



ADUR & WORTHING
C O U N C I L S

7 October 2019

Joint Overview & Scrutiny Committee	
Date:	17 October 2019
Time:	6.30 pm
Venue:	QEII Room, Shoreham Centre, Shoreham-by-Sea

Committee Membership:

Adur District Council: Councillors; Stephen Chipp (Adur Chairman), Joss Loader (Adur Vice-Chairman), Carol Albury, Catherine Arnold, Kevin Boram, Paul Mansfield, Andy McGregor and Lavinia O'Connor

Worthing Borough Council: Councillors; Roy Barraclough (Worthing Chairman), Keith Bickers (Worthing Vice-Chairman), Paul Baker, Margaret Howard, Charles James, Jane Sim, Bob Smytherman and Carl Walker

Agenda

Part A

1. Declaration of Interests

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

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

2. Substitute Members

3. Confirmation of Minutes

To approve the minutes of the Joint Overview and Scrutiny Committee meeting of held on 19 September 2019, copies of which have been previously circulated.

4. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by 12.00pm Tuesday 15 October 2019

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

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

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

5. Items Raised Under Urgency Provisions

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

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

There were no call-ins at the time of publication of this Agenda

7. Delivering Platforms for our Places - Progress report - January to June 2019
(Pages 1 - 40)

To consider a report by the Director for Digital and Resources, copy attached as item 6

8. Joint Leaders Interview (Pages 41 - 46)

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

9. Adur and Worthing review of Gypsy and Traveller encampments in 2018
(Pages 47 - 64)

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

10. Joint Overview and Scrutiny Committee Work Programme 2019/20 - Update
(Pages 65 - 72)

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

The Meeting was declared closed by the Chairman at XXXXpm it having commenced at 6.30pm.

Chairman

Recording of this meeting

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

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Joanne Lee Solicitor 01903 221134 Joanne.lee@adur-worthing.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

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ADUR & WORTHING
C O U N C I L S

Joint Overview and Scrutiny Committee
17 October 2019
Agenda Item 6

Key Decision [No]

Ward(s) Affected:N/A

Delivering Platforms for our Places - Progress report - January to June 2019

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

- 1.1 To provide the Joint Overview and Scrutiny Committee (JOSC) with an overview of progress on the delivery of the commitments set out in '*Platforms for our Places*' over the period January to June 2019.
- 1.2 To assist JOSC in questioning the Chief Executive and Executive Members on the progress in delivering the commitments and activities in Platforms for our Places.

2. Recommendations

- 2.1 That JOSC note the progress in delivering the commitments and activities in Platforms for our Places and question the Chief Executive and Executive Members on this.
- 2.2 That a further progress report be requested to be presented to JOSC in January 2020 as part of the JOSC Work Programme.

3. Context

- 3.1 As part of its Work Programme for 2019/20 JOSC has agreed to review the progress in delivering the commitments and activities in Platforms for our Places in October 2019 and March 2020 and also question the Chief Executive and Executive Members on the progress.

4. Issues for consideration

- 4.1 JOSC is asked to consider the progress in delivering the activities in Platforms for our Places, details of which are set out in the copy of the report attached as the appendix to this report which was presented to the Joint Strategic Committee (JSC) on 9 July 2019. A final progress report on delivering Platforms for our Places is to be considered by JSC at its meeting in December 2019 alongside the next version of Platforms for our Places so the JOSC Chairmen have been consulted and now suggest that it would be more appropriate for JOSC to receive a further update report to the January JOSC meeting rather than waiting until March.

5. Engagement and Communication

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

6. Financial Implications

- 6.1 There are some financial implications arising from the overall Platforms for our Places document which are covered under the overall budget process.

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Councils have the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 7.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a Best Value Authority to make continuous improvement in the way in which its functions are exercised having regard to a combination of

economy, efficiency and effectiveness.

Background Papers

Platforms for our Places (adopted by Adur District Council 15 December 2016
and adopted by Worthing Borough Council 20 December 2016.

Platforms for our Places six month progress report to Joint Strategic Committee - 9
July 2019

Officer Contact Details:-

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Scrutiny and Risk Officer

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Sustainability & Risk Assessment

1. Economic

Developing our financial economies is one of five Platforms for development in Platforms for our Places. The progress report attached as the appendix to this report provides an overview and highlights on how the Councils are working to develop this Platform.

2. Social Value

2.1.1 Developing our social economies is one of five platforms for development in Platforms for our Places. The progress report attached to this report provides an overview and highlights on how the Councils are working to develop this platform.

2.2 Equality Issues

2.2.1 Through Platforms for our Places, the objective is to build the capacity of our communities and engage with them to find solutions and ensure our services are designed to respond and meet their needs.

2.3 Community Safety Issues (Section 17)

2.3.1 There are specific commitments in Platforms for our Places which relate to the promotion of our communities as safe places.

2.4 Human Rights Issues

2.4.1 Through the implementation of Platforms for our Places the Councils are seeking solutions with our partners to enable our residents, communities and places to thrive.

3. Environmental

3.1 Developing the Councils and communities role in stewarding our natural resources is one of five platforms for development in Platforms for our Places. The copy report from the Joint Strategic Committee 9 July 2019 attached to this report provides an overview and highlights on how the Councils are working to develop this platform.

4. Governance

4.1 This report provides the Joint Overview and Scrutiny Committee with an overview of the progress being made to implement Platforms for our Places, the Councils' three-year plan to enable our places to thrive.

- 4.2 The presentation of this report to the Joint Overview and Scrutiny Committee ensures that officers are accountable in delivering elected Member's ambitions for our places.
- 4.3 Working with local and sub-regional partners is a critical element in delivering Platforms for our Places. It will remain an important area of focus for Officers.

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ADUR & WORTHING
COUNCILS

Joint Strategic Committee
9 July 2019
Agenda Item 5

Key Decision: No
Ward(s) Affected: All

Platforms for our Places Progress Report (January to June 2019)

Report by the Chief Executive

Executive Summary

1. Purpose

- 1.1. To provide Joint Strategic Committee an update on the Councils' progress in delivering the ambitions and commitments set out in *Platforms for our Places* for the period January to June 2019, and highlights certain areas of strategic importance.
- 1.2. The Councils continue to implement the commitments adopted in January 2018 (and refreshed in July 2018). 8% are now complete (blue), 67% of activities are on track (green) and 25% are at potential risk (amber).
- 1.3. The report provides the opportunity for JSC to report to both Full Councils and the Joint Overview and Scrutiny Committee on progress.

2. Recommendations

- 2.1. Note the progress made and challenges experienced in the implementation of *Platforms for our Places* over the period January to July 2019.
- 2.2. Request the final update in December 2019 concluding the *Platforms for our Places* programme.
- 2.3. Agree to refer this report to Joint Overview & Scrutiny Committee for their consideration.

3. Context

- 3.1. In December 2016 Adur District and Worthing Borough Councils adopted *Platforms for our Places* as the Councils' direction of travel for the next 3 years. In July 2018 (18 months into that programme) both Councils adopted a revised set of commitments and activities to reflect the progress that had been made and the issues that had emerged over the first half of the programme.
- 3.2. *Platforms for our Places* builds on the need to explore and reset our relationship with our residents, recognising as Councils we cannot and should not do everything for everyone. Our role as Councils (as well as providing great services and vital safety nets) is to create and maintain five essential platforms upon which our communities can build happy, healthy, prosperous and connected places.
- 3.3. *Platforms for our Places* identifies five platforms underpinned by a series of commitments namely:
- a) Our Financial Economies
 - b) Our Social Economies
 - c) Stewarding our Natural Resources
 - d) Services and Solutions for our Places
 - e) Leadership of our Places

Platform	Commitments	Activities and Projects
Our Financial Economies	11	47
Our Social Economies	8	31
Stewarding our Natural Resources	7	21
Services and Solutions	5	18
Leadership of our Places	7	30

Table 3.1: Five Platforms and associated commitments, activities and projects

- 3.4. Progress reporting draws on the progress of the 147 projects and activities and the Councils broader activities to provide a snapshot of how the Councils are contributing to the development of the five identified platforms. Table 3.2 shows how the status of projects and activities are determined

Status Indicators	Status Definition
Blue	Completed
Green	In progress: on track and on time
Amber	In progress: but delays anticipated or minor issues to be resolved (no apparent 'show stoppers' identified)
Red	Significant difficulties in implementation
Grey	Yet to start

Table 3.2 Status Indicators and definitions

- 3.5. All previous 6-monthly update reports to Joint Strategic Committee have also been considered by Joint Overview & Scrutiny Committee (JOSC). JOSC has commented in the past that the analysis by platform was helpful and asked for particular commentary on any “red” commitments.

4. Issues for consideration and update

- 4.1. The progress report ([Attachment A](#)) provides an overview of the main highlights, challenges and future focus in the development of the five platforms over the last six months. The Attachment also provides an overview of the current status of Platform Commitments in pie chart form. Table 4.1 provides a further breakdown of these activities and projects progress. In evaluating the progress of these activities and projects a reasonably objective analysis has been employed, and while there may be debate on ‘how green’ or ‘how amber’ a particular project may be, the overall assessment gives a reasonably robust view of our progress.

Platform	On Track	Potential Risk	Complete
Our Financial Economies	25 (53.2%)	16 (34%)	6 (12.8%)
Our Social Economies	18 (58.1%)	11 (35.5%)	2 (6.5%)
Stewarding our Natural Resources	17 (81%)	4 (19%)	0
Services and Solutions	14 (77.8%)	3 (16.7%)	1 (5.6%)
Leadership of our Places	25 (83.3%)	3 (10%)	2 (6.7%)
Total	99 (67.3%)	37 (25.2%)	11 (7.5%)

Table 4.1 Status of Commitments by Platforms

4.2. It is also perhaps worth remembering that these 140 or so commitments are not 'everything we do', far from it. Whilst progressing our Platforms agenda we have continued to provide a full portfolio of universal services to the communities we serve. At times this has been challenging, particularly in some of those demand led areas where we have seen an increase in need, without a consequent increase in supply of resources either in terms of finance or assets (e.g. new housing).

4.3. It is not intended in this covering report to comment on each and every issue flagged in Attachment A. There are, however, certain strategic themes that can be drawn from the past 6 months that are probably worthy of drawing to the attention of the Committee. These are:-

4.4. Responding to our changing town centres

4.4.1. The changing nature of town centres has increased in national prominence over the past six months. The pressures faced by the retail sector in particular has created greater uncertainty over the traditional (retail led) role of our town centres. While our town centres remain vibrant commercial, social and cultural focal points for our communities, as previously reported to JSC, the Councils have sought to take proactive actions to support and convey confidence in our town centres.

4.4.2. Over the last 6 months this has included:-

- (a) Continuing to provide quality cultural experiences for our residents, with over 800 new memberships for our Worthing Theatres audiences (adding to the over 40,000 existing audience members)
- (b) Continued maintenance, design and development of our public realm,
- (c) Recognition for the Councils maintenance of Worthing Pier (named 2019 Pier of the Year) and management of Shoreham Farmers Markets (named the best Farmers Market in Sussex)
- (d) Working with partners across Worthing's town centre to successfully gain purple flag status for our night-time economy (at first time of applying)

- (e) Delivering and supporting a vibrant calendar of events, including a new Street Food & Drink Festival in Worthing and the Southwick Spring Fair
- (f) Pursuing innovative approaches to providing employment spaces in our town centres, Colonnade House, has reached 100% tenancy occupancy and the completion of Focus House on the old Adur Civic car park site in Shoreham (on time and on budget).
- (g) Organising the Waves Ahead Conference - *Streets Ahead: pathways to thriving town centres* to engage partners across the commercial sectors on the future of Town Centres and to hear from Bill Grimsey (UK national expert on thriving town centres)

4.4.3. The Councils intend to continue to develop this critical work over the coming months:

- (a) Reaching milestones on key development sites providing employment and housing opportunities in our town centre, including Union Place, Adur Civic Centre Phase II and both the Teville Gate projects.
- (b) continuing to offer attractions that will draw people into our town centres such as the Worthing Observation Wheel and 'SpinOut' programme of outdoor cultural activities, and
- (c) Identifying distinctive propositions for our town centres and seek to position those appropriately for investment opportunities.

