



ADUR & WORTHING  
COUNCILS

22 November 2024

**Joint Overview & Scrutiny Committee**

<b>Date:</b>	<b>3 December 2024</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue:</b>	<b>Gordon Room, Worthing Town Hall, Worthing</b>

**Committee Membership:**

**Adur District Council:** Councillors; Joss Loader (Adur Chair), Nigel Jenner (Adur Vice-Chair), Carson Albury, Robina Baine, Emma Evans, Dan Flower, Pauline Higgins, Vacancy

**Worthing Borough Council:** Councillors; Heather Mercer (Worthing Chairman), Elizabeth Sparkes (Worthing Vice-Chair), Cathy Glynn-Davies, Dan Hermitage, Jon Roser, Samuel Theodoridi, Carl Walker, Vacancy

**Agenda**

**Part A**

**1. Declaration of Interests**

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

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

**2. Substitute Members**

### **3. Confirmation of Minutes**

To approve the minutes of the Joint Overview and Scrutiny Committee meeting held on 7th November 2024, copies of which have been previously circulated.

### **4. Public Question Time**

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by 12.00 noon on 28th November 2024

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

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

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

### **5. Members Questions**

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

Members question time is 30 minutes and questions should be submitted no later than 12.00 noon on 28th November 2024.

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

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

### **6. Items Raised Under Urgency Provisions**

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

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

### **8. Crime and Disorder Scrutiny - Interview with Local Police Commander and Superintendent and Scrutiny of the Adur & Worthing Safer Communities Partnership (Pages 5 - 10)**

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

### **9. Post Decision Review of Officer Decision on Replacement of Multi-Storey Car Park Equipment (Pages 11 - 40)**

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

**10. Review of Joint Overview and Scrutiny Committee Work Programme for 2024/25 (Pages 41 - 60)**

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

**Recording of this meeting**

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

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Simon Filler Democratic Services Officer 01903 221364 simon.filler@adur-worthing.gov.uk	Joanne Lee Head of Legal Services & Monitoring Officer 01903 221134 joanne.lee@adur-worthing.gov.uk

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

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ADUR & WORTHING  
COUNCILS

Joint Overview and Scrutiny Committee  
3 December 2024

Key Decision [No]

Ward(s) Affected:N/A

## **Crime and Disorder Scrutiny - Interview with Local Police Commander and Superintendent and Scrutiny of the Adur & Worthing Safer Communities Partnership**

**Report by the Director for Sustainability & Resources**

### **Executive Summary**

#### **1. Purpose**

- 1.1 This report provides some background information and guidance to assist the Joint Overview and Scrutiny Committee (JOSC) in interviewing Chief Inspector James Davidson, Sussex Police District Commander for Adur, Horsham and Worthing and Superintendent, Nick Dias, Sussex Police (Local Policing) on local Adur and Worthing Police and crime issues covered within their remits.
- 1.2 This report also provides JOSC with information on the work of the Adur & Worthing Safer Communities Partnership (AWSCP) in order for JOSC to scrutinise the work of the AWSCP and interview Chief Inspector Davidson who has also recently become the Co-Chair of the Partnership. Adur Cabinet Member for Communities & Wellbeing, Councillor Sharon Sluman and Worthing Cabinet Member for Safety, Equalities & Inclusion, Councillor Rosey Whorlow, who are both Members of the AWSCP, will also be attending the meeting and will be able to answer questions relating to issues on community safety and safer communities which fall within their Portfolios.

## **2. Recommendations**

- 2.1 That JOSC is invited to question the Chief Inspector and Superintendent on local Police and Crime issues affecting Adur and Worthing and also review the work of the AWSCP and question Chief Inspector Davidson and Cabinet Members on the work being undertaken by the Partnership.
- 2.2 That JOSC consider making comments/recommendations on the local Police and crime issues and the work of the AWSCP.

## **3. Context**

- 3.1 As part of its current Work Programme for 2024/25 and a Community Safety themed meeting, JOSC invited the local Adur and Worthing District Police Commander, Chief Inspector James Davidson and Superintendent Nick Dias to attend this JOSC meeting in order that they can be questioned on local policing and crime issues which have affected Adur and Worthing and also to question Chief Inspector Davidson, the new Co-Chair of the AWSCP, on the work of the Safer Communities Partnership. The previous Adur & Worthing District Police Commander, Chief Inspector, Sarah Leadbeatter, last attended JOSC at its meeting on 30 November 2023 which was also attended by the Sussex Police & Crime Commissioner, Katy Bourne. At that meeting, JOSC also interviewed the Adur Chair of the AWSCP, former Adur District Councillor Kevin Boram.

## **4. Issues for consideration**

- 4.1 JOSC has the opportunity to interview the Local Police Commander and Co-Chair of the AWSCP. The Police and Justice Act 2006 allows the Councils to scrutinise the work of the Safer Communities Partnership under sections 19, 20 and 21 of the Act and Councils can also hold representatives from the Partnership Responsible Authorities to account, such as local police officers, through the JOSC. The approach to scrutiny of the Partnership is flexible.
- 4.2 Sussex Police and the Adur and Worthing Divisions of the Police are responsible for protecting the communities of Adur and Worthing by preventing crime and making arrests. The Adur & Worthing Safer Communities Partnership adopts a holistic, multi agency approach to reducing crime and the fear of crime, working together to make Adur and Worthing

safer places to live, work and visit. The Partnership has just revised its terms of reference and details of these are attached in the Appendix to this report.

## **5. Engagement and Communication**

- 5.1 The JOSCS Chairs, the Local Police Commander, Cabinet Members and relevant Officers have all been consulted on this report.

## **6. Financial Implications**

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

## **7. Legal Implications**

- 7.1 Section 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011 provide that Executive arrangements of a local authority must ensure that its overview and scrutiny committees have the power between them):-

- a) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
- c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
- d) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,
- e) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area.

- 7.2 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.

- 7.3 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**

Minutes of the JOSOC meeting on 30 November 2023- see link to minutes here [JOSOC minutes 30/11/23](#)

Other information referenced in the report.

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

Mark Lowe

Scrutiny & Risk Officer

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## **Sustainability & Risk Assessment**

### **1. Economic**

There is a correlation between economic development and growth being improved with lower rates of crime and improved policing whereas there is a correlation between economic downturn if there are higher rates of crime or reduced policing.

### **2. Social**

#### **2.1 Social Value**

Effective policing, low level crime rates and the delivery of the Police and Crime Plan will help achieve social value.

#### **2.2 Equality Issues**

Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

The remit of the Police and the AWSCP is set out in this report.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified.

### **3. Environmental**

Matter considered and no issues identified.

### **4. Governance**

Matter considered. JOSC can request the Police Commander to attend its meetings to ask him questions on matters relating to local Police and crime issues and under the Police and Justice Act 2006, JOSC has a role to scrutinise the work of the AWSCP.

