric or low emission vehicles where available		Mark Quartly	36.4 / 63.6	£ 50,000						£ 50,000	
14	Refuse / Recycling / Street Cleansing	Replacement of forklift		Mark Quartly	36.4 / 63.6		£ 10,000					£ 10,000	
15	Refuse and Recycling Service	Wheeled Bin Replacements		Mark Quartly	36.4 / 63.6	£ 50,000						£ 50,000	
16	Technical Services	BT Redcare Line		Kevin Smith	40 / 60		£ 85,000					£ 85,000	
17	Technical Services	Commerce Way Improvements		Kevin Smith	50 / 50	£ 285,000	£ 70,000					£ 355,000	
18	Trade Waste Service	Trade Waste Bins Replacements		Mark Quartly	30 / 70	£ 100,000						£ 100,000	
BUDGET PROPOSED:								£ 3,476,710	£ 695,000	£ 233,200	£ 233,200	£ 4,638,110	

ADUR DISTRICT COUNCIL: Recommendations from the Executive as laid out in the Record of Decisions.

A CAB/7/23-24 Budget Estimates 2024/25 and setting of the 2024/25 Council Tax

Decision

The Executive:-

1. That the the proposals for savings outlined in Appendix 2 be approved;
2. That the proposals to invest in services outlined in Appendix 3 be approved;
3. That it be recommended to Full Council to approve the use of capital receipts to support the delivery of the Organisation Design Programme and the budget as set out at appendix 4;
4. That it be recommended to Full Council approval of the draft budgets for 2024/25 and the transfer to reserves leading to a net budget requirement of £11,101,880 which includes provision for the proposals in Appendix 2 and 3, subject to any agreed amendments; and
5. recommended to Council an average increase of 2.99% in Council Tax, making the average Band D £333.72 for Adur District Council's requirements in 2024/25, as set out in paragraph 4.3;
6. That it be Recommend to Full Council that special expenses of £28.80 per Band D equivalent to be charged in all areas of the district except Lancing.
7. That the council tax base of 22,409.9 for 2024/25 as set out in paragraph 11.3 be approved

Reason for Decision

Statutory requirement to set a budget.

A CAB/8/23-24 Investing in our Places - Capital Programme 2024/25 to 2026/27

The Cabinet had before it a report from the Director for Sustainability and Resources, attached to these minutes as item 8.

This report before members recommended the investment programmes for Adur District Council which supported both the strategic ambition of the Council, and the vital regular investment toward the upkeep and improvement of our public assets and the delivery of services.

Members were asked to approve the new schemes for 2024/25. The report recommended:

- the schemes for inclusion in the overall Capital Investment Programmes for 2024/25; and
- an indicative list of schemes for 2025/26 which will be confirmed next year.

The report informed the Cabinet of the resources available for future capital investment, and updates Members about the financing of the proposed programmes.

Decision

1. That the the General Fund Capital Investment Programmes for 2024/25 the schemes to be included as detailed in Appendix 2 and 3 be confirmed
2. That the full programme detailed at Appendix 3 be recommended for approval by Adur District Council on the 22nd February 2024;

Reason for Decision

To protect and maintain the District's Assets

PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY

1. THE CAPITAL PRUDENTIAL INDICATORS 2024/25 – 2026/27

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

1.1 Capital expenditure and financing

This prudential indicator is a summary of the Councils' capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts.

The tables below summarise the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a financing or borrowing need.

ADUR DISTRICT COUNCIL

Capital expenditure	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m	£m
Non-HRA	3.505	8.454	56.432	3.338	5.878
HRA	10.212	24.852	19.653	9.964	9.964
TOTAL	13.717	33.306	76.085	13.302	15.842
Financed by:					
Capital receipts	0.760	0.996	2.771	1.350	0.500
Capital grants and contributions	2.194	3.509	1.555	0.462	0.462
Revenue Reserves & contributions	3.184	11.958	3.540	3.561	3.561
Net financing need for the year	7.579	16.843	68.219	7.929	11.319

