



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

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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 2010.

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 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