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## ADUR & WORTHING COUNCILS

### Post decision review of officer decision on replacement of multi-storey car park equipment

#### Report by the Director for Sustainability and Resources

#### Executive Summary

##### 1. Purpose

- A motion without notice was proposed by Cllr Kevin Jenkins at Worthing Full Council on 15th October which stated: *That this Council, listening tonight, acknowledges the concerns raised by the BID and the ITC Traders. This Council asks that the decision maker reviews their decision in light of these concerns and representations and whilst doing so considers whether continued implementation is appropriate taking into account the identified impact on the business community in our town, who as we know, are the lifeblood to a thriving town centre. Further, that JOSCs are asked as a matter of urgency to conduct a post decision review of this matter*
- The Members agreed for the decision ADforO&S/020/24-25 Worthing MSCP Equipment Replacement to be reviewed as per the motion.
- The decision maker has reviewed his decision in light of the concerns raised regarding the change in technology.
- The officer decision has also been revisited by the Corporate Leadership Team (CLT), the Cabinet Member for Regeneration and the Worthing Cabinet.
- This report sets out the rationale for the officer's decision and the outcome of the review.

##### 2. Recommendations

- 2.1 The committee is asked to note the outcome of the review requested at Full Council on 15 October

### **3. Background**

- 3.1 Worthing Borough Council owns and operates four multi-storey car parks (MSCPs): Buckingham Road, Grafton, High Street and The Civic Quarter. The car parks are chargeable. High Street and Grafton operate using Automatic Number Plate Recognition (ANPR) systems. Buckingham Road switched to Pay on Arrival in October 2024 as part of the reopening.
- 3.2 The Automatic Number Plate (ANPR) technology reads car numberplates on entry, and prior to leaving the customer pays on foot. The amount due is dependent on the length of their stay. When the customer drives up to the barrier, their numberplate is read again and the system recognises that payment has been made, allowing the car to exit. Currently the charging hours are 6am to 10pm Monday to Sunday.
- 3.3 The system has been in place since the council took the car parks in-house from NCP in 2014 and it is now in need of replacement as it is end of life and starting to fail.

### **4. Current situation**

- 4.1 The ANPR system is complex, relying on camera technology and the use of barriers to manage vehicles entering and exiting the car parks. The system is monitored by the car parks operations team from the control room in High Street MSCP.
- 4.2 The system is supplied by a company called Flowbird, and cost approximately £350,000 when installed in 2014. The equipment is now 10 years old and is reaching the end of its life. Replacement through the capital programme has been put on hold for the last three years, as it was still functional, and was a lower priority than other capital items of expenditure. The system is now lacking resilience and needs urgent replacement (e.g. cameras and intercoms are failing).
- 4.3 The current system has a significant maintenance liability which includes maintenance of the ANPR camera technology, the barriers and the payment machines. The contract also includes an annual charge for the back office software system. The annual maintenance costs for the system are £70,988 + VAT per year.

- 4.4 ANPR is resource-intensive from a staffing perspective. The systems for all three sites are monitored and managed by the car parks operations team from the High Street MSCP control room 7 days a week between 6am and 10pm.
- 4.5 The team's duties include:
- Responding to the intercom which drivers use if their numberplate is not read properly on entering or exiting the car park. Numberplates may not be read properly if they are dirty, damaged or as sometimes happens having a screw through one of the letters or numbers causing an error reading
  - Responding to customers at payment machines who are struggling with payment
  - Dealing with system outages, including internet outages which require human intervention
  - When the ANPR system fails, the parking services team have to refund town centre workers due to the system overcharging them, this is a regular occurrence. This results in poor customer experience and inefficient use of staff time. Under the new system, customers will purchase their town centre worker permit in advance and activate it as and when they need to, which will prevent any potential overcharging in the future
  - Failure of the ANPR system also results in loss of income due to the service not being able to collect payment.
- 4.6 There are currently at least two members of staff monitoring the system during peak times, which is not an effective use of staff time.
- 4.7 These duties are effectively dealing with failure demand of the system and do not add value to the experience of drivers using the car parks.
- 4.8 All ANPR systems have a percentage of numberplates that are not read correctly, requiring human intervention. The benchmark for our supplier is that at least 95% of plates should be read without the need for intervention. Whilst our system delivers above that, it is still a significant resource requirement based on the number of transactions.
- 4.9 Other duties of the team include more visible roles - opening and closing the sites, keeping the sites clean and carrying out inspections, including health and safety inspections. They also monitor the lifts and are trained to deal with any lift entrapments.

## 5. Rationale for Replacing ANPR with Pay on Arrival Technology

- 5.1 With the current technology needing to be replaced due to it being end of life, officers reviewed the two available options:
- Replacing the existing system with a new ANPR system, based on pay when you leave
  - Changing the technology to Pay on Arrival.
- 5.2 In coming to the decision to switch to Pay on Arrival the following factors were considered:
- It will provide a consistent approach to parking payment across council-run car parks. The systems in the multi-storey car parks will mirror those in surface car parks.
  - With Pay on Arrival drivers will have the option of using the MiPermit App, which is also available for surface car parks. Drivers using the app will have the flexibility to manage their length of stay when they are out and about. It will mean that they can avoid having to go to a payment machine if they choose this payment method.
  - Drivers not using the app will be able to pay with cash, by card or by phone.
  - Pay on Arrival machines are intuitive and easy to use.
  - Any business with the app can extend parking for any vehicle (eg hotels and restaurants can offer to pre-book or extend parking for their guests).
  - Pay on Arrival is more resilient than ANPR due to the technology being less complex
  - Pay on Arrival machines can be removed and sited in other locations including surface car parks. This is particularly key for Grafton. If ANPR technology was installed here we would not have an alternative use for it on closure of the site.
  - Pay on Arrival technology requires £196,241 less capital investment than ANPR. This reduces the pressure on the capital program, allowing investment in the maintenance of council owned assets like the High Street MSCP. It will also require less prudential borrowing and reduce the call on the revenue account for capital charges by £25k.
  - A revenue saving of approximately £185,330 at a time when council finances and services are under significant pressure..
- 5.3 Based on the benefits of the changes to technology, it was considered the right decision, particularly in light of the current financial climate. All surface car parks already operate Pay on Arrival technology, including High Street surface, Liverpool Gardens and Union Place (which is operated by NCP).

These town centre car parks are very popular (when the MSCPs often have spaces in them) showing many drivers already choose this payment system.

## **6. Evidence from Other Operators**

6.1 Whilst most multi-storey car parks do operate pay on exit systems, there are examples of sites operating pay on arrival technology. These include:

- Norton Road in Hove was until recently a pay and display car park. Drivers can now only pay by app (there is no cash or contactless option).
- Mid Sussex District Council operate a multi-storey car park in Burgess Hill which has been pay and display (pay on arrival) since at least 2006. The council has stated that they have not receive complaints around this system or any negative feedback around pay on arrival. The council also offers payment by the MiPermit app as well as at the payment machines
- Buckinghamshire Council has changed from barrier multi-storey car parks to barrierless and to ticketless pay on arrival. The council state that the change has not resulted in less dwell time or affected trade within the town. The change has been positive for customers as they can extend their stay by phone either using the app or telephoning the payment provider. The car parks have over 1,000 spaces which is more than those in Worthing. Buckinghamshire council advises that customers are not staying less than previously. The changeover has seen fewer complaints about technology failing, resulting in customers not being able to exit the car park and the flexibility of customers being able to extend their stay by phone.
- Plymouth City Council tried ANPR and faced the same difficulties as Worthing, for example barriers not working, customers not being able to exit, numberplates being misread and it being resource intensive, as well as the cost of the system and maintenance. In 2020 Plymouth removed the barriers and changed to a barrierless, ticketless system like the one proposed by Worthing Borough Council. Plymouth went one stage further and removed the option to pay by cash and now only offers pay by phone or app.
- Plymouth has four multi-storey car parks, the largest with 850 spaces and the smallest 360 spaces all of which are Pay on Arrival ticketless and barrierless. Plymouth advises that its BID was supportive of the change and that it has not seen any decline in dwell time in the town or any reduction in income. Pay on arrival offers flexibility on how to pay as well as savings on staff, tickets and maintenance, while also providing

better resilience and a better customer experience. Plymouth no longer receives the complaints it did when using an ANPR system.

- Whilst Crawley Borough Council operates an ANPR system, they are experiencing the same issues as Worthing Council and are looking to potentially remove ANPR and change to a different system.

## 7. Review of Buckingham Road data since reopening

- 7.1 The total number of transactions for the period of 15.10-17.11.2024 was 3,300
- 9% were cash payments
  - 71% were card/contactless payments
  - 20% were MiPermit phone/app payments.
- 7.2 The percentage of payments by app has increased since the reopening of the car park, as people are becoming aware of it as an option.

Length of stay	Buckingham Road MSCP (Period 15.10-17.11.24)	Buckingham Road MSCP pre-closure (Period 15.10-17.11.21)
1 hour	36%	37%
2 hours	36%	37%
3 hours	16%	16%
4 hours	6%	5%
5 hours	2%	2%
5 hours / all day	4%	3%
	100%	100%

- 7.3 The table above shows that the length of stay chosen by drivers is virtually identical to before the car park closed for refurbishment. This suggests the change in technology does not have an impact on dwell time.

## 8. Engagement on Pay on Arrival

- 8.1 The proposals for the changes in technology were discussed with the relevant Executive Members and with Worthing Cabinet members on 19 February 2024. As part of those briefings the rationale for the proposed changes was set out.



- 8.2 Officers met with a representative from the Business Improvement District (BID) and from the Chamber of Commerce on 19 July 2024. The purpose of the meeting was to share proposals on the tariff review for car parks and share the proposals for changes to parking technology. This was followed up with an email dated 21 August (attached as Appendix 1).

## **9. Officer Decision**

- 9.1 The Officer Decision was published on 19 August 2024. Details are available here: <https://democracy.adur-worthing.gov.uk/ieDecisionDetails.aspx?Id=1080> Following the call-in period, the decision was effective from 28 August 2024 and officers commenced implementation at Buckingham Road car park, which opened with the new technology on 15th October 2024.
- 9.2 It was the intention to implement the new technology in High Street MSCP and Grafton MSCP in the first half of November. This roll-out has been paused following a request at Full Council for the decision regarding the change in technology to be reviewed.

## **10. Feedback Following Go-Live**

- 10.1 The change in technology at Buckingham Road was expedited to coincide with the opening of the site to avoid a technology change a few months after opening. It also addressed concerns about the reliability of the old technology which had not been used for a number of years.
- 10.2 Following the go-live at Buckingham Road, concerns were raised by members of the BID. Officers met with representatives of the BID on two occasions to discuss their feedback. The concerns raised by the BID and the officer responses are summarised below.
- 10.3 *Moving away from ANPR will reduce dwell time as drivers will need to pre-determine their length of stay*
- People paying by app will be able to extend their stay at any point, and it is anticipated that more people will adopt the technology once all car parks operate on the same system
  - Businesses, (eg hotels, restaurants, venues) can extend customer parking on their behalf, anyone with the app can pay for any vehicle. With support from businesses a campaign could be developed to make visitors aware of this option.

- The car parks are in close proximity to our retail areas and customers can go back to top up payment if they do not use the app. They do not need a ticket, and therefore do not need to return to their vehicle.
- 10.4 *The proposals disproportionately affect the elderly and digitally-excluded*
- The current technology is not very user-friendly, particularly for the elderly or those who struggle with technology. Customers regularly call the control room for assistance because they are struggling and a member of staff then talks them through the payment process.
  - The new payment machines installed in Buckingham Road MSCP take cards, cash or contactless and are very simple to use. Customers can alternatively use a telephone to book their parking session, this can be done by telephoning the MiPermit contact centre and an app is not required to be used.
- 10.5 *Town centre workers will need to log on to the app to activate their reduced price parking*
- Town centre workers will access their discounted parking in the same way that residents in the Controlled Parking Zone (CPZ) purchase and use visitor permits. Permits can be purchased in bulk, and they can be activated in bulk, up to 10 at a time. They can also be cancelled at any point if plans change (before they are activated). Once activated drivers can come and go as they please - the permit is valid for the whole day and is cheaper than the current town centre worker permit system as there will not be an additional charge to exit and re-enter on the same day.
  - It is not a particularly onerous process to access reduced rate parking.
- 10.6 *The BID would prefer charges to be put up to cover ANPR costs rather than switch to pay on arrival*
- Parking tariffs are reviewed annually to ensure they are fair and provide good value. As part of this process they are benchmarked against comparable towns, the price of on-street parking and inflation.
  - Parking tariff would need to rise significantly to cover the cost of ANPR technology, which would not provide good value, and also raise charges above and beyond on street charges.
- 10.7 *Implementation should be delayed until after Christmas*
- In light of the review of this decision the roll-out of the technology has been paused until after Christmas.

10.8 Ahead of the Full Council meeting on 15 October, Councillor Carl Walker shared a petition with Councillor Rita Garner, the Executive Member for Regeneration. The petition stated:

*The council has announced they will be changing the payment method for town centre car parks from number plate technology currently in use, to new payment machines. This means visitors will have to pay for their parking when they get to the car park rather than just before they leave.*

10.9 It was signed by 609 individuals, with over 95% of respondents answering 'No' to the question as to whether they agreed with the proposed changes.

10.10 It should be noted that the survey did not set out details of the scheme (including the option to pay by app with the ability to extend payment at any time), the rationale or the financial implications. It also did not reference that the Town Centre Workers Scheme would continue to operate under the new technology.

10.11 Sixteen statements were also submitted by Paul O'Brien from the BID, raising concerns about the proposed changes.

10.12 These concerns are summarised in the table below. The majority of the concerns identify a lack of understanding of how the new system will work:

- Three respondents were concerned drivers will have to walk back to their car after payment to display their ticket. This is not the case - the system is ticketless.
- Two respondents were concerned about there only being one payment machine per car park. This is not the case - the number of payment machines will be the same as the current provision. There will also be less demand for the machines as a proportion of people will pay by app, not needing to access a machine at all.
- Four respondents were concerned about the impact on town centre workers, that they will either have to find alternative parking, or that they will not have the flexibility to come and go as they currently do. This is not the case - town centre worker permits will remain in place, drivers will just need to register their stay on the app, the same way residents do for visitor permits. They can do this in bulk to avoid doing it daily. Businesses can also buy season tickets to avoid using the app, but the Town Centre Workers Permit provides better value and flexibility - drivers only need to pay when they park.