1.2 The Councils' borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Councils' Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of each council's indebtedness and so its underlying borrowing needs. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long term liabilities (e.g. finance leases). Whilst these increase the CFR, and therefore the Councils' borrowing requirement, these types of schemes include a borrowing facility and so the Councils are not required to separately borrow for these schemes. The Councils currently do not have any such schemes within the CFR. The Councils are asked to approve the CFR projections below:

ADUR DISTRICT COUNCIL

Capital Financing Requirement (£m)	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
CFR – non-HRA	30.389	33.197	86.208	87.266	81.894
CFR - HRA	67.354	80.306	94.291	99.955	97.416
CFR – strategic	76.684	75.790	74.872	73.931	74.873
Total CFR	174.427	189.293	255.371	254.406	254.181
Movement in CFR	5.703	14.866	66.078	5.781	-0.224
Movement in CFR represented by					
Financing need for the year	7.579	16.843	68.219	7.929	11.319
Less: MRP/VRP and other financing movements	(1.876)	(1.997)	(2.141)	(2.148)	(2.144)
Movement in CFR	5.703	14.866	66.078	5.781	9.175

1.3 Liability Benchmark

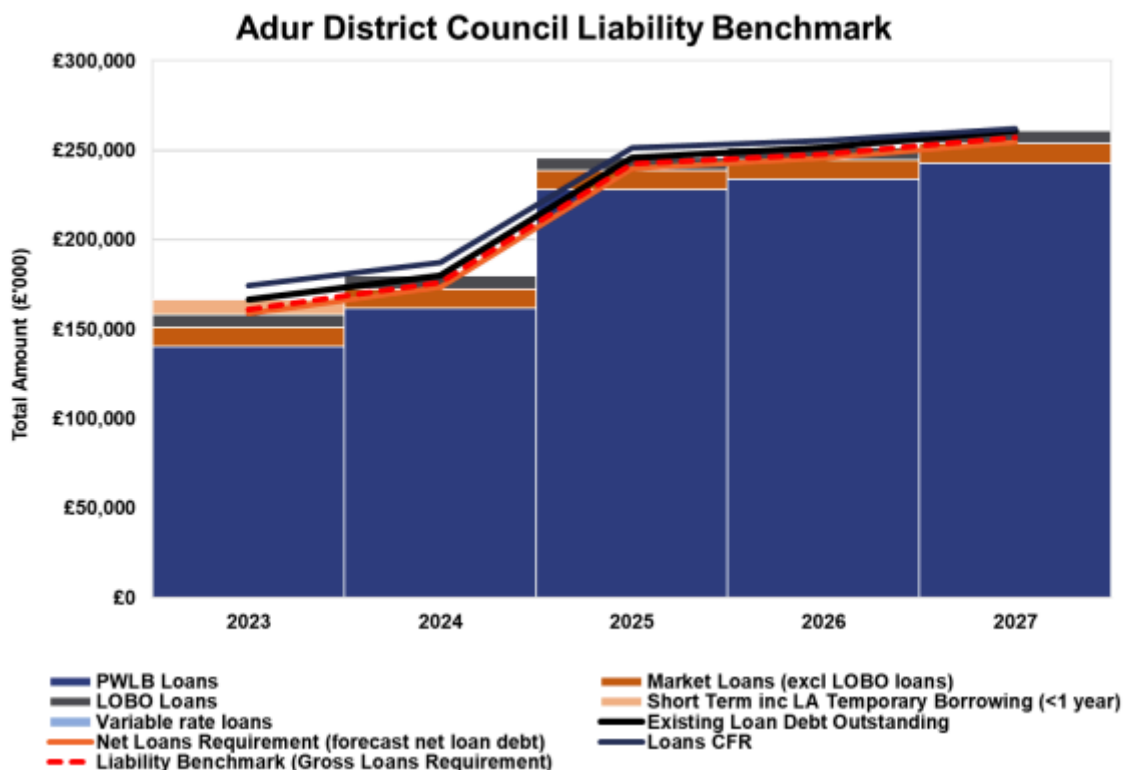
A third prudential indicator is the Liability Benchmark (LB). The Authority is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. Existing loan debt outstanding: the Authority's existing loans that are still outstanding in future years.
2. Loans CFR: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. Net loans requirement: this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.

