



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

**19 December 2019**



**Adur Council Meeting  
19 December 2019**

Queen Elizabeth II Room,  
The Shoreham Centre, Pond Road,  
Shoreham-by-Sea

**7.00 pm**

**Agenda**

**11 December 2019**

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

**Part A**

**1. Apologies for Absence**

**2. Declarations of interest**

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

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

**3. Questions from the public**

**4.**

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

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

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

Public question time will last up to 30 minute; questions will be taken in order of receipt. The deadline for submissions is Tuesday 17 December at 12 noon.

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

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Director for Communities:  
Mary D'Arcy  
Adur & Worthing Councils,  
Town Hall, Chapel Road,  
Worthing, West Sussex, BN11 1HA

#### 4. Confirmation of Minutes

To approve the minutes of the meeting of the Council on 31 October 2019, copies of which have been previously circulated.

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

#### 6. Items raised under urgency provisions

To consider any items the Chairman has agreed are urgent

#### 7. Recommendations from the Executive and Committees to Council (Pages 1 - 16)

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

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
7a	Joint Overview and Scrutiny Committee	21.11.19	<a href="#"><u>Joint Overview and Scrutiny Committee Work Programme 2019/20 - Update</u></a>
7b	Joint Governance Committee	26.11.19	<a href="#"><u>Governance Arrangements for Charitable Trusts in Adur and Worthing</u></a>
7c	Joint Governance Committee	26.11.19	<a href="#"><u>Scheme of Allowances for Adur District Council 2020/21 - 2022/23</u></a>
7d	Joint Strategic Committee	03.12.19	<a href="#"><u>Platforms for our Places - Going Further (2020-2022) : Unlocking the Power of People, Communities and our Local Geographies</u></a>
7e	Joint Strategic Committee	03.12.19	<a href="#"><u>JSC Financially Sustainable Councils: Update to the 2020/21 - 2024/25 budget forecast and savings proposals for 2020/21</u></a>
7f	Joint Strategic Committee	03.12.19	<a href="#"><u>Investing for the future: Capital Programme 2020/21 to 2022/23</u></a>
7g	Joint Strategic committee	03.12.19	<a href="#"><u>Mid Year Review of Treasury Management 2019-20, Adur District Council and Worthing Borough Council</u></a>

**8. Notification of a Change to the Political Makeup of the Council** (Pages 17 - 24)

To consider a report by the Director for Communities, copy attached as item 8

**9. Report of the Leader on decisions taken by the Executive** (Pages 25 - 36)

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

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

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

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

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is Tuesday 17 December at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received can be asked of the following:

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

Questions cannot be asked on the following

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

**11. Motion on Notice** (Pages 37 - 40)

To consider a motion on notice submitted by Councillor Neil Parkin and seconded by Councillor Angus Dunn, details of which are attached to this agenda as item 11



Director for Communities

**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:

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Democratic Services Officer  
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For Legal Services enquiries relating to this meeting please contact:

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Council  
19 December 2019  
Agenda Item 7

## Extracts and Recommendations cover sheet

- 7a) JOSC [Joint Overview and Scrutiny Committee Work Programme 2019/20 - Update](#)
- 7b) JGC [Governance Arrangements for Charitable Trusts in Adur and Worthing](#)
- 7c) JGC [Scheme of Allowances for Adur District Council 2020/21 - 2022/23](#)
- 7d) JSC [Platforms for our Places - Going Further \(2020-2022\) : Unlocking the Power of People, Communities and our Local Geographies](#)
- 7e) JSC [Financially Sustainable Councils: Update to the 2020/21 - 2024/25 budget forecast and savings proposals for 2020/21](#)
- 7f) JSC [Investing for the future: Capital Programme 2020/21 to 2022/23](#)
- 7g) JSC [Mid Year Review of Treasury Management 2019-20, Adur District Council and Worthing Borough Council](#)

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**Extract from the Joint Overview and Scrutiny Committee - 21 November 2019**

**JOSC/XX/19-20      Joint Overview and Scrutiny Committee Work Programme  
2019/20 - Update**

The Committee had a report before it, attached as item 9, a copy of which had been circulated to all members, a copy of which is attached to the signed copy of these minutes. The report before the Committee outlined the progress with the work programme to date and asked the Committee to recommend to Councils to note the changes to the Work Programme.

The Committee discussed the plan and resolved that it be noted and referred to Council.

**Resolved:**

- i) That the work programme be noted
- ii) That it be recommended that the meetings of Adur District Council and Worthing Borough Council in December 2019 note the changes made to the Work Programme since it was agreed by both Councils in April 2019.

**Resolved**

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**Extract from the Joint Governance Committee - 26 November 2019**

**JGC/42/19-20      Governance Arrangements for Charitable Trusts in Adur and Worthing**

**Summary of discussion:**

Before the Committee was a report by the s151 Officer and the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 7.

