



## **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**

None

#### **Cabinet Member for Regeneration and Strategic Planning**

JAW/021/23-24 Joint Statement of Community Involvement

#### **Cabinet Member for Finance & Resources**

JAW/017/23-24 IDOX Procurement

JAW/018/23-24 Compulsory Redundancy and Redundancy Payment from the Adur & Worthing Wellbeing Team

#### **Cabinet Member for Adur Homes and Customer Services**

A/AH&CS/007/23-24 Communal Ways and Sheltered Housing Cleaning Contract

#### **Cabinet Member for Environment and Leisure**

\* JAW/022/23-24 *Civic Quarter MSCP*

#### **Cabinet Member for Communities and Wellbeing**

JAW/016/23-24 Revocation of Adur Air Quality Management Areas

JAW/020/23-24 Community Transport Grants

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

## **B. Decisions taken by the Adur Joint Strategic Sub-Committee on 1st February 2024**

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

The matters not appearing elsewhere on the agenda:-

### **JSS-C(A)/55/23-24                      Approval of budget to complete Albion Street housing development**

The report sought approval of, a budget to complete and virement of £1.776m from capital budgets applied to the Small Sites project. The report sets out the background to the project which had been under construction since March 2021 but which had stalled due to the contractor's insolvency in August 2023.

Members were given an outline of the options which had been considered to ensure it was completed in the most timely and cost effective manner possible, and set out the financial implications.

#### **Decision**

- 1) That the virement of a budget for this project of £1.776m to enable the project at Albion Street to be completed be approved. It was noted that the Authority would look to claim £998k back through an insolvency bond.
- 2) That the net increase in budget to cover the additional cost of completing the project of £778,000, and that the project remains viable even with the additional spend be noted.
- 3) That authority be delegated to the Director for Housing and Communities to enter into all necessary contracts and associated legal documentation to enable the project to progress through the remaining construction phase to completion.

### **JSS-C(A)/56/23-24                      Motion - Response and Options - Care Leavers**

The report before Members gave an update on findings from the motion carried on November 7th 2023, whereby officers were instructed to investigate and outline how Adur District Council could better support care leavers by engaging directly with West Sussex County Council (WSCC), to proactively help the Care Leavers service move towards Good and on to Outstanding status as assessed by Ofsted, through the implementation of the following initiatives.

- The development of a shop front facing community base for our care leavers

- Develop an apprenticeship or work-based opportunity provided by the district council for any care leaver who wanted to explore this as an alternative employment, education and training option

## **Decision**

- 1) That officers continue to engage and work with WSCC to proactively support care leavers so that they have the same opportunities and ambition as other young people do.
- 2) That it be recognised that it is not cost effective to open, maintain and resource a shop front for care leavers and instead seek alternative ways to improve outcomes for care leavers through existing mechanisms already at the council's disposal and by working with statutory partners to explore County wide potential.
- 3) That officers seek alternatives to embark upon a localised stand alone apprenticeship scheme and find alternative ways to improve routes to training and employment for care leavers, for example through positive recruitment approaches such as is found in the guaranteed interview scheme.

## **C. Decisions taken by the Joint Strategic Committee on 8 February 2024**

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

The matters not appearing elsewhere on the agenda:-

### **JSC/37/23-24      2024/25 Final revenue budget estimates**

This report before members was the final budget report of the year, the culmination of the annual budgeting exercise, and asks members to note the full update on the impact of the annual grant settlement as detailed in section 5, The final revenue estimates for 2024/25; and an updated outline 5-year forecast.

The budgets reflected the decisions taken by members to date in relation to agreed savings proposals and any committed growth. The budgets were still to be adjusted for the proposals to balance the budget detailed in Appendix 2 of the report which were considered by the Cabinets in the previous week. The draft estimates for 2024/25 had been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension cost adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

In light of the challenging context in which the councils found themselves, the report also outlined risks and key assumptions underpinning the budget proposals as well as risk mitigation actions which were planned.

