



## 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

LDR/001/20-21	Representing the Council in the Community - appointments to outside organisations
JAW/007/20-21	Solar Together Sussex Project
JAW/009/20-21	South Downs National Park Authority Appointment

#### Executive Member for Regeneration

REG/002/20-21	Planning and Climate Change Interim Checklist (June 2020)
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#### Executive Member for Resources

JAW/002/20-21	Commercial Rents
JAW/004/20-21	Gas Contract Awards
JAW/005/20-21	Gigabit Coast: Adur & Worthing - Internet Service Provider (ISP) - Contract Award
JAW/006/20-21	Award of a contract for a new integrated Human Resources and Payroll software solution
JAW/012/20-21	New Contract for MFDs - Copiers and Printers

#### 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 the Environment

JAW/008/20-21	Worthing Civic Quarter Heat Network feasibility stage 2 ( <i>The Adur Executive Member for the Environment agreed to abstain from the above decision as a Worthing matter</i> )
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#### Executive Member for Health and Wellbeing

## **B. Decisions Taken by the Joint Strategic Committee on 8 September 2020**

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

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 5.

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**

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.

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.

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

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 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 is recommended to note 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**

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 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/047/20-21      Purchase of New Salts Farm, Lancing**

Before the Committee was a report by the Director for the Economy, 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 Joint Strategic Committee was asked to recommend the purchase of 70 acres of farmland known as New Salts Farm, Lancing.

The Committee was asked to agree

- that the land would be held for the purposes of conserving and enhancing the natural environment; enhancing biodiversity; and contributing to the Council's ambition of being Carbon Neutral by 2030;
- to promote the land through the next Adur Local Plan preparation process to secure it for these purposes for the long term;
- to ring fence part of the capital receipt from the sale of Adur Civic Centre to fund the purchase of the New Salts Farm.

Members welcomed the proposals, however, clarification was sought regarding the valuation of the land, the number of bidders and how the Council would ensure that the land was used as a nature reserve. Officers advised that the land use would be established within the Adur Local Plan. It was noted that the land value was based on the agricultural value of the land and was calculated by rental yield being paid over a number of years, arriving at a capital value. A small premium was also included, as the Council was a special purchaser as it had a special interest in buying the land as a wider landowner with a specific purpose for buying the land. It was also noted that there had been 4 other bidders for the land.

Members confirmed that the land would not be made into a formal park, but rather ecological space and there would be no building on the land either.

The recommendations were proposed by Councillor Neil Parkin, seconded by Councillor Emma Evans and unanimously approved, as amended.

**Decision:**

That the Joint Strategic Committee

- i. **recommended to Adur District Council the purchase of land at New Salts Farm, Lancing;**
- ii. **recommended to Adur District Council the approval of a total budget envelope of £925,000 comprising a purchase price of £875,000 and up to £50,000 in fees to cover the cost of acquisition including surveys, fees and stamp duty, to be funded from borrowing;**
- iii. noted the revenue budget consequences of the borrowing will need to be accommodated within the 2021/22 budget as part of budget setting pending the capital receipt being received from the sale of Adur Civic Centre;
- iv. delegated authority to the Head of Major Projects and Investment to agree detailed terms of the transaction and enter the contract for the purchase subject to a satisfactory survey of the road, and legal and technical due diligence;
- v. authorised £40,000, funded from the capacity issues reserve, to be used to prepare an action plan for the improvement of the site for the purposes set out in paragraph 1.2 of this report.

**JSC/048/20-21 COVID-19 Response to ACL Insolvency - Adur Leisure Sites**

Before the Committee was a report by the Director for the Economy, 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 members of the Committee on the leisure services in Adur following the insolvency of Adur Community Leisure and sought agreement on a way forward for the reopening of leisure facilities in Adur District.

Members were updated on developments following the report to Committee in July and it was noted that given the community need and extreme urgency to activate the venues as soon as practical, it was intended to let a shorter term contract rather than undergo a full procurement process at this time.