The report advised Members of some historic issues that had arisen surrounding Charitable Trusts in Adur and Worthing and the need to regularise matters with the Charities Commission and establish robust governance arrangements going forwards.

During consideration of the item, a number of issues were raised including:-

- whether the Joint Governance Committee was the appropriate Committee to consider the report;
- whether the Charity Commission could take action against the Councils;
- whether the trustee would create rules & regulations to be applied to the Licensing of fund-raising events or the Council - Officers advised that the trustee would make that decision. In practice, this function would be delegated to the Executive (Joint Strategic Committee);
- were there other pieces of land that the Councils owned but didn't know they owned? - Officers advised the Assets Register was currently under review by the Estates Team;
- clarification was sought regarding the sale of a bungalow at Highdown Gardens;
- Whether there was any land donated to Lancing & Sompting Councils - Officers advised that there was not.

**Resolved**

The Joint Governance Committee

2.7      Noted that:

- 2.7.1 Adur Recreation Ground was held in trust by Adur Recreation Ground, of which Adur District Council was the sole Charity Trustee; and
- 2.7.2 Southwick Green was held in trust by The Green, of which Adur District Council was the sole Charity Trustee.
- 2.8 Recommended to Adur District Council that they delegate to the Joint Strategic Committee the authority to act on behalf of Adur District Council as sole charity trustee of Adur Recreation Ground and Southwick Green, in all Executive matters relating to the operation of the Trusts.**
- 2.9 Recommended to Adur District Council that they delegate to the Joint Governance Committee the authority to act on behalf of Adur District Council as sole charity trustee of Adur Recreation Ground and Southwick Green, in all non-Executive matters other than those requiring Charity Commission consent or notification, and that they be required to bring an annual report to full Council each year on activity during the previous year.**
- 2.10 Recommended to Adur District Council that the Scheme of Delegations to Officers be amended to delegate authority to the Council's Head of Environmental Services to act on behalf of Adur District Council as sole charity Trustee of Adur Recreation Ground and Southwick Green in respect of all day to day management activities and administrative matters.**
- 2.11 Noted the Monitoring Officer's use of delegated powers to make consequential changes to the Constitutions, in respect of the terms of reference of the Joint Governance Committee and Executive, the Officer Scheme of Delegations and the Joint Committee Agreement, subject to the above recommendations.
- 2.12 Noted the Monitoring Officer's use of delegated powers to make consequential changes to the Constitutions and the Joint Committee Agreement between Worthing Borough Council and Adur District Council in respect of Leisure and Cultural Services arising from alternative delivery arrangements having been made by each Council.

**Extract from the Joint Governance Committee - 26 November 2019**

**JGC/44/19-20      Scheme of Allowances for Adur District Council 2020/21 - 2022/23**

**Summary of discussion:**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 9.

The Joint Governance Committee was asked to consider the report of the Joint Independent Remuneration Panel (JIRP) and make recommendations to Adur District Council on the level of Members' Allowances for the period 2020/21 to 2022/23.

Recommendations from the Committee, on the level of allowances, would be proposed at the Adur Full Council meeting in December.

Mr Barry Hillman, Chairman of JIRP, thanked Councillors for all of their comments throughout the Panels investigations and advised the Committee that it was the Panel's aim to increase Adur's allowances to be in line with those paid in Worthing.

The Committee considered the options outlined in the report and thanked the Members of the Panel for their work.

**Resolved**

That the Joint Governance Committee recommended that Adur District Council adopt the members scheme of allowances in line with the Panel's recommended Option (iii), as set out below, and note it's comments surrounding the claiming of Childcare Allowance / Carers Allowance / Travel and Subsistence Allowance.

**Option 3**

- i) that the basic allowance be referenced to the outcome of the Officers' NJC Pay bargaining agreement for a period of two years until March 2022/2023;
- ii) that the Special Responsibility Allowance for Chairmen of the Joint Overview and Scrutiny Committee and Joint Governance Committee be raised in line with what is offered at Worthing; and
- iii) that an additional 1% increase be added for 2020/21 in view of the panels view that Adur and Worthing Councillors should be paid the same.

**Extract from the Joint Strategic Committee - 3 December 2019**

**JSC/066/19-20      *Platforms for our Places - Going Further (2020-2022) :*  
Unlocking the Power of People, Communities and our Local  
Geographies**

**Summary of discussion:**

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

The paper set out a draft direction of travel to guide both Councils through the next three years. It suggested organic evolution rather than dramatic revolution, the title *Platforms for our Places : Going Further* reflected the fact that it was suggested retaining the five Platforms (and the concepts behind them) and sought to build on some of the significant progress made over the last three years. It built upon the idea that the Councils could not and should not seek to do everything for everyone, rather their role was repurposed to cover provision of essential services and safety nets as well as the creation of Platforms upon which others in the community were able to create and sustain the healthy, prosperous and self-sufficient communities that the Councils places required over the medium and longer term.