## **Decision**

- 1) That the proposals for savings and the invest in services outlined in Appendix 2 which were considered at meetings of both Adur and Worthing Cabinets in early February be noted;
- 2) That the proposed 2024/25 budget detailed in Appendix 3 be noted. The respective council shares had been approved by the Adur and Worthing Cabinets. It was noted that the budget would be adjusted for any changes to the Investment in Services proposals agreed by each Cabinet at the February meetings
- 3) That the proposed use of capital receipts to support the delivery of the budget as set out at section 9.2 and Appendix 5 be noted. These were considered at the Adur and Worthing Cabinet meetings in early February .

## **JSC/39/23-24      Adoption of Adur & Worthing Councils Carbon Management Plan**

Adur & Worthing Councils declared a Climate Emergency in July 2019. As part of the declaration, Members committed to work towards becoming carbon neutral by 2030. The Carbon Neutral Plan was adopted in December 2019, setting out pathways for the councils to achieve the target. In the intervening years significant progress had been made reducing carbon emissions and further developing the recommendations set out in the Carbon Neutral Plan to develop the pipeline of projects that would ensure the councils met their commitment on carbon emissions.

## **Decision**

- 1) That the progress made on projects and recommendations since the publication of the Carbon Neutral Plan be noted
- 2) That Carbon Management Plan be approved and adopted it be published on the councils' website

## **JSC/40/23-24      Simpler Recycling and Food Waste Collection**

The National Waste Strategy adopted in 2018 set ambitious targets for recycling and waste minimisation. The Environment Act formed one of the vehicles for the delivery of the strategy, and after numerous consultations and delays, the Government published its proposals in relation to 'simpler recycling' in October 2023. The simpler recycling scheme had significant operational and financial implications for our residential waste and recycling services as well as for commercial services.

The report identified key risks including: Simpler recycling placed additional burdens on the Councils, the most significant one being the requirement to provide food waste collections from all residential properties by 1 March 2026. The Government had made a commitment to new burdens funding, and ongoing funding through extended producer responsibility (a levy raised on the manufacturing industry). On 9 January the Government announced the capital funding awarded to councils the councils were awaiting information on revenue funding. Given the financial position of the Councils, introduction of the new services, and compliance with the new statutory requirements could only take place if they were fully funded in terms of both revenue and capital.

The Committee expressed that it was broadly supportive of the recommendations of the National Waste strategy however considerable concern and disappointment was expressed in recognition of the significant financial and operational risks associated with the proposed insufficient government funding of the scheme. Members agreed unanimously that the Leaders should be delegated to write to the Secretary of State expressing those concerns

### **Decision**

- 1) That the the requirements set out under the simpler recycling scheme be noted
- 2) That the significant additional obligations both financially and operationally and the risks to the Councils associated with non-compliance be noted.
- 3) That, informed by the new statutory requirements and the aspirations set out in Our Plan and the priorities of the individual Councils, the development of a Waste and Resources strategy for Adur and Worthing be approved.
- 4) That the Leaders write a letter to the Secretary of State expressing concerns over funding of the scheme

### **JSC/41/23-24 Corporate Risks and Opportunities**

The report before Members provided updates on the management of the Councils' Corporate Risks and Opportunities.

The Councils recognised that there were risks and opportunities involved in everything that they did and there was a duty to manage those risks and opportunities in a balanced, structured and cost-effective way.

### **Decision**

- 1) That the progress in managing the Corporate Risks and Opportunities be noted;

- 2) That the Committee agree to receive a further annual progress report in Autumn/Winter 2024/25.

#### **D. Decisions taken by the Adur Joint Strategic Sub-Committee on 12th March 2024**

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

The matters not appearing elsewhere on the agenda:-

#### **JSS-C(A)/62/23-24 Exploration of response and options available for the Old School House Motion**

Before the Committee was a report by the Director for Housing and 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 9.

Following a recent Motion presented to this council about ESTEEM and the Old School House, officers committed to bringing back a report to Members of the sub-committee. The report therefore set out the options available to support ESTEEM and the motion for them to occupy the Old School House.