This could be done by using the Cabinet Office Procurement Policy Note PPN01/20 which remained in force, and enabled the Council to negotiate and make a direct award.

In response to the public question from Mr Cornish, the Director for the Economy advised the Committee that the intention was to see if the Council could get much of the leisure provision for Adur up and running again as quickly as possible following the collapse of Impulse Leisure. To achieve this, the Council intended to award an interim contract in the first instance to a financially resilient provider, with the view to letting a longer term contract once the impact of the pandemic had lessened. At this point, any suitably qualified provider would be able to bid.

The recommendations were proposed by Councillor Angus Dunn, seconded by Councillor Neil Parkin and unanimously approved, as amended.

### **Decision:**

The Joint Strategic Committee

- noted the events and progress to date outlined within the report;
- approved the creation of a budget of £353,000 to take forward the project as outlined in paragraph 6;
- approved the use of Government Covid 19 Emergency Funding for this purpose;
- delegated authority to the Director for the Economy in consultation with the Leader and the Executive Member for the Environment to award an Adur Leisure Service Provision Contract if the opportunity arose prior to the November meeting of JSC;
- delegated authority to the Director for the Economy to negotiate the purchase of ACL assets (including any potential lease arrangements) to enable ongoing service delivery;
- noted that a further report would be presented to the committee in November updating members on progress, whether or not a new provider had been identified, and/or the Director for the Economy, in consultation with the Leader and Executive Member, had exercised his delegated authority, as above.

## **C. Decisions Taken by the Joint Strategic Committee on 6 October 2020**

**JSC/055/20-21      Commercial Food Waste Collections**

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 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**

Before the Committee was a report by the Director for the Economy, 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 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**

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.

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/060/20-21      Maximising space for homes in Adur**

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 8.

The report provided details of the small sites programme, which was planned to develop up to 56 new affordable homes on Adur Council owned sites.

Members were asked to comment on or remove any schemes considered unsuitable for further consideration following the recent consultation exercise and approval was sought for an increase to the capital programme of £15.934m, funded from borrowing and external funding, to enable the programme to progress.

Members considered the viability of the sites within the programme and concluded that some were marginal. Concerns were raised about the inclusion of the Downs Way site, as it had been considered a number of times in the past and set aside due to a number of issues including access and parking.

An amendment to recommendation (v) was proposed by Councillor Neil Parkin, seconded by Councillor Angus Dunn and the recommendations, as amended, were unanimously approved.

### **Decision:**

The Joint Strategic Committee

- i) noted the progress on the schemes and approved the approach being taken;
- ii) noted the list of included sites set out at section 4.6 of the report, based on the feedback from the recent public consultation exercise, and agreed the amendment of the list to remove Downs Way;
- iii) approved the business plan;
- iv) recommended that Adur District Council approve the proposed capital expenditure of £15.935m from the development budget to deliver the projects funded by grant of £2.24m and prudential borrowing of £13.695m;

- v) any proposed substitutions or amendments to the sites within the programme, to be agreed by the Joint Strategic Committee; and
- vi) approved the principle of the sale of sites to aid delivery of the programme and reduce potential rents should the need arise. Delegation to be given to the Director for Communities, in consultation with the Adur District Council Executive Member for Customer Services and the Leader of Adur Council, to agree sites for disposal;
- vii) delegated authority to the Director for Communities, following a tender process, to award the building contracts and all associated contracts to enable delivery of the sites.

**JSC/061/20-21      Enabling Communities to Thrive in Their Homes - Draft Leasehold Management 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 9.

The report updated Members on the draft Leasehold Management Policy and sought approval to consult Adur Homes Leaseholders on the policy.

The Committee welcomed the report and unanimously approved the proposals.

**Decision:**

That the Joint Strategic Committee

1. approved the draft Leasehold Management Policy for consultation with Adur Homes Leaseholders; and
2. requested that a further report on the outcome of that consultation and recommendations be brought to the Joint Strategic Committee meeting in December 2020.

**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](http://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