The document slightly re-purposed the five Platforms to be:-

- Platform 1 - Prosperous Places
- Platform 2 - Thriving People and Communities
- Platform 3 - Tackling Climate Change and Supporting our Natural Environment
- Platform 4 - Good Services and New Solutions
- Platform 5 - Leadership of Place

Under-pining each were a series of commitments for the Councils (and a range of key stakeholders) to create, sustain, or further develop the Platforms.

Members welcomed the continued work with the NHS and expressed their support for the proposed direction of travel.

## **Decision**

The Joint Strategic Committee considered the draft *Platforms for our Places : Going Further* approach, and recommended its approval to both Adur and Worthing Councils as a key core strategic document for the next three years.



**Extract from the Joint Strategic Committee - 3 December 2019**

**JSC/071/19-20      JSC Financially Sustainable Councils: Update to the  
2020/21 - 2024/25 budget forecast and savings proposals for  
2020/21**

**Summary of discussion:**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 11.

The report provided an overview of the delivery of our sustainable councils financial strategy for 2020/21, along with details of the proposals that would help deliver a balanced budget for the next financial year and beyond.

The report outlined the medium term financial challenge through to 2024/25, and set out performance in the key strategic areas of commercialisation, service and digital transformation, affordable housing and strategic property investment.

Contained within the report were specific proposals to increase income, deliver efficiency, and other savings initiatives for 2020/21. The Committee was asked to support the savings proposals.

Members welcomed the report and thanked officers for their work.

**Decision**

The Joint Strategic Committee

- (i) noted the current 5 year forecast;
- (ii) noted the committed growth items as set out in appendix 2;
- (iii) approved the proposed savings as set out in appendix 3;
- (iv) **Recommended that both Adur and Worthing Councils approve the use of capital flexibilities to fund the costs associated with delivering the initiatives outlined in Appendix 4.**

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**Extract from the Joint Strategic Committee - 3 December 2019**

**JSC/072/19-20      Investing for the future: Capital Programme 2020/21 to 2022/23**

**Summary of discussion:**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 12.

The Councils annually approved a two year capital programme on a rolling basis. Last year, the Councils approved a programme for 2019/20 to 2020/21. Members were now asked to approve the programme for 2020/21 - 2021/22 along with a further indicative year. The report recommended:

- changes to the approved 2020/21 Capital Investment Programme for Adur District Council, Worthing Borough Council and the Joint Strategic Committee;
- the schemes for inclusion in the overall Capital Investment Programmes for 2021/22; and
- an indicative list of schemes for 2022/23 which would be confirmed next year.

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

Members were pleased to see a wide range of work coming forward including projects at Brooklands Park and for Worthing Town Centre Car Parks.

**Decision**

The Joint Strategic Committee:-

- (a) considered the General Fund Capital Investment Programmes for 2021/22 and 2022/23 and confirmed the schemes to be included as detailed in Appendix 2, 3 and 4;
- (b) approved the changes to the General Fund Capital Investment Programme for 2020/21 as detailed in Appendix 2 and 3;
- (c) approved the Adur District Council Adur Homes Housing Renovation Programme 2021/22 - 2022/23 as detailed in Appendix 5;
- (d) agreed the amendments and additions to the reserve lists as detailed in Appendices 6 and 7;
- (e) **recommended the 2021/22 and 2022/23 Programmes for approval by the Adur and Worthing Councils on the 19 December 2019 and 17 December 2019 respectively.**

**Extract from the Joint Strategic Committee - 3 December 2019**

**JSC/073/19-20      Mid Year Review of Treasury Management 2019-20, Adur District Council and Worthing Borough Council**

**Summary of discussion:**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 13.

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2019, as required by regulations issued under the Local Government Act 2003.

During consideration of the item, it was proposed and seconded that the limitation on investments in Money Market Funds, of £5m or 30% of investments for more than a week, be removed from the Treasury Management Strategy Statement and the Annual Investment Strategy.

**Decision**

**The Joint Strategic Committee noted the report and recommended that Adur and Worthing Councils approve the proposed amendment of the Treasury Management Strategy Statement as set out in paragraph 6.4 of the report.**

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ADUR DISTRICT  
COUNCIL

Council  
19 December 2019  
Agenda Item 8

Ward(s) Affected: All

## **Notification of a Change to the Political Makeup of the Council**

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

#### **Executive Summary**

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

- 1.1 To note that there has been a change to the political makeup of the Council.
- 1.2 To note the re-calculation of the political balance and make appointments to Committees to fill vacancies as necessary.
- 1.3 To appoint Members to the positions of two Joint Vice-Chairmen.
- 1.4 To note the change in the Leadership of the Main Opposition Party (Labour Group) and to appoint to the position of the Main Opposition Leader.
- 1.5 To note a change in the nomination of the Labour Group's membership of the Planning Committee and to make the appointment as necessary.