4.5. Digital place-making

- 4.5.1. Phase one of the Ultrafast Full Fibre rollout is almost complete, connecting all main council buildings with gigabit-capable optical fibre.
- 4.5.2. The contract for phase two has been agreed, which will connect a further 83 council assets across Adur and Worthing. These include CCTV, leisure facilities, and seafront and parks assets. Further projects are in development for delivery of widespread public WiFi and implementation of an internet of things (IoT network).

4.6. Housing (supply and demand)

- 4.6.1. As with previous reports the provision of housing remains a critical area of focus for the Councils.

Housing Supply

- 4.6.2. Adur District Council have received confirmation that the Secretary of State will not be calling in the decision to grant permission for 600 homes at New Monks Farm. Applications for the development of further sizable provision for housing are expected to be brought and/or determined shortly, include Teville Gate, West Sompting and Kingston Wharf.
- 4.6.3. The Councils are also overseeing 11 housing development sites and (ADC) received planning permission for development at Albion street and 17 units at Cecil Norris House, whilst (WBC) submitted an application for 15 units at Rowlands Road in Worthing. The first phase of Albion street, is about to go out to competitive tender, and will involve the delivery of 44 units of affordable social housing. A further two units of accommodation have been completed at North Lancing Road and will be available to let as social rented accommodation. In total a schedule of around 150 units is currently in our project pipeline across both Council areas.
- 4.6.4. Worthing Borough Council has worked with Boklok UK to agree a proposition for approximately 150 units at Fulbeck Avenue (and an overarching agreement to collaborate on delivering up to a further 500 homes on other sites).
- 4.6.5. Possible infill sites have been identified within Adur Homes which could be used for housing development. Plans for the first phase, which involves four sites are being drawn up.
- 4.6.6. Our housing team has supported improvements to the value of £2.24 million in 237 homes through the Disability Facilities Grant, whilst ensuring that private tenants are living in safe accommodation; (handling nearly 400 complaints, which have lead to 62 enforcement notices, 2 civil penalty notices and 2 prosecutions).

Housing demand - Homelessness

- 4.6.7. In the first three months of 2019 the Councils Housing Needs Team were contacted by 281 individuals or families seeking assistance as they were threatened with homelessness. In the same period 83 households homelessness was either prevented or relieved bringing the total number for homelessness prevented or relieved for Quarter 3 and Quarter 4 to 229.
- 4.6.8. We continue to pursue strategies to identify residents at risk of homelessness as early as possible. Over the past six months our focus has been on GPs as part of 'making homelessness everyone's business'. A training session has been delivered and GPs are looking at introducing prompts into their IT systems to flag up the triggers that could lead to homelessness. The Councils Housing and Wellbeing teams are also working closely to identify better synergies to increase good housing and wellbeing outcomes for residents.
- 4.6.9. The Councils are pursuing innovative strategies to provide stable housing to those experiencing homelessness. *Opening Doors* is a scheme that offers a package to private landlords to let properties to people we have a duty to house. A reduction in the supply of private rented accommodation (as risk/reward ratios have changed for landlords) can create real problems for people seeking private rented property. *Opening Doors* seeks to partially 'de-risk' renting by offering a free service to landlords that includes tenancy sign-up, guaranteed rent and assistance to evict if the tenancy fails. The *Opening Doors* pilot has seen 14 properties/landlords successfully trialed, with no bad debts accrued to date. It has also reduced the Councils' temporary accommodation costs by around £141,000. Our housing teams are now preparing for a full launch of the service. In addition property for temporary accommodation is being bought to reduce costs and increase locally available accommodation.
- 4.6.10. The Councils' efforts to support rough sleepers continues, between January and May more than 40 rough sleepers have been supported into accommodation. In winter 2017 there were an estimated 34 rough sleepers in Worthing and two in Adur, currently there are 12 rough sleepers in Worthing and none in Adur. The Councils and our partners efforts were boosted

recently by further Government funding, in addition to the Rough Sleeping Initiative, a Cold Weather Fund of up to £35,000 was made available to support rough sleepers excluded from other services. 27 rough sleepers were assisted, with only one case returning to rough sleeping (the others were reconnected to family, four to their EU country of origin, employment and private sector accommodation or provided short-term accommodation to give stability and access to longer term accommodation).

- 4.6.11. This winter there will be a second night shelter for our more complex rough sleepers and the team are working to try and ensure that no-one needs to rough sleeper this winter. Further Government funding is supporting work with partners across West Sussex, with a Rapid Rehousing pilot to support rough sleepers into accommodation. The pilot will be supported by trialing a 'Housing First' model with Turning Tides leasing a total of four properties from Worthing Homes, Saxon Weald and Adur Homes. The Rough Sleepers Team membership has increased and now includes Adult Social Care, WORTH, Pause and Drive Project improving our multidisciplinary approach further, our Rough Sleeper Coordinator is also improving links with our local hospitals, improving outcomes for our rough sleepers – the work being used as part of a current bid that is being formulated between all West Sussex Districts and Boroughs, West Sussex County Council, Clinical Commissioning Group, the NHS Sustainability and Transformation Partnership, Hospital Trust and our partners in the third sector to improve health outcomes for rough sleepers.

4.7. Environmental Sustainability, Stewarding our Natural Resources

- 4.7.1. Over the past six months we have stepped up our focus on response to a changing climate, and to responsible stewardship of our natural resources. The Councils have a good recent history of taking action, including the installation of solar panels on corporate buildings, reducing emissions in corporate travel, plastic waste reduction and the adoption of the 'SustainabilityAW' framework. The Councils have also signed the UK 100 Cities Network Pledge to work towards clean energy by 2050. And we are not complacent, more needs to be done.

- 4.7.2. The Councils have seen a reduction in our Carbon Dioxide emissions of 30% from a 2012-13 baseline (this reflects national carbon reduction in the energy sector and how the Council manages its energy contracts and energy projects). This includes the successful installation of a 20 kilowatt Solar PV system at the Shoreham Centre. The new system comprises of 72 Solar Panels and is expected to save about 11 tonnes of CO2 a year by producing 1,000 kilowatts of renewable energy.
- 4.7.3. In Waste and Recycling the move to alternate weekly collections is designed to enable and encourage our residents to think about the amount of waste produced and increase the amount of waste they recycled. The Councils are becoming a 'Plastic Free Council' and supporting initiatives like 'Plastic Free Worthing' and 'Refill Shoreham' and 'Refill Worthing'.
- 4.7.4. Elsewhere on this agenda the Councils are considering gearing up our response to Climate Change with a move towards carbon neutrality by 2030.

4.8. Supporting our ambitions

- 4.8.1. Our digital programme continues to make strong progress with new digital services receiving high customer satisfaction ratings and helping reduce demand in our contact centre. Financial savings continue to be made each year through the programme which was shortlisted for two national digital awards this year.
- 4.8.2. An improvement programme in financial services is progressing well, with a new financial management system launching in the autumn, alongside new budget management training, strategic procurement support through Orbis and ongoing development of the medium term financial strategy.
- 4.8.3. The '*Effortless*' customer services programme is well underway gathering in depth feedback directly from customers with a range of improvements planned including a new website, and expansion of customer contact channels such as live chat. A significant programme to transform the Revenues & Benefits

service is also well underway.

- 4.8.4. Adur & Worthing Councils are leading nationally on the development of a Service Design Apprenticeship, bringing together the Institute of Apprenticeships, Cabinet Office, HMRC, Department for Education, Cancer Research UK, London Borough of Hackney, University of the Arts London and others.
- 4.8.5. The HR policy review is well advanced, creating fewer, more accessible policies along with a very well received new Staff Handbook for new starters and all staff.

4.9. Positioning our Places for Prosperity

- 4.9.1. A degree of economic uncertainty has had an impact on appetites for inward investment across the UK. To date, and by careful management of relationships, Adur and Worthing appear to be retaining the interest of investors across sectors. If macro-economic indicators for the economy start to turn the wrong way this may become more difficult. It is essential, therefore, that the Councils continue to position themselves and their places as an attractive opportunity for investment and talent to come, set up business and put down roots.
- 4.9.2. Worthing Borough Council are looking to develop a form of place branding that can ignite interest from investors and attract people to work, live and play in the town. This work is underway (using small local agencies) and complements the need to continue to develop the Discover Worthing brand to its fullest potential.
- 4.9.3. As Government and private sector capital investment is squeezed it is ever more important that we promote our places on national and regional agendas. The Councils continue to be actively involved in the development by the Coast to Capital LEP of the Local Industrial Strategy seeking to ensure it picks up the needs of our places. The Councils are also likely to become more active players in the Greater Brighton Economic Board ensuring that investment in our City Region meets the needs of all of that large (and growing) region and that Adur and Worthing play their part and receive an appropriate share of dividend.

4.10. **Looking to the future**

- 4.10.1. This is the penultimate 6 monthly report against the *Platforms for our Places* programme of activities. The programme as currently framed will conclude at the end of December 2019 and work will shortly begin on identifying themes, priorities and activities to guide our strategic direction over the period 2020-2023.

5. Engagement and Communication

- 5.1. As outlined in the progress report (Attachment A) engagement with our communities and partners is critical to conveying and realising our objectives and delivering the individual activities and projects outlined in *Platforms for our Places*. It remains an important area of focus for officers in the final six months of implementation.

6. Financial Implications

- 6.1. There are no unbudgeted financial implications in this report. Specific commitments that have capital or revenue consequences are individually assessed as part of the decision making process. The setting of a draft budget for both Councils for 2020/21 has been undertaken with the *Platforms for our Places* commitments in mind, as will be seen from a variety of reports to JSC in the near future and are consistent with the revenue budget and capital strategies.

7. Legal Implications

- 7.1. There are no specific legal implications relevant to this report. The legal implications relevant to any individual commitment are reported in the usual decision making process.

Background Papers

- [*Platforms for our Places Progress Report \(July to December 2018\)*](#) - Joint Strategic Committee (Item 5) - 31 January 2019
- [*Mid-Term Review and Refresh of Platforms for our Places Commitments*](#) - adopted by Adur District Council - 19 July 2018; adopted by Worthing Borough Council - 17 July 2018
- [*Platforms for our Places: 6 month Progress Report \(January to June 2018\)*](#) - Joint Strategic Committee (Item 5) - 10 July 2018
- [*Delivering Platforms for our Places: Progress Report June - December 2017*](#) - Joint Strategic Committee (Item 5) - 9th January 2018
- [*Delivering Platforms for our Places: Mid-Year Report 2017*](#) and [*Appendix*](#) - Joint Strategic Report - 11 July 2017 (Item 5)
- [*“Platforms for our Places” unlocking the power of people, communities and our local geographies*](#) - adopted by Adur District Council - 15 December 2016; adopted by Worthing Borough Council - 20 December 2016

Officer Contact Details

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Sustainability & Risk Assessment

1. Economic

- 1.1. Delivering our financial economies is one of 5 Platforms for development in *Platforms for our Places*. The progress report (Attachment A) provides an overview and highlights on how the Councils are working to develop this Platform.

2. Social

2.1. Social Value

- 2.1.1. Developing our Social Economies is one of five Platforms for development in *Platforms for our Places*. The progress report (Attachment A) provides an overview and highlights on how the Councils are working to develop this Platform.

- 2.1.2. A particular focus on several elements of *Platforms for our Places* is how to build capacity within our communities and community partners to enable them to shape and lead our places, while at the same time ensuring the Councils provide a robust 'safety net' for vulnerable members of our communities.

2.2. Equality Issues

- 2.2.1. *Platforms for our Places* objectives include building the capacity of our communities, engaging with them to find solutions that ensure that our services (and interventions) are designed to meet specific needs and address areas and issues of historic disadvantage.

2.3. Community Safety Issues (Section 17)

- 2.3.1. There are specific commitments in *Platforms for our Places* which relate to the promotion of communities as safe places. Delivery of these commitments are in progress.