Concern	No of times raised	Response /Mitigation
People will have to leave appointments (eg when visiting optician)	1	People using the app will be able to extend their stay from any location, at any point. A business can offer to extend the stay for customers, and officers can discuss how this would work with businesses - it is straightforward.
Drivers have to go back to their vehicles to place a ticket in the window.	3	The pay on arrival system is ticketless - it is not pay and display. The system records people have paid, it does not issue tickets. People not paying by app will pay at the pedestrian exits. They will not have to visit a machine on their return.
Proposals will reduce dwell time	4	People using the app will be able to extend their stay from any location, at any point. A business can offer to extend the stay for customers, and officers can discuss how this would work with businesses - it is straightforward)
Only one parking machine per site will cause issues	2	The number of payment machines will be the same as the current number. Demand for the machines will also be lower as a proportion of people will pay by app and not need to go to a machine at all.
Town centre workers can't come and go during the day - needing a new ticket each time/ will need to find alternative locations	4	As part of the new technology, town centre workers will still be able to access discounted parking, and will be able to come and go during the day. They will purchase permits through the app. Permits can be bought and activated easily. Drivers not wishing to access the app on a daily basis are able to purchase and activate permits in bulk at any time. The new system will also be cheaper for customers as they will be able to come and go on the same day without incurring additional transaction costs. Season tickets are also available for businesses.
Unspecified concern - pay on arrival is a retrograde step	1	There are a number of councils moving away from ANPR and are implementing pay on arrival in their multi-storey car parks
Money should be used on machines and lifts.	1	The council has a finite capital program, from which car park technology and maintenance is funded. By saving on parking technology, it frees up funding for other capital works, including maintenance to

The feedback highlights a lack of understanding of the changes, including the fact that:

- The new system is ticketless, there is no need to return to vehicles after payment
- Town centre workers will still benefit from discounted parking
- The new payment machines take cash, card and contactless. We are maintaining the full range of payment options.
- The financial benefits of Pay on Arrival versus ANPR.

## **11. Further Engagement**

11.1 In terms of engagement to date, information about the changes was shared with the BID and the Chamber of Commerce. On-site signage will advise the public of the changes at Buckingham Road, where the technology is in place. There is a higher visibility of staff on site to answer any questions from car park users. However the feedback has highlighted the need for wider engagement to address some of the misinformation and concerns raised.

11.2 At the Full Council meeting on 15 October, the Executive Member for Regeneration made a commitment to develop an engagement plan. Components of this plan will include:

- FAQs about the new technology on our website, addressing some of the mis-information and concerns identified as part of this review before Pay on Arrival goes live at the two remaining sites. Our social media channels will be used to draw attention to the FAQs.
- Press releases prior to the technology going live.
- Articles in the staff newsletter advising our staff who also use the car parks of the changes
- Communication to all registered town centre workers (where they have provided their contact details) to advise them of the changes and how they can access reduced cost parking in future.
- Clear signage in the car parks advising people of the changes. The signage in Buckingham Road car park is being reviewed and any lessons from that will be applied to High Street and Grafton
- Visible staff presence following the change in technology to answer any questions from members of the public.

- 11.3 Officers are keen to work with the BID and other stakeholders to share data on issues like footfall and dwell time, which provide indicators for the economy of the town. We are committed to jointly work on a shared plan to help the town thrive, and a framework for this improved joint working has been agreed with the BID.
- 11.4 In January the council will also be hosting a Business Leaders Forum, similar to the Community Leaders Forum, to bring together business leaders from across Adur and Worthing to develop a better shared understanding of the challenges and opportunities the Councils and the business sector face.

## **12. Conclusion & Implementation Plan**

- 12.1 The review has identified a number of concerns raised by businesses and car park users associated with the move to Pay on Arrival technology. A number of these concerns are based on lack of information (eg regarding the need to place tickets in the windscreen, the new technology not working for town centre workers), and where there are mitigations, eg in relation to dwell time.
- 12.2 In light of these findings and mitigations, and the budgetary implications of the switch to Pay on Arrival (both in terms of the annual £185,330 revenue and the one-off £196,241 capital saving), Grafton and High Street MSCPs will move to the new technology by the end of February, allowing time for the engagement plan to be put in place.

## **13. Financial Implications**

- 13.1 The decision to move to a pay on arrival system reduces the capital cost to the council of the replacement system, which will be funded through prudential borrowing. The lower borrowing requirement will mean a lesser cost impact on the revenue account of the cost of financing through interest charges and minimum revenue provision.
- 13.2 In addition, a pay on arrival system will reduce the staffing requirement and has a cheaper maintenance commitment.
- 13.3 Overall Savings from moving to a Pay on Arrival system from an Automatic Number Plate Recognition system in 4 Worthing Multi Storey Car Parks are summarised below;

	£,000
<b>Capital replacement cost</b>	<b>196</b>
<u>Revenue savings</u>	
Capital charges	25
Maintenance	69
Staffing	117
<b>Total Revenue savings</b>	<b>211</b>

#### 14. Legal Implications

- 14.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 14.2 s1 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
- 14.3 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.
- 14.4 s1 Local Government (Contracts) Act 1997 confers power on the Council to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the Council.
- 14.5 All decisions of the Council including its Officers under the Scheme of Delegations are to be made in accordance with the principles of decision making found at Article 12 of the Council's Constitutions.

**Officer Contact Details:-**

Jan Jonker

Assistant Director Operations & Sustainability

[jan.jonker@adur-worthing.gov.uk](mailto:jan.jonker@adur-worthing.gov.uk)



## **Sustainability & Risk Assessment**

- A Sustainability and Risk Assessment must be completed for all reports.
- Identify Positive or negative implications, and how we may address to leverage these implications.
- If no issues are identified under a heading then it should read "Matter considered and no issues identified."

### **1. Economic**

- The existing technology is end of life, lacks resilience and is not offering good customer experience. The new technology is easy to use for drivers and mitigations for the concerns raised as part of this process are set out in the report. The new technology will result in an annual revenue saving of £185,330 which will help reduce the impact of the current financial pressures on frontline services like street cleansing and parks.

### **2. Social**

#### **2.1 Social Value**

- What impact does the proposal/issues raised have on our communities or specific groups within our communities?

#### **2.2 Equality Issues**

- An equality impact assessment has been undertaken. The technology is easier to use than the current ANPR system and all payment types are accepted, including cash, card, contactless and by App.

#### **2.3 Community Safety Issues (Section 17)**

- Freeing up staff from dealing with failure demand of the ANPR system will free them up to be more visible in the car parks, increasing surveillance. The option to pay by App means that people do not have to use the payment machines and can enter and leave the car park without delay, which can increase the sense of security, particularly during quiet times.