- Liability benchmark (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

Adur District Council



The above chart shows the liability benchmark for Adur District Council and Worthing Borough Council for the year ended 2023 through to the year ended March 2027. An analysis of what is shown is given below:

- The black line represents existing loan debt outstanding which tracks the existing debt balance closely as repayments are made on the opening debt position as at the year ended March 2023.
- The red dashed line and Orange line represent the additional borrowing requirement which is driven by the amount of the Council’s forecast capital expenditure which will be funded through prudential borrowing.
- The Blue line sitting at the top of the graph represents the Loans CFR, the gap between this and the liability benchmark line represents in part the treasury management investments held by the council which are required for management of liquidity and cash flow.

Though further periods of forecast are possible, as there is no capital programme set for years beyond 2026 the models data beyond that point is not indicative of the likely movement and has therefore not been included in this report.

2.0 **MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT**

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although they are also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP).

DLUHC regulations have been issued which require the full Councils to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision.

The MRP relating to built assets under construction will be set aside once the asset is completed. If any finance leases are entered into, the repayments are applied as MRP.

The Council is recommended to approve the following MRP Statements:

ADUR DISTRICT COUNCIL

For Adur District Council it was approved by the Joint Strategic Committee on 2nd June 2016 that for borrowing incurred before 1st April 2008, the MRP will be set aside in equal instalments over the life of the associated debt.

2.1 **General Fund**

For non-HRA capital expenditure after 1st April 2008 the MRP will be calculated as the annual amount required to repay borrowing based on the annuity method: equal annual payments of principal and interest are calculated, with the interest element reducing and the principal element increasing over the life of the asset as the principal is repaid. The interest is based on the rate available to the Council at the beginning of the year in which payments start and the MRP is calculated as the amount of principal, so that by the end of the asset's estimated life the principal is fully repaid (the Asset Life Method). The option remains to use additional revenue contributions or capital receipts to repay debt earlier.

An exception was agreed in the 2015/16 Treasury Management Strategy Statement: the Chief Financial Officer has discretion to defer MRP relating to debt arising from loans to Registered Social Landlords (RSLs) to match the profile of debt repayments from the RSL and other public bodies. RSLs normally prefer a maturity type loan as it matches the onset of income streams emanating from capital investment with the timing of the principal debt repayment. The deferral of MRP to the maturity date would therefore mean that MRP is matched at the same point as the debt is repaid, and is therefore cash (and revenue cost) neutral to the Council.

If concerns arise about the ability of the borrower to repay the loan, the Chief Financial Officer will use the approved discretion to make MRP as a "prudent provision" from the earliest point to ensure that sufficient funds are set aside from revenue to repay the debt at maturity if the RSL defaults.

2.2 It is proposed to use the same policy for 2024/25.

2.3 **Housing Revenue Account**

Unlike the General Fund, the HRA is not required to set aside funds to repay debt. There is a requirement for a charge for depreciation to be made but there are transitional arrangements in place. The Council's MRP policy previously applied the financially prudent option of voluntary MRP for the repayment of HRA debt, to facilitate new borrowing in future for capital investment. However in order to provide additional capital funding to address the maintenance backlog identified by the condition survey, the payment of voluntary MRP was suspended for a period of 9 years from 2017/18 whilst the Council invests in its current housing stock and manages the impact of rent limitation.

2.4 It is proposed to retain this policy for 2024/25.

VOLUNTARY REVENUE PROVISION

2.5 **MRP Overpayments** – A change introduced by the revised DLUHC MRP Guidance was the allowance that any charges made over the statutory MRP, which are designated as voluntary revenue provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayments made each year. Up until the 31st March 2024 Adur has a net VRP overpayment of £10k.

