



**Report of the Leader on Decisions taken by Cabinet Members and the Joint Strategic Committee since the last meeting of Council**

**A Decisions Taken by Individual Cabinet Members**

Listed below is a summary of decisions taken by the individual Cabinet Members since the dispatch of the agenda for the last Ordinary Council Meeting. Full details can be found on the Cabinet Members Decisions webpage

**Leader**

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**Cabinet Member for Regeneration and Strategic Planning**

A/REG/003/22-23 Conservation Areas in Adur

A/REG/006/22-23 Brief for Review of Western Harbour Arm, Shoreham Harbour

**Cabinet Member for Finance and Resources**

A/RES/004/22-23 Irrecoverable Debts - Council Tax and National Non-Domestic Rates

A/RES/005/22-23 Irrecoverable Debts – overpaid Housing Benefit

**Cabinet Member for Adur Homes and Customer Services**

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**Cabinet Member for Environment and Leisure**

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**Cabinet Member for Communities and Wellbeing**

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**B. Decisions taken by the Adur Joint Strategic Sub-Committee on 10 November 2022**

**JSS-C(A)/018/22-23 Corporate Debt Policy and Supporting the Most Vulnerable**

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 report presented the results of the first stage of work by the ethical debt working group, a group established as part of the Councils' response to the Cost of Living crisis, outlined in the report to the sub-committee in September 2022.

A Corporate Debt Policy for the Council was proposed, providing the framework to build further on the Council's ethical approach to debt recovery - identifying the vulnerable early on, and helping those in financial hardship, particularly in recent times.

The proposal sought to drive alignment of debt recovery methods to *Proactive* ways of working, a model which had been piloted and was expected to be increasingly mainstreamed, through embedding multidisciplinary teamwork and joined up, more personalised support.

A Member asked how the Council would reach residents that were not digitally connected. Officers advised that as a general principle, the Council sought to ensure that those residents who were digitally connected could access decent tools and could self-serve. The TellJo service also provided actual people to deliver debt advice, so if residents needed help, they could speak to somebody. Through the Proactive Project, the Council's contact centre can identify residents requiring assistance and contact them either by telephone or through face to face meetings to provide advice.

In response to a question from a Member, Officers advised that a significant piece of work had been undertaken on the Proactive project, led by the Director for Communities, and the ethical debt approach was very much part of the bigger system change. The Council's systems and databases didn't help to join the dots between the circumstances of the most vulnerable residents. The LIFT tool had transformationally helped the Council to see the bigger picture with casework meetings enabling staff to discuss individual cases in a more rounded way and to think differently about the work that they do.

The recommendations in the report were unanimously supported.

## **Decision**

The Adur Joint Strategic Sub Committee

1. approved the Corporate Debt Policy and supported the proposed ethical approach to debt recovery;
2. requested an update report in six months, outlining the changes that had been made to practices, processes and systems in support of a more proactive and holistic way of working.

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 Sub-Committee noted that 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*.

The report presented the third annual update on progress towards this target and it was noted that since the previous report, the council had continued to improve the accuracy of its monitoring (particularly of gas consumption) and the easing of Covid-19 restrictions also saw office use increase as more staff returned to offices. As a result, reported emissions for 21-22 increased by 2% when compared to the previous year.

An update on current carbon reduction projects was presented at Section 4 and a trajectory of future carbon emissions to 2030 was also presented in Section 8. This used indicative pipeline projects to map a potential route to meeting the 2030 target, subject to viable business cases being developed.

Members welcomed the report, acknowledging the importance of accurate reporting.

The recommendations in the report were unanimously supported.

### **Decision**

The Adur Joint Strategic Sub-committee noted

- the councils' current carbon emissions and carbon reduction work programme;
- the trajectory of future emissions reductions which aimed to ensure the councils met their carbon neutral 2030 target; and
- that further funding bids may be made, in consultation with the relevant cabinet member, and that if required further reports would brief members on the outcome of the bidding process.

The Adur Joint Strategic Sub-committee approved the publication of the carbon emissions report on the council website and the submission of the figures to external bodies where required by membership (e.g. UK100).

### **JSS-C(A)/020/22-23      Delivering an alternative bike share network**

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 Sub-Committee was informed that due to the financial pressures being faced at the Councils, Officers had been tasked with developing an alternative to joining the BTN Bikeshare framework.

In partnership with Worthing Borough Council, an extended active travel network of 75 bikes and 18 hubs had been developed which would run East to West through town centres and along the seafront in Adur and Worthing, improving sustainable and active travel, reducing car use, and improving the health and wellbeing of scheme users.

Both the capital and operating costs for the Donkeybikes extension were significantly lower than those for BTN Bