



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

Executive Member for Regeneration

Executive Member for Resources

W/RES/006/20-21 Irrecoverable Debts - Overpaid Housing Benefit

Executive Member for Customer Services

JAW/014/20-21 Replacement Fire Door Programme

Executive Member for Digital and Environmental Services

JAW/012/20-21 New Contract for MFDs - Copiers and Printers

JAW/013/20-21 Brooklands Lake - Outfall Replacement

JAW/015/20-21 Award of Contract - Low-code digital platform

Executive Member for Health and Wellbeing

B. Decisions taken by the Joint Strategic Committee on 3 November 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/067/20-21 Working towards the councils' carbon neutral target: progress update

On 9 July 2019, the Joint Strategic Committee (JSC) declared a 'Climate Emergency'. As part of the declaration, Members committed to *work towards becoming carbon neutral by 2030*.

In December 2019, the JSC approved the adoption of the councils *Carbon Neutral Plan* which set out an ambitious pathway for Adur and Worthing Councils to become carbon neutral by 2030. The Councils had also made a voluntary commitment under the Government's *Emissions Reduction Pledge 2020* to report annually on carbon emission reductions.

The report presented the first year's carbon emissions report. To achieve the 2030 carbon neutral target, an average reduction of 10% would need to be achieved annually. When compared to 2018/19, emissions from the Councils' buildings and vehicles reduced by more than 13% in the past year.

Due to new data becoming available, it was proposed to re-baseline the council's carbon emissions to ensure greater accuracy in the coming years

An outline of future carbon reduction projects was also presented (Section 6).

A Member sought clarification regarding plans to retrofit Council housing heating systems and requiring developers to provide electric heating and energy storage and the provision of a solar farm as outlined in 6.2.2 of the report. Officers confirmed that a report would be brought forward (to the December JSC meeting) regarding solar opportunities on Council owned buildings and land. Both Councils were in the process of reviewing and refreshing their Local Plans which informed the approach to development and seeks to reflect the formative Environment Bill which looks towards net biodiversity gain. The Worthing Local Plan, which will be the first to be refreshed, would look to adopt the UN Sustainability Goals as a foundation stone to the Council's approach. It was also noted that in regards to Social Housing, Officers from the Carbon Reduction Team were working with colleagues in Adur Homes to understand the data currently available and have recently submitted a bid to the Greater South East Energy Hub to work with them and external consultants to take a holistic view of the energy performance of Adur's housing stock. If the bid is successful, it will develop a plan which the Council can build into the Capital Investment Programme going forward, with a minimum aim for that is for all social housing properties under the Adur Homes banner to be of an EPC C by 2030 but Officers would look to go beyond that where possible.

Members welcomed the report, noting the 13.85% reduction in emissions in 2019/20 and sought clarity in relation to the reductions forecast for 2020/21 and the effect of lockdown on emissions during this period. Officers advised that some of the big projects would be implemented and start to deliver benefits past the current year which meant the Councils performance would be rather varied over the next couple of years. It was likely that the Councils would see an impact related to the

reduced use of buildings during Covid although these hadn't been factored into the comments at this stage. The Councils would need to wait and see what the data revealed in this regard. Over 80% of the Councils vehicle emissions came from refuse vehicles which were some of the older vehicles in the fleet. Officers agreed to provide more information on age and performance of vehicles after the meeting. It was noted that Shoreham Port were considering the installation of a Hydrogen Pump where Hydrogen Fuel Cell vehicles would be able to refuel.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. noted the Councils' current carbon emissions and emerging carbon reduction work programme for 2020/21 and 2021/22 which aimed to deliver meaningful carbon reductions in the years ahead;
2. approved the publication of the carbon emissions report on the council website; and
3. approved the submission of these figures to the government department of Business Energy and Industrial Strategy (BEIS) under the voluntary Emissions Reduction Pledge 2020.

JSC/068/20-21 Joint Overview & Scrutiny Committee Review of Climate Change

Councillor Catherine Arnold, Chairman of the JOSC Review of Climate Change Working Group, attended the meeting to present the Group's recommendations.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review of climate change issues. Those recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report from the Working Group was attached as Appendix 1 to the report.

The Working Group was pleased that there was work being undertaken by the Councils to address climate change, however, it identified some strong recommendations to help the Councils and other partners tackle climate change and to help the Councils keep on course to meet the aims of Sustainable Adur & Worthing and to help the Councils tackle some of the biggest environmental issues of this time.

Members gave consideration to the scope of the Working Group and the ability of the Councils to influence the work of West Sussex County Council. It was noted that Members wished to see a greater focus on matters that were within Adur and Worthing Councils remit and affordability.

During consideration of recommendation 7.4, Members highlighted the need to support local business and balance the size of contract with expectations regarding carbon reduction.

Members wanted to see more information regarding the costs of implementing the recommendations of the Working Group and the impacts this may have on local residents.

The recommendations at 2.1 and 2.2 in the covering report were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and were unanimously supported by the Committee.

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 January 2021 on the issues raised by the JOSC Working Group 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 JOSC.

JSC/069/20-21 Joint Overview & Scrutiny Committee Review of Adur Homes Repairs and maintenance service

Councillor Stephen Chipp, Chairman of the JOSC Review of Adur Homes Repairs and Maintenance Service Working Group, attended the meeting to present the Group's recommendations.

The Joint Strategic Committee (JSC) was asked to receive and note the findings and recommendations of the Joint Overview and Scrutiny Committee (JOSC) review of the Adur Homes Repairs and maintenance service. The recommendations followed on from the discussions of a Working Group set up by JOSC. A copy of the report from the Working Group was attached as Appendix 1 to the report.

The JOSC Working Group was briefed on the changes that had been made and were being made to the delivery of the Adur Homes Repairs and Maintenance Service. The Working Group had recognised and accepted that the full improvement of the repairs and maintenance service was not a quick process and would take time to deliver. However, the Working Group had strongly recommended that the Adur

District Council Executive Member for Customer Services and senior officers put in place a transformation programme that set out a timetable to implement improvements to Adur Homes core business of the provision of social housing. The Working Group was also recommending that the transformation programme be endorsed by the Joint Strategic Committee and appropriate progress reporting was implemented in order to ensure that decisions were made to support the transformation programme on a timely basis.

The Committee acknowledged that there had been issues with the maintenance and repair service and that the Working Group report put his problems into a single report that could be used to benchmark progress moving forwards.

The ACF representative welcomed the report and informed members that it had been very hard work for residents to get things done. She wanted Adur District Council to take the issues raised seriously and asked whether a timeline for implementation would be provided.

The recommendations at 2.1 and 2.2 in the covering report were proposed by Councillor Carson Albury, seconded by Councillor Angus Dunn and were unanimously supported by the Committee.

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 January 2021 on the issues raised by the JOSC Working Group and consideration of the implications for each recommendation contained in the Scrutiny report at Appendix 1, incorporating a timeline for implementation, in order for the Executive to provide a formal response to the JOSC.

JSC/071/20-21 A Partnership Approach to Secure New Homes at Teville Gate

The report informed members of progress towards a partnership with Vivid Homes Ltd to support the development of Teville Gate and provide 230 new homes; 130 of which would be affordable homes as part of a housing led mixed use development with an emphasis on placemaking and design.

The Committee welcomed the report and expressed support for the proposals put forward whilst highlighting the importance of the intervention on this site and acknowledging the associated risks.

Reassurance was sought regarding the type of agreement and sale price per unit identified. Officers advised that Vivid Homes Ltd were happy to enter into the form of agreement proposed and that the property valuations were based on the development costs per square meter and benchmarked against commercial figures.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Jenkins and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- i) approved the release of £246,000 from the Worthing Borough Council Capacity Issues Reserve to fund the initial costs associated with the project;
- ii) delegated authority to the Director for the Economy to enter into a pre-purchase funding agreement with Vivid Homes on the terms proposed within this report; and
- iii) noted that a further report would be presented to the Joint Strategic Committee detailing the final agreement with Vivid Homes, the financial commitment to be made by Worthing Borough Council and seeking authority to proceed.

JSC/072/20-21 Supporting the Creative and Digital Sector - Colonnade House Redevelopment

The report updated the Committee on the progress of Colonnade House and outlined the vision to expand and establish a Creative and Digital Hub in the heart of Worthing town centre.