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

- 2.1 That the Council notes the revised political balance of the Council as per paragraph 3.5.

- 2.2 That the Council makes appointments to Committees as set out in appendix B to this report
- 2.3 That the Council makes appointments to the positions of Vice-Chairmen as set out in appendix B to this report
- 2.4 That the Council appoints to the position of the Leader of the Main Opposition as set out in appendix B to this report

### **3. Context**

- 3.1 At the meeting of Annual Council in May 2019 Council determined a number of matters related to decision making by the Council until May 2020. Since that time Councillor Dave Collins has resigned from the Shoreham Beach Residents Association. Consequently the Shoreham Beach Residents Association ceases to be considered a group of the Council and is therefore no longer automatically entitled to seats on Council Committees.
- 3.2 On the 21 November the requisite form was received which provided notification of the creation of an 'Independent Alliance' of three Members: Councillors Joss Loader (Leader), Robin Monk (Deputy Leader) and Liz Haywood.
- 3.3 As a consequence of the recent change to political balance there are vacancies that need to be filled on the Joint Overview and Scrutiny Committee, the Adur Overview and Scrutiny Committee and the Adur Planning Committee. As the Vice Chairman of the Adur Overview and Scrutiny Committee and Joint Overview and Scrutiny Committee was a member of the Shoreham Beach Residents Association the Council will be required to appoint to the position of Vice-Chairmen of these Committees.
- 3.4 Decision making is governed by the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to Executive arrangements.



3.5 The new calculation of the political balance of the Authority is:

Number of seats on Council:		Proportion of seats
16	Conservative	55.17%
8	Labour	27.59 %
3	Independent Alliance	10.34%
1	Independent Councillor	0%
1	UKIP	0%

3.6 In addition to the above, a form has been received giving notification of a change to the Leadership of the Labour Group. Councillor Lee Cowen is the new Leader of the Labour Group and Councillor Debs Stainforth is the new Deputy Leader.

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

4.1 The change in political parties has changed the overall political balance on the Council.

4.2 Conservative allocation of seats on Committees is correct according to the political balance rules as the majority group (Conservative) has to have a majority on all Committees.

4.3 The overall Labour allocation of seats across the Council's Committees is 14, the group is entitled to 13 seats and is therefore over allocated.

4.4 The independent Councillor's (Councillor Dave Collins) allocation of seats on committees is 0 as a group must consist of at least two members. As a consequence, Independent Councillors are not entitled to any automatic seat allocations. This also applies to the Council's UKIP Councillor (Councillor Clive Burghard).

4.5 The newly formed 'Independent Alliance' is entitled to 5 seats overall on Council Committees. Currently the former independent group had one seat on Licensing which the newly formed alliance has asked to be maintained and they are entitled to this seat.

4.6 As the majority party the Conservative Group must have a majority on each of the Council's relevant non-executive Committees, this means that overall

there is an over allocation of seats (a detailed breakdown of this can be found in Annex A of this report). In real terms this means that, in total, opposition parties will be under allocated with regards to seats on Committees.

- 4.7 The ceasing of the Shoreham Beach Residents association to be a group on the Council has meant that there are three vacant seats on Committees that need to be filled.
- 4.8 There is one vacancy on the Joint Overview and Scrutiny Committee, one vacancy on the Adur Overview and Scrutiny Committee and one vacancy on the Planning Committee.
- 4.9 The newly formed 'Independent Alliance' is entitled to fill the vacant seats on the Council Committees according to political balance rules and they have confirmed that they wish to fill these seats.
- 4.10 As the Shoreham Beach Residents Association previously held the positions, there is a need to appoint a Vice-Chairman of Adur OSC and the Joint Overview and Scrutiny Committee.
- 4.11 At the Council meeting on 31 October the Leader of the Council announced that a Conservative seat on the Joint Governance Committee be changed from Councillor Peter Metcalfe to Councillor Paul Mansfield. This means that there is a vacancy for the position of Vice Chairman of this Committee. The Leader of the Council has nominated Councillor Andy McGregor for this role.
- 4.12 Following the change in Leadership of the Labour Group, Council is required to appoint the new Leader of the Labour Group (Councillor Lee Cowen) as Leader of the Main Opposition.

## **5. Engagement and Communication**

- 5.1 Group Leaders were contacted upon the receipt of the new Independent Alliance form.

## **6. Financial Implications**

- 6.1 There are no direct financial implications arising from this report.

## **7 Legal Implications**

- 7.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business.
- 7.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 7.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.
- 7.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Executive and Committees in Councils that have adopted Executive arrangements.