2.4. Human Rights Issues

- 2.4.1. Through the implementation of *Platforms for our Places* the Councils are seeking solutions with other partners to enable our residents, communities and places to thrive.

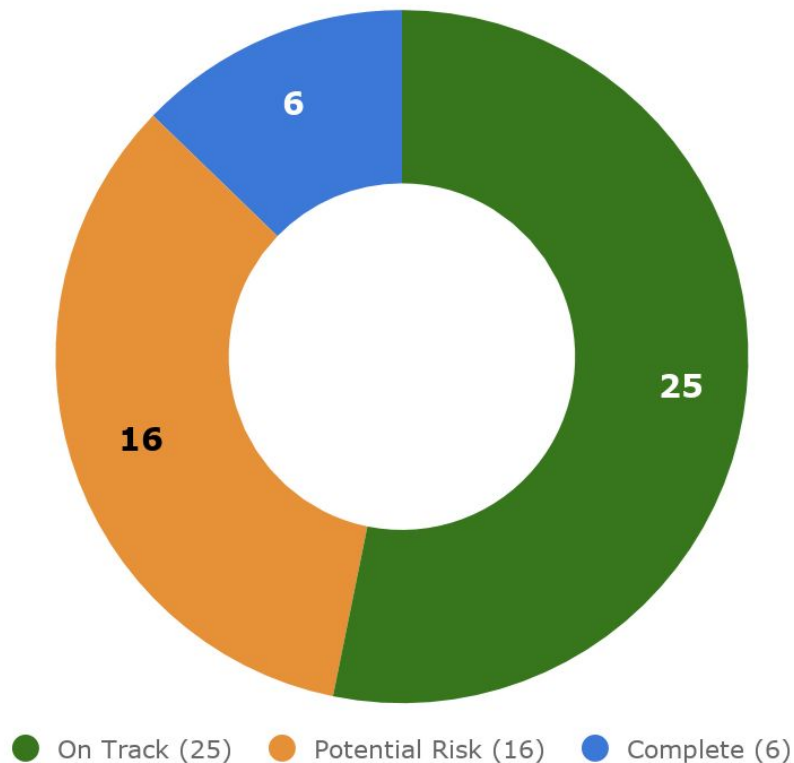
3. Environmental

- 3.1. Developing the Councils and communities role in stewarding our natural resources is one of five platforms for development in *Platform for our Places*. The progress report (Attachment A) provides an overview and highlights on how the Councils are working to develop this platform.

4. Governance

- 4.1. This report provides Joint Strategic Committee an overview of the progress being made to implement *Platforms for our Places*, the Councils' three-year plan to enable our places to thrive.
- 4.2. The presentation of this report and proposed recommendations to refer it to Joint Overview and Scrutiny Committee ensure that officers are accountable in delivering elected members' ambitions for our places.
- 4.3. Working with local and sub-regional partners is a critical element in delivering *Platforms for our Places*. It will remain an important area of focus for Officers.

Commitment Tracker



Overview : last six months

There have been a series of important steps forward on commitments to develop our Financial Economies during the past six months, as we seek to support the development of our creative and digital sectors, respond to the changing nature of our town centres, strengthen our relationship with local business and continue to see progress on major site.

We are seeking new ways to support our growing creative and digital sectors, including moving to the next stage with proposals for Colonnade House to underpin its future as a creative and digital hub, along with the significant expansion of the ultrafast fibre network to an additional 83 council sites including town centre, secondary shopping areas, seafront and park locations.

Over the last six months the health of retailing on our high streets has become of great concern across the country. We are exploring new and imaginative ways of addressing this challenge in partnership with those who wish to invest in our town centres and on the seafront.

To realise our local economies potential we are having a sharper series of conversations with the Adur & Worthing Business Partnership having focused on Brexit and Sustainability. This, together with active engagement with the Worthing & Adur Chamber of Commerce, means a coordinated approach to deliver a series of important events to support our local economies.

We have seen significant progress on our major projects sites. We received two planning applications for the former Teville Gate site, one of which has already been determined. The Secretary of State chose not to call-in the New Monks Farm and Shoreham Airport planning applications and work is underway to finalise the planning approvals for both schemes. The new office development 'Focus House' has been completed on time and on budget on the site of the former Adur Civic Centre car park, and we now look forward to the development of the main Adur Civic site.

Platform Highlights : last six months

1. **Our Creative Economy:** Worthing Borough Council has agreed to establish an independent Cultural Trust to develop and manage the town's cultural assets. The aim is to take the development of Worthing's cultural offer to the next level. Meanwhile the cultural hub at Colonnade House continues to see 100 per cent occupancy and full gallery booking until March 2020.
2. **Digital infrastructure:** Adur & Worthing are clear leaders in the south east for ultrafast full fibre, with a major extension to the council fibre network now agreed, connecting an additional 83 council sites over the next 2-3 years including in our town centre, seafront, and parks.
3. **Recognition for local attractions:** Worthing Pier has been voted Pier of the Year 2019 by the National Pier Society, while Shoreham Farmers Market has been recognised as the best Farmers Markets in Sussex at the Sussex Food and Drink Awards.
4. **Focus House, Shoreham:** Adur District Council has completed the £9.8 million constructure of Focus House on the Adur Civic Centre car park site has been completed ahead of time and within budget. The project will ensure the retention of 250 jobs in the area while allowing it to continue to grow - with hopes of a further 150 to 200 jobs created in the first 18 months of occupation.
5. **Specialist HMRC site at Teville Gate:** 70,000 sq ft office development approved by Planning Committee in June. The new five storey development is set to replace the existing building currently on the site and could accommodate around 900 full time equivalent employees by March 2021. Worthing will be one of five specialist sites located across the UK.
6. **Taxi Regulation:** We have updated and relaunched our new Taxi Handbooks for Adur and Worthing and continued to work closely with the licensed trade around safeguarding and wellbeing, promoting Wellbeing Checks at the Taxi Forums to improve Drivers wellbeing

and securing the introduction of CCTV in vehicles as part of our efforts to ensure effective safeguarding.

Challenges

1. **Thriving town centres:** We will need to respond to the challenges facing the retail sector in our **town centres**. A series of coordinating interventions will help to ensure that an evolving town centre is well equipped to offer a higher quality experience for residents and visitors. This will include our public realm; improving our car parks and supporting a year round programme of events and activities.
2. **Delivering our Economic Strategy:** A greater understanding of the local skills landscape is needed and the constructive role the Councils' can play. Also further thinking is required on how our ambitions to develop Advanced Manufacturing and Engineering in Adur is realised.

Future Focuses

1. **Major Projects:**
 - a. WBC is working in partnership with West Sussex County Council and both '**Teville Gate**' developers to transform Railway Approach and deliver a high quality public realm that welcomes visitors to the town;

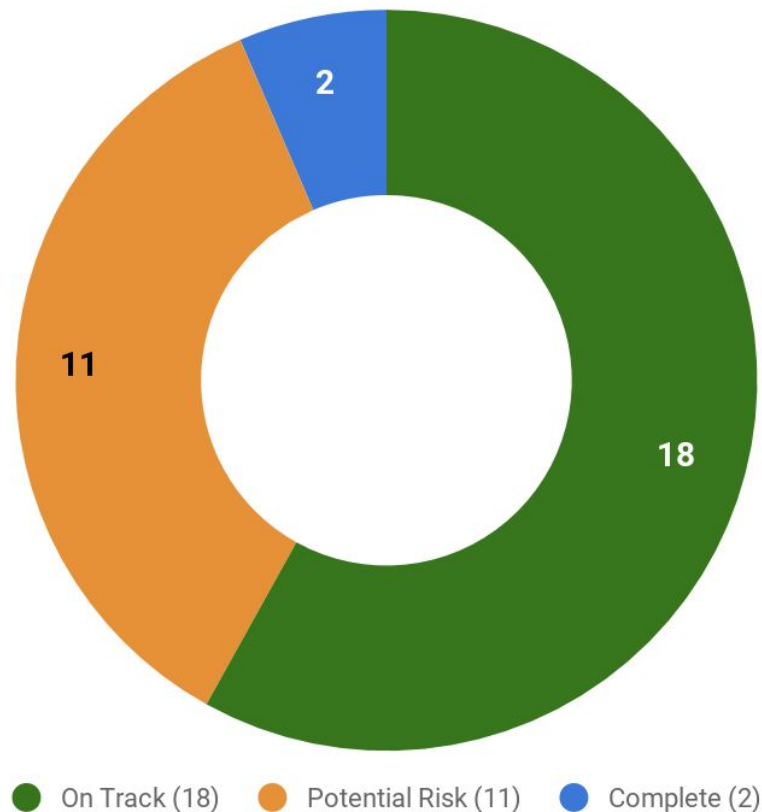
- b. Progress continues to be made on the **Bayside development** on the site of the former Aquarena;
- c. Work commenced on a seasonal giant **observation wheel** for Worthing seafront;
- d. Procurement of a development partner for **Decoy Farm** has commenced.
- e. Our partnership with London & Continental railways has seen a scheme for **Union Place** move into the design stage;
- f. we have successfully marketed the **Adur Civic Centre main site**, and look forward to progressing its development.

2. **Activating Digital Infrastructure:** The installation of gigabit provides our places with a new digital capability. The next period will see how this capability can impact our place, including businesses and the place making agenda. This includes examining the role of digital infrastructure in the changing nature of our town centres and data to inform economic and town centre development.

3. **Responding to the changing nature of our town centres:** Looking at what strategic inputs are required to respond to the changing nature of our town centre. The Councils will continue to pursue other initiatives to help enhance the town centre experience including events, markets, the Worthing Observation Wheel and public realm development.

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Commitment Tracker



Overview : last six months

The Councils continue to take steps to support our communities when they are most vulnerable, and finding innovative approaches to reduce risk of poor health and housing outcomes.

We have received national recognition for our social prescribing programme - 'Going Local'. We are also expecting another milestone being reached on the development of the Worthing Health Hub (another example of the Councils' working in collaboration with health partners).

We have also seen significant progress being made in our efforts to provide housing and supporting those who are experiencing homelessness. We are seeing real results from our proactive approach to support those Rough Sleeping. The Councils are overseeing 11 housing development projects, in particular Albion Street, Cecil Norris House and Fulbeck Avenue developments are designed to provide new social and affordable housing solutions to our communities. Worthing Borough Council's formative partnership with BokLok to deliver a model for new homes at Fulbeck has attracted significant national and international attention and work will now begin on designing this important new scheme.

Platform Highlights : last six months

1. **‘Going Local’, goes national:** ‘Going Local’, the Councils Social prescribing programme has been shortlisted in the Public Health Category of the MJ Local Government Awards. Between November 2018 and February 2019 the programme has undertaken 1,277 referrals, averaging 47 per month. The Councils have reinvested in the housing support worker for “Going Local” for a second year.
2. **Thrive and loneliness:** As part of our Health and Wellbeing agenda, we have been convening work focusing on some important agendas for our communities, including the way in which we think about and tackle loneliness. We have been convening a number of service design sessions with partners - including our Director for Public Health- over the last nine months around a Thrive agenda, to designing new and more creative ways in which communities can be better connected in places and through intergenerational approaches. The next steps are now taking shape to turn this work into actionable priorities
3. **Our communities remember:** Following a number of years working with the families Adur District Council unveiled the Shoreham Memorial on the banks of the Adur River. The memorial honours the 11 men who lost their lives at the Shoreham Airport tragedy. News of this touching memorial was shared by national, regional and local news outlets.
4. **Investing in our Bereavement Services:** Worthing Borough Council work commenced on the £750,000 investment into the extension of Durrington Cemetery. This will ensure that Durrington Cemetery will continue to provide burial options to our community for the next 30-35 years by providing 2,000 burial spaces and 1,200 ash plots. This work compliments the refurbishment of facilities at Worthing Crematorium.
5. **Action on rough sleeping:** The Councils’ efforts to support those rough sleeping was recently boosted by Government funding. 27 rough sleepers were assisted, with only one person returning to rough sleeping (the others were reconnected to family, employment and private sector accommodation or provided short-term accommodation to give stability and access to longer term accommodation). Further Government funding is supporting work with partners across West Sussex to support rough sleepers into accommodation, including trialing a ‘Housing First’ model with Worthing Homes and Turning Tides. The important work of our teams and partners were also shared through a rough sleeping action week which reach 38,000 people across the Councils’ social media platforms.