#### **2.4 Human Rights Issues**

The proposals do not have any impacts on human rights

### **3. Environmental**

- No issues identified

### **4. Governance**

- The decision to replace the technology has been made with consideration for the Council's priorities and taking into account the current financial pressures.
-

## Appendix 1

From: Jan Jonker <[jan.jonker@adur-worthing.gov.uk](mailto:jan.jonker@adur-worthing.gov.uk)>

Date: Wed, 21 Aug 2024 at 18:49

Subject: Changes to parking Technology

To: <[xxxx@worthingandadurchamber.co.uk](mailto:xxxx@worthingandadurchamber.co.uk)>, <[xxxx@worthingtowncentre.co.uk](mailto:xxxx@worthingtowncentre.co.uk)>

Cc: Jason Passfield <[jason.passfield@adur-worthing.gov.uk](mailto:jason.passfield@adur-worthing.gov.uk)>

Hi xxxx and xxxx

I hope you are well. Following our meetings a few weeks back we will shortly be publicising the changes to our MSCP car park payment technology (as discussed we are moving from ANPR to pay on arrival).

Please see below the rationale for the change. Please do treat the cost data in there as confidential but feel free to share the rest with your members.

If you have any questions please do let Jason or I know.

Many thanks

Jan

***With the current technology in need of replacement, a new, pay on arrival operating model is being introduced to the MSCP car parks. The technology will largely work in the same way as surface car parks:***

- ***Drivers enter the site and find a place to park (there will be no entry barriers).***
- ***They make payment for their intended duration, either on the MiPermit App or at payment machines using cash, card or phone. In order to make payment they will need to enter their vehicle registration number.***
- ***The machines will be located near the pedestrian exits of the sites (where the current payment machines are located).***
- ***They will not be required to place a ticket in their car (they can request a ticket to be printed, if they would like one as a reminder of their length of stay).***

***Drivers who use the MiPermit app will be able to extend their stay without returning to the car park (as they can when using surface car parks).***

***The new operating model delivers a number of significant benefits:***

- **Car drivers will have a consistent approach to paying for parking whatever council owned car park they are in.**
- **For those drivers using the App they have flexibility to manage the length of stay while they are out and about**
- **Reduced congestion after events (eg Bonfire Night) when everyone leaving at the same time causes significant delays at the parking machines.**
- **The new equipment will be more resilient than the existing ANPR system which is increasingly suffering from outages**
- **More consistent enforcement - currently the barriers are lifted at 10pm in the evening and people can drive out without paying. Under the new system drivers who do not pay risk a PCN**
- **Reduced capital investment of £196k at a time when the capital program is stretched with multiple priorities**
- **Significant revenue saving of approximately £185k whilst maintaining customer facing staff.**

--

**Jan Jonker (He/Him)**

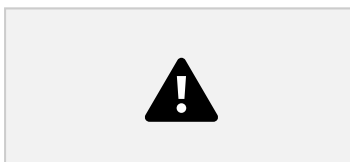
Assistant Director - Operations &  
Sustainability,

07881255291

Adur & Worthing Councils

Town Hall - Worthing

[www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)



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## **Adur & Worthing Equality Impact Assessment (EIA)**

Please use this template when it is appropriate, for example when making significant decisions that may impact disproportionately on certain protected communities. As part of our Participation Principle we are also seeking to embed these equality impact assessment principles into everyday service planning and delivery. You may therefore only need to complete a template occasionally, but you should always be working to achieve its general principles and intended outcomes.

### **Our Equality Statement**

Adur District and Worthing Borough Councils are committed to increasing inclusion and providing equality of opportunity in all our activities and to ensuring that discrimination does not occur. We will strive for a workforce that reflects the diversity of the local community in order that our services are provided appropriately and the Councils benefit from a wealth of experiences. The Councils will involve the wider community in our decision-making processes and use our influence to progress equality and inclusion issues in the Adur District and Worthing Borough.

To achieve our vision for inclusion and equality we will lead by example, we will listen to our communities and we will seek to work in collaboration with others. The Council has adopted a new corporate plan called Our Plan where we describe our ways of working which includes being inclusive and kind. We will undertake this work with care, support and respect, recognising the reality of disadvantage and discrimination experienced by many communities.

### **Equality Impact Assessments (EIAs)**

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then identify actions to support delivery towards our equality objectives and our statutory duties. The EIA process specifically aims to:

- Get the best outcomes for our staff and residents
- Analyse how all our work as councils might impact differently on different groups.
- Help us make good decisions and evidence how we have reached these decisions

EIAs are therefore a practical way in which we can achieve our corporate principles, where we have pledged to improve our services and make them accessible to everyone. The EIA template is suitable for a number of settings, including policy development, organization management and service redesign. The template is made up of a series of tables and numbered guidance notes to guide and support you through the approach. We will evaluate the use of the template towards the end of 2021.

## Part 1. Equality Impact Assessment (EIA)

First, consider whether you need to complete an EIA. Is an EIA needed and is there another way to evidence assessment of impacts. See guidance note (1) on the legislative context and guidance note (2) on considerations when planning an EIA.

<b>Title of EIA (3)</b>	<b>Change in technology in the Multi-Storey Car Parks (MSCPs)</b>
<b>Team/Department (4)</b>	<b>Parking Services</b>
<b>Focus of EIA (5)</b>	<ul style="list-style-type: none"> <li>• To replace the existing system of Automatic Number Plate Recognition (ANPR) in three Multi-Storey car parks Buckingham Road, Grafton and High Street to a Pay on Arrival system</li> <li>• To provide alternative parking methods for paying for example cards and coins at the machines and to provide an additional method of payment by phone or app, this will ensure the service is accessible to all customers and offers a more flexible way of paying for parking</li> <li>• The pay on arrival solution will be a simpler system for customers to use as well as offering extra flexibility to extend their parking session, there is no requirement to display anything in the windscreen of the vehicle after payment has been made.</li> </ul>

## Part 2. Update on previous EIA and outcomes of previous actions

If there is no previous EIA, or EIA equivalent or this is an assessment of a new service, then simply write 'not applicable'.

<b>What actions did you plan last time?</b>  (List them from the previous EIA)	<b>What improved as a result?</b>  What outcomes have these actions achieved?	<b>What <u>further</u> actions do you need to take?</b> (add these to the Action plan below)
Not Applicable	Not Applicable	Not Applicable

### Part 3. Review of information, equality analysis and potential actions

In this section we consider the various protected characteristics groups from the Equality Act 2010 (6)

<b>Protected characteristics groups from the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff. (7)	<b>What do people tell you?</b> Summary of service-user and/or staff feedback. (8)	<b>What does this mean?</b> Impacts identified from data and feedback (actual and potential). (9)	<b>What can you do?</b> All potential actions to: advance equality of opportunity, eliminate discrimination, and foster good relations (10)
<b>Age</b>	The new technology maintains all existing payment options (cash, card and contactless) and adds payment by App as an option.  In terms of payment by app, it is estimated that 95% of the population will own a smart phone by 2025. There is disparity in terms of age, in 2023 98% of people aged 16-24 owned a smart phone, this was 86% for those aged 55-64 and 80% aged 65 and above.	Not everyone has a smartphone or digitally enabled, particularly the elderly	We need to maintain a range of payment options to minimise barriers to drivers using our car park.  Under the new system, customers will still be able to pay at the machine with card, cash or phone, but there will be greater flexibility for payment options and customers will be able to pay using the app or telephone the MIPERMIT contact centre to pay for parking.  The phone/app will provide customers the opportunity to extend their parking stay without visiting the machine.	We are maintaining the option to pay by cash or card for people who are not digitally enabled.  Introducing mobile phone payment option or by app payment option gives greater flexibility for those who do wish to use  Customers will be able to select how long they stay for at the machine or by using the app  Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park.

