



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

RES/006/20-21	S106 Monitoring Fee
JAW/016/20-21	Award of Contract - Revenues & Benefits system
JAW/017/20-21	Cannon House Refurbishment
JAW/018/20-21	2020/21 Local Schemes for Business Rates Discretionary Relief

Executive Member for Customer Services

Executive Member for the Environment

Executive Member for Health and Wellbeing

JAW/019/20-21	Food Service Delivery Plan for 2020-21
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B. Decisions Taken by the Joint Strategic Committee on 12 January 2021

JSC/099/20-21	Adur & Worthing Climate Assembly: recommendations and next steps of the journey
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Before the Committee was a report by the Director for Digital, Sustainability & 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 Committee received a report back on the highly successful and innovative online *Adur and Worthing Climate Assembly* which, following approval by Joint Strategic Committee in January 2020, engaged local residents on the community response to climate change.

The *Adur & Worthing Climate Assembly Recommendations Report* produced by DemSoc and Adur & Worthing Councils was appended to the report and the recommendations were presented by Climate Assembly member Mary Frankland.

Assembly Members had considered the question: *How can we in Adur and Worthing collectively tackle climate change and support our places to thrive? What does this mean for the way we live and for our local environment?*

At the end of the process, members put forward 18 recommendations they felt necessary for communities, organisations and the councils to take forward. These were presented to Committee members.

The report outlined the deliberative process and proposed a series of next steps to follow through on the Assembly recommendations.

Forty Three Assembly members from a variety of backgrounds and ages representing all communities of Adur and Worthing took part in the Assembly. They went through an exacting process over three months, learning about climate challenges and opportunities from expert speakers drawn from national and local organisations.

A Survey of Assembly Members confirmed the Assembly had been a positive experience and would have positive ongoing impact:

- 97% felt inspired by what was achieved by working together
- 83% feel they have more knowledge about climate change
- 89.5% felt the Climate Assembly will lead to positive changes and will support our places to thrive
- 67% want to now get involved in actions to help tackle climate change
- 97% were happy they took part

During consideration of the item, Members discussed the ACOM report, the continued promotion of cycling and walking, publication of the Councils' Carbon Audits and availability of resources in future to fund the delivery of this work.

Members thanked all of the Climate Assembly Members for their participation and welcomed the ambitious recommendations.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and unanimously supported by the Committee.

Decision:

The Joint Strategic Committee

- i) noted the success of the Climate Assembly and recognised the extraordinary commitment shown by Assembly Members during the 3 month Assembly process;
- ii) formally received the Assembly recommendations, in particular those which fell within the remit of the councils to take forward; and
- iii) approved the proposed next steps (Appendix 5) to start working up the response to the recommendations.

JSC/100/20-21 JOSC Review of Climate Change

Before the Committee was a report by the Director for Digital, Sustainability & 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 provided a response and recommendations to the Joint Strategic Committee to the recommendations contained within the Joint Overview and Scrutiny working group review of Climate Change initially presented to this committee in November 2020.

The report by the Joint Overview and Scrutiny Working Group produced 10 recommendations. The very fast moving nature of work on the climate and sustainability agenda through *Platforms for our Places* and *SustainableAW* had seen several of the recommendations implemented since the Working Group concluded.

The recommendations already actioned include:

- 1.1.1. The publication of the annual report on council carbon reduction;
- 1.1.2. Learning from best practice at other councils through the *UK100 Cities* network, the vanguard group local authorities leading on climate best practice;
- 1.1.3. The development of the *Sustainable Procurement Strategy* and *Sustainability Code of Practice*;
- 1.1.4. The development of a *Sustainability Checklist for Planning*;
- 1.1.5. A new *Sustainable Energy Supplementary Planning Document* requiring submission of the energy and carbon strategy of new development;
- 1.1.6. The draft *Worthing Local Plan* has developed energy and carbon standards in advance of national standards; and
- 1.1.7. The allocation of funding for active travel to the County Council, Adur District Council and Worthing Borough Council to enable greater promotion of active travel to the community.

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

the Committee.

Decision:

The Joint Strategic Committee

- I. In relation to Recommendation One - agreed that officers add the Fairtrade Directory once updated to the council website under SustainableAW pages;
- II. In relation to Recommendation Three on Adur Homes - agreed that officers ensured decarbonisation and energy efficiency opportunities were considered in future Adur Homes capital investment plans.

JSC/101/20-21 Sustainable Procurement Strategy - driving local, social and environmental value through procurement

Before the Committee was a report by the Director for Digital, Sustainability & 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 procurement strategy was last approved in 2017 with an intended life of three years. The report introduced a new Sustainable Procurement Strategy which highlighted the need to continue to transform the Councils approach to procurement in order to deliver the aspirations in *Platforms for our Places: Going further* and greater environmental impact and social value. The Strategy illustrated how improved procurement activity would help deliver the Councils corporate ambitions for *Platforms*.

The Committee gave consideration to the forms of measurement proposed, the Action Plan and Benchmarking against other authorities. Benchmarking was already proposed with Brighton & Hove City Council and members suggested that further benchmarking should also take place with other District / Borough Councils. Members also discussed the make up of the Procurement Working Group and method of implementation.

