



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

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

Listed below is a summary of decisions taken by the individual Cabinet Members since the dispatch of the agenda for the last Ordinary Council Meeting. Details can be found on the Cabinet Members Decisions webpage.

#### **Leader**

W/LDR/001/23-24 Representing the Council in the Community - appointments to outside organisations

JAW/005/23-24 South Downs National Park Authority Appointment

#### **Deputy Leader**

JAW/019/22-23 Adur and Worthing Community Transport Grants Allocation of funds for 2022/23

\* JAW/020/22-23 Adur Community Grants

#### **Cabinet Member for Regeneration**

W/REG/005/22-23 Levelling Up and Regeneration Bill: Reforms to National Planning Policy

\* JAW/001/23-24 Adur Car Park Tariff Review

#### **Cabinet Member for Resources**

JAW/021/22-23 Education & Compliance Redundancy

JAW/022/22-23 Grant funding for the HyCrem Project

JAW/004/23-24 Redundancies

#### **Cabinet Member for Housing & Citizen Services**

JAW/002/23-24 Emergency Accommodation Contract Award

#### **Cabinet Member for the Environment**

None

#### **Cabinet Member for Community Wellbeing**

None

**Cabinet Member for Culture & Leisure**

None

**Cabinet Member for Climate Emergency**

None

*\* The Worthing Cabinet Member abstained as this was a matter relating to Adur District Council*

**B. Decisions taken by the Worthing Joint Strategic Sub-Committee on 13 June 2023**

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

**JSS-C(W)/006/23-24                      Strategic Priorities for Worthing Borough Council:  
2022/23 Progress Update Report and New Priorities  
for 2023/24**

The report before members set out the vision and overarching ambition for Worthing Borough Council is that Worthing to become the fairest and greenest coastal town in the UK.

Members discussed the progress made against ambitions within the vision and the hard work that was needed to make that progress.

**Decision**

That the Worthing Joint Strategic Sub-Committee

1. Noted the progress made by Worthing Borough Council in delivering its ambitions and priorities in 2022/23.
2. Agreed priorities for 2023/24, supporting the ambition of Worthing becoming the fairest and greenest coastal town in the UK.
3. Delegated officers to use these priorities to shape and develop plans for 2024/25.

The purpose of the report before Members was to outline how Worthing Borough Council would deliver an inclusive and ambitious strategic approach to work with and for children and young people.

The purpose of the outlined strategic approach was to set out how Worthing Council, as a Council for the Community, would develop a responsive, proactive and constructive space whereby children and young people were actively engaged and involved as citizens and were visible in all aspects of the Council's core business, as we co-shape our places with communities, in ways which can be evidenced through co-design and co-production.

The paper recognised that much of the direct responsibilities for children and young people sat with other organisations, therefore the principles set out in the report were focused on where the Council could influence or support others to deliver, where collaboration maximised potential and development opportunities. The Council was committed to working with community partners and with young people, to grow community capacity and resilience, leveraging funds and resources into places to produce stronger outcomes and impact.

To embed plans for children and young people in Worthing strong participatory foundations would be built through a co-designed partnership roadmap. This would move the Council beyond initiative-led activities, to develop sustainable forms of participation that were visible in organisational ethos, culture, infrastructure and in decision making processes.

Members lauded the strategy and it was noted that there was a desire to work with the Deputy Leader on the matter in the coming year.

### **Decision**

The Worthing Sub Committee of the Joint Strategic Committee resolved

1. That a framework be adopted for our work with and for children and young people of Worthing, as set out in section 4.
2. That officers continue to develop a live roadmap and that this is reviewed with our Member lead for young people as an established way of doing business.
3. That it be noted that the Council will work with key members of our community to further develop our Worthing specific framework so that we have a definable evidence base to our work for and with children and young people and can measure both outcomes and impacts.

The report provided an update on the delivery of the Housing Needs Assessment for Worthing and which provides an interim data set about our current housing needs.

The Housing Needs Assessment was commissioned in March 2023. Officers engaged Cordis Bright to produce two data sets: a quantitative set of data, which would be released in August 2023; and a qualitative data set, which would be released in November 2023. In addition, the 2022/23 full year homelessness data would be available, which was expected to be published by DLUHC in October 2023.

The assessment was central to the development of 'Our Plan's' housing mission - Everyone has a safe, secure and sustainable home. It would provide important evidence for a number of new strategies including, the new Housing Strategy, the Homelessness and Rough Sleeping Prevention Strategy, and the Strategic Asset Management Plan which will guide decisions about the future use of existing residential assets managed by Adur Homes.