6. **Building Homes:** The Councils are also overseeing 11 housing development sites and received planning permission for 50 units at Albion Street and 17 units at Cecil Norris House (Adur), and submitted an application for 15 units at Rowlands Road (Worthing). A total of 150 units is currently in our project pipeline. The first phase of Albion Street is about to go out to competitive tender will involve the delivery of 44 units of affordable social housing. A further two units of accommodation have been completed at North Lancing Road, and will be available to let as social rented accommodation. Worthing Borough Council has worked with Boklok UK to agree a plan for approximately 150 units at Fulbeck Avenue, and an overarching agreement to collaborate on delivering a further potential 500 homes.
7. **Hidden Home:** Possible infill sites have been identified within Adur Homes which could be used for housing development. Plans for the first phase, which involves four sites is being drawn up.
8. **“Opening Doors”:** The Councils are developing strategies to provide stable housing to those experiencing homelessness. “Opening Doors” is a scheme that offers a de-risking package to private landlords to let properties to people who are in temporary accommodation. The scheme offers a free service to landlords that includes tenancy sign-up, guaranteed rent and assistance to evict if the tenancy fails. The Opening Doors pilot has seen 14

properties/landlords successfully trialed, with no bad debts accrued to date. It has also reduced the Councils’ temporary accommodation costs by around £141,000. Our housing teams are now preparing for a full launch of the service.

Challenges

1. **Addressing anti-social behaviour** - The Councils long standing programme of work with partners continues. However Anti-Social Behaviours issues in our town centre and surrounding parks and spaces have become more apparent over the early summer months. Work has been focused on developing our approach to dealing appropriately with these issues whilst continuing a good level of assertive outreach support. This has been challenging due to the complex needs of some individuals and the length and duration of the legal work needed to address behaviours. We have retained a strong focus on support needs alongside this.

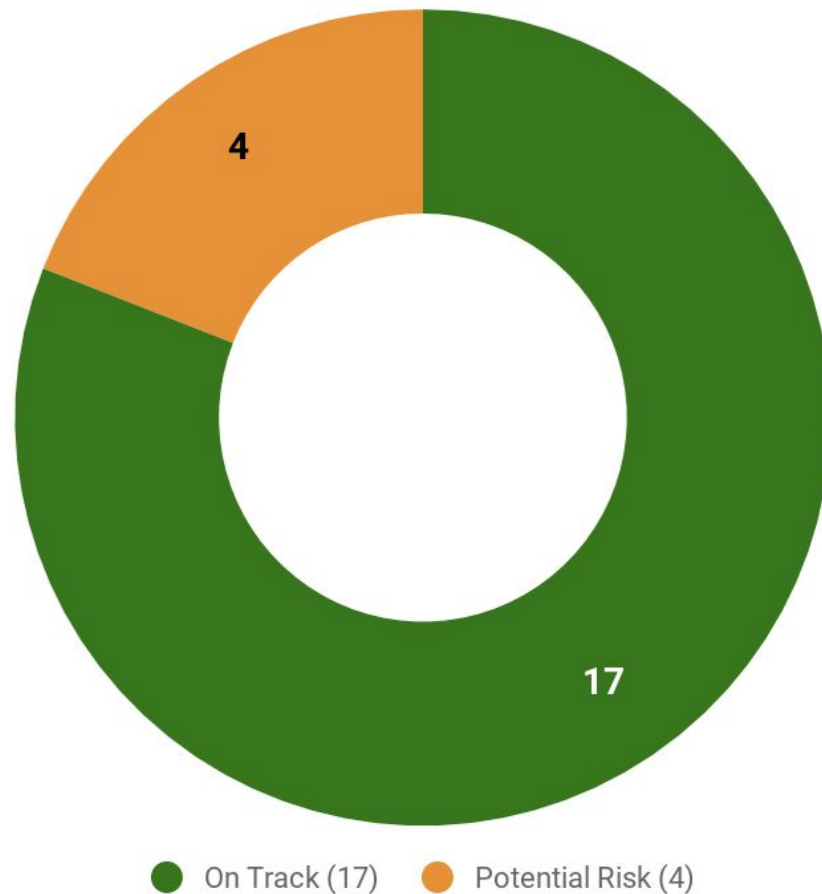
Future Focus

1. **Working on homelessness prevention:** A Temporary and Emergency Accommodation Strategy Working Group has been set up to develop formal strategy building upon the prevention work already started. This prevention work is focusing on bringing down the numbers requiring this support, reducing average nightly cost, continuing to monitor and increase the supply of affordable

accommodation, and supporting moves on into permanent accommodation.

2. **Reviewing our strategic approach to housing:** Given the emerging challenges and changing landscape around Housing the Councils will be reviewing a range of current housing policies, including our overarching housing strategy and housing allocation policy.
3. **Building continues:** Significant milestones should be achieved on Worthing Health Hub development along with Albion Street and Cecil Norris House contracts which should be proceeding well over the next six months.
4. **Working better together:** The Councils' Wellbeing and Housing team are undertaking design work to further our approach to address the underlying and interrelated preventative issues that contribute to poor health outcomes and people being at risk of homelessness.

Commitment Tracker



Overview : last six months

Real progress has been made. As Councils we have seen our carbon emission reduced by 30%, with plans for further reductions underway. We have also been working with our communities and businesses to reduce their carbon emissions through the LEAP energy saving scheme and promoting the easitADUR&WORTHING transport initiative. The Councils are continuing the work of turning ideas about our future cycling and walking infrastructure needs into strategies and policies ready for investment.

On waste, the Councils have made a commitment to become 'Plastic Free Councils' and continue to support community efforts to reduce plastic waste. Preparations are underway to move to alternative weekly waste collections and promote behavioural changes that encourage our residents to reduce the waste they produce and increase their recycling.

Platform Highlights : last six months

- I. Environmentally engaged communities:** The Councils continue to grow the number of volunteer activities taking place in our parks, open spaces and foreshore. Over forty active green space groups are working in partnership with our parks team. We have an increased number of volunteer clean ups on our foreshore and in our parks.

2. **Award-winning stewardship:** Worthing has retained the Seaside Award for our successful stewardship of Worthing foreshore. The Councils have applied for seven green flag awards, the national standard of excellence for Parks. Looking to increase our number from five obtained last year.
3. **Preserving Stern's Legacy:** Worthing Borough Council was awarded £800,000 by the Heritage Lottery Fund. The planned programme of restoration works would improve the visitor experience, preserve the national chalk plant collection and celebrate the Stern legacy at Highdown Gardens.
4. **Adur Tidal Walls:** The Environment Agency have formally completed work on the Adur Tidal Walls project – an event marked at a ceremony in March 2019. This project reduces the risk of flooding in Shoreham.
5. **Reducing our Carbon Footprint:** The Councils have successfully reduced their carbon emissions by 30% (based on 2012-13 levels). This reduction is expected to continue with successful installation of a 20kw Solar PV System at the Shoreham Centre. The new system comprises 72 Solar Panels and is expected to save about 11 tonnes of CO2 a year by producing 1,000 KW of renewable energy. We have reviewed our corporate vehicle fleet in our journey to operating an ultra low emission fleet, further work is also being undertaken to address the contribution of Council business travel. This work demonstrates the Councils' commitment to our "UK 100 cities" network pledge to work towards clean energy by 2050.
6. **LEAP into energy saving:** LEAP (the energy and money saving advice service) has in the 6 months exceeded targets and provided considerable benefits to our local communities:
 - a. 121 households have benefited by £235,747 through LEAP
 - b. 1011 energy saving measures have been installed;
 - c. 508 tonnes of carbon emissions will be saved (over 10 years);
 - d. 33 residents had received a total of £99,000 additional income per year through benefit entitlement being identified;
 - e. a total of £2,782 has been saved through energy switching
 - f. 182 referrals have been made to LEAP in Adur & Worthing, easily exceeding referrals achieved by other West Sussex authorities involved in LEAP (Horsham 55, Mid Sussex 55, Crawley 118).
7. **A sustainable commute:** The Councils adopted a Staff Travel Action Plan, working with Sustrans, to promote more sustainable transport options for staff commutes and business travel.

In March easitADUR&WORTHING was launched, within one month it achieved its target of 5,000 staff signed up across all the employers in Adur and Worthing. A large number of businesses have signed up, including: Mosaic Online Systems Ltd; Sussex Partnership NHS

Foundation Trust; Worthing Hospital (Western Sussex Hospitals NHS Foundation Trust); Pier 2 Pier Care Services Limited; The Proto Restaurant Group; AIG; Equiniti; Kreston Reeves; GSK etc.

8. **Plastic Free Councils** - The Councils supported a commitment to becoming Plastic Free Councils. A working group is now overseeing initiatives (including single use plastics and waste audits) and drafting a Plastics Strategy. The Councils are also supporting Refill Worthing and Refill Shoreham.
9. **'Beauty and the Beach'** - On Saturday 11th May we celebrated the 'Beauty of Worthing Beach' event with our partners in Southern Water. This event was part of our broader work with Southern Water to improve bathing water quality in Worthing.

Challenges

1. **Local Cycling & Walking Plan (LCWIP):** We are at draft plan stage and now in a difficult period of aligning and cementing into policy, strategy and activity.

The first draft of our LCWIP will need to be developed to achieve a robust document against which we can apply for finance for building infrastructure, and adopt strong planning policy. We've been the first West Sussex District and Borough Council to draft an LCWIP and have perhaps been the "WS guinea pig".

2. **Mitigating Shoreham's Flood Risk** - Planning permission granted for a flood defense wall at Sussex Yacht Club and agreement reached with the club for the purchase of the land. There remain challenges in identifying funding to support the construction of this infrastructure, with Adur District Council taking on the financial risk in the interest of our community.

Future Focuses

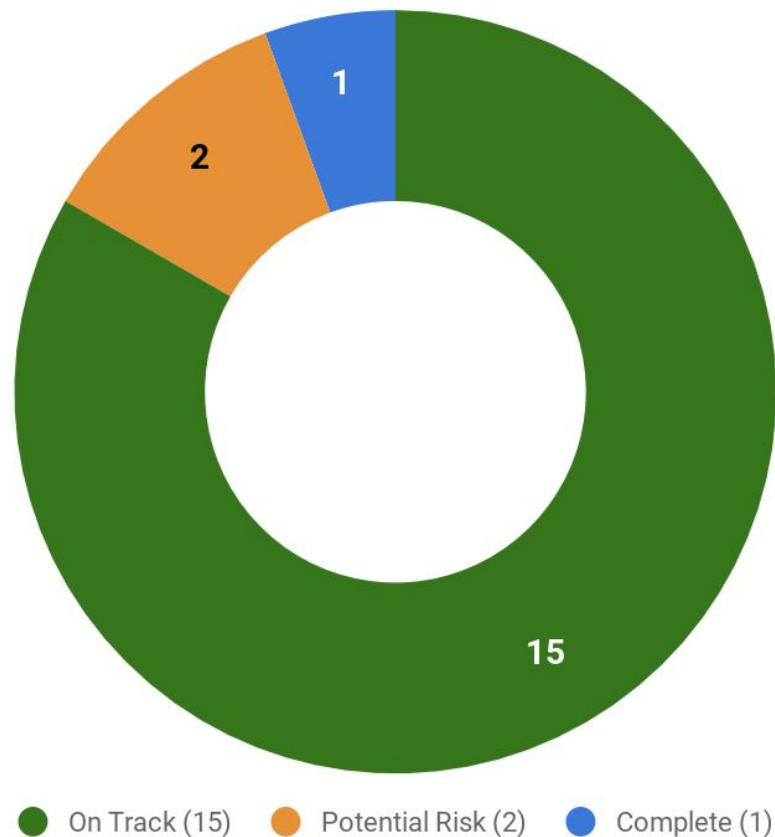
1. **Changing waste habits:** The Councils will continue to make preparations for the adoption of alternate weekly waste collections from September 2019 to all residential properties (excluding houses of multiple occupancies). 80,000 people were reached on the waste review campaign in three weeks, and our Communications team will continue to keep our residents fully informed about the service change and promote waste recycling and minimisation behaviours.