The report set out Worthing Borough Council's strong commitment to supporting and growing the Creative Industries in the town, with Colonnade House being positioned as a hub for this key sector.

Approval was sought to progress the scheme through to a planning consent for the redevelopment of Colonnade House and adjoining properties.

A Member sought clarification regarding the costs associated with the proposals and Officers advised that another report would be brought to the Joint Strategic Committee in March / April 2020/21.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- a. noted the successful progress made to date of establishing Colonnade House as a Creative Hub, since its inception in 2016;
- b. agreed to the vision for expanding Colonnade House and establishing this as a Creative & Digital Hub to support the creative sector;
- c. delegated authority to the Head of Major Projects & Investment to:
 - i. make the necessary consultancy appointments to prepare and submit a Full Planning Application;
 - ii. prepare a Full Business Case for the development of No's 5 and 7 High Street and 52 Ann Street, Worthing.

C. Decisions taken by the Joint Strategic Committee on 1 December 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/077/20-21 Chief Executive's use of Urgency Powers during the Covid-19 Global Pandemic

Due to the current pandemic situation it had been necessary for the Councils to respond very quickly during the emergency which had necessitated, on some occasions, needing to make decisions as a matter of urgency.

The Chief Executive had therefore been called upon to use his powers to make an urgent decision regarding the payment of grants to businesses and the report advised Members of the Executive of the executive decision made, and asked for their endorsement of those decisions.

The Committee noted that to date, Adur District Council had received 257 applications for LRSG and had approved / paid 205, Worthing Borough Council had received 656 applications for LRSG and had approved / paid 582.

The Committee was advised that to enable the Councils to issue further covid business grant funding during transitions between tiered systems, the following additional delegation was proposed

"The Joint Strategic Committee was further recommended to delegate authority to the Chief Executive to administer grant funding associated with future tiered covid alert levels. This would include the requirement to create associated budgets to enable schemes to be delivered."

The recommendations, as amended, were proposed by Councillor Daniel Humphreys, seconded by Councillor Kevin Boram and were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- noted the content of the report and endorsed the decisions made by the Chief Executive; and
- delegated authority to the Chief Executive to administer grant funding associated with future tiered covid alert levels. This would include the requirement to create associated budgets to enable schemes to be delivered.

JSC/078/20-21 Platforms for our Places - Going Further Progress Report

This was the 6 monthly report informing the Committee of the Councils progress against the commitments set out in "*Platforms for our Places : Going Further*".

The Councils had been clear that "*Platforms for our Places : Going Further*" was an ambitious strategic programme designed to help create the healthy, prosperous and well connected communities that local residents wished to see.

The impact of the Covid-19 pandemic, had inevitably had an impact on progress against some of the commitments and those were specifically identified in the report. In some areas the impact of the pandemic had enabled the Councils to develop things further and faster (for example economic interventions) than might otherwise have been the case. This report also picked up progress against the "*And Then ...*" objectives (Adur & Worthing Councils response to the easing of the first national lockdown).

The Committee welcomed the update and thanked teams for all of the work undertaken.

The recommendations in the report were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee noted and considered the 6 months progress report on the implementation of “*Platforms for our Places : Going Further*” and “*And Then ...*” over the period July to December 2020 and agreed to refer the report to Joint Overview and Scrutiny Committee for their consideration.

JSC/079/20-21 2nd Revenue Budget Monitoring Report (Q2)

The report updated the Committee with the latest expenditure and income projections for each Council in the current financial year 2020/21, compared with the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' would be the position as at the 30th September 2020, the forecast position reflected the latest information available to ensure an up-to-date forecast was presented.

As at quarter 2, the projection for the 2020/21 financial year were net operational budget overspends of £920,000 in Adur and £3,897,000 in Worthing. Government funding in the form of grants and the Income Guarantee Scheme would offset this and it was estimated that the outturn position would be a net underspend of £376,000 in Adur and a net overspend in Worthing of £9,000. A breakdown was set out in section 4.4 of the report.

The recommendations in the report were unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- I. 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; and
- II. noted the revised 2019/20 outturn position and use of reserves for Adur District Council and Worthing Borough Council against the approved 2019/20 revenue budgets.

JSC/080/20-21 2nd Quarter Capital Investment Programme & Projects Monitoring 2020/21

The report updated the 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.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and unanimously supported by the Committee.

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 7.1.1 and Appendix 3;
- ii) approved the bringing forward of the budget for tree replacements from 2021/22 to 2020/21 to replace trees affected by Ash Dieback as detailed in paragraph 7.1.3;
- iii) approved the virement of £50,000 from the Sompting Play Area improvements to fund a hard standing area and recreational equipment at Buckingham Park and include the new scheme in the 2020/21 Capital Investment Programme as detailed in paragraph 7.1.4;
- iv) approved the virement to fund the current overspend on the refurbishment of Fort Haven Public Conveniences as detailed in paragraph 7.1.5.

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 7.2.1 and Appendix 4;
- ii) approved the bringing forward of the budget for tree replacements from 2021/22 to 2020/21 to replace trees affected by Ash Dieback as detailed in paragraph 7.2.2;
- iii) noted the urgent replacement of the Splashpoint Building Management System and approved the addition of these works to the 2020/21 Capital Investment Programme funded from underspends as detailed in paragraph 7.2.3;
- iv) approved the virement of £142,2000 to fund the shortfall on the Connaught Theatre Auditorium and Ritz Studio ventilation schemes as detailed in paragraph 7.2.4;
- v) approved the virement of £20,000 to fund the new Time for Worthing website and the inclusion of this project in the 2020/21 Capital Investment Programme as detailed in paragraph 7.2.5.

JSC/083/20-21 Mid Year Review of Treasury Management 2020-21, Adur District Council and Worthing Borough Council

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2020, as required by regulations issued under the Local Government Act 2003.

The Committee was informed that from 26 November the PWLB had reduced borrowing rates to gilt plus 100 basis points which would support the Councils capital projects in the future.

The recommendation in the report was unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee noted the contents of the report and the changes to the investment limits which the Committee approved on 9th June 2020.

JSC/085/20-21 Annual Summary of Risks & Opportunities

The report provided the annual updates on the Councils' Corporate Risks and Opportunities and their management.

The recommendations in the report were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- 1) noted the progress in managing the Corporate Risks and Opportunities;
- 2) agreed to receive a further annual progress report in Autumn 2021.

JSC/086/20-21 Review of the Risk & Opportunity Management Strategy

The report provided the detail of the updated Risk and Opportunity Management Strategy (ROMS) for the Councils for 2021 - 2023 which the Committee was requested to consider for approval.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Carson Albury and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee approved the adoption of the Risk and Opportunity Management Strategy 2021 - 2023, as set out at Appendix A, from 1 January 2021.

JSC/088/20-21 Carbon Neutral 2030 - Developing opportunities for solar

The councils had committed under the Climate Emergency Declaration, to work towards being carbon neutral by 2030. A Carbon Neutral Plan set out pathways for the Councils to achieve the target.

Installing renewable energy technologies such as solar photovoltaics (PV) and the potential investment in large scale renewable energy generation were an important strand in the Carbon Neutral Plan to provide zero carbon power and to offset Council emissions.

A full review of solar investment opportunities had been undertaken on Council owned sites and a solar investment strategy developed. The study identified potential for up to 5MW of local renewable electricity generation, equivalent to a reduction of **one third of the Councils' carbon emissions**, (or enough to power 1,500 homes).

Subject to full business cases this would be made up of proposals for roof mounted solar on council buildings, solar carports, and a 3MW solar farm locally. Further work would also be undertaken to investigate the benefits of investing out of area in large solar schemes, in consultation with the Executive Members for Resources, and with the support of the Major Projects team, with the aim of offsetting residual council carbon emissions, while delivering an acceptable financial return.