### **Background Papers**

- Local Government Act 1972
- Local Government and Housing Act 1989
- Local Government Act 2000
- Local government and Public Involvement in Health Act 2007
- Knowles on Local Authority Meetings – A manual of Law and Practice
- Notification form of the independent alliance

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

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## **Sustainability & Risk Assessment**

- 1. Economic**  
No issues identified
- 2. Social**
  - 2.1 Social Value**  
No issues identified
  - 2.2 Equality Issues**  
No issues identified. Recruitment and selection in these matters are reserved to Political Parties
  - 2.3 Community Safety Issues (Section 17)**  
No issues identified
  - 2.4 Human Rights Issues**  
No issues identified
- 3. Environmental**  
No issues identified
- 4. Governance**  
Issues relating to the Governance structure of the Councils are set out in the report

**(a) Representation of Political Groups on the Council**

To confirm the political groups and the number and proportion of seats held.

Representation on the Council and the number and proportion of seats held are as follows;

Number of seats on Council:		Proportion of seats
16	Conservative	55.17%
8	Labour	27.59 %
3	Independent Alliance	10.34%
1	Independent Councillor	0%
1	UKIP	0%

In accordance with the rules on political representation the number of seats to be taken by each political group on the Council's Committees equates to:

	Number of seats on Committees
Conservative (55.17% x 48 seats)	26
Labour (27.59% x 48 seats)	13
Independent alliance(10.34% x 48 seats)	5
Independent Councillor	0
UKIP	0

A political group comprises 2 or more Members. Please note that the following are not included in the above figures because the political balance requirements do not apply:

Executive (6 seats)

Joint Strategic Committee (6 seats)

The Majority Group on the Council is entitled to the majority of seats on committees.

**Annex B**

<b>Committee</b>	<b>Councillor</b>
<b>Adur Overview and Scrutiny Committee</b>	Councillor Joss Loader
<b>Joint Overview and Scrutiny Committee</b>	Councillor Joss Loader
<b>Adur Planning Committee</b>	Councillor Joss Loader
<b>Adur Planning Committee</b>	Councillor David Balfe replacing Councillor Lee Cowen

<b>Committee Position</b>	<b>Councillor</b>
<b>Vice Chair of the Joint Governance Committee</b>	Councillor Andy McGregor
<b>Vice Chair of the Joint Overview and Scrutiny Committee</b>	Councillor Joss Loader
<b>Vice Chair of the Adur Overview and Scrutiny Committee</b>	Councillor Joss Loader

<b>Main Opposition Change</b>	<b>Councillor</b>
<b>Leader of the Main Opposition</b>	Councillor Lee Cowen



**Council**  
**19 December 2019**  
**Agenda Item 9**

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

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

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

#### **Leader**

-

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

REG/004/19-20 Renewable Energy Supplementary Planning Document

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

RES/002/19-20 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

RES/003/19-20 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

RES/005/19-20 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

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

JAW/019/19-20 Community Alarm System Replacement Contract Award

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

JAW/021/19-20 Worthing Parking Review - Following statutory consultation

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

JAW/020/19-20 Addressing risks associated with young people: authority to commission a third sector provider

JAW/022/19-20 Eastbrook Manor and Sussex Community Development Association - Underwriting of TUPE costs

## **B. Decisions Taken by the Joint Strategic Committee on 7 November 2019**

### **JSC/053/19-20 Draft Revised Allocations Policy**

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

The report outlined to members of the Joint Strategic Committee the changes proposed in the revised and renamed Allocation Policy, to take account of the legislative and contextual changes outlined, and sought permission to undertake a period of public consultation on the draft policies.

During discussion of the item the following points were considered:-

- the allocation of persons with housing need who were currently in Band D to Bands A, B and C;
- the use of the term 'reasonable offer' and the associated number of offers that could be rejected;
- the income thresholds and how these were determined - Officers advised that government figures were used as a guide whilst individual circumstances were also assessed;
- the consultation period;
- the incentives for residents who downsized - Officers confirmed that those residents downsizing would get Band A priority for rehousing.

#### **Decision:**

That the Joint Strategic Committee:

- approved the draft Allocation Policies for public consultation; and
- requested a further report on the outcome of that consultation and recommendations, to be presented at the meeting of the Committee in January 2020.

### **JSC/054/19-20 Local Cycling & Walking Infrastructure Plan - making walking and cycling safer and easier**

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

The report updated Members of the work of the Adur & Worthing Cycling & Walking Group in establishing a high level, strategic network plan for both Worthing Borough and Adur District Councils in regards to future cycling and walking provision.



The report sought approval from members to undertake public consultation on the Draft Local Cycling & Walking Infrastructure Plan (LCWIP) from November 2019 to January 2020.

