



Updated 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 dispatch of the agenda for the last Ordinary Council Meeting. Full details can be found on the Executive Members Decisions webpage

Leader

W/LDR/001/20-21 Representing the Council in the Community - appointments to outside bodies

JAW/007/20-21 Solar Together Sussex Project

JAW/008/20-21 Worthing Civic Quarter Heat Network feasibility stage 2

JAW/009/20-21 South Downs National Park Authority Appointment

Executive Member for Regeneration

Executive Member for Resources

W/RES/003/20-21 Irrecoverable Debts - National Non-Domestic Rates

W/RES/004/20-21 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

W/RES/005/20-21 Irrecoverable Debts - Overpaid Housing Benefit

JAW/004/20-21 Gas Contract Awards

JAW/006/20-21 Award of a contract for a new integrated Human Resources and Payroll software solution

Executive Member for Customer Services

JAW/010/20-21 Beachcroft Place - Internal & External Repairs

JAW/011/20-21 Bushby Close - Internal & External Repairs

Executive Member for Digital and Environmental Services

JAW/005/20-21 Gigabit Coast: Adur & Worthing - Internet Service Provider (ISP) - Contract Award

Executive Member for Health and Wellbeing

B. Decisions taken by the Joint Strategic Committee on 8 September 2020

Items related to Adur District Council are not reproduced on this agenda.

Full details can be found [by clicking on this link](#)

The matters not appearing elsewhere on the agenda:-

JSC/043/20-21 1st Revenue Budget Monitoring Report (Q1)

The report updated the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2020/21, compared to the Revenue Budget approved by both Councils in February.

As at quarter 1, the current projection for the 2020/21 financial year were net operational budget overspends of £912,000 in Adur and £2,779,000 in Worthing. Government funding in the form of grants and the Income Guarantee Scheme would offset this and it was currently estimated that the outturn position would be a net underspend of £54,000 in Adur and an overspend of £362,000 in Worthing. A breakdown was set out in section 4.4 of the report.

Councillor Elizabeth Sparkes proposed the recommendations in the report which were seconded by Councillor Carson Albury and unanimously supported by the Committee.

Decision:

That 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 (Appendix 1b and 2b).

JSC/044/20-21 1st Quarter Capital Investment Programme & Projects Monitoring 2020/21

This report updated the Joint Strategic Committee on the progress made on the 2020/21 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes included schemes which supported the delivery of services by the Joint Services Committee.

A Member sought assurance that the Council's buildings were DDA compliant in light of the proposed virement for works to be undertaken at Commerce Way. Officers advised that the works were required to support a member of staff with enhanced needs and further adaptations were required than had previously been implemented.

The recommendations were proposed by Councillor Neil Parkin, seconded by Councillor Brian Boggis and unanimously approved.

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 transfer of funding within the Adur Homes Capital Investment Programme to include the Fire Safety Inner Rooms Project within the 2020/21 Capital Investment Programme as detailed in paragraph 7.2.3;
 - iii) approved the virement of £13,200 to fund urgent Disability Discrimination Act access works at Commerce Way as detailed in paragraph 7.2.4;
 - iv) approved the virement to fund the current overspend on the purchase of wheeled bins for the alternate weekly collection as detailed in paragraph 7.1.2;
 - v) noted the award of external funding of £50,000 from Sompting BIG Local toward play area improvements at Sompting Recreation Ground as detailed in paragraph 7.2.5.
- b) **with respect to the Capital Investment Programme of Worthing Borough Council**
- i) noted the reprofiling of the Worthing Borough Council capital schemes as advised in paragraphs 7.3.1 and Appendix 4;
 - ii) approved the virement to fund the overspend on the purchase of wheeled bins for the alternate weekly collection service as detailed in paragraph 7.1.2;
 - iii) noted the award of £100,000 from Sussex Community Foundation towards the new cafe in Brooklands Park as detailed in paragraph 7.3.2;
 - iv) approved the virement of £72,000 to fund emergency works at Worthing Crematorium as detailed in paragraph 7.3.3;
 - v) approved the addition of the urgent replacement of the audio and visual equipment at Worthing Crematorium to the 2020/21 Capital Investment Programme as detailed in paragraph 7.3.4;
 - vi) approved the addition of the Fish Sculpture Waste Bin to the 2020/21 Capital Investment Programme as detailed in paragraph 7.3.5.