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

- i. approved the Sustainable Procurement Strategy;
- ii. noted the action plan; and
- iii. approved the sustainability code of practice.

JSC/102/20-21 An overview of the Adur and Worthing Public Health Strategy

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 a high level overview of the progress that had been made on the Councils Public Health Strategy, which was due to come to an end March 2021; discussion of the significant work that had been underway in relation to Covid and the challenges the Councils faced to build back in a post-pandemic world, especially around tackling inequalities and being more inclusive; and a starting point for the development of a new strategy during 2021 which would engage partners and communities.

Members welcomed the report acknowledging the impressive range of work that was being undertaken.

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 noted the contents of the report and strategically supported the proposal to develop a 'place based' approach to tackling health inequalities to meet local needs.

JSC/103/20-21 Partnership Working - National Network of Strategic Coastal Monitoring Programme (2021 to 2027)

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 report brought Members up to date with the actions of the officers to secure continuance of the Southeast Strategic Regional Coastal Monitoring Programme (SSRCMP) through the National Network of Regional Monitoring Programmes (National Programme). Both Adur District Council and Worthing Borough Council delivered this service on behalf of partner organisations.

As part of the SSCRMP the Coastal Monitoring Survey Team within Technical Services had successfully executed the monitoring programme for the coastal frontage between Selsey Bill and Beachy Head (Coastal Cell 4d) since 2002. The current National Programme tranche was due to end on 31st March 2021.

The National Programme led by New Forest District Council (NFDC) sought continuance funding through the Environment Agency as a Flood and Coastal Erosion Risk Management (FCERM) project. If successful, the full cost of the monitoring programme would continue to be met via a Service Level Agreement with NFDC. Confirmation of funding was expected in January/February 2021.

The monitoring programme provided freely available data for the justification, design, performance and impact monitoring of any coastal intervention (defence and protection works), monitoring of coastal change (flood and erosion risk) and the wider benefit of an increased understanding of the effects of climate change.

Members welcomed the report, recognising the added benefits of this long lasting partnership. Consideration was given to the options outlined in paragraph 6.3 of the report and the recommendations put forward.

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

Decision:

The Joint Strategic Committee

- confirmed its continued support of the National Programme subject to the confirmation of grant funding; and
- delegated authority to the Head of Facilities & Technical Services to continue to deliver the programme within the limits of the Service Level Agreement and funding stream referred to at Clause 3.9.

JSC/104/20-21 Review of decision making in relation to staffing matters

Before the Committee was a report by the Monitoring Officer, 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 requested that Members consider existing governance arrangements surrounding staffing matters and recent practice.

The Committee was advised that this situation had been remedied with Heads of Service being reminded of the correct procedure.

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

Decision:

The Joint Strategic Committee noted the contents of the report.

JSC/105/20-21 JOSC review of Adur Homes repairs and maintenance service

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 11.

The report provided JSC with a response to the JOSC review of Adur Homes repairs and maintenance services and an update on actions taken so far in relation to the recommendations of the JOSC Working group.

The report was welcomed by the Committee and the ACF representative applauded the changes proposed and the improving communication provided.

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

Decision:

That the Joint Strategic Committee

- I. noted the contents of the report;
- II. agreed that a timeline for the implementation of the recommendations was provided to the JOSC Working Group by 31 March 2021.

JSC/106/20-21 Update on the future of Adur Leisure contract award

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 12.

The report updated the Committee on progress toward the Direct Award of the provision of leisure services in Adur to South Downs Leisure Trust and to secure agreement to the Council providing a financial indemnity to South Downs Leisure Trust to reflect the risks associated with operation of the leisure facilities.

A decision was sought on the provision of an indemnity in excess of the limit associated with delegated authority. The outcome resulting from this decision would be the finalising of the Direct Award and the re-opening of the leisure facilities in Adur at the soonest opportunity.

A Member questioned the increase in membership prices and requested that they be kept as reasonable as possible. Officers advised that pricing rested with the operator, however, it was noted that South Downs Leisure had held a successful opening event and frozen the membership rates for previous members under ACL.

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

Decision:

The Joint Strategic Committee

- i) noted progress toward the Direct Award of the provision of leisure services in Adur to South Downs Leisure Trust; and approved the contractual and appropriate financial indemnity (the commercially sensitive details of which are set out in detail in a confidential appendix under item 16 of this Agenda) to South Downs Leisure Trust to reflect the risks associated with operation of the leisure facilities; and
- ii) noted that in the event this liability arose, the Council would have to draw down from the working balance to fund those costs; with the Council having the contractual ability to recover either in whole or in part any payments made under the indemnity from the contractual risk reserve at the end of the 5 year period.

JSC/107/20-21 Motion referred from Adur District Council

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 13.

The report set out a motion (attached as Appendix 1) referred from the meeting of Adur District Council on the 29th October 2020.

The Joint Strategic Committee was asked to consider and determine the Motion and could either support the motion and ask for further work to be carried out in this regard, or, members could reject the motion.

The Committee acknowledged that the situation had changed and that Housing Targets would not change locally. Representation had been made in response to the consultation and the Council would wait for the revised paper.