We have organised revised routes and keep our staff engaged through this period of change, and will be building in short term contingencies to cope with anticipated increased public demand for information.

2. **Energy and Carbon Reduction** - Procure and commission a Carbon Reduction Plan. This will cover two main areas:

- a. establishing a baseline date against which to measure our progress and a carbon reporting methodology;
- b. identifying a pathway for the council to achieve the adopted carbon reduction targets whether neutral carbon by 2030 or 2050; creating a prioritised list of cost effective energy interventions (such as LED installation, boiler replacement, solar PV installation);

Commitment Tracker



Overview : last six months

An important part of our financial strategy has been commercialising aspects of our services to generate revenues for the Councils. Our Environmental Services have finished the branding and marketing development of our trade waste services. Our Communications services are also pursuing opportunities to tell stories about our places. These commercial approaches will also improve the quality of services delivered to residents and support the delivery of service more broadly across the Councils.

A critical element to our financial strategy has been our digital programme. The Councils innovations with waste services and housing repairs have recently received national recognition, and are just two projects in a wider programme of nearly fifty digital innovations implemented or underway.

Platform Highlights : last six months

- Our digital programme:** The Councils were shortlisted in the Digital Transformation category for MJ Local Government Awards in recognition of our low code development approach and the sophisticated products developed on the MATS platform for Environmental Services and Adur Repairs. The Digital Programme now has four active programmes and 49 projects, with a further four projects identified. The Councils were also shortlisted for Digital Council of the Year (Digital Leaders 100 awards)

and awarded Regional Digital Champion award 2019/20 (Digital Leaders 100 awards).

2. **Designing new solutions:** The Councils were selected as one of eight areas to work nationally with the Design Council and LGA on a design in the public sector challenge. Bringing together others partners from across different sectors, we have been using design thinking to focus on how we might develop the work and skills approach for those that are in our temporary accommodation in much more imaginative ways. The implementation of this work is being developed and co-led by our across the Communities and Economy Directorates.
3. **“Effortless”: Customer Service-** We have launched the “Effortless” programme, which aims to improve the customer experience across the councils. Key achievements to date include: customer service health checks completed with key heads of service, in-depth customer interviews completed with 36 customers, prototype design for a corporate customer service dashboard in place, improving functionality of our Salesforce (CRM) and starting work to renew webpages for four services.

4. **Telling our stories:** There is continued growth of our audiences across the Councils social and traditional platforms
 - a. Facebook monthly reach - 106,000
 - b. Twitter followers - 8,000 (up 5% in the last six months)
 - c. More than 50 front pages in local and regional media
 - d. Regular features on BBC South, ITV Meridian and BBC Sussex radio
 - e. #OurStoriesYourCouncils - 95,000 reach in four months from six council bloggers from across areas as diverse as planning to wellbeing and foreshore to digital.
5. **Our commercial ambitions:** Environmental Services has finished the branding and marketing development of our commercial waste trading arms to enable our trading services to operate under a strong, trusted and vibrant brand to increase and maintain our commercial trading opportunities.
6. **Reviewing our HR Policy:** The HR policy review is well advanced, creating fewer, more accessible policies along with a very well received new Staff Handbook for new starters and all staff which was co-produced by staff across the organisation.

Challenges

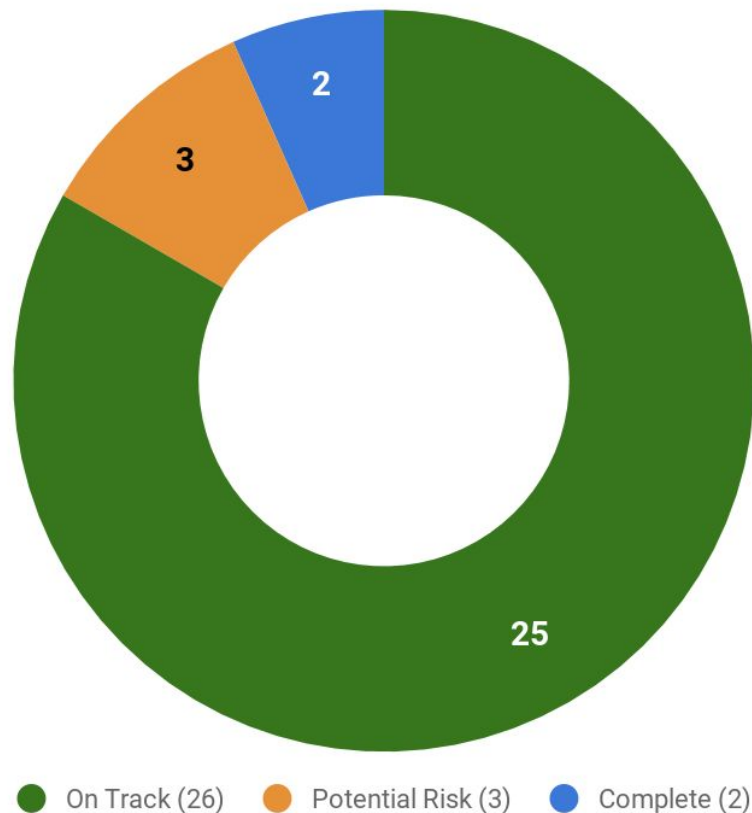
1. **Medium Term Financial Strategy:** With significant additional pressures on the councils' finances, and uncertainty in relation to the timing of the Fairer Funding Review, these are difficult times for the budget. However, a strong strategic programme is in place with a coaching support model for senior leaders to help develop options in addition to the successful strands already in place.
2. **Management and Pricing of Councils' Assets:** Further consideration is required in managing and marketing the Councils efforts to activate our public spaces. Seafront space planning continues to be critical, and a challenge. The Worthing seafront is starting to see significant change, for example, the forthcoming Worthing Observation Wheel, new restaurants, therefore we continue to plan the 'movements' effectively to ensure minimal disruption (to the public, concession holders, event organisers etc.) We also need to identify sustainable commercial arrangements with concession holders and events, balancing market value with policy objectives in developing a sustainable model.

Future Focuses

1. **Workforce strategy:** We will develop a workforce strategy over the next 6-12 months which will assess workforce demographics, recruitment and retention patterns, and the development of modern skills for the 21st century, such as commercial, service design and digital. Adur & Worthing are leading nationally on the development of a Service Design apprenticeship which is expected to be established to support the development of the profession across public, private and third sectors.
2. **Strengthening our Capital Programme:** A new supplier framework will be developed for maintenance & inspections to improve proactive maintenance and compliance across our asset base, while delivering better value for money. The capital programmes for Adur Homes and the corporate estate are also being strengthened under new leadership and use of stronger project management methods.
3. **Building up SameRoom service design capability:** with learning and development opportunities for a wide range of staff, and exploring the creation of a freelance network to provide skilled capacity when needed, which could develop into a commercial service offer.

4. **Using data in prevention:** Use of data to provide an early indication of residents getting into financial difficulty and helping us work more proactively and preventatively.

Commitment Tracker



Overview : last six months

The Councils continue to develop and maximise our relationships with a wide variety of leaders of our places, in particular how we position our places into the future, develop our local economies and foster environmental sustainability. Despite economic uncertainty the Councils continue to engage with our strategic partners, and seek to position our places to attract people to work, live, invest and visit.

Platform Highlights : last six months

- 1. Developing Worthing's identity:** Worthing has been presented in a positive light with an appearance on BBC's The One Show, and as a film location for cinema, TV and music videos over the past 6 months.
- 2. Elections:** Mobilising 720 staff to successfully conduct the Worthing Borough Council and European Parliamentary Elections. 85,000 ballots were counted over the two elections, with over 35% of registered voters participating in both elections.
- 3. Leaders in Sustainability:** Collaboration with partners on engagement events:
 - a. "Sustainable Business Partnership Breakfast" hosted at Gordon Room. (Attended by 30 businesses)
 - b. "Refill Shoreham", Ropetackle Arts. Attended by over 100 local residents, groups and businesses

- c. “Plastic Free Worthing”, hosted at Gordon Room. (Attended by over 150 local residents, groups and businesses).
- d. Collaborated with Southern Water on a water efficiency campaign to local residents focusing on wards suffering high levels of deprivation: Central; Heene; Eastbrook; Southwick Green.
- e. ‘Beauty of the Beach’ day of action with Southern Water and Environment Agency - 5,000 people were reached with messages around improving bathing water quality in Worthing

4. Worthing’s Night Economy: The Council led a partnership that achieved the Purple Flag accreditation for Worthing, at the first time of asking (only 15% of applicants manage this first time around). This award recognises quality aspects of the evening and night time economy.

5. Facilitating place-based conversations: Council officers supported the delivery of a high quality and professional Waves Ahead Conference, centred on the future of our high streets. A number of positive comments about the event have been received, including setup, style, delivery and overall experience.

There is recognition that town centre partners need to work together, demonstrating real partnership working and added value (especially when looking at the town centre developments - in the broadest sense).

6. Preparing for EU Exit: Developing the Councils response to EU Exit, in particular engaging with strategic partners to identify areas where the Councils could provide the support our businesses and our communities may need to manage the changes resulting from Brexit.

Challenges

I. Future of our High Streets: The Councils have made great efforts to start a conversation with our communities on the future of our town centres, however there is a need to better understand how the economy and places are performing. We’re currently investigating how we obtain, and then sustain, a dataset that aids service planning (e.g. town centre statistics, beyond TCI).

The Councils are also looking at a range of options to support the development of our town centres, including internal coordination of Council services, developing an external town centres commission.

2. Reputation Management: At a local level we need to continue to proactively engage with partners around the management of our town centres to avoid reputation damage. At a macro level the Councils, with partners, need to consider actions to address the challenges and opportunities to attract inward investment in the current and future economic climate and how we promote our places to visitors and inward investors.

Future Focuses

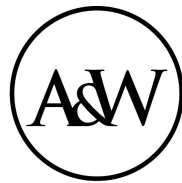
- 1. Place-based learning & development:** Launch of Adur & Worthing Learning & Development/Organisational Development network to encourage greater partnership working and more place-based interventions (for example, a place-based mentoring programme)
- 2. Developing our relationships with Business:** AWBP (Adur & Worthing Business Partnership) is continuing to develop, with a revised Action Plan in place. The AWBP delivery model has been flipped in the last period with the Partnership meeting turning into a Strategic Conversation, meaning more businesses can attend, and the Board having a refined focus.

We will expand our business network, including through the AWBP (Adur & Worthing Business Partnership), to allow new partnerships to

be created allowing topic areas to grow the business engagement and interest.

- 3. Our future strategic direction:** As *Platforms for our Places* concludes we are looking at what priorities should be included to help support the development of our communities and our places for the next 3 years.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
17 October 2019
Agenda Item 7

Key Decision [No]

Ward(s) Affected:N/A

Joint Leaders interview

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

- 1.1 This report sets out background information on the Portfolios of the Adur and Worthing Leaders to enable the Committee to consider and question the Leaders on issues within their portfolios and any high level strategic issues which the Leaders are involved in connected with the work of the Councils and the Adur and Worthing communities.

2. Recommendations

- 2.1 That the Committee consider any representations from the Leaders on the work within their Portfolios and other high level strategic issues which the Leaders are involved in and question the Leaders on this and recommend any suggested action or make appropriate comments to the Leaders for their consideration.**

3. Context

- 3.1 As part of its Work Programme for 2019/20, the Joint Overview and Scrutiny Committee (JOSC) have agreed to interview the Leaders on their priorities for 2019/20 on 17 October 2019 and 19 March 2020.
- 3.2 As part of their fact finding/investigative role, the Joint Overview and Scrutiny Committee are asked to consider the roles and responsibilities of the Leaders. It is part of the Scrutiny role to fact find/investigate in the form of questions and JOSC is asked to direct questions to the Leaders on any high level strategic issues involving the Leaders and also issues relating to their portfolios, however, this will not extend to day to day Council matters.
- 3.3 The Committee are entitled to ask for further investigation into items where they may not be satisfied with the progress as described.