The Old School House was a repurposed residential property. The building was currently occupied by ESTEEM, a local youth organisation wanting to make the building their permanent home.

The report provided the necessary background information for Members, and asked Members to delegate work to officers to progress the options so that a considered decision on the future of the Old School House building can be made.

Members supported the approach taken by Officers, investigating restrictions of the Community Asset and asked for option 3 to be progressed

#### **Decision**

- 1) That the options appraisal that has been carried out be noted and that it be agreed that officers work up the next steps and progress Option 3, as the preferred route
- 2) That the progression of this work be delegated to the Assistant Director for Regenerative Development in consultation with the Leader
- 3) That in the short term it be agreed to enter into a fixed term lease with ESTEEM for their current occupation of The Old School House, while the council reviews available options under the Community Asset Transfer process.

- 4) That a Community Asset Transfer Policy be developed for future disposals of Community Assets both in terms of sale and lease

**JSS-C(A)/63/23-24                      Housing Improvement Plan: March 2024 Progress Report**

The report before Members provided a progress overview of the Housing Improvement Plan to both the Adur Joint Strategic Sub-Committee and the Joint Audit and Governance Committee, following the self-referral to the Regulator for Social Housing earlier this year.

Previous reports had detailed the rationale for the self-referral, the response from the Regulator, and the scope of the work planned to address these issues in Adur Homes.

The report set out a summary of the work underway, the progress being made to improve performance and meet the required standards, and the issues that remain. The purpose and focus of all of this work was about delivering the Council's mission to ensure that everyone had a safe, secure and sustainable home.

The report provided an update on the progress being made on the outstanding Audit Actions, which had been integrated into the Improvement Plan.

**Decision**

- 1) that the good progress being made to ensure that Adur Homes becomes fully compliant with regulatory standards and the wider programme of transformation to create safe, secure and sustainable homes for our residents be noted.
- 2) that the interim policies previously agreed by this committee for 2024/5 be extended. The policies are listed in 1.19 and will be reviewed during 2024/25.
- 3) that the progress being made with regard to the progress being made on complaints and that the wider changes around complaints policy is being reported to the Joint Audit and Governance Committee be noted

**JSS-C(A)/64/23-24                      3rd Quarter Capital Investment Programme & Projects Monitoring 2023/24**

The report updated the Sub-Committee on the progress made on the delivery of the 2023/24 Capital Investment Programme for Adur District Council. The programme includes schemes which support the delivery of services by the Joint Services Committee

## **Decision**

- 1) That the reprofiling of the Adur District capital schemes as advised in paragraph 6.1 and appendix 2 be noted
- 2) That the changes to the current schemes as set out in section 6.2 report be approved.

**JSS-C(A)/65/23-24**

### **Development of a Community Hub at the site of the Southwick FC football ground**

The strategic objective of the report before Members was to highlight the Council's support for a project to provide a community football hub to promote health, wellbeing and education in the area; and to maximise the prospect of securing Football Foundation funding to help ensure this vital project could happen.

The report sought authority to bid in partnership with the Russell Martin Foundation and to enter into a Football Foundation funding agreement for the redevelopment of Southwick Football Club.

The report set out the contractual arrangements and financial commitments of the Council and seeks appropriate authorisation from members of the Sub-Committee to ensure the project can be delivered.

Members supported the approach taken and looked forward to working with the Russell Martin foundation

## **Decision**

1. That the Council be authorised (if required) to enter into the Football Foundation Grant Funding Agreement jointly with the Russell Martin Foundation to receive and allocate any funding from the Football Foundation under the terms of the grant for the purpose of delivering a new development and football pitch at the Southwick Football Club site to be operated by the Russell Martin Foundation under a lease arrangement as a community football hub to promote health, wellbeing and education in the area;
2. That the Director for Place or Assistant Director for Regenerative Development, may exercise delegated authority to enter into a build contract on behalf of the Council (providing always that the build contract is within available budget) to secure the development referred to in 1 above, following the outcome of a compliant procurement exercise;
3. That it be noted that the Director for Place or Assistant Director for Regenerative Development will ensure that the Lease or other



contractual arrangements requires the Russell Martin Foundation to create a sinking fund for ongoing repair and maintenance of the development and football pitch and ensures a commitment to the Council for the Foundations' ongoing compliance with the terms of the Grant Funding agreement with the Football Foundation.