			Paying by app also mitigates the need to go to a payment machine, which may help people with reduced mobility.	
<b>Disability</b>	The 2021 census identified that 19.1% of residents have a disability as defined by the equality act, with 7.8% having their day to day activities significantly limited.	<p>Some disabilities, particularly those affecting mobility may make it harder for people to go to payment machines.</p> <p>Other disabilities affecting physical dexterity may make it more difficult for people to use mobile phones. People with mental health conditions, including anxiety, may also struggle more with mobile phones.</p>	<p>We need to maintain a range of payment options to minimise barriers to drivers using our car park.</p> <p>There is no requirement to have a smartphone or use the app, customers can telephone the MIPERMIT number to pay for parking if they wish to do so</p>	<p>Customers will be able to select how long they stay for at the machine or by using the app or by telephoning the MIPERMIT contact centre</p> <p>Unlike the previous system, customers with a blue badge will not be limited to a 3 hour stay</p> <p>There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app</p> <p>Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park</p> <p>Customers with a disability will not need to to display a pay and display ticket after making payment at the machine or by phone, all machines are compliant with the Equality Act</p>



<b>Gender reassignment</b>	There is no data to suggest this group is affected by the change.	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A
<b>Pregnancy and maternity</b>	Customers use the Multi-Storey car parks already and use the payment machines where they are required to enter their vehicle registration number into the machine.	Pregnant women and parents with buggies and push chairs may find it harder to move through multi storey car parks to get to payment machines.	People with reduced mobility will have the full range of options available to them: cash, card or contactless at the machine, or payment by App which does not require going to a machine.	<p>The option to pay by phone may assist as customers will not need to queue for the payment machine</p> <p>There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app</p> <p>Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park</p>
<b>Race/ethnicity</b> Including migrants, refugees and asylum seekers	There is no data to suggest this group is affected by the change.	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A
<b>Religion or belief</b>	There is no data to suggest this group is affected by the change.	No specific disproportionate negative impact identified for this group	No specific disproportionate negative impact identified for this group at this time.	N/A

		at this time.		
<b>Sex/Gender</b>	There is no data to suggest this group is affected by the change.	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A
<b>Sexual orientation</b>	There is no data to suggest this group is affected by the change..	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A
<b>Marriage and civil partnership</b>	There is no data to suggest this group is affected by the change..	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A
<b>Community Cohesion</b>	There is no data to suggest this group is affected by the change..	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A

<b>Language</b>	The 2021 census data shows that 3.1% of households do not have anyone who speaks English and 0.7% of households only have at least one person aged 3-15 who speaks English	We need to learn more about the barriers and solutions for drivers who do not speak English.	Rather than paying on exit, customers will be required to pay on arrival at the machine or by phone/app  There will be no change for customers who do not wish to use the phone/app to pay for parking	Customers will be able to select how long they stay for at the machine or by using the app or by telephoning the MIPERMIT contact centre.  There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app  Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park
<b>Cumulative impacts including socio economic impacts</b>	There is no data to suggest there are cumulative impacts resulting from the change	No specific disproportionate negative impact identified for this group at this time.	No specific disproportionate negative impact identified for this group at this time.	N/A

**Assessment of overall impacts and any further recommendations. 11)**

The council will have the following in place:

1. Customers who are not digitally enabled will be able to continue to pay for their parking by using card or coins at the payment machines in the car park, the machines are compliant with the Equality Act
2. There will be more signage around the car park explaining that it is a pay on arrival car park rather than pay on exit
3. There will be more signage advising customers where the payment machines are situated and how to pay by phone/app if

they wish to use the phone/app method

4. More staff will be on site to assist customers under the new system
5. Customers will have the flexibility to pay for parking by phone/app or be able to extend their parking session by this method
6. Customers will not need to display a ticket in their vehicle once payment has been made either at the machine or by phone/app they will be able to leave their vehicle
7. Customers will still be able to purchase town centre worker permits/hotel guest permits at Grafton or High Street MSCP
8. The new system will provide a seamless and better customer experience, customers will not be faced with their number plates not being read or being stuck at barriers (as there will no longer be barriers at the car parks) being overcharged due to the cameras not recognising that the vehicle has left the car park
9. Whilst customers with blue badges are required to pay for parking, they will not be limited to the 3 hour stay (which is currently the case)
10. The town centre worker concession will be cheaper for those who enter and reenter the car park as they will not be charged an extra 20p for every re-entry into the car park on the same day
11. The new technology accepts all payment methods, including cash
12. The new machines are more straightforward to use for people who struggle with technology
13. The new technology avoids the need for people to go to payment machines if they want to pay by Ap

## Part 4. Prioritised Action Plan

The Equality Duty is an ongoing duty which means policies must be kept under review. The actions identified below should be incorporated into service or business plans and monitored to ensure they achieve the outcomes identified.

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe

<p><b>Age</b></p>	<p>There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app</p> <p>Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park</p>	<p>Customers will have an additional choice under the new system whether to pay at the machine or by phone/app</p>	<p>Initial period of warning notices will be issued before live penalty charge notices are issued, this will give customers the opportunity to become familiar with the new system</p>	<p>Engagement plan will be launched before technology switch.</p>
<p><b>Disability</b></p>	<p>There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app</p> <p>Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park</p>	<p>Customers will have an additional choice under the new system whether to pay at the machine or by phone/app</p>	<p>Initial period of warning notices will be issued before live penalty charge notices are issued, this will give customers the opportunity to become familiar with the new system</p>	<p>Engagement plan will be launched before technology switch.</p>

<b>Race/Ethnicity</b>	<p>There will be clear signage around the car park advising it is a pay on arrival car park and where to pay and how to pay by phone/app</p> <p>Customers will not need a ticket to display in their car, once payment has been made at the machine or by phone they can leave their vehicle in the car park</p>	<p>Customers will have an additional choice under the new system whether to pay at the machine or by phone/app</p>	<p>Initial period of warning notices will be issued before live penalty charge notices are issued, this will give customers the opportunity to become familiar with the new system</p>	<p>Engagement plan will be launched before technology switch.</p>
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## EIA sign-off:

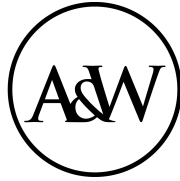
For the EIA to be final an email must be sent from the relevant people agreeing it or this section must be signed.

<p><b>Staff member competing Equality Impact Assessment:</b></p> <p>Jason Passfield</p>	<p><b>Date: September 2024</b></p>
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<b>Assistant Director:</b>  Jan Jonker	<b>Date: November 2024</b>
<b>Please share this EIA once signed off with: <a href="mailto:richard.tuset@adur-worthing.gov.uk">richard.tuset@adur-worthing.gov.uk</a></b>	

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ADUR & WORTHING  
COUNCILS

Joint Overview and Scrutiny Committee  
3 December 2024

Key Decision [No]

Ward(s) Affected:N/A

## **Review of Joint Overview and Scrutiny Committee Work Programme for 2024/25**

### **Report by the Director for Sustainability and Resources**

#### **Executive Summary**

##### **1. Purpose**

- 1.1 This report sets out progress with the delivery of the Joint Overview and Scrutiny Committee (JOSC) Work Programme for 2024/25 including any changes to the Work Programme which have been made since it was agreed by both Councils in July 2024. This is submitted to the Committee for consideration and comment.
- 1.2 This report also includes access to the Forward Plan of Key decisions, which JOSC has agreed to review as part of the Work Programme for 2024/25.