It would also inform Adur and Worthing planning and development strategies for new social and affordable housing supply and more generally it would inform the Housing Needs Team future homelessness prevention activity. This data set as also critical to meet reporting requirements of the Department for Levelling Up, Housing and Communities (DLUHC).

Members were told of the increasingly challenging housing market in Worthing and the challenges faced by private renters who lost their housing due to no fault evictions.

A question was asked about the location of new sites for temporary and emergency accommodations The Cabinet Member for Housing and Citizen Service explained that the Council was under pressure from the duty of care and the duty to relieve homelessness from individuals presented to the Councils (which was increasing at an alarming rate). The most immediate site availability lay in town centre based accommodations that could be converted. The priority for the Cabinet Member was with residents who had been placed outside of the area in hotels with no cooking facilities.

### **Decision**

That the Worthing Joint Strategic Sub-Committee noted

1. the current status of the Adur and Worthing Housing Needs Assessment with quantitative data due in August 2023, and qualitative data to follow in November 2023;

2. the interim data on housing need and demand homelessness as set out in Section 5 of the report;
3. that further reports will be brought to Committee later in the year following receipt of a final report from the consultants due in November 2023.

**JSS-C(W)/009/23-24                      Redevelopment of 24 Marine Place Worthing to provide Temporary Accommodation**

The report sought approval for the re-development of the Council owned property at 24 Marine Place Worthing to provide temporary accommodation and for a budget to complete the development of the site. This followed the publication of the Adur and Worthing Housing Strategy for 2020-2023, 'Delivering Pathways to Affordable Homes' document and subsequent Delivery Plans where plans for a housing development programme were set out.

The increasing demand for emergency and temporary accommodation (EA/TA) in Worthing was outlined, along with the Council's commitment to owning its own stock of EA/TA, and reviews the options available to the Council for the future of the building with development of the site as temporary accommodation the preferred option both economically and in terms of meeting an established local need.

**Decision**

That the Worthing Joint Strategic Sub-Committee

1. Approved the preferred option for the future of the building at 24 Marine Place set out within this paper to enable the council to fulfil its statutory housing duties under S188 and S193 of the Housing Act 1996.
2. Approved a budget of £1,100,000 from the unallocated temporary and emergency accommodation budget to deliver the project, and to note that the actual sum required from this budget will be lower should we be successful in an application for grant funding from Homes England's Single Homelessness Accommodation Programme (SHAP) for which Worthing Borough Council has been identified as a target authority.
3. Delegated authority to the Director for Housing and Communities to invite tenders for the construction work, and to enter into all necessary contracts to enable the project to progress through the construction phase to completion.

The report before Members updated the members of the SubCommittee on the construction of the Worthing Integrated Care Centre (WICC) and Multi Storey Car Park (MSCP) at Stoke Abbott Road, Worthing. The report set out the key considerations that have affected the construction programme and costs.

The Council agreed a budget for the project at the Joint Strategic Committee in March 2021. Since then the construction industry had experienced extreme cost inflation which had affected the delivery of the project. This report sought approval to increase the overall project budget to account for the effects of this inflation, and as a result of a number of constructions risks materialising.

The report set out an opportunity arising from the project to purchase properties at Heene Road and Shelley Road from Worthing Medical Group subject to the preparation of an appropriate outline business. An accompanying report set out the business case for the use of these properties for the provision of temporary and emergency accommodation. There was a need to approve funding from the Worthing Community Infrastructure Levy towards the fit out costs of the Worthing Integrated Care Centre (WICC) for Worthing Medical Group.

A Question was asked about recuperation of money from a party responsible for a part of the overspend. Given the exempt nature of the question it was agreed that the answer be provided after the meeting via email.

Members discussed the matter and it was noted that NHS Staff were looking forward to moving into the new modern premises.

### **Decision**

That the Worthing Joint Strategic Sub-Committee

1. Noted the updates on the construction programme, cost implications and timescales for delivery of the WICC and MSCP on the former Worthing Town Hall Car Park.
2. Approved a budget virement of £5.63m from the Strategic Property Investment Fund to complete the construction of the WICC and MSCP.
3. Approved release of £1.8m from the Strategic Property Investment Fund to fund the purchase of 23 Shelley Road, Worthing, BN11 4BS and 145 Heene Road, Worthing, BN11 4NY.
4. Delegated authority to the Assistant Director of Regenerative Development in consultation with the Cabinet Member for Regeneration, Leader of Worthing Borough Council and Chief Financial Officer to proceed with the purchases of 23 Shelley Road, Worthing, BN11 4BS and 145 Heene Road, Worthing, BN11

4NY. Note that a separate report on the development of Heene Road and Shelley Road will be presented to the Committee detailing the options for the properties.