During consideration of the item, Members discussed the following issues:-

- the cost of delivering high-level strategic infrastructure plans and their effectiveness at tackling localised issues such as safe active travel routes to schools;
- the data used to inform the plan (the use of 2011 census data);
- caution about replicating the 'go-dutch' approach given the geography of Adur and Worthing;
- the need to consider commuting patterns, particularly for parents trying to drop their children at school on their way to work;
- demand to walk and cycle where it was safe and pleasant to do so;
- the consultation period outlined - Officers agreed to review and extend the consultation period by a week;
- the need to ensure that cycle routes were safe.

**Decision:**

The Joint Strategic Committee:-

- (i) noted the work of the Adur & Worthing Cycling & Walking Action Group contributing to the creation of an LCWIP for Worthing Borough and Adur District Councils. This included detailed analysis of the current provision, identifying and prioritising routes, evidence and data gathering, both of which contributed to the proposed network;
- (ii) approved that the Draft LCWIP be subject to public consultation by the Councils to ensure the plan represented local need regarding the strategic network, specifically referencing the primary and secondary routes for the whole Borough and District and for the results of the consultation to be sent to West Sussex County Council (WSCC);
- (iii) approved that the Draft LCWIP be submitted to the Department for Transport in order to become eligible to apply for government funding to deliver walking and cycling infrastructure;
- (iv) requested that a final draft of the LCWIP be brought to Joint Strategic Committee in early 2020 seeking approval to formally adopt the Plan (following public consultation and amendments).

**JSC/055/19-20      Engaging Adur and Worthing - how we engage with our Communities**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

It was noted that the Councils engage with their communities, partners and elected members on a regular and ongoing basis. The Councils were committed to engaging with their communities in a transparent and inclusive way, which was proportionate and relevant to the issue or opportunity before them.

The report provided an update on the Councils' efforts to further this area of work including:

- a draft Guide to the Councils' engagement principles and toolkit, and
- examples of some of the Councils' recent engagement activities.

During consideration of the item it was suggested that the engagement period be extended to mid-January 2020 and it was proposed and seconded that the final guide be brought back to the Joint Strategic Committee in February 2020.

### **Decision:**

The Joint Strategic Committee:-

- 1) noted the Councils' ongoing successes in engaging with their communities;
- 2) agreed that the draft Guide on the Councils' Engagement Principles and Toolkit (Attachment A) be placed on public consultation until the end of December 2019;
- 3) agreed to refer the report to the Joint Overview and Scrutiny Committee for their consideration within the public consultation timeframe;
- 4) requested that the final Guide on the Councils' Engagement Principles and Toolkit be brought to the Joint Strategic Committee meeting in February 2020.

### **JSC/056/19-20      Storyteller: Communications for the 21st Century**

Before the Committee was a report by the Chief Executive, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 8.

It was noted by the Committee that Adur & Worthing Councils (AWCs) were looking to further develop the commercialisation of services with the aim of generating income to ensure they continued to deliver a range of valued, high-quality services to residents and businesses.

One area successful in developing a commercial offer was Communications. As set out in the Councils' corporate strategy *Platforms for our Places*, the team had been

tasked with generating income to offset savings targets. For the past two years, these had been exceeded, generating a surplus.

To capitalise on this demand, offset future savings, and continue to generate income for AWCs, it was recognised, from a financial and governance perspective, that a more formal arrangement needed to be established. The report explored options and made recommendations to take this forward.

A Member questioned whether the Council would pay the same rates as external clients. Officers advised that the core work of the service would remain the same, Council work and that staff would stay within the Council. It was noted that the budget envelope would remain unchanged but the proposals would enable the Council to seek external contracts.

Another Member sought clarification regarding the ownership of brand 'Storyteller'. Officers advised that this would require further due diligence.

### **Decision:**

The Joint Strategic Committee

1. noted the growing commercialisation of local government services across the UK against the backdrop of ongoing reductions in central government funding;
2. noted the success to date of the communications team in commercialising its services to third parties in recent years and recognised the desirability to scale this approach to the private sector;
3. delegated authority to the Head of Communications, in consultation with financial and legal services, to establish a new council-owned trading company to offer a range of communications services to external organisations (subject to detailed business plans being approved by the Leaders of both Councils). This would be on an initial three year term, as set out in the body of the report. The delegation would also include the authority to negotiate the terms of (and enter into) a formal written agreement between the Councils and the trading company for the company's use of the Councils staff and assets;
4. agreed to release up to £30,000 of unallocated funding from the current financial year to support legal, financial and other relevant start-up costs for the new company.

### **JSC/057/19-20      JOSC report on the review of Adur and Worthing Gypsy & Traveller Encampments**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

Councillor Bickers, Vice-Chairman of the Joint Overview & Scrutiny Committee, attended the meeting to present the report and findings of the working Group.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review on Adur and Worthing Gypsy and Traveller encampments. The recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report to JOSC and the Working Group report were attached as Appendix 1.