3. **BORROWING PRUDENTIAL INDICATORS**

3.1 The Councils' forward projections for borrowing are summarised below. The tables show the actual external debt against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

ADUR DISTRICT COUNCIL

Adur District Council External Debt £m	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Debt at 1 April	(151.651)	(164.942)	(179.808)	(245.886)	(251.667)
Expected change in Debt	(13.291)	(14.866)	(66.078)	(5.781)	(9.175)
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000
Actual gross debt at 31 March	(164.942)	(179.808)	(245.886)	(251.667)	(260.842)
The Capital Financing Requirement	174.425	189.293	255.371	261.152	270.327
Under/(over) borrowing	9.483	9.485	9.485	9.485	9.485

Within the above figures the level of debt relating to commercial property is:

Adur District Council	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
External Debt for commercial activities / non-financial investments					
Actual debt at 31 March £m	(77.556)	(76.685)	(75.790)	(74.873)	(73.934)
Percentage of total external debt %	47%	43%	31%	30%	28%

Within the range of prudential indicators there are a number of key indicators to ensure that the Councils operate their activities within well-defined limits. One of these is that the Councils need to ensure that their gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Chief Financial Officer reports that the Councils complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary - This is the limit which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

ADUR DISTRICT COUNCIL

Operational boundary £m	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
Debt	189.0	258.0	262.0	272.0
Other long term liabilities	1.0	1.0	1.0	1.0
Total	190.0	259.0	263.0	273.0

The authorised limit for external debt - This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Councils. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Councils are asked to approve the following authorised limits:

ADUR DISTRICT COUNCIL

Authorised limit	£m	2023/24 Estimate	2024/25 Estimate	2024/26 Estimate	2026/27 Estimate
Debt		200.0	270.0	274.0	280.0
Other long term liabilities		1.0	1.0	1.0	1.0
Total		201.0	271.0	275.0	281.0

4.0 PRUDENTIAL INDICATORS RELATING TO INVESTMENTS

4.1 Investment treasury indicator and limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Councils' liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the following treasury indicators and limits:

ADUR DISTRICT COUNCIL

MAXIMUM PROPORTION OF PRINCIPAL SUMS INVESTED > 365 DAYS			
	2024/25	2025/26	2026/27
Principal sums invested > 365 days	50%	50%	50%

The information in the following report remains in draft form pending final decisions by West Sussex County Council at their meeting on 16th February 2024



Council

22nd February 2024

Agenda Item 9

Ward: All

2024/25 COUNCIL TAX RESOLUTION

REPORT BY DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES

1.0 SUMMARY

- 1.1 The purpose of this report is to enable Council to make the necessary resolutions in relation to the setting of Council Tax for 2024/25.

2.0 BACKGROUND

- 2.1 The Localism Act 2011 made significant changes to the Local Government Finance Act 1992, and requires the billing authority to calculate a council tax requirement for the year.
- 2.2 The Chancellor introduced a social care precept which allowed those Councils with responsibility for Adult Social Care an additional annual increase in Council Tax. This flexibility is available to West Sussex County Council and for 2024/25 is capped at an additional 2%.
- 2.3 Since the meeting of the Cabinet the precept levels of other precepting bodies have been received or are to be confirmed. These are detailed in the paragraphs below.

3.0 PROPOSALS

3.1 Adur District Council

The Adur District Council Precept (including special expenses, but excluding parishes) for 2024/25 is detailed in the Appendix A and totals **£7,478,630**. The increase in the average Band D Council Tax is **2.99%** and results in an average Band D Council Tax figure of **£333.72** for 2024/25.

- 3.2 Section 30(1) of the Local Government Finance Act 1992 requires the Council to set an amount of Council Tax each financial year for each category of dwelling in its area. Adur District Council, as a billing authority for the purposes of Council Tax, is required to set its Council Tax before 11th March in the financial year preceding that for which the Council Tax is set.
- 3.3 These amounts are based on the Council's own budget, plus precepts from parish councils where applicable, plus shares of the budget for West Sussex County Council and The Police and Crime Commissioner for Sussex, all divided by the tax base. At its meeting on 6th February 2024, the Cabinet approved the tax base for the Adur District and for each of the Parish Council areas for 2024/25, the total is **22,409.90** Band D equivalents.