5. Delegated authority to the Assistant Director of Regenerative Development to:
  - a. Appoint Savills Property Management services to oversee the facility management of the WICC and note costs of £170,000 to undertake the commissioning of the facility management for the WICC.
  - b. To procure for and make any further consultancy appointments to execute and conclude the delivery of the WICC/MSCP scheme, providing that the appointments are within the approved budget.
  
6. Approved the expenditure of £320k from the Worthing CIL Pot to NHS Sussex to help fund the fit out of the Worthing Integrated Care Centre (WICC), as outlined in the Infrastructure Investment Plan (IIP) and the creation of a capital budget within the Council's capital programme.

**JSS-C(W)/11/23-24                      Outline Business Case for acquisition of properties at Shelley Road and Heene Road**

The report before Members followed the publication of the Adur and Worthing Housing Strategy for 2020-2023, 'Delivering Pathways to Affordable Homes' document and subsequent Delivery Plans where plans for a housing development programme were set out. The report outlined the increasing demand for emergency and temporary accommodation (EA/TA) in Worthing and the Council's commitment to owning its own stock of EA/TA.

This report set out the business case to support the acquisition of the properties at 23, Shelley Road and 145, Heene Road Worthing which; subject to the approval of the recommendations contained within JSSC report entitled 'Update on the Worthing 7 Integrated Care Centre Project', and on condition of exchange of the agreement for lease with WMG; were to be purchased from the Worthing Medical Group (WMG) to help facilitate their move to the Worthing integrated Care Centre (WICC).

Potential options available to the Council on acquisition of the properties were reviewed, identification of the preferred options were made and outline given on the budget required to investigate the preferred options in more detail.

Following agreement on the preferred options, approval was sought to progress with outline plans for the redevelopment of 23, Shelley Road to provide emergency and temporary accommodation for eligible households in need, and for further additional work to be undertaken to examine the options for retention, redevelopment or disposal of 145, Heene Road.

A question was asked by the Leader of the opposition about the costs of purchasing the properties given the exempt nature of the information and after advice from the

Monitoring Officer it was agreed that the information be supplied via email at the conclusion of the meeting.

#### Decision

That the Worthing Sub Committee of the Joint Strategic Committee

1. Noted the options available to the Council for the future use of the properties at Shelley and Heene Road following their acquisition.
2. Approved a budget of £30,000 to complete options appraisals for both properties, to involve outline design and survey work.
3. Delegated authority to the Director for Housing and Communities in consultation with the Cabinet Member for Housing and Citizen Services to agree the preferred option for each site.
4. Approved a budget of £137,000 to take the scheme at 23 Shelley Road to planning application stage should the preferred option be for redevelopment.
5. Noted that a budget of £65,000 will be required to take a scheme at 145 Heene Road to the planning application stage should the preferred option for redevelopment be demonstrated on production of a business plan.
6. Noted that a further report will be produced for approval at Worthing Sub Committee which will detail the development proposals and the budget required to complete both projects.

#### **C. Decisions taken by the Joint Strategic Committee on 11 July 2023**

Details can be found by clicking on this [link](#).

The matters not appearing elsewhere on the agenda:-

#### **JSC/009/23-24 Renewal of insurances contract - Use of urgency powers**

The report notified members that the Chief Executive used their urgency powers to award the insurance contract for the period 1st June 2023 to 31st May 2026 with the option to extend for a further 2 years.

Members discussed the report and agreed that the use of emergency powers was justified.

#### **Decision**



i) The Joint Strategic Committee notes that the Chief Executive used her urgency power to approve the renewal of the contracts as follows:

- a) Lot 1 - Zurich Municipal
- b) Lot 2 - RMP (Risk Management Partners)
- c) Lot 3 - Zurich Municipal
- d) Lot 4 - RMP

ii) The Joint Strategic Committee is asked to approve the use of the Capacity Issues Reserve to fund the additional costs as set out in section 6.0 of the report.

### **JSC/010/23-24      Proactive working with residents in Adur and Worthing: an update**

In February 2021 this Committee received the report, Covid Benefit Measures impact on vulnerable residents, detailing how the Councils would develop proactive interventions to address issues arising from the Covid-19 pandemic and the cost of living crisis. The report set out how the Councils would work with Policy in Practice and its Low Income Family Tracker (LIFT) platform to use data to identify and target interventions.