The evidence submitted to the Working Group and further investigations had provided a good analysis of the procedures which were followed by the responsible agencies when unauthorised Gypsy and Traveller encampments occurred on Council owned land. The evidence had 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 resident groups and a national Gypsy and Traveller organisation. The evidence highlighted that a great deal of work had been undertaken to deal with unauthorised encampments.

However, the Working Group had identified some issues that it wished to submit to JSC for consideration as it was recognised that there were some key issues which needed to be addressed as part of the overall procedures for managing Gypsy and Traveller encampments in Adur and Worthing and to ensure that overall processes were improved.

During consideration of the item, the Committee made a number of observations including:-

- Members were critical of the report as it confused different definitions of gypsy and traveller communities and it did not reference the original JSC report on the transit site;
- acknowledged the lack of a break clause but were confident it could be resolved with partners in a collaborative way;
- acknowledged the difficulties associated with undertaking a Health Audit for seasonal travellers;
- expressed concerns at the suggestion that Councillors mediate between settled and travelling communities;
- supported the provision of additional training for Members;
- Members were concerned in regards to paragraph 5.7 of the report regarding 'Officer decision making processes' as the decision to enter into the partnership was taken by JSC and the subsequent decisions to approve the associated financing were taken by both Adur and Worthing Councils.

Cllr Bicker agreed to refer the comments, provided by the Committee, to the Working Group for their consideration.

**Decision:**

The Joint Strategic Committee:

1. noted the report, findings and recommendations from the Joint Overview and Scrutiny Committee;
2. agreed to receive a report in March 2020 on the issues raised by the Joint Overview and Scrutiny Committee and consideration of the implications for each recommendation contained in the Scrutiny report at Appendix 1 in order for the Executive to provide a formal response to the Joint Overview and Scrutiny Committee.

### **C. Decisions Taken by the Joint Strategic Committee on 3 December 2019**

#### **JSC/065/19-20      Platforms for our Places Progress Report (July - December 2019)**

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

This was the final six-monthly report informing the Committee on the Councils' progress against the commitments and objectives set out in *Platforms for our Places*. It contained an overview of the progress on delivering the ambitions and commitments set out in *Platforms for our Places* and highlighted certain areas of strategic importance.

The Councils had been clear that *Platforms for our Places* was an ambitious strategic programme, designed to help create the healthy, prosperous and well connected communities that the Councils residents wished to see.

The Councils identified 147 actions in *Platforms for our Places*. At the end of the three years nearly 60% were complete, just over 30% were on-track and primarily reflect ongoing activities within our communities, whilst less than 10% were at potential risk (and would not be completed by year end).

Members welcomed the report, acknowledged the progress over the last 3 years and congratulated officers for all of their work and for making the shortlist of the LGA Awards.

#### **Decision:**

That the Joint Strategic Committee:

- noted the final progress report on the implementation of *Platforms for our Places* over the period July to December 2019;

- agreed to refer the report to Joint Overview and Scrutiny Committee for its consideration.

## **JSC/067/19-20      Working towards the 2030 target - Adur & Worthing Councils' Carbon Neutral Plan**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

The Committee was reminded that on 9 July 2019 it had declared a 'Climate Emergency'. As part of the declaration, Members committed to:

- *'go beyond the previously set 2050 target adopted by Adur & Worthing Councils in 2018 and work towards becoming carbon neutral by 2030'; and*
- *produce 'an outline strategy on how the Councils would work towards the carbon neutral target. The strategy was to be produced by January 2020 at the latest'.*

The Carbon Reduction Plan had been produced: **'Adur & Worthing Councils' Carbon Neutral Plan: Working towards the 2030 target'**. The report brought the draft plan to members and sought approval for its adoption ahead of the scheduled January 2020 deadline.

The Plan set out an ambitious, challenging and yet achievable pathway for the Councils to become carbon neutral by 2030. The report identified potential delivery mechanisms and identified synergies with capital programme works which provided opportunities for successful implementation of the Plan.

It was noted that the best way for Adur and Worthing Councils to influence others, in regards to this very important piece of work, was to be seen doing the right things and become exemplars.

Members were pleased to see the Councils responding to residents priorities and stated that the contents of the report demonstrated their seriousness in doing so.

### **Decision:**

The Joint Strategic Committee:-

- 1) noted that the carbon reduction plan identified an achievable pathway for the councils to become carbon neutral by 2030; and the resources already in place to progress with this work;
- 2) approved the adoption of the **'Adur & Worthing Councils' Carbon Neutral Plan: Working towards the 2030 target'**;

- 3) delegated authority to the Director of Digital & Resources in consultation with the relevant Executive Member to make minor amendments to the Plan prior to publication, in particular the addition of information on business travel.