JSC/045/20-21 Annual Treasury Management Report 2019-20 Adur District Council and Worthing Borough Council

The report asked Members to note the Treasury Management performance for Adur and Worthing Councils for 2019/20 as required by regulations issued under the Local Government Act 2003.

Members were also asked to note the breach of money market fund investment limits for 1 day on the 1st July 2020.

The recommendations were proposed by Councillor Angus Dunn, seconded by Councillor Elizabeth Sparkes and unanimously approved.

Decision:

The Joint Strategic Committee noted the annual report and the breach of the money market fund investment limits.

JSC/046/20-21 Collaboration on the climate emergency - update on the success of Adur & Worthing Climate Conference 'Zero 2030' and next steps

The report updated members on the ongoing work with external partners to address the climate emergency.

The Committee noted that the *Zero 2030; the community led climate conference for Adur and Worthing*, had been well attended and celebrated local event, delivered collaboratively between Worthing Climate Action Network, Transition Town Worthing and Adur & Worthing Councils.

A Draft Climate Plan for Adur and Worthing had been developed, produced by Worthing Climate Action Network and the councils based on feedback from the Zero 2030 Climate Conference. The Plan recognised the diversity and strength of current local climate action by external partners. It also highlighted that greater collaboration was needed for Adur and Worthing to jointly achieve the 2050 carbon neutral target.

An Adur & Worthing Carbon Neutral Study had been produced by Anthesis. The Study set out the scale and challenge ahead to deliver local carbon neutral ambitions. It identified the scale and types of interventions needed to achieve the 2050 target.

To address the Climate Emergency, greater collaboration on climate action was proposed through enhanced engagement with community, business and public sector partners; developing joint ownership of a refined climate plan; and creating clearer methods of joint working.

Members congratulated Officers on the delivery of the inspiring Adur and Worthing Climate Conference - 'Zero 2030' whilst acknowledging that the crunch would be how projects were funded and delivered and that the Councils could only do so much. It was suggested that it was not Adur and Worthing Councils' sole responsibility to deliver this, it needed to be community led.

The direction of travel was welcomed with the recommendations being proposed by Councillor Ed Crouch, seconded by Councillor Emma Evans and unanimously approved.

Decision:

The Joint Strategic Committee

- i. noted the success of Zero 2030 the community led Climate Conference, and the extent of community activity happening across Adur and Worthing;
- ii. recognised the work of Worthing CAN in particular for their work on the Draft Climate Plan;
- iii. endorsed ongoing collaboration with local communities on the Climate Emergency as set out in the Next Steps Section 7 of the report;
- iv. endorsed the use of the Adur & Worthing Carbon Neutral Study (by Anthesis) to inform the Draft Climate Plan and other action on the Climate Emergency.

JSC/050/20-21 Investing in sports and recreation - Football pitches at Palatine Park

The report sought approval for the commencement of a project comprising of: the design, manufacture and installation of a single 106m x 70m 3G football pitch on an existing natural turf pitch site at Palatine Park including new fencing, associated hardstanding, access for players and maintenance equipment, extended car parking and forming a new natural 7 v 7 grass pitch.

The Committee noted that planning permission had been granted subject to conditions and that the construction tender phase was complete and that it was proposed that an award be made to Lano. Their tender cost would be £842,301.86 (exclusive of contingency and VAT).

A 62% Football Foundation capital grant had been approved against a total project cost of £916,543 which equated to a maximum payment of £569,043 to cover the costs of installation.

It was noted that management of the facility would be via South Downs Leisure who would implement a community management plan to ensure the facility was correctly operated.

S106 receipt funding from Worthing Borough Council of £340,000 had previously been committed as part of the capital programme and Worthing Town FC funding equated to £7,500 of the project cost.

The recommendations were proposed by Councillor Ed Crouch, seconded by Councillor Val Turner and unanimously approved.