4. That it be noted that the Football Foundation grant funding terms and conditions may require the Council to agree a restriction on the title to the property to protect the Football Foundation's investment over the term of the grant funding agreement.
5. That it be noted that the financial implications in this report and authorise the sum of £300,000 from the 2024/25 capital programme to be allocated to works and for this budget to be used to meet the Council's contribution to the match funding required for the project. 2.6. To delegate to the Director for Place or the Assistant Director for Regenerative Development, the authority to procure and deliver the required outcomes as set out in this report within approved budgets

#### **E. Decisions taken by the Joint Strategic Committee on 12th March 2024**

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

The matters not appearing elsewhere on the agenda:-

#### **JSC/47/23-24 Housing Strategy, Policy and Data progress**

The report before Members provided an update for both councils on the progress made against the Housing Strategy 2020-2024. Provided a summary of the Homelessness & Rough Sleeping assessment, and requested an extension to the housing and homelessness strategies (Housing Strategy 2020-2023, Temporary Accommodation placement & Procurement Policy, Community Homelessness Prevention Strategy 2017-2022) The report further asked Members to approve updates to the respective Choice Based Lettings Policies detailed in section 4.

Members supported the approach taken by officers and noted the unprecedented pressure on Housing.

#### **Decision**

- 1) That the following strategies and policies be extended until the end of 2024
  - a) Housing Strategy 2020-2023
  - b) Temporary Accommodation Placement and Procurement Policy
  - c) Community Homelessness Strategy

- 2) That the progress and plans underway to tackle homelessness and rough sleeping contained within the report be noted.
- 3) That changes to the respective Councils Choice Based Lettings Policies be approved.
- 4) That Minor changes to be delegated to the Director of Housing and Communities in consultation with the respective Cabinet Members (Cabinet Member for Adur Homes and Customer Services and Cabinet Member for Housing and Citizen Services for Worthing) and wider approval for more significant changes detailed in section 4

### **JSC/48/23-24      Organisational Design Programme**

This report updated the Joint Strategic Committee (JSC) on the reporting and governance for the Organisational Design programme. Members were told that subsequent updates will be brought to the JSC at regular intervals.

Members supported the approach being taken by officers and recognised the need for rapid change. Members explored measures to improve staff resilience and the range of support that would be available to staff during the process.

#### **Decision**

- 1) That the scope of the programme, the development of the operating models and roadmaps for the initial first group of areas of focus and delegate decisions on the delivery of the programme to the Chief Executive be noted and agreed.
- 2) That the reporting format for the tracking of the delivery of the programme be agreed.

### **JSC/49/23-24      3rd Quarter Revenue Monitoring Report 2023/24**

The report updated the Joint Strategic Committee with the latest expenditure and income projections for both Adur District Council and Worthing Borough Council for the financial year 2023/24, compared to the Revenue Budget approved by both councils in February. Whilst the 'spend to date' would be the position as at the 30th December 2023, the forecast outturn position will reflect the latest information available to ensure an up-to-date forecast is presented.

The outturn projection for the 2023/24 financial year for the Worthing Borough Council General Fund was a net overspend after reserve transfers of £1.657m and for the Adur District Council General Fund a net underspend after reserve transfers of £299k. A breakdown was set out in section 5.1 of the report.

The position had been achieved as a result of a very significant in-year spend controls and savings process, However the savings achieved had been largely counteracted by significant emerging pressures.

### **Decision**

- 1) That the report and projected outturn position for Worthing Borough Council against the approved revenue budgets and proposed use of reserves be noted (Appendix 2b).
- 2) That the report and projected outturn position for Adur District Council against the approved revenue budgets and proposed use of reserves be noted (Appendix 3b).

### **F. 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**