##### **2. Recommendations**

- 2.1 That JOSC consider and review the progress with the delivery of its Work Programme for 2024/25 including the review of the Forward plan of Key decisions.
- 2.2 That the meetings of Adur District Council and Worthing Borough

Council in December 2024 note the changes made to the JOSC Work Programme since it was agreed by both Councils in July 2024.

### **3. Context**

- 3.1 It is good practice for an Overview and Scrutiny Committee to set a Work Programme outlining its work for the forthcoming year. In accordance with the terms of the Constitution and Paragraph 9.2 of the Joint Overview and Scrutiny Procedure Rules, the Work Programme is then reported to Council meetings for approval and for 2024/25 this was done at the Council meetings in July 2024.
- 3.2 A report must also be taken to each full Council on an annual basis detailing any changes to the Work Programme and this is usually reported mid year and for 24/25 this will be done at the Council meetings on 17 and 19 December 2024.

### **4. Issues for consideration and updates**

- 4.1 At its meeting on 15 July 2024, JOSC agreed a new Work programme for 2024/25 which was also agreed by the Council meetings later in July 2024. This new and reset Work Programme aims to help improve the effectiveness of overview and scrutiny and strictly apply the PAPER criteria. The Work Programme is now as fluid, proactive and clear as possible to help the Committee consider items which are relevant to the work of the Councils and align more closely with the Councils' strategic priorities and can help make a difference.
- 4.2 Although the new JOSC Work Programme has been reset it will still need to be flexible in order for JOSC to be able to consider any important additional items that might arise during the course of the Municipal Year. Therefore, JOSC needs to continually review the Work Programme for any changes required and requests for items to be added to the Work Programme should be considered by the Chairs and put to JOSC for consideration.
- 4.3 Items for the Work Programme should, however, be chosen/guided by how closely they align with the Councils' Strategic priorities and how the Committee can influence the outcomes and also general value and outcomes in accordance with the (PAPER criteria) - P - Public interest, (A) - Ability to change, (P) - Performance, (E) - Extent and (R) - Replication.

4.4 As part of this review process, JOSC is requested to use the Forward Plan of Key decisions as a tool to identify and scrutinise items before the Executive decisions are taken. This will assist in the Pre scrutiny role and the latest edition of the Forward Plan can be accessed here - [Forward plan of Key decisions](#)

4.5 The updated version of the JOSC Work Programme is attached as the Appendix to this report.

## **5. Engagement and Communication**

5.1 The JOSC Chairs and Vice-Chairs and the relevant Members of the Council Leadership Team 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 Section 9F to 9FI of the Local Government Act 2000 as amended by the Localism Act 2011 provide that Executive arrangements of a local authority must ensure that its overview and scrutiny committees have the power between them):-

- a) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
- c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
- d) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,

- e) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area.
- 7.2 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.
- 7.3 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**

Constitution and Joint Overview and Scrutiny Procedure Rules

Report on new JOSC Work Programme - JOSC meeting on 15 July 2024 [New JOSC Work Programme report - 15 July 2024](#)

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

Mark Lowe

Scrutiny & Risk Officer

Tel 01903 221009

mark.lowe@adur-worthing.gov.uk

## **Sustainability and Risk Assessment**

### **1. Economic**

Some of the issues scrutinised as part of the Work Programme could impact on the local economies.

### **2. Social**

#### **2.1 Social Value**

Some of the issues to be scrutinised as part of the Work Programme will have an impact on the communities.

#### **2.2 Equality Issues**

Matter considered and no direct issues identified.

#### **2.3 Community Safety Issues (Section 17)**

Some of the issues being scrutinised will have community safety implications. JOSC is holding a Community Safety themed meeting on 3 December 2024.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified.

### **3. Environmental**

Matter considered. All items considered by JOSC will consider any impacts on climate change.

### **4. Governance**

Items for the Work Programme should be chosen guided by how closely they align with the Councils' Strategic priorities and 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. It is good practice for an Overview and Scrutiny Committee to set its Work Programme ahead of the next Municipal Year. The current Joint Overview and Scrutiny Procedure Rules state that the Work Programme will be approved by both Councils in April and that any changes to the Work Programme should be submitted to the Councils approximately mid year for noting.

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**Adur & Worthing Joint Overview and Scrutiny Committee Work Programme - 2024/2025**

Joint Overview and Scrutiny Committee - 3 December 2024  
Worthing Town Hall - Community Safety themed meeting

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
Crime and Disorder update - Interview with the Chair of the Adur & Worthing Safer Communities Partnership (SCP) - Interview with Adur & Worthing District Police	Joint	Director for Sustainability & Resources	Relevant Cabinet Members.	No.

<p><b>Commander and local Superintendent</b> Reason for Scrutiny - To undertake the formal crime and disorder scrutiny role and scrutinise the work of the SCP.</p>				
<p><b>Post decision review of Officer decision relating to Worthing Multi Storey Car Parks equipment</b> Reason for Scrutiny - Worthing Council motion asked for JOSC to review the Officer decision of the Assistant Director Operations &amp; Sustainability</p>	Worthing	Director for Sustainability & Resources	Assistant Director for Operations & Sustainability	Yes. Item to be added following a request from Worthing Council on 15 October 2024.
<p><b>Review of JOSC Work Programme including note of changes made since Work Programme agreed by Councils in July 2024. (This item includes a review of the Forward Plan)</b> Reason for Scrutiny - To provide an ongoing review of the Work Programme.</p>	Joint	Director for Sustainability & Resources	No	No



**Joint Overview and Scrutiny Committee - 28 January 2025  
Worthing Town Hall**

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
<p><b>Budget update and scrutiny - Joint Budget and Worthing only including report from the Budget Scrutiny Working Group</b> Reason for Scrutiny - To undertake formal scrutiny of the Budget and consider if any comments should be forwarded to the JSC.</p>	Joint	Director for Sustainability & Resources	Chief Financial Officer	Yes. Item moved from December 2024 to allow for comments to be made to JSC prior to Budget setting meetings.
<p><b>Request for a full review of the maintenance programme for Worthing Pier, structural surveys findings, recommended work, budget allocations, budget deferral and the</b></p>	Worthing	Chief Executive/Assistant Director (Place)	Chief Executive/Assistant Director (Place) Worthing Leader Worthing Cabinet Member for Regeneration	Yes. Item added to the Work Programme by JOOSC following consideration of a Scrutiny request at the JOOSC meeting on 7 November 2024. Date for Scrutiny approved in agreement with JOOSC Chairs/Vice-Chairs.