Decision:

The Joint Strategic Committee

- i. approved an increase in the capital budget of £76,540 funded by external funding as set out in paragraph 6.2 below;
- ii. authorised the use of £340,000 of s106 monies to deliver the build;
- iii. authorised the letting of a contract for construction of the facility to Lano, the preferred bidder for the build phase;
- iv. approved the creation of a Project Steering Group to manage the build;
- v. approved the appointment of South Downs Leisure to manage the asset in future years on the terms set out in the Football Foundation Funding Agreement and authorised the amendment of the existing Funding and Management Agreement between the Council and the Trust to include the new facility;
- vi. authorised the Head of Environmental Services to execute and return the Grant Acceptance Form on the terms set out in the Award Letter dated 24th July 2020 by 24th September 2020 incorporating the general terms and conditions of the grant funding agreement.

JSC/051/20-21 COVID - 19 Financial Support - South Downs Leisure Trust

The report set out the findings of recent work to understand the implications of the Covid-19 Pandemic on the delivery of leisure services in the Borough of Worthing and to make a decision around the level of financial support that was provided to the operator, South Downs Leisure Trust.

The Committee acknowledged the importance of the facilities to Worthing residents whilst noting that the consultant's report and South Downs Leisure Trust Business Plan had been carefully considered and the finances scrutinised.

The recommendations were proposed by Councillor Val Turner, seconded by Councillor Elizabeth Sparkes and unanimously approved.

Decision:

The Joint Strategic Committee

- approved the financial package of support for South Downs Leisure Trust for 2020/21; and
- approved the use of Government Covid 19 Emergency Funding for this purpose.

C. Decisions taken by the Joint Strategic Committee on 6 October 2020

Items related to Adur District Council are not reproduced on this agenda.

Full details can be found [by clicking on this link](#)

The matters not appearing elsewhere on the agenda:-

JSC/055/20-21 Commercial Food Waste Collections

The report briefed Members on the proposed, and recommended, product build and launch of a new Commercial Food Waste (CFW) collection service for Adur and Worthing businesses.

Authority was sought to proceed with the proposals and delegate authority, where appropriate, to the Director for Communities to procure equipment and tender for contracts, where required, to operate the service.

During discussion of the item, Members sought clarification regarding whether the proposed scheme would lead to a residential food waste collection service, whether 1 vehicle would be sufficient, whether the Councils would look to generate an income stream from the fuel that was created through anaerobic digestion and whether this was the best time to launch the service.

It was noted that the proposed scheme was separate to residential food waste collections, it was for business food waste collections only. The scheme would enable the Councils to learn more about the collection of food waste, however, it was noted that the volumes involved with a residential food waste collection service would necessitate West Sussex County Council taking the lead as it would not be a revenue generating scheme like the one proposed. The Committee was informed that the number of customers would ultimately determine the number of vehicles required to deliver the service. It was proposed that 1 food waste collection vehicle be purchased initially and this would be reviewed dependent on the success of the

scheme. Members were informed that Councils had been in talks with compressed natural gas providers for a closed loop of an anaerobic digester and would be looking to do something along those lines in years 2 and 3 of the scheme.

In regards to the timing of the launch, it was noted that by launching now, the costs for some customers would be reduced, equally the Councils could take on more contracts from people who had been less well served elsewhere. It was noted that there were competitors out there who had not been thriving as a result of the pandemic and it was possible that the Councils could provide a better service to those customers. Whilst there was the potential for a small loss from the proposals, it was based on moving existing customers onto the proposed food waste collection. If the service took on 10 additional bins, from new customers, the Councils would be looking at making a surplus.

Members sought clarification regarding the expenditure split proposed whilst acknowledging that the proposals opened significant opportunities for the Councils and would hopefully improve sustainability.

The proposals were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- a) delegated authority to the Director for Communities to procure for, and purchase, a waste food collection vehicle;
- b) delegated authority to the Director for Communities to procure a food waste disposal agent, and to enter into a contract with the most economically and operationally advantageous provider;
- c) approved the introduction of a new commercial food waste collection service for business only.

JSC/056/20-21 Providing a brighter future - supporting the Kickstart scheme

The Committee was updated on the government's Kickstart Scheme, including the intended outcomes and the mechanisms of delivery.