A recommendation to reject the motion was proposed by Councillor Angus Dunn, seconded by Councillor Brian Boggis and unanimously supported by the Committee.

Decision:

That the Joint Strategic Committee rejected the motion.

D. Decisions Taken by the Adur Executive on 2 February 2021

A EX/004/20-21 Housing Revenue Account: 2020/21 Budget

The Executive had before it a joint report from the Director for Digital, Sustainability and Resources and the Director for Communities, attached to these minutes as item 4.

The report set out the current and future financial prospects for the Housing Revenue Account and requested that Members agree to set the rent levels and service charges for 2021/22 as set out in the report. The report also considered some of the strategic challenges facing the Housing Revenue Account over the next few years and the impact that these would have over the next 30 years.

Members noted that the rent limitation announced in 2015/16 had significantly affected the financial viability of the Housing Revenue Account for the past few years. However, the Council was now permitted to increase rents on social rent and affordable rent properties by up to the September CPI +1% each year from 2020. It was the Government's intention that this arrangement should remain in place for a period of at least five years.

The recommendations in the report were proposed by Councillor Neil Parkin, seconded by Councillor Carson Albury and unanimously supported.

Decision

The Executive:

- (i) approved the Housing Revenue Account estimates for 2021/22 as set out in Appendix 1;
- (ii) approved that the rents of Council Dwellings would increase by 1.5%, increasing the average council dwelling rent by £1.39 to £94.00 per week (average rent currently £92.61 per week);
- (iii) determined the level of associated rents and charges with effect from week one of 2021/22:
 - (a) **Rents of Council garages** – agreed an increase of 1.5% to £10.73. (currently £10.57 per week, plus VAT for non-Council tenants);

- (b) **Service Charges** - delegated to the Head of Housing and Chief Financial Officer in consultation with the Executive Member for Customer Services, the setting of the service charges;
- (iv) approved the HRA Treasury Management Strategy contained in Appendix 3.

Reason for Decision

To set the rent level for 2021/22

A EX/005/20-21 Budget Estimates 2021/22 and setting of the 2021/22 Council Tax

The Executive had before it a report from the Director for Digital, Sustainability and Resources, attached to these minutes as item 5.

The report was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to consider:

- The final revenue estimates for 2021/22 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2021/22, prior to its submission to the Council for approval on the 18th February 2021. This would be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

The report outlined the medium term financial challenge through to 2025/26, discussed the impact that the pandemic was having on the Council's finances over the next year, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. This had been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy was having a significant effect on how the Council would be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remained significant for 2022/23, however the delivery of the budget strategy would ensure that this was met.

The budgets reflected the Councils' ambitions set out in *Platforms for our Places: Going Further*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updated members about the impact of the draft 2021/22 settlement.

The major points raised within the report included:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for 2022/23 and beyond (see section 4.2);
- Creation of a Covid 19 contingency budget from resources provided by Government to fund both covid related risks and any associated recovery actions throughout 2021/22;
- The proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places - Going Further and And Then*;
- Detailed the proposals to invest in services outlined in Appendix 2;
- The Executive will need to consider whether to increase Council Tax by 2.0% or by a lower amount (paragraph 5.9).

The budget was analysed by the Executive Member portfolio. In addition, the draft estimates for 2021/22 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner (PCC) had already been informed that the referendum criteria for this year was an increase of £15.00 per Band D property which would be equivalent to an increase of 7.5%. The proposed 2021/22 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2021. If the proposals are vetoed by the PCP, revised proposals would be considered by the Panel on the 15th February 2021 at which point the Commissioner would be in a position to confirm the Council Tax for 2021/22 just in time for Council on the 18th February 2021.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care could increase Council Tax by up to a further 3% over the next two years. Therefore a maximum Council Tax increase of 5% for Councils with social care responsibilities was allowed for 2021/22.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 12th February 2021. The formal detailed resolution setting the overall Council Tax for next year would be presented direct to the Council Meeting on 18th February 2021.

Members thanked Officers for the report, welcomed the Covid Grant being set aside to assist and encourage economic recovery in the District and acknowledged the importance of data management moving forwards.

It was proposed and seconded that the Adur District Council share of Council Tax be increased by an average of 1.98% which would increase the average annual cost of a band D to £311.40. The final amount charged in each area would depend on whether special expenses are chargeable and the relevant parish precepts.

Decision

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) recommended to Council the draft budgets for 2021/22 at Appendix 5, as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,581,300 which included provision for the proposals in Appendix 2; and
- (c) recommended to Council an average increase of 1.98% in Council Tax, making the average Band D £311.40 for Adur District Council's requirements in 2021/22, as set out in paragraph 5.10;
- (d) recommended to Council that special expenses of £24.39 per Band D equivalent, to be charged in all areas of the District except Lancing;
- (e) approved the Council Tax base of 21,232.80 for 2021/22 as set out in paragraph 12.3.

Reason for Decision

Statutory requirement to set a budget.

E Decisions taken by the Joint Strategic Committee on 9 February 2021

The minutes of this meeting were not available at the time of the publication of the agenda and will be distributed separately.

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