<p><b>detailed circumstances that led to it being closed in October 2024 and how this could have been avoided.</b></p> <p>Reason for Scrutiny - To review the circumstances connected with the closure of Worthing Pier in October 2024</p>				
<p><b>Commemorative events led by the Councils - To consider Scrutiny request</b></p> <p>Reasons for Scrutiny - To assess the policy relating to the provision of commemorative events led by the Councils</p>	Joint	Head of Legal & Democratic Services/Assistant Director Place & Economy	Chief Financial Officer	Yes. Item added to the Work Programme by JOSC on 5 September 2024 following consideration of a Scrutiny request.
<p><b>To receive feedback from a JOSC Working Group set up to review the Workforce Development programme. (See the covering report for further information on this topic and the Scrutiny request</b></p>	Joint	JOSC Working Group	Assistant Director for People and Change	No

<p><b>attached as an appendix</b> Reasons for Scrutiny - To assist with pre-policy development of the Workforce Development programme.</p>				
<p><b>Risks and Opportunities - To consider Scrutiny request to review how the Risks and Opportunities Register is presented to the Joint Audit &amp; Governance Committee. See Scrutiny request assessment attached to this Work Programme)</b> Reasons for Scrutiny - To assess the presentation of Risks and Opportunities information that is presented to the Councils and how JOSC might recommend improvements to the way the information is presented.</p>	Joint	Director for Sustainability and Resources	Director for Sustainability & Resources	No
<p><b>Review of JOSC Work Programme.(This item includes a review of the</b></p>	Joint	Director for Sustainability & Resources	No	No

<b>Forward Plan)</b> Reason for Scrutiny - To provide an ongoing review of the Work Programme.				
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**Joint Overview and Scrutiny Committee - 27 February 2025 - Worthing Town Hall -**

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
<b>Communications Strategy/Public engagement - How do we better communicate to the residents in Adur and Worthing the role of the Council, its officers and Members and how does this interact with the Council in the Community work being carried out. (See Scrutiny request attached to this Work Programme)</b> Reasons for Scrutiny - To find out more about the Councils' current	Joint	Assistant Director for People and Change	Assistant Director for People and Change Relevant Cabinet Members for this area of work	No

<p>approach to communications and public engagement with local residents. This item will provide local residents with a better understanding of the work of the Councils and how they are/can be engaged or involved in that work. (See Scrutiny request form attached)</p>				
<p><b>Annual feedback report from meetings of the West Sussex Health &amp; Adult Social Care Scrutiny Committee (HASC) - Issues affecting Adur &amp; Worthing</b> Reason for Scrutiny - To review the work of the HASC and the impact on Adur and Worthing</p>	Joint	Director for Sustainability & Resources and verbal report from the Council Members on HASC	Council Members on HASC to report.	No
<p><b>JOSC Work Programme setting 25/26 (This item will include a review of the Forward Plan and a review of the Corporate Risks and Opportunities</b></p>	Joint	Director for Sustainability & Resources	No	No

<b>register)</b> Reason for Scrutiny - To provide an ongoing review of the Work Programme and set a JOSC Work Programme for 25/26.				
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**PREVIOUS MEETINGS**

**Joint Overview and Scrutiny Committee - 15 July 2024  
Shoreham Centre**

<b><u>AGENDA ITEM</u></b>	<b><u>AUTHORITY</u></b>	<b><u>REPORT AUTHOR</u></b>	<b><u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u></b>	<b><u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON</u></b>
<b>Monitoring Officer decision in respect of Call-In</b> Reason for Scrutiny - To provide JOSC with information on a Call-In received by the Monitoring Officer and her decision.	Worthing	Assistant Director for Legal & Democratic Services	Assistant Director for Legal & Democratic Services	No
<b>Consideration of the JOSC Working Group</b>	Joint	JOSC Working Group	No	No

<p><b>report - Effectiveness of Overview and Scrutiny</b></p> <p>Reason for Scrutiny - To review the report and recommendations from the Working Group</p>				
<p><b>JOSC Work Programme setting for remainder of 2024/25 and approval of Membership of the Working Groups (This item includes a review of the Forward Plan)</b></p> <p>Reasons for Scrutiny - To set a Work Programme for JOSC covering 2024/25 in light of the outcome of the JOSC Member Workshops, JOSC Working Group report, debate and recommendations of the Committee arising from the previous item.</p>	Joint	Assistant Director Legal & Democratic Services	Assistant Director Legal & Democratic Services	No
<p><b>Annual JOSC report for 2023/24</b></p>	Joint	Director for Sustainability & Resources	No	No

Reason for Scrutiny - To agree the Annual report for reporting to Council meetings.				
<b>Teville Gate - Freehold land sale</b> Reason for Scrutiny - To provide JOSC with background information on the land sale.	Worthing	Assistant Director Regenerative Development/Assistant Director for Legal & Democratic Services	Assistant Director Regenerative Development/Assistant Director for Legal & Democratic Services	No



**Joint Overview and Scrutiny Committee - 5 September 2024  
Shoreham Centre**

<u>AGENDA ITEM</u>	<u>AUTHORITY</u>	<u>REPORT AUTHOR</u>	<u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u>	<u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u>
<p><b>Update on the delivery of Our Plan and interview with Chief Executive - Including review of Strategic Priorities</b> Reason for Scrutiny - To question the Chief Executive on the progress in delivering the objectives in 'Our Plan'</p>	Joint	Chief Executive	Chief Executive and Leaders	No
<p><b>Review of JOSC Work Programme and consideration of any possible items for future Scrutiny (This item includes a review of the Forward Plan)</b> Reason for Scrutiny - To provide an ongoing review of the Work Programme.</p>	Joint	Director for Sustainability & Resources	No	No

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**Joint Overview and Scrutiny Committee - 7 November 2024 - Shoreham Centre**

<b><u>AGENDA ITEM</u></b>	<b><u>AUTHORITY</u></b>	<b><u>REPORT AUTHOR</u></b>	<b><u>EXECUTIVE MEMBERS/OFFICERS TO ATTEND</u></b>	<b><u>CHANGE TO ORIGINAL WORK PROGRAMME?YES/NO/REASON AND STATUS OF ITEM</u></b>
<b>Housing related themed meeting - Housing supply across Adur and Worthing and scrutiny of the Housing Strategy</b> Reason for Scrutiny - To discuss the issues and to seek to influence further investigation/discussions relating to additional housing provision in Adur and Worthing.	Joint	Director for Housing and Communities	Director for Housing and Communities, Assistant Director Housing and Homelessness Prevention, Housing Cabinet Members and other relevant Cabinet Members	No
<b>Budget Scrutiny update - The Budget Scrutiny Working Group will provide an interim report on its Budget and Finance Scrutiny related work</b> Reason for Scrutiny - To	Joint	Chairman of the Working Group	No	No

provide updates on the work of the Working Group and for JOSC to undertake budget scrutiny.				
<b>Review of JOSC Work Programme and consideration of any possible items for future Scrutiny (This item includes a review of the Forward Plan and a review of the Corporate Risks and Opportunities register)</b> Reason for Scrutiny - To provide an ongoing review of the Work Programme	Joint	Director for Sustainability & Resources	No	No

**Note:-** This draft Work Programme is a 'live' document and all dates and items contained in it are provisional and subject to change in agreement with the JOSC, Joint Chairs/Vice-Chairs and relevant Officers.

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