Proactive had been developed to describe a way of working which used data to target interventions aimed at reducing vulnerability and enhancing resilience. The work was core to the delivery of the mission to enable more people to thrive, focusing on enabling residents to be healthy, resilient and resourceful, to access the right help when they needed it and to ensure that everyone had access to a home and the help they needed to sustain their tenancy.

Proactive was about more than just the data. The Councils would work to redesign front line services to respond to the evidence. The Councils were seeing the benefits of working in a more proactive way. It was focused on hardwiring a more proactive approach into how officers collect income and recover debt, ensuring that this was aligned to the new corporate debt policy, which was premised on being fair, consistent and sensitive to people's needs. The Councils were also designing more capacity into teams to enable the Councils to become more proactive in its approach to residents that needed help and support early, to enable them to manage and become more resilient. Working alongside community partners, officers would continue to develop the cost of living working within neighbourhoods and places, building strong community capacity to ensure that communities had what they needed to help each other during difficult times.

The report updated Members about the progress made, the cohorts that had been contacted and the impact to date. It shared information about TellJO - an online wellbeing assessment tool - and how officers had been using this with some early

cohorts. Members were also updated on broader work to implement our income recovery approaches.

Members were asked to note that the next phase for Proactive would require the implementation of the new leadership structure to be in place. In the interim, the report sets out the use of the Shared Prosperity Fund and Homelessness Prevention Grant to support much needed capacity for this work.

Finally, Members were asked to note that Proactive was connected to the work of the Councils through the respective Cost of Living road maps, working with communities and partners across Adur and Worthing and within local neighbourhoods.

A question was asked about comparative data and how proactive had impacted individual wards. Members were told that additional capacity would allow the team to analyse data on a more forensic level.

Members discussed the item and lauded the work of the teams involved and the collaborative work carried out the partner organisations

## **Decision**

- i) that the contents of the report and progress made by Proactive be noted
- ii) that the refocusing of this work as set out in relation to outcomes focused on alleviating housing front door pressures (Paragraph 5.12) 134 be supported
- iii) that the next steps for this work, including confirming the breakdown for the allocation of the Shared Prosperity Fund for Proactive during 2023/4 and 2024/25, as set out in paragraphs 5.10-5.14) be approved
- iv) that it be noted that the governance for this work sits with the respective Adur Cabinet Member for Adur Homes and Customer Services and the Worthing Cabinet Member for Housing and Citizen Services
- v) that a budget virement to create a programme of work for Proactive as set out in this report, funded from the UK Shared Prosperity Fund be approved, as follows:
  - a) £141,480 for 2023/24:
    - Adur £59,480
    - Worthing £82,000
  - b) £658,250 for 2024/25 (noting this is the committed Proactive and Cost of Living allocation):
    - Adur £340,520
    - Worthing £318,000

**JSC/11/23-24      Regulating wisely: Updated Adur and Worthing Public Health & Regulation Enforcement Policy**

The report introduced the updated Public Health and Regulation Enforcement Policy. The Policy provided a regulatory framework to improve the health, safety and wellbeing of businesses, communities and places.

A question was asked about the method of the public consultation process and the limited response was acknowledged

Members noted the positive approach outlined in the report and approved the recommendations therein.

**Decision:**

That the Public Health & Regulation Team Enforcement Policy be approved for a further period of three years, until July 2026.

**JSC/12/23-24      Review of Joint Strategic Committee Pilot Scheme**

On 7 June 2022 the Joint Strategic Committee introduced a pilot scheme to make use of Joint Strategic Committee Subcommittees for a period of one year.

The purpose of the Report was to; update Members on the use of the pilot scheme; how it had worked in the last year and to provide Members with data and observations on the use of Sub-Committees, with a view to extending the pilot scheme to enable a wider review of the constitution and decision making between our two Councils, to ensure it is effective, streamlined and reflects our annual planning process.

A question was asked about public engagement in meetings taking place in the community. The Monitoring Officer undertook to provide a response after the meeting.

Members advocated an extension to the scheme and approved the recommendations within the report.

**Decision:**

That the Joint Strategic Committee

- i) Notes the contents of this Report and an extension to the Pilot scheme subject to the proposed amendments to the scheme as set out at paragraph 4 of this report be approved.

ii) Agrees to the proposal to reconvene the Constitution Working Group set up by the Joint Audit & Governance Committee on 31st May 2022 to consider further Constitutional amendments to both Councils' Constitutions

**D. Urgent Decisions taken by the Cabinet**

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended).

None.

**Local Government Act 1972**

**Background papers**

None.

**Councillor Dr Beccy Cooper  
Leader of the Council**