### **JSC/068/19-20      SustainableAW Refresh - increasing ambition and deepening engagement**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 8.

The report updated members on the successful implementation of *SustainableAW 2019-20*, the councils' framework for action on sustainability. In several areas, performance had excelled.

The Committee was presented with an improved version of *SustainableAW* for the 2020-23 period. The improved version introduced greater ambition; four additional areas of action; and proposed deeper engagement and collaboration with the local community and stakeholders.

It was noted that *SustainableAW* was intended to provide a framework to address the crisis in natural ecosystems and the Climate Emergency declared by members at Joint Strategic Committee on 9 July 2019.

Members were asked to adopt the new *Draft SustainableAW 2020-23*.

During consideration of the item, Members acknowledged the increased scope of this work, the level of public engagement and the need for cross party support. The importance of enabling input from young residents of Adur and Worthing was highlighted.

#### **Decision:**

The Joint Strategic Committee

1. noted the success of *SustainableAW 2019-2020*;
2. approved the adoption of *SustainableAW 2020-23*.

### **JSC/069/19-20      2nd Revenue Budget Monitoring Report (Q2)**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2019/20, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position at the 30 September 2019, the forecast

position would reflect the latest information available to ensure an up-to-date forecast was presented.

It was noted that the Councils had positioned themselves to manage risk and contribute to reserves for the future. After allowing for the initiatives undertaken to enable this and for the revision of project delivery into the future, the operational underspends were projected to be £140,000 in Adur and £164,000 in Worthing.

**Decision:**

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

**JSC/070/19-20      2nd Quarter Capital Investment Programme & Projects  
Monitoring 2019/20**

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 10.

The report updated the Joint Strategic Committee on the progress made on the 2019/20 Capital Investment Programmes for Adur District Council and Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Strategic Committee.

Members acknowledged the increased spend for the Shoreham Aircrash Memorial and the refurbishment work outlined for Worthing Theatres.

**Decision:**

The Joint Strategic Committee:-

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

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 7.2.1 and Appendix 3;
- ii) approved the use of ring-fenced capital receipts to fund the overspend of £16,300 on the Shoreham Air Crash Memorial Project as detailed in paragraph 7.2.3;
- iii) noted the confirmation of grant funding of £500,000 from the Shoreham Harbour Grant towards the Coast Protection Works at Shoreham Western Harbour Arm as detailed in paragraph 7.2.4;



- iv) noted the overspend on the purchase of wheeled bins for the new alternate weekly collection service and approved the funding as detailed in paragraph 7.1.2.

#### **D. Urgent Executive Decisions Taken**

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended. The following is reported to Council:

#### **Local Government Act 1972**

##### **Background papers**

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

Councillor Neil Parkin  
Leader of the Council

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## ADUR DISTRICT COUNCIL

Council  
19 December 2019  
Agenda Item 11

Ward(s) Affected: N/A

### **Motion on Notice**

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

### **Executive Summary**

#### **1. Purpose**

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

#### **2. Recommendations**

- 2.1 That Council determine the motion as set out in annex A to this report.

### **3. Context**

- 3.1 A motion on notice has been received from Councillor Neil Parkin, and seconded by Councillor Angus Dunn (attached as Annex A).
- 3.2 The content of the motion is relevant to a matter which affects the District.
- 3.3 There is nothing substantive within the motion that would cause its rejection under the terms of the Constitution.
- 3.4 The motion before Council is declaratory in nature, as defined in para 14.4.4 of the Council's Procedure Rules. Therefore, it may be considered and debated by the Full Council without being automatically referred to a future meeting of Full Council, as defined in para 14.4.5 of the Council's Procedure Rules, or, being referred to the Executive or Committee without debate, as defined in paragraphs 14.4.1, 14.4.2 and 14.4.3 of the Council's Procedure Rules.

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

- 4.1 Motions considered by Full Council are debated under rules set out under part 16 of the Council procedure rules and the Council is asked to debate the motion under these rules accordingly.

### **5. Financial Implications**

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

### **6. Legal Implications**

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

### **Background Papers**

None

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

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## **Annex A**

This Council declared a Climate Emergency in July 2019 and has worked hard to create a robust Carbon Reduction Plan to work towards carbon neutrality for the Council by 2030. The Council has created a new Sustainable AW Framework to steer and guide a range of activities so that Council, businesses, community groups and individuals can work well together to take this agenda forward. We are putting our own house in order.

This Council now calls upon the Trustees of the West Sussex County Council Local Authority Pension Fund (of which the Councils employees are members) to divest that fund of all investments in fossil fuel stocks, equities and funds and it instructs the Councils Chief Executive to write to the Trustees of the fund with a copy of this Motion on Notice and asking them to take action.

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