4. Issues for consideration

- 4.1 Both Leaders have responsibility for the following:-
- Overall policy and strategy (Vision and priorities);
 - External relations, including complaints management, marketing and promotion;
 - Reputation management, including risk (policy);
 - Performance management, including improvement plans;
 - Media and communications (internal and external)
 - Democratic Services including committee management
 - Electoral Services within the remit of the Executive
 - Member Services
 - Chairman of the Council and Civic matters (Adur)
 - Mayor of the Borough and Civic matters (Worthing)
 - Partnership working (Lead)
 - Public consultation, including community engagement and citizens Panels
 - Greater Brighton Economic Board
 - Council insurance matters
 - Energy management and sustainability (Worthing)
 - Devolution
- 4.2 JOSC is requested to ask questions of the two Leaders based on their functions as outlined in paragraph 4.1 of the report above including any high level strategic issues which the Leaders are involved in connected with the work of the Councils and the Adur and Worthing communities.

5. Engagement and Communication

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

6. Financial Implications

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

7. Legal Implications

- 7.1 JOSC is responsible for holding the Executive Members to account, reviewing their work and decisions and in accordance with the procedures outlined within the Joint Overview and Scrutiny Procedure Rules set out in the Councils' constitution, can request Executive Members to attend its meetings.
- 7.2 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.3 Section 1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

Background Papers

None.

Officer Contact Details:-

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Leaders

Adur District Council

Councillor Neil Parkin

E-mail: neil.parkin@adur.gov.uk

Worthing Borough Council

Councillor Daniel Humphreys

E-mail: daniel.humphreys@worthing.gov.uk

Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified but some issues contained within the Leader Portfolios are related to economic issues and impact.

2. Social

2.1 Social Value

Matter considered and no direct issues identified but some issues within the Leader Portfolios do impact on the communities.

2.2 Equality Issues

Matter considered and no direct issues identified but some of the Portfolio areas do impact on access or participation.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered and no direct issues identified.

4. Governance

Matter considered and no direct issues identified.

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
17 October 2019
Agenda Item 8

Key Decision[No]

Ward(s) Affected:N/A

Adur and Worthing review of Gypsy and Traveller encampments in 2018

Report by the Director for Digital and Resources

Executive Summary

1. Purpose

- 1.1 This report sets out the findings from the Joint Overview and Scrutiny Committee (JOSC) Working Group which was created as part of the JOSC Work Programme to review Gypsy and Traveller encampments which occurred in 2018.

2. Recommendations

- 2.1 That JOSC consider the report and recommendations from the Gypsy and Traveller encampments Working Group and refer the recommendations to the Adur and Worthing Joint Strategic Committee for consideration in due course.

3. Context

- 3.1 At its meeting on 20 September 2018, JOSC agreed as part of its Work Programme to set up a Working Group to review the procedures for dealing with Gypsy and Traveller encampments to see if there are any areas in need of improvement.
- 3.2 The Working Group held a number of meetings between January and June 2019 to gather information and evidence and has identified a number of conclusions and recommendations which are set out in the attached report at the appendix to this report which it is considered can help improve processes.

4. Issues for consideration

- 4.1 JOSC is asked to consider the report and recommendations from the Gypsy and Traveller encampments Working Group, set out as the appendix to this report and refer those recommendations to the Joint Strategic Committee and other relevant bodies for consideration in due course.

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on this report. The Councils Leadership Team and those people who gave evidence to the review have also been consulted.

6. Financial Implications

- 6.1 There are no direct financial implications relating to this report but if implemented, some of the recommendations from the Working Group will have financial implications for the Councils.

7. Legal Implications

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

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

Background Papers

Relevant papers as referenced in the Working Group report.

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no direct issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

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 direct issues identified.

4. Governance

Matter considered. The Working Group has considered issues relating to decision making and has made recommendations to improve processes to improve overall governance and transparency.



ADUR & WORTHING COUNCILS

Scrutiny review of the Adur and Worthing Gypsy and Travellers encampments 2018

Report by the Joint Overview and Scrutiny Working Group

1.0 Summary

- 1.1 This report sets out the findings and recommendations from the Joint Overview and Scrutiny Working Group which was established as part of the 2018/19 Joint Overview and Scrutiny Committee (JOSC) Work Programme to review Adur and Worthing Gypsy and Traveller encampments in 2018.
- 1.2 The Working Group has been tasked to consider if there is a need for any recommendations for change to be put to the Executives to improve the processes.

2.0 Background to the JOSC Review

- 2.1 In 2015, Adur and Worthing Councils along with all other District and Borough Councils in West Sussex and the County Council, agreed to enter into an effective West Sussex multi agency arrangement for managing unauthorised Gypsy and Traveller encampments which has involved the provision of a 9 pitch transit site for travellers in the Westhampnett area of the Chichester District. West Sussex County Council is the lead authority for this agreement in respect of the management of the transit site and the enforcement activities. The Councils agreed to these arrangements because it was considered that the availability of a transit site was more effective for managing unauthorised encampments and had a more positive impact in empowering Sussex Police to use powers to direct Gypsy and Travellers from unauthorised sites to the Transit Site.
- 2.2 In the Summer of 2018, however, a number of unauthorised Gypsy and Traveller encampments took place in Adur and Worthing which created some tensions between the Gypsy and Traveller communities and local residents and because of this JOSC considered that it should review the current and

previous procedures for dealing with unauthorised Gypsy and Traveller encampments to assess for itself if the Councils are receiving value for money for the transit site and multi agency agreement for which the Councils had to pay up front costs and are also obliged to pay ongoing yearly costs in accordance with the terms of the Multi-Agency agreement which runs for a period of 60 years.

2.3 As part of the JOSC Work Programme for 2018/19, JOSC agreed to set up a Working Group to review the processes for dealing with Gypsy and Traveller encampments in Adur & Worthing in 2018. Councillors Catherine Arnold, Stephen Chipp and Andy McGregor from Adur District Council and Roy Barraclough, Keith Bickers, and Bob Smytherman from Worthing Borough Council were appointed to the Working Group. The Working Group met in January, February, March and June 2019 to consider information and formulate its recommendations. Councillor Bob Smytherman was appointed as Chairman of the Working Group and Councillor Catherine Arnold as its Vice-Chairman.

2.4 The Working Group agreed the following terms of reference for its review:-

- 1.To review the Gypsy and Traveller encampments in 2018.
- 2.To review the procedures for dealing with Gypsy and Traveller encampments including the guidance from the statutory bodies on this issue.
- 3. To question the Council Executives and others to assess if residents are receiving value for money for the costs which the Councils incurred for the Gypsy and Traveller transit site in West Sussex.
- 4. To help provide additional engagement with the settled and Gypsy and Traveller communities to ensure everyone is informed.
- 5. To consider if there is a need for any recommendations to be put to the Executives to improve the processes.

2.5 This report provides the detail of the discussions and findings and some recommendations which the Working Group considers will help improve the procedures for dealing with unauthorised Gypsy and Traveller encampments in Adur and Worthing and that relate to the multi agency joint agreement.

3.0 Method of the review

3.1 The Working Group met on 16 January, 27 February, 27 March and 13 June 2019. The Working Group considered that it was important to review the current processes for dealing with unauthorised Gypsy and Traveller encampments that occurred on Adur and Worthing Council land and also to understand more about the multi agency agreement and the reasons behind entering this Agreement. The Working Group agreed at an early stage that this work would involve gathering evidence from those involved in this work such as Council Officers, Police, Legal Services, West Sussex County Council and relevant Executive Members. The Working Group also considered that it was important to gather evidence from local residents Groups, local Ward Councillors and either Gypsy and Travellers or Gypsy and Travellers groups to find out more about the processes to see if any improvements needed to be made.

3.2 The Working Group held two detailed evidence gathering hearings with the following witnesses:

Mary D'Arcy, Director for Communities and Andy Edwards, former Head of Environmental Services, Adur & Worthing Councils

Inspector Allan Lowe, Sussex Police

Susan Sale, Head of Legal Services, Adur & Worthing Councils

Esther Quarm, Gypsy & Traveller Team Manager, West Sussex County Council

Councillor Emma Evans, Adur District Council, Executive Member for Environment

3.3 The Working Group has also received helpful written evidence as part of its review from the following:-

Councillor Ed Crouch, Worthing Executive Member for Digital and Environmental Services

The Goring and Ilex Conservation Group

Goring Residents Association

Southwick Traders Association

Bryan Turner - Former Worthing Borough Councillor

Chief Inspector Miles Ockwell, Sussex Police on behalf of local West Sussex Chief Inspectors

Friends, Families & Travellers Support Charity

Senior Legal Services Officers at Mid Sussex District Council and Chichester District Council

4.0 Findings and Proposals

- 4.1 The evidence submitted to the Working Group and further investigations has provided a good analysis of the procedures which are followed by the responsible agencies when unauthorised Gypsy and Traveller encampments occur on Council owned land. The evidence has also provided a good understanding of the background/reasons for the Councils entering into the joint agreement for the provision of the County transit site and also some views from local residents groups and a national Gypsy and Traveller organisation. This evidence has highlighted that a great deal of work is undertaken to deal with the unauthorised encampments.
- 4.2 The Councils, like most other local authorities across the UK, have to deal with a number of unauthorised Gypsy and Traveller encampments each year on Council land and these encampments often have an impact on local communities, as well as involving officer time being diverted to deal with the encampments. There is often reputational damage to the Councils and a cost to the Councils in pro-active and reactive measures in dealing with the encampments. The Working Group recognises that the Adur and Worthing communities should be thriving, liveable and resilient places where people get along and no community should feel excluded, everyone should understand and embrace the benefits and opportunities of a diverse society.
- 4.3 A summary of the key issues raised as part of the evidence findings is set out below in Section 5.
- 4.4 **Adur & Worthing Councils procedures and related costs for dealing with unauthorised Gypsy and Traveller encampments**
- 4.5 Adur and Worthing Councils recognise and accept the rights of Gypsies and Travellers to live a nomadic life but the objective for the Councils is also to manage all unauthorised encampments on the Councils land with consideration, recognising the need to balance the rights of the Gypsies and Travellers with the rights of the settled communities to enjoy the open spaces.
- 4.6 Evidence provided to the Working Group has revealed that there were 11 Gypsy and Travellers encampments in the Adur District during 2018 which covered 59 days and there were 3 encampments in the Worthing Borough for 2018 which covered 18 days. (This included 8 days in the Tarring area). It is

not known why there were more in Adur than Worthing but this might be down to Adur being closer to Brighton or that there was some family connection to the Gypsies and Travellers in the area. At the time of writing this report, for 2019, there have been 4 Gypsy and Traveller encampments in the Adur District and 0 Gypsy and Traveller encampments in the Worthing Borough.