- 3.3 For the purpose of calculating council tax, dwellings are allocated to valuation bands and the amount of Council Tax paid for dwellings in each band is calculated using nationally set weightings for each band.
- 3.5 Since the meeting of the Cabinet on **1st February 2023**, the precept levels of the other precepting bodies have been received. These are detailed as follows:

3.6 **Parish Councils**

The Parish precepts for 2024/25 total **£457,100**.

Parish Precepts	2023/24	2024/25
Lancing Parish Council	£337,637	£354,400
Sompting Parish Council	£102,700	£102,700
Total	£440,337	£457,100

3.7 **West Sussex County Council**

West Sussex County Council met on 16th February 2024 and set their precept at **£38,431,858.01**. This results in a Band D Council Tax of **£1,714.95**. This includes an amount for the social care precept of **£248.58** per Band D property.

3.8 **The Police and Crime Commissioner for Sussex**

The Police and Crime Commissioner for Sussex met with the Police and Crime Panel who approved the Commissioner’s proposal on **6th February 2024**. The Council has now received the precept notification of **£5,667,687.81**. This results in a Band D Council Tax of **£252.91**.

3.9 **Explanatory Note**

3.9.1 The Act specifies the calculations required and the resolution is structured to meet those requirements. The resolution is divided into the following sections:

a) Council Tax Base (Resolution 1)

This resolution stipulates the Council Tax Base for the forthcoming financial year, as agreed by the Cabinet at its meeting on **1st February 2024**.

b) Council Tax Requirement (Resolution 2)

This resolution sets the Council’s own Council Tax Requirement for the purpose of setting council tax. It represents the amount of council tax that the Council must collect from the council tax payers in its area to fund the budget for its own activities for the forthcoming year.

c) Council Tax Requirement (Resolution 3)

The Council Tax Requirement is calculated by taking the Council’s Net Revenue Budget for 2024/25 of **£11,101,880**, and deducting the aggregate of the amount of support the Council receives from the government in the form of Baseline Funding and Additional Business Rate income, and transfers to or from the Collection Fund, and other Government grants.

d) Basic Amount of Council Tax (Resolution 3)

This resolution sets the Basic Amount of Council Tax for each part of the Council’s area. These amounts are based on precepts from parish councils in addition to the budget for the Council’s

own activities and hence the Basic Amount of Council Tax differs between parts of the Council's area.

e) Precepts of Major Precepting Authorities (Resolution 4)

As a billing authority, the Council also collects council tax in its area on behalf of West Sussex County Council and The Police and Crime Commissioner for Sussex. The amount that they precept is based on their Council Tax Requirement, divided between West Sussex districts and boroughs in proportion to the number of Band D equivalent dwellings in each district/borough area.

f) Setting of Council Tax (Resolution 5)

This resolution sets out the total amount of council tax payable for each category of dwelling and for each part of the Council's area, including the basic amount for each part of the Council's area plus the amounts precepted by West Sussex County Council and The Police and Crime Commissioner for Sussex.

4.0 CONCLUSIONS

4.1 The recommendations of the Cabinet are set out in the formal Council Tax Resolution in Appendix A.

4.2 If the formal Council Tax Resolution at Appendix A is approved :

Lancing Parish Council area

	2023/24 £	2024/25 £	Increase %
West Sussex County Council Total split as below:	1,633.41	1,714.95	4.99
West Sussex - Core Precept	1,417.50	1,466.37	
West Sussex - Adult Social Care Precept	215.91	248.58	
Police and Crime Commissioner for Sussex	239.91	252.91	5.42
Adur District Council			
Split as follows:			
Adur DC (excl. special expenses)	305.55	313.74	2.68
Lancing Parish Council	51.84	51.84	0.00
Lancing Parish Council area subtotal	357.39	365.58	2.29
Total for Lancing Parish Area	2,230.71	2,333.44	4.61

Sompting Parish Council area

	2023/24 £	2024/25 £	Increase %
West Sussex County Council Total split as below:	1,633.41	1,714.95	4.99
West Sussex - Core Precept	1,417.50	1,466.37	
West Sussex - Adult Social Care Precept	215.91	248.58	
Police and Crime Commissioner for Sussex	239.91	252.91	5.42
Adur District Council Split as follows:			
Adur DC (excl. special expenses)	305.55	313.74	2.68
Special Expenses	26.28	28.80	9.59
	331.83	342.54	3.22
Sompting Parish Council	36.81	35.64	-3.18
Sompting Parish Council area subtotal	368.64	378.18	2.59
Total for Sompting Parish Area	2,241.96	2,346.04	4.64

