



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

- **A/LDR/011/22-23 Fire Door Replacement Contract
- **A/LDR/002/23-24 Additional Capacity in Adur Homes
- **JAW/002/23-24 Emergency Accommodation Contract Award
- JAW/005/23-24 South Downs National Park Authority Appointment
- A/LDR/001/23-24 Representing the Council in the Community - Appointments to Outside Organisations

Cabinet Member for Regeneration and Strategic Planning

- A/REG/010/22-23 Levelling Up and Regeneration Bill: Reforms to National Planning Policy

Cabinet Member for Finance & 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 Adur Homes and Customer Services

None

Cabinet Member for Environment and Leisure

- JAW/001/23-24 Adur Car Park Tariff Review
- JAW/003/23-24 Procurement of 2 RCVs

Cabinet Member for Communities and Wellbeing

- JAW/019/22-23 Adur and Worthing Community Transport Grants Allocation of funds for 2022/23
- JAW/020/22-23 Adur Community Grants

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

Borough Council

*** Decision taken by the Leader in the absence of the Cabinet Member for Adur Homes and Customer Services*

B. Decisions taken by the Adur Joint Strategic Sub-Committee on 15th June 2023

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

The matters not appearing elsewhere on the agenda:-

JSS-C(A)/6/23-24 Lancing Business Park - Business Improvement District: Supporting the Fourth Term

The report before Members advised of the Lancing Business Park's proposal to ballot businesses located within the existing Lancing Business Park Business Improvement District (BID), with a view to furthering the term of the BID to 2028.

In the new BID Term of the BID, Members were asked to use the opportunity to maintain the positive working partnership between Lancing Business Park and the Council. It was recommended that Members ensured both parties continue to work collaboratively to support economic growth and enhance the reputation of all parties involved

Decision

1. The Sub-Committee supports the proposal for a fourth term of the Lancing Business Park BID for a period of four years and seven months to commence on 1st September 2023.
2. That the Sub-Committee authorises the Director for Place to:-
 - A. Receive the regulatory Notice for Lancing Business Park's fourth BID Term and to work with Civica to hold the new Bid Term ballot.
 - B. Vote 'yes' in the support of the BID for any Council properties associated with the BID levy threshold.
 - C. Authorise the Director for Place to finalise the terms of, and enter, into the BID Agreement with Lancing Business Park

JSS-C(A)/7/23-24 Strategic Approach: Children and Young People

The purpose of the report before Members was to outline how Adur District 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 Adur Council, as a 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, 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 evolving and innovating to increase our effectiveness and reach, leveraging in funds that embed our ambitions and being steadfast in our own continual improvement, and being able to evidence outcomes and impacts.

To embed plans for children and young people in Adur, 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 noted the importance of the report given that 20% of the population were classified as young people and the Authority provided important services for this section of society.

Decision

The Adur 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 Adur, as set out in section 4.
2. That officers continue to develop a live roadmap and that this is reviewed with the Cabinet Member for Communities and Wellbeing.
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.

JSS-C(A)/8/23-24 Western Harbour Arm Flood Defence Project

The report before the Sub-Committee set out a practical solution to ensure that vital flood defences were provided in a vulnerable location at the Western Harbour Arm in Shoreham to enable work to proceed on-site. To achieve this, authorisation would be required by Members to extinguish Restricted Byway 3157 ("RB3157") at Stowes Hard in Shoreham.

The extinguishment of the RB3157 would reduce and prevent the integrity of the floodwall from being compromised, minimising its vulnerability and risk to flooding and ongoing costs for management and maintenance requirements.

Members were given background to the RB3157 and it was explained why it was necessary to extinguish it for the benefit of improving flood protection in Shoreham. Members were also given alternative options to ensure suitable public access could be maintained

Members discussed the report and expressed concern at the loss of the Byway and public hard without seeking an alternative. It was agreed that

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the implications and processes associated with the extinguishment of RB 3157.
2. Notes that a further report will be presented back to the Joint Strategic Committee Sub-Committee setting out the next key steps, necessary budget and timescales required to deliver the Flood Defence project.
3. Delegates authority to the Assistant Director for Regenerative Development to make a formal application to extinguish RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration.
4. Delegates authority to the Assistant Director for Regenerative Development not to proceed with the Diversion Order that was made on the 8th March 2021 in respect of RB3157 subject to a successful conclusion of negotiations in relation to Byway RB3156 in consultation with the Cabinet Member for Regeneration

JSS-C(A)/9/23-24 Regulatory Compliance Notice for Adur Homes

The report updated Members about the Regulatory Compliance Notice issued by the Regulator of Social Housing in relation to Adur Homes. The Notice followed the self referral to the Regulator reported to the Committee on 23rd of March 2023. Adur Homes has been found to be non-compliant with the 'Homes Standard' in relation to the provision of decent homes and in meeting building health and safety requirements. Adur Council had accepted the findings of the notice issued by the Regulator on the 26th April 2023.

The report set out further how the Council would comprehensively respond to issues to bring the Council back into regulatory compliance and to deliver quality services to the tenants and leaseholders of Adur Homes.

Members welcomed the report and work being undertaken to respond to bring the Council back to regulatory compliance.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Notes the Regulatory Notice issued to Adur Council detailing the failure in regard to meeting the Home Standard
2. Notes the acceptance by Adur Council of the findings of the Regulatory Notice
3. Notes work already underway to remedy relevant areas of non-compliance
4. Notes the development of a Housing Improvement Plan to ensure that Adur Homes becomes fully compliant with regulatory standards, and that sets out a timetable for this work.

JSS-C(A)/10/23-24 New Leaseholder Service Charge Income Collection Policy

As part of the Improvement Plan for Adur Homes a number of housing policies were being created, updated and revised to set a clear direction, standards and expectations for the service.

The report presented a new Leaseholder Service Charge Income Policy, aimed at providing a consistent approach to the collection of leasehold service charges and arrears.

Members were given an updated paper which detailed matters concerning the range of actions that could be taken when dealing with arrears and related enforcement matters

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Approves the Leasehold Service Charge Income Collection Policy, attached as Appendix 1.
2. Delegates authority to the Director for Housing and Communities to make minor amendments to the policy, as required, in consultation with the Adur Homes Management Board.

JSS-C(A)/13/23-24 Southwick Estate - Interim Works Package

The report provided an update to Members on the proposed works to remediate building fabric across the Southwick Estate and to inform Members of the current costs estimates for that work.

Members were given information about leaseholder service charges and consultation procedure under s20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) 2003.

Decision

The Adur Sub Committee of the Joint Strategic Committee

1. Delegates authority to the Head of Property Services to proceed with the Section 20 consultation process on the proposed terms set out at paragraph 1.3 in the Exempt Appendix.
2. Delegates authority to the Head of Property Services to procure for the works contract and enter into all necessary contracts to deliver the works required to carry out the interim scheme of works based on the estimated value set out at Paragraph 6 below.

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 Neil Parkin
Leader of the Council**