Members expressed their support for the proposals and encouraged officers to look at all opportunities in relation to the Councils' buildings.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Ed Crouch and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

1. approved the direction of travel proposed within the Solar Investment Strategy for investment in small, medium and large scale solar opportunities as set out at paragraph 8.1 in relation to rooftop solar PV and solar carports, to:
 - a. note that a report would be presented to the Executive Members for Resources early in the New Year, with a post procurement

business case to proceed with a first phase of rooftop solar PV installations;

- b. noted that a viability study for a solar carport at Pond Road car park would be produced; and that subject to a successful business case, a report would be brought before the Executive Members for Resources to approve proceeding with installation;
 - c. recommended that Adur District Council create an invest-to-save budget within the HRA Investment Programme of £100,000 for carbon reduction schemes funded through borrowing which could be released on the submission of a business case to the Executive Member of Resources.
2. In relation to a 3MW solar farm on council land, to:
- a. approved the development of a feasibility study and business case from existing budgets;
 - b. noted that a report would be presented to the Joint Strategic Committee in 2021, if a viable business case was identified.
3. In relation to the potential purchase of large scale commercial solar farm outside the Adur & Worthing area, to:
- a. acknowledge the strategic intention to explore potential projects for offsetting Council emissions in this way; and noted that if identified, a solar investment proposal and business case would be brought to the Joint Strategic Committee for consideration.

JSC/089/20-21 Litter Enforcement - East Hampshire District Council

The report sought approval to extend the Adur and Worthing Councils litter and dog fouling enforcement authorisations under a deed of delegation to East Hampshire District Council Officers working under EH Commercial Services Ltd.

The Committee acknowledged the high level of public interest in this topic, welcomed the scheme and noted the flexibility in service deployment.

The recommendations in the report were proposed by Councillor Emma Evans, seconded by Councillor Neil Parkin and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

- 1) delegated authority to the Head of Environmental Services to enter a contractual arrangement with EHDC for the provision of delegated enforcement services for littering and dog fouling for an initial 12 month period. The contract must include EHDC's enforcement of littering and dog fouling within Adur and Worthing under a single deed of delegation, but separate administration of the scheme for the District and Borough to include service of Fixed Penalty Notices (FPNs), recovery of charges, management of bad debtors, and management of court hearings associated with non-payment;
- 2) delegated authority to the Head of Environmental Services to make contractual alterations regarding areas covered, number of patrols per week etc to ensure the service is fit for purpose at all times during the contracted period;
- 3) noted that the expenditure of £5,900 in order to set up AWCs on EHDC's back office administration system would be funded from the Councils' VAT contingency budget;
- 4) requested that the Head of Environmental Services report back to the Joint Strategic Committee 12 months into the scheme to ascertain success, and therefore future direction of the contract.

JSC/092/20-21 Delivering Worthing public realm improvements in partnership with WSCC

The report sought agreement to spend Local Growth Funding allocated to the Teville Gate Project on supporting public realm improvements at Railway Approach, and the formative partnership with Vivid Homes to develop the site.

The recommendations in the report were proposed by Councillor Kevin Jenkins, seconded by Councillor Daniel Humphreys and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- i) agreed to allocate the Coast to Capital Local Growth Funds to the initiatives set out in Section 4 of the report;
- ii) approved the creation of two new capital schemes:
 - Public Realm improvements at Railway Approach
 - Teville Gate Development

JSC/093/20-21 Next steps for the development of the Grafton Multi Storey Car Park Site

The report updated members on recent progress in bringing forward Grafton Car Park for development and set out a programme of work for 2021.

The recommendations in the report were proposed by Councillor Kevin Jenkins, seconded by Councillor Daniel Humphreys and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee

1. noted the contents of the CBRE report set out at Appendix A;
2. agreed the work programme set out in paragraph Section 5 to procure a development partner for the site;
3. authorised the Head of Major Projects and Investments to continue with the Project as outlined and to enter into contracts for consultancy or advisory appointments which were necessary to progress the development, the costs of which would be met from the approved budget.

JSC/094/20-21 Motion from WBC - Poverty Emergency

The report set out a motion (attached as Appendix 1) referred from the meeting of Worthing Borough Council on the 20th October 2020.

Members of the Joint Strategic committee were asked to consider and determine the Motion by either supporting the motion and asking for further work to be carried out in this regard, or, by rejecting the motion.

Cllr Carl Walker attended the meeting to present the motion to the Committee.

The Committee thanked Cllr Walker for the motion, acknowledging that there was common agreement on this issue and that a cross party approach was required. However, the Committee stated that the Councils were already doing a lot of work in this area, therefore, it was not minded to declare a Poverty Emergency or establish an Advisory Group at this time.

The recommendations in the report were proposed for rejection by Councillor Daniel Humphreys, seconded by Councillor Val Turner and were unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee rejected the motion.

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