All other areas including Shoreham, Southwick and Coombes:

	2023/24 £	2024/25 £	Increase %
West Sussex County Council Total split as below:	1,633.41	1,714.95	4.99
West Sussex - Core Precept	1,417.50	1,466.37	
West Sussex - Adult Social Care Precept	215.91	248.58	
Police and Crime Commissioner for Sussex	239.91	252.91	5.42
Adur District Council Split as follows:			
Adur DC (excl. special expenses)	305.55	313.74	2.68
Special Expenses	26.28	28.80	9.59
Other Areas total	331.83	342.54	3.23
Total for Other Areas	2,205.15	2,310.40	4.77

5.0 RECOMMENDATION

- 5.1 Council is recommended to approve the detailed revenue budget as set out in Appendix 7 leading to a precept figure of **£7,478,630**.
- 5.2 Council is recommended to approve the capital programme as set out in Section 9.
- 5.3 The Council is recommended to approve the formal Council Tax resolution (Resolution 1, 2 and 3) for Adur District Council set out at Appendix A including the Council's specific Council Tax for 2024/25, Parish Precepts and Special Expenses, which include:
- 5.3.1 The basic part of Adur Council's requirements (excluding special expenses) in 2024/25 to be **£313.74** for a Band D equivalent property as per paragraph 3(h).
- 5.3.2 The special expenses part of Adur Council's requirements in 2024/25 to be **£28.80** for a Band D equivalent property.
- 5.3.3 The average Band D equivalent for Adur per appendix A paragraph 3(f), to be **£333.72**.
- 5.4 The Council is recommended to approve the precept for each authority and the overall Council Tax to be charged as set out in Appendix B (resolution 4 and 5).

Background Papers

Budget Estimates 2024/25 and the setting of 2024/25 Council Tax Report submitted to the Cabinet on **1st February 2024**.

Local Government Finance Act 1992;

<http://www.legislation.gov.uk/ukpga/1992/14/contents>

Localism Act 2011

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5959/1896534.pdf

Local Authority Finance (England) Settlement Revenue Support Grant for 2022/23 and Related Matters: MHCLG Letters and associated papers of 16th December 2021.

Council Tax (Demand Notices) (England) (Amendment) Regulations 2020

<https://www.gov.uk/government/publications/council-tax-information-letter-14-january-2020>

ADUR DISTRICT COUNCIL – COUNCIL TAX RESOLUTION

The Council is recommended to resolve as follows:

1. It is noted that on **1st February 2024**, the Cabinet calculated the Council Tax Base for 2024/25.
 - (a) for the whole Council area as **22,409.90** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the “Act”)]; and
 - (b) for dwellings in those parts of its area to which a Parish precept relates as set out below:

Lancing Parish Council	6,835.00
Sompting Parish Council	2,879.10
All other areas including Shoreham Southwick and Coombes	12,695.80
2. That the Council Tax requirement for the Council’s own purposes for 2024/25 (excluding Parish precepts) is **£7,478,630**.
3. That the following amounts be calculated by the Council for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
 - (a) **£59,661,284** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
 - (b) **£51,725,554** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) **£7,935,730** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R), in the formula in Section 31B of the Act).
 - (d) **£354.12** being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
 - (e) **£457,100** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act as set out in paragraph 3.6.
 - (f) **£333.72** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.
 - (g) **£448,090** being the aggregate amount of all special expenses (not applicable in the Lancing Parish area)
 - (h) **£313.74** being the amount at 3(d) above less the result given by dividing the amount at 3(e) and 3(g) above by Item T (1a above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or Special Expense relates.