The report set out Adur & Worthing Councils' strong commitment to supporting young people through Kickstart, and highlighted options for the Councils involvement.

In addition, the Committee's support was sought for the proposed approach to supporting the Kickstart scheme.

A Member sought clarification regarding the timeline for implementing the scheme, the number of hours supported by the scheme and whether employers would be able to pay any additional hours worked. Officers advised that 25 hours were supported by the scheme which was due to start in November 2020 and ran until December 2021. Officers agreed to provide a written response to the query regarding employers paying for additional hours worked.

Members welcomed this incisive intervention and unanimously approved the proposals.

Decision:

The Joint Strategic Committee

- 1.1. noted the approach proposed for the Councils to be ready to become a Kickstart gateway for partner organisations and / or businesses;
- 1.2. agreed to the Councils seeking to host a number of Kickstart placements over the duration of the scheme period.

JSC/057/20-21 JOSC review of alternate weekly Refuse & Recycling collection service

Councillor Andy McGregor, Chairman of the Working Group, attended the meeting to present the Working Group's report to the Committee.

The Joint Strategic Committee was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review on the alternate weekly refuse and recycling collection service. The recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the Working Group's report was attached to the report as Appendix 1.

The Committee noted that the Working Group was generally pleased with the way that the new alternate weekly refuse and recycling service had been introduced in September 2019 and was also pleased that the introduction of the new service had seen an increase in overall recycling and a reduction in general waste collected. However, the Working Group had identified some recommendations which it considered would assist the Councils in increasing recycling rates and providing better information on recycling in general to the Adur and Worthing communities.

The Committee thanked Cllr McGregor and the Working Group for their work, acknowledging that more should be done to encourage and remind people about what they could and should be recycling. It was noted that Worthing Borough Council were members of both the Local Government Association and District Councils Network, the Leader of Worthing was the lead member for this portfolio of work for the latter, and that meetings had been held with senior government officials from the department for the environment where they were working up the Environment Bill

and Waste and Resources Strategy for future years. Enhanced producer responsibility was an emerging element of this work that the Leader of Worthing BC was supportive of and which linked closely to the topic under discussion. Seeking to support and influence helped to put more pressure on the big companies, not just the supermarkets, about all the extra packaging that consumers really didn't need.

Decision:

The Joint Strategic Committee.

- 1) noted the report, findings and recommendations from the JOSC Working Group; and
- 2) agreed to receive a report in December 2020 on the issues raised by the JOSC 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 JOSC.

JSC/059/20-21 Worthing CIL - revised draft Charging Schedule

Worthing Borough Council introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that was needed to support growth. The Council adopted the Charging Schedule for CIL in February 2015 and implementation of the levy commenced in October 2015.

Given the time that had lapsed and the change in market conditions, a review of the CIL Charging Schedule was needed. Council appointed consultants undertook a review of the current charging schedule and their recommendations formed the revised CIL draft Charging Schedule. The draft Charging Schedule was consulted on for 8 weeks between June and August 2020.

The report provided an update on the revised CIL draft Charging Schedule (DCS) consultation and proposed that the document was now submitted for examination.

A Member asked whether the Worthing CIL would be superseded by the proposed National Infrastructure Levy. Officers advised that there was no timeline, as yet, for the implementation of the new legislation, therefore, it was necessary that Worthing's Charging Schedule was appropriate and kept up to date. It wouldn't be appropriate to continue charging if the Council had evidence that suggested that it was affecting the viability of some brownfield developments.

The recommendations were unanimously approved by the Committee.

Decision:

The Joint Strategic Committee

1. noted the progress made and the responses received from the public consultation on the revised CIL draft Charging Schedule;
2. noted the modifications made to the draft Charging Schedule since the consultation;
3. agreed to minor changes to the Schedule in consultation with the Worthing Executive Member for Regeneration, if required, prior to submission; and
4. approved the submission of the formal revised draft CIL Charging Schedule for examination.

D. Urgent Decisions taken by the Executive

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

none.

Local Government Act 1972

Background papers

(Reports and decisions are available on the Council's website or as indicated in each of the paragraphs above. Some of the reports contain exempt information and therefore are not fully published on the website)

Councillor Daniel Humphreys
Leader of the Council