- 4.7 The Councils receive notification of Gypsy and Traveller encampments via Council services, the Council Contact Centre, members of the public, elected Members, Sussex Police and social media. When notifications are received the Councils find out the location of the encampments and the dates and an estimate of the numbers of Gypsy and Travellers involved. The Director for Communities has delegated authority to the Head of Environmental Services to act as the lead officer to oversee the removal of the Gypsy and Travellers from Council land. In the absence of the Head of Service, the authority is delegated to the Parks and Foreshore Manager.
- 4.8 Officers will visit the site and take pictures of the site and the encampments to establish location and identify any issues relating to the site which may cause concern. It is usual practice for the Leader of the Council, Executive Members, Ward Members, Councils Leadership Team, Council Communications Team and the Legal Team for West Sussex County Council who deal with Gypsy and Traveller encampments to be notified of the encampments. A check is then made to see if any events are planned to take place on the land. The West Sussex County Council Gypsy and Travellers Team Manager, or one of her team, undertake visits to the encampments and carry out an assessment with the Gypsy and Travellers. The County Council will then liaise with Sussex Police over the use of Police powers. The Head of Environmental Services is provided with updates on the process. If the Police use their powers for removal of the Gypsy and Travellers then the travellers will move off the site and the site is then cleaned. If there are insufficient grounds for the Police to use their powers to move on the Gypsy and Travellers then Court proceedings are commenced. It takes approximately one week for the eviction process to be undertaken through the Courts. If Gypsy and Travellers are on West Sussex County Council land the same process is followed and WSCC Officers keep other authorities informed as the matter progresses.
- 4.9 The Councils do not keep complete records of all the costs incurred in responding to the unauthorised encampments but do keep the costs of the Cleansing Team and Park Rangers who get involved in the clean up work. The costs for 2018 were £4,625. Up to 2015/16, £16,500 was included in the Capital Programme for each area to cover response and clean up costs. From 2016 onwards no capital funding was applied for as it was considered that the areas were more secure. For 2018/19 the Working Group has been advised that height barriers were installed at the

Southwick Leisure Centre and works undertaken at the Tarring Recreation Ground, providing barriers etc.

- 4.10 The Councils provide detailed advice to residents and Gypsy and Travellers on encampments when they occur via the Council website and advice is also provided on the West Sussex County Council website. Advice is also included about permanent sites and a link to Police advice.

4.11 Sussex Police procedures for dealing with unauthorised Gypsy and Traveller encampments

- 4.12 Evidence provided to the Working Group has established that the Police are notified about unauthorised Gypsy and Traveller encampments by the Public, by the Councils and via own Police contacts. The Police then do an assessment of the encampments and also work with Esther Quarm, Gypsy and Travellers Team Manager from West Sussex County Council.

- 4.13 In 2018 the Superintendent authority to authorise the removal of Gypsy and Travellers was delegated down to Inspector level - This covers Sections 61 and 62 of the Criminal Justice and Public Order Act 1994. Section 61 powers allow the Police to ask the Gypsy and Travellers to leave land which they are occupying illegally and if they have used bad behaviour and are disruptive with six vehicles or more. Section 62 powers allow the Police to move on the Gypsy and Travellers to the West Sussex transit site. This covers two or more Gypsy and Travellers and one vehicle. The legal advice was for all caravans to be moved at the same time.

- 4.14 When considering whether or not to authorise the removal of the Gypsy and Travellers from sites, the Police need to consider the impact on the environment, local disruption to the economy, disruption to the community and danger to life. The Police make an assessment and need to make a sensible decision and will need to make sure that the Police officers are able to enforce the decision. The Police would look to move the Gypsy and Travellers to the West Sussex transit site if space is available. Each encampment is dealt with on its merits. There are legal restrictions which prevent Gypsy and Travellers being moved to a transit site outside of the West Sussex area.

- 4.15 Initial evidence provided to the Working Group indicated that Sussex Police would not authorise a partial move of the Gypsy and Travellers because Police legal advice was that evictions should not be partial. The Working Group was concerned about this inconsistency in advice and during the course of the review raised the matter with Sussex Police. Following a Police

review of policy and discussions with West Sussex County Council the Police have now adopted a position where they have relaxed the policy against partial evictions so that they will now consider partial evictions where appropriate. The Working Group believes that this will help make the process manageable.

4.16 The role of West Sussex County Council

4.17 Esther Quarm was interviewed by the Working Group as Gypsy and Traveller Team Manager from West Sussex County Council and advised the Working Group that since 2015 the County Council has undertaken all of the enforcement of unauthorised encampments on public land within West Sussex and also have responsibility for managing the nine permanent sites in West Sussex.

4.18 When reports of unauthorised Gypsy and Traveller encampments are received the County Council instruct agents to attend and they liaise with Sussex Police. When Officers arrive on site they will carry out a welfare check of the Gypsy and Travellers and consider any issues which are brought to their attention. A notice is then served on the Gypsy and Travellers asking them to vacate the site within 24 hours. As well as this the County Council will liaise with Sussex Police on the use of their powers. The County Council check with Council officers on what is happening on the Council land to see if there are any events planned.

4.19 West Sussex County Council attend Court and present the evidence. When the summons is served a letter is also handed to the Gypsy and Travellers advising when, if the Order is granted, it will be enforced. When the Order is granted this is then served on the travellers and will be enforced within 24 hours. The first consideration for any officer when dealing with an encampment is whether the encampment can be tolerated for a period of time. Police decisions are kept under review.

4.20 Multi agency agreement for the provision of the West Sussex transit site and value for money

4.21 The Working Group has investigated the background to the multi agency West

Sussex transit site agreement, the costs involved and the value for money for this site. The Working Group has been advised that at the time of entering the agreement for the provision of the transit site in 2015, HCA grant funding of approximately £630,000 was obtained which meant that each West Sussex

Authority contributed approximately £46,000 to set up the transit site. Each West Sussex local authority also pays £15,000 every year as part of the transit site multi agency agreement to cover the enforcement costs and the running of the transit site. There is also a requirement for the Councils to each pay an 8th of the total maintenance and repair costs for the transit site every year.

- 4.22 The transit site is owned by Chichester District Council and is leased to the County Council - The HCA grant funding was awarded on the basis that the lease of the agreement was for 60 years. The County Council cannot terminate the lease without HCA agreement which is why that risk had to be passed on to each local authority in the form of the agreement.
- 4.23 Adur and Worthing Councils cannot terminate the agreement without the consent of all parties to the agreement. There is no break clause. The decision for the Councils to enter into the agreement was authorised by the Joint Strategic Committee in December 2014 which delegated authority to approve and enter into the agreement to the former Director for Communities, in consultation with the Head of Legal Services and Chief Financial Officer.
- 4.24 The Working Group has reviewed the process that was followed by the Director for Communities in making the Officer decision and whilst it is not possible to revisit the decision made it is clear from evidence provided that the Director did undertake the consultation, the Working Group, however, is surprised that there is no formal record of the Officer decision being made and no published evidence of the outcomes of consultation being shared with any elected members of the Joint Strategic Committee. Evidence provided to the Working Group also suggests that the matter was discussed with the Informal Cabinets but again there is no written record of those discussions available. As no notes/minutes are provided of these meetings there is no way of checking. The Working Group is concerned that there may have been a lack of compliance with the decision making process on this occasion and because of this requests, as part of its recommendations, that these processes should be reviewed.
- 4.25 Legal advice relating to the Councils entering into the multi agency transit site agreement**
- 4.26 As part of its overall investigations and in order to establish if the Councils are receiving value for money for the transit site agreement, the Working Group wanted to find out more about the legal advice provided to the Councils

when they were considering whether or not to enter into the multi agency transit site agreement. The Working Group was concerned that the agreement is for a long period of 60 years and it appears that the Councils cannot terminate the agreement without the prior consent of all the other parties to the Agreement. As part of this process, the Working Group interviewed the Head of Legal Services for the Councils who provided the Working Group with a comprehensive statement on the advice provided which was strictly confidential and subject to legal professional privilege.

4.27 Comments from residents and Traders Associations

- 4.28 As part of the review process, the Working Group asked local residents associations/traders associations for their views. Comments were received from the Goring Residents Association suggesting that there should be 24 hour contact hotlines to enable reports of Gypsy and Traveller encampments to be made and that the Councils should ensure that regular site checks are made of potential access points for Gypsy and Travellers. The Goring and Ilex Conservation Group welcomed the support provided by the Councils, Councillors and West Sussex County Council in responding to reports of Gypsy and Traveller encampments. The Group also supported the Government proposals to clamp down on illegal encampments and considered that speed of response to remove Gypsy and Traveller encampments was essential. The Southwick Traders Association highlighted concerns which they had when there were Gypsy and Traveller encampments on Southwick Green in 2018.

4.29 Comments from Friends, Families and Travellers

- 4.30 As part of this review the Working Group has considered the importance of receiving comments from Gypsies and Travellers and their support groups to help gain a better understanding of the expectations and needs of the Gypsies and Travellers and to ensure that both sides are heard. Unfortunately it was not possible to speak directly with any Gypsies and Travellers despite a request via the Sussex Travellers Group. The Working Group did, however, make contact with Friends, Families and Travellers (FFT), a national support group for Travellers based in Brighton. FFT explained that through their national advocacy service, telephone support was provided to Gypsies and Travellers in Adur and Worthing areas who self-refer to them for support. Over the last year, FFT have supported over 50 families to access healthcare, health related benefits, education, training, sites, address homelessness and housing problems and access debt resolution, although they can only support around half of those who call as resources are limited. Until September 2018,

FFT was funded for outreach work in the area through the Big Lottery Reaching Communities Programme but this has now ended and they are no longer funded to visit Gypsies and Travellers in the Adur and Worthing Areas.

- 4.31 FFT have told the Working Group that the West Sussex Transit site is generally liked by Gypsies and Travellers using the site and it is thought to be well kept. There are difficulties with accessibility, in that it is a long way from the next nearest site in Brighton and that the only way to access the site is to be “sectioned” on to the site i.e. Gypsies and Travellers first have to be found on the roadside and then directed by the Police or Local Authority on to the site rather than being able to book ahead and avoid being on the roadside. They are also aware that a number of families are in fact homeless and moving around between Chichester and other transit sites as a substitute for a permanent site, rather than using the site as part of their working nomadic life. They suggest that homeless families would clearly be better accommodated on permanent sites where they could better access education, employment and healthcare. Their view is also that the transit site still provides better outcomes for Gypsies and Travellers wanting to use the site, than nothing, in terms of being able to stop safely for a few weeks in clean conditions.
- 4.32 FFT have suggested that there should be some form of Gypsy and Traveller awareness training for elected Councillors which would help provide more knowledge about Sussex Gypsies and Travellers which would ultimately help elected Councillors when dealing with Gypsy and Traveller encampments in their local wards. FFT also indicated that other local authorities, such as Mid-Sussex, have also looked to support cultural recognition of resident Gypsies and Travellers as part of their diversity work through activities at schools and fairs, particularly during Gypsy Traveller Roma History Month in June each year. Steyning Grammar School have a large number of Gypsy pupils and are developing cultural recognition as part of improving attainment for their pupils. Steyning Grammar staff have recently completed training and found it particularly useful.
- 4.33 Comments from other West Sussex Local Authorities on the joint agreement**
- 4.34 The Working Group consulted with the other West Sussex authorities to find out more on their views about the operation of the West Sussex transit site. Comments were received back from Chichester District Council and Mid Sussex District Council. Mid Sussex indicated that they were happy with the way that the West Sussex enforcement team dealt with the enforcement of unauthorised encampments but had concerns about the rule that prevented

the Police moving Gypsies and Travellers on outside of the area and highlighted the fact that there had been cases where spaces were available in East Sussex when the West Sussex site was full but the Gypsies and Travellers could not be moved on. Chichester indicated that the transit site was working well and there were good relations with them and the West Sussex enforcement team. There were, however, concerns about local community tensions caused by having the transit site in the Chichester District and that Gypsies and Travellers were more likely to gravitate towards the Chichester District. They did consider that the Councils were receiving value for money for the transit site.

5.0 Conclusions

5.1 The Working Group would like to thank all those involved in this review that has enabled it to draw together its findings and develop its recommendations. Having considered all of the evidence provided the Working Group would like to make some recommendations which it considers will make a difference to existing practices for dealing with unauthorised Gypsy and Traveller encampments and highlight some where improvement is required. These recommendations cover the following areas:-

- Review of Adur and Worthing Council procedures for dealing with Gypsy and Traveller encampments
- Police enforcement procedures to be more consistent
- Improved engagement by the Councils with local residents and the Gypsies and Travellers.
- Value for money for the transit site
- Officer decision making processes
- Government consultation on unauthorised Gypsy and Traveller sites
- The 'hardening' of strategic sites to prevent further encampments.

5.2 Review of Council procedures for dealing with Gypsy and Traveller encampments -

The Working Group considers that the Councils should be a bit more flexible and consider providing litter/waste bins on sites for use of the Gypsies and Travellers where appropriate This will help provide better value for money to existing Council Tax payers to have litter bins available and help to contain left over waste rather than the costs to the Council of having to undertake additional litter picking where no bins are provided. The Council will, however, need to monitor this situation with the use of the bins to ensure that there is no abuse by the Gypsies and Travellers.

- 5.3 **Police enforcement procedures to be more consistent** - The Working Group considers that the Police should be more consistent in the use of their powers by allowing partial evictions if necessary which will help speed up the time for moving Gypsies and Travellers on. The Working Group is, therefore, pleased that Sussex Police have now agreed to a relaxed policy against partial evictions so that they will now consider partial evictions where appropriate.
- 5.4 **Improved engagement by the Councils with local residents and the Gypsies and Travellers** - The Working Group is pleased with the communication that is provided by the Councils to inform the communities about the Gypsies and Travellers encampments, however, the Working Group believes that the Councils could provide more engagement by engaging Gypsies and Traveller communities and local settled communities direct about the processes that need to be followed before the Gypsy and Travellers can be moved off a site. To improve engagement and understanding, the Working Group also considers that local elected Councillors from Adur and Worthing should undertake some up to date Gypsy and Traveller awareness training, which will provide them with a better understanding of the issues involved.
- 5.5 **Value for money of the transit site agreement** - All evidence provided to the Working Group indicates that the Councils are receiving value for money for being party to the agreement and the level of service being provided by the West Sussex County Council enforcement service is good with a very clear and transparent service provided. Since the transit site has been set up 155 traveller families have been housed on the site.
- 5.6 The Working Group is, however, seriously concerned that the transit site agreement is a long 60 year agreement with a number of very onerous repairing clauses imposed on it and there is no easy exit strategy for the Councils should circumstances change in the future. What is considered to be value for money now may not be the case in the future and ,therefore, the Councils should continue to review the value for money situation. The Councils have not yet had to pay any maintenance costs but may do so in the future which will put additional financial burden on the Councils.
- 5.7 **Officer decision making processes** - During its evidence gathering the Working Group also looked at the process undertaken by Officers to act on the delegated authority given by the Joint Strategic Committee for the Councils to enter into the joint transit site agreement. Whilst the Working Group is not in a position to seek to overturn that decision the Working Group does consider that some of the processes followed in making the decision

were flawed and practices need to be reviewed moving forward. The Working Group has noted that there was no formal recorded decision by the former Director for Communities and no recorded discussion with Executive Members about the decision and the legal advice received. The Working Group considers that in those circumstances, when considering such an important issue, that some form of recorded decision should have been made by the Director and the Cabinets.

- 5.8 **Government consultation on unauthorised sites** - The Working Group has noted that the Government have responded with consultation on plans to tackle illegal Gypsy and Traveller sites and welcomes this news. The draft measures being considered by the former Home Secretary were aimed at providing the Police with stronger powers to remove Gypsy and Travellers from land that they should not be on. There are also plans to provide local authorities with practical and financial support to handle unauthorised encampments. The Government is also planning to provide financial support to work with Gypsy, Traveller and Romany communities to tackle discrimination, improve integration, healthcare and education.
[Government plans](#)

- 5.9 **‘Hardening’ of strategic sites to prevent further encampments** - The Working Group has received evidence to suggest that the ‘hardening’ of strategic sites leads to a 50% reduction in the number of encampments. The Working Group welcomes the work already undertaken by the Councils to ‘harden’ the sites but believes that more work could be done to control unauthorised access to the sites and that the Councils should provide more funding for these capital works.

6.0 **Recommendations (Reasoning explained above)**

- 6.1 **That the Working Group considers that the Councils are receiving value for money for being party to the West Sussex transit site agreement and is pleased with the overall level of service provided by West Sussex County Council as part of this agreement, however, there are concerns that circumstances will change and there will not be value for money further into the agreement with it being a 60 year agreement which is a very long agreement with no proper break clauses. The Working Group, therefore, calls on the Councils (Director for Communities) to ensure that there is continual ongoing review of the agreement (at least every three years) to ensure that there is value for money and this should be discussed with Members of the Council in a transparent way so that they are aware of the process.**

- 6.2** That the Sussex Police decision to consider 'Partial' evictions as referred earlier in the report be welcomed as a means to helping speed up the process of removing Gypsies and Travellers from unauthorised encampments.
- 6.3** That the Councils review its Officer decision making processes in light of the compliance issues raised in this report and report back on the outcomes of the review.
- 6.4** That the Working Group welcomes the Government consultations and plans to tackle illegal Gypsy and Traveller encampments and hopes that the new proposals can be implemented as soon as possible.
- 6.5** That the Councils undertake a thorough review of all strategic sites to assess if the sites need to be 'hardened' to protect against unauthorised encampments and allocate appropriate capital funding as a priority to undertake the necessary works.
- 6.6** That the Councils review how it engages with the settled communities and the Gypsy and Travellers when there are unauthorised encampments and to assist with this engagement review, all elected Councillors be offered Gypsy and Traveller awareness training.
- 6.7** That the Councils provide litter and refuse bins for use by Gypsy and Travellers when they occupy the sites so as to try and contain the litter and waste and reduce costs associated with additional litter picking.

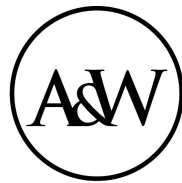
Local Government Act 1972

Background Papers:

None

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ADUR & WORTHING
COUNCILS

Joint Overview and Scrutiny Committee
17 October 2019
Agenda Item 9

Key Decision [No]

Ward(s) Affected: N/A

Joint Overview and Scrutiny Committee Work Programme 2019/20 - Update

Report by the Director for Digital & Resources

Executive Summary

1. Purpose

- 1.1 This report outlines progress with the work contained in the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2019/20.

2. Recommendations

- 2.1 **That the progress in implementing the Work Programme for 2019/20 be noted.**

3. Context

- 3.1 The current JOSC Work Programme for 2019/20 will be reviewed at each meeting during the Municipal Year. The Work Programme was approved by both Councils in April 2019 in accordance with Paragraph 9.2 of the Joint Overview and Scrutiny Procedure Rules, which form part of the Councils' Constitutions and are binding on all Members. A report must be taken to each full Council on an annual basis seeking Councils' approval of the JOSC Work Programme for the forthcoming year. Any changes to the Work Programme are reported mid year and for 19/20 this will be done in November/December

2019.

4. Issues for consideration

- 4.1 The Committee will receive regular update reports on the implementation of the Work Programme at each meeting throughout the Municipal Year with the last of those being at the meeting on 19 September 2019. A copy of the agreed 2019/20 Work Programme as amended during the course of the Municipal Year in consultation with the Joint Chairmen and the Committee is attached as Appendix A to this report for reference.
- 4.2 The Committee is requested to consider the current status of the draft Work Programme, the details of which are set out in Appendix A to the report and consider if any further items are required to be added to the Work Programme. During the Municipal Year, items may be added to the JOSC Work Programme, where appropriate. Requests for additional matters to be included in the Work Programme will initially be considered by the Joint Chairmen in accordance with the criteria and they will make their recommendations to the next JOSC for consideration and determination following receipt of the Officer report. Consideration should also be given to the capacity of the Committee and resources available when considering further Work Programme items.
- 4.3 The detail of issues which have been included in the Work Programme are selected by how closely they align with the Councils' Strategic objectives, how the Committee can influence the outcomes and also general value and outcomes in accordance with the (PAPER criteria) - (P) - Public Interest, (A) - Ability to Change, (P) - Performance, (E) - Extent and (R) - Replication.

5. Engagement and Communication

- 5.1 The JOSC Chairmen and Vice-Chairmen have been consulted on the contents of this report.

6. Financial Implications

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

7. Legal Implications

- 7.1 Under Section 111 of the Local Government Act 1972, the Councils have the power to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.
- 7.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).
- 7.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.4 Paragraph 9.2 of the current Joint Overview and Scrutiny Procedure Rules, which form part of the Councils' Constitutions and are binding on all Members, states that the Work Programme will be approved by both Councils. A report must be taken to both Councils on an annual basis seeking both Councils approval of the Joint Overview and Scrutiny Committee Work Programme for the forthcoming year.

Background Papers

None

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Sustainability & Risk Assessment

1. Economic

Matter considered and no direct issues identified.

2. Social

2.1 Social Value

Matter considered and no direct issues identified.

2.2 Equality Issues

Matter considered and no direct issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no direct issues identified.

2.4 Human Rights Issues

Matter considered and no direct issues identified.

3. Environmental

Matter considered and no direct issues identified.

4. Governance

Matter considered and no direct issues identified.

APPENDIX A

Joint Overview and Scrutiny Committee Work Programme 2019/20

<u>Date of meeting</u>	<u>Items for discussion</u>	<u>Report Author</u>	<u>Executive Members to be invited</u>
20 June 2019	Annual JOSC report for 2018/19	Joint Chairmen of JOSC	N/A
	Report from the Transport issues Working Group	Chairman of the Working Group	N/A
25 July 2019	Joint Revenue Outturn report 2018/19	Director for Digital & Resources/Chief Financial Officer	Executive Members for Resources
	Outline Budget Strategy 2019/20	Director for Digital & Resources/Chief Financial Officer	II
19 September 2019	West Sussex Air quality Strategy	Director for Communities/ West Sussex County Council	Executive Members for Wellbeing
	Update on the delivery of the Housing Strategy - Review of progress	Director for Communities/Head of Housing	Executive Members for Customer Services
17 October 2019	Annual interviews with Council Leaders	Director for Digital & Resources	Leaders
	Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive	Chief Executive	Adur & Worthing Executive Members
	Report from the Working Group on the review of the procedures for dealing with Gypsy and Traveller encampments in Adur and Worthing and use of the transit site.	Chairman of the Working Group	N/A

21 November 2019	Adur and Worthing and Joint Outline 5 year forecast and savings proposals - Executive Member interviews.	Director for Digital & Resources/Chief Financial Officer	Adur and Worthing Executive Members
	Polling Places review 2019	Director for Digital & Resources	N/A
30 January 2020	Worthing Budget Estimates 20/21 and setting of 2020/21 Council Tax	Director for Digital & Resources/Chief Financial Officer	Worthing Executives
	Presentation from Southern Water on bathing water quality issues	N/A	Adur Executive Member for the Environment, Worthing Executive Member for Regeneration, Executive Members for Wellbeing
	Review of the Progress in delivering the activities in Platforms for our Places - Questioning Chief Executive	Chief Executive	Adur and Worthing Executives
19 March 2020	Leader interviews	Director for Digital & Resources	Leaders
	Annual Work Programme setting 2019/20	Director for Digital & Resources	N/A

Date to be confirmed	Major Projects being undertaken in partnership with West Sussex County Council - Update	Director for the Economy	Executive Members for Regeneration and relevant West Sussex County Council Cabinet Members
	Review of Corporate Assets	Head of Major Projects & Investment/Director for Economy	Relevant Executive Members
	Worthing Theatres - Review of the operation of the new contract	Director for the Economy	N/A
	Report from the JOSC Effectiveness of OSC's Working Group	Chairman of the Working Group	N/A
	Report from the Working Group reviewing recycling	Chairman of the Working Group	N/A
	Report from the JOSC Working Group on evening and Night Time economy	Chairman of the Working Group	N/A
	Report from the Working Group reviewing the Cultural Services	Chairman of the Working Group	N/A
	Climate emergency Working Group	Chairman of the Working Group	N/A
	Rules of engagement	Director for Communities	Leaders and Executive Members for Customer Services
	Report on the consultation processes undertaken for the disposal of publicly owned Council land and assets.	Director for the Economy	Executive Members for Regeneration
	Update on the delivery of the Housing Strategy - Review of progress	Director for Communities/Head of Housing	Executive Members for Customer Services
	Report from JOSC Working Group on Adur Homes repairs & maintenance service	Chairman of the Working Group	N/A

Note - A progress report on the delivery of the work contained in the Work Programme will be presented to each meeting.

All timings are provisional and subject to change in agreement with the Joint Chairmen and the Committee.

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