4. That it be noted that for the year 2024/25 the West Sussex County Council and The Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:-

All of the Council's Area 2024/25	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Sussex County Council	1,143.30	1,333.85	1,524.40	1,714.95	2,096.05	2,477.15	2,858.25	3,429.90
Total as split below:								
West Sussex - Core Precept	977.58	1,140.51	1,303.44	1,466.37	1,792.23	2,118.09	2,443.95	2,932.74
West Sussex - Adult Social Care Precept	165.72	193.34	220.96	248.58	303.82	359.06	414.30	497.16
The Police and Crime Commissioner for Sussex	168.61	196.71	224.81	252.91	309.11	365.31	421.52	505.82

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the amounts shown below as the amounts of Council Tax for the year 2024/25 for each part of its area and for each of the categories of dwellings:

LANCING PARISH COUNCIL AREA

Council Tax Schedule 2024/25	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Sussex County Council Total split as below:	1,143.30	1,333.85	1,524.40	1,714.95	2,096.05	2,477.15	2,858.25	3,429.90
West Sussex - Core Precept	977.58	1,140.51	1,303.44	1,466.37	1,792.23	2,118.09	2,443.95	2,932.74
West Sussex - Adult Social Care Precept	165.72	193.34	220.96	248.58	303.82	359.06	414.30	497.16
The Police and Crime Commissioner for Sussex	168.61	196.71	224.81	252.91	309.11	365.31	421.52	505.82
Parish of Lancing area total as split below:	243.72	284.34	324.96	365.58	446.82	528.06	609.30	731.16
Adur District Council Core Precept	209.16	244.02	278.88	313.74	383.46	453.18	522.90	627.48
Lancing Parish Precept	34.56	40.32	46.08	51.84	63.36	74.88	86.40	103.68
TOTAL	1,555.63	1,814.90	2,074.17	2,333.44	2,851.98	3,370.52	3,889.07	4,666.88

SOMPTING PARISH COUNCIL AREA

Council Tax Schedule 2024/25	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Sussex County Council Total split as below:	1,143.30	1,333.85	1,524.40	1,714.95	2,096.05	2,477.15	2,858.25	3,429.90
West Sussex - Core Precept	977.58	1,140.51	1,303.44	1,466.37	1,792.23	2,118.09	2,443.95	2,932.74
West Sussex - Adult Social Care Precept	165.72	193.34	220.96	248.58	303.82	359.06	414.30	497.16
The Police and Crime Commissioner for Sussex	168.61	196.71	224.81	252.91	309.11	365.31	421.52	505.82
Parish of Sompting area total as split below:	252.12	294.14	336.16	378.18	462.22	546.26	630.00	756.36
Adur District Council Core Precept	209.16	244.02	278.88	313.74	383.46	453.18	522.90	627.48
Sompting Parish Precept	23.76	27.72	31.68	35.64	43.56	51.48	59.40	71.28
Special Expenses	19.20	22.40	25.60	28.80	35.20	41.60	48.00	57.60
TOTAL	1,564.03	1,824.70	2,085.37	2,346.04	2,867.38	3,388.72	3,910.07	4,692.08

ALL OTHER AREAS INCLUDING SHOREHAM, SOUTHWICK AND COOMBES

Council Tax Schedule 2024/25	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
West Sussex County Council Total split as below:	1,143.30	1,333.85	1,524.40	1,714.95	2,096.05	2,477.15	2,858.25	3,429.90
West Sussex - Core Precept	977.58	1,140.51	1,303.44	1,466.37	1,792.23	2,118.09	2,443.95	2,932.74
West Sussex - Adult Social Care Precept	165.72	193.34	220.96	248.58	303.82	359.06	414.30	497.16
The Police and Crime Commissioner for Sussex	168.61	196.71	224.81	252.91	309.11	365.31	421.52	505.82
All other areas total as split below:	228.36	266.42	304.48	342.54	418.66	494.78	570.90	685.08
Adur District Council Core Precept	209.16	244.02	278.88	313.74	383.46	453.18	522.90	627.48
Special Expenses	19.20	22.40	25.60	28.80	35.20	41.60	48.00	57.60
TOTAL	1,540.27	1,796.98	2,053.69	2,310.40	2,823.82	3,337.24	3,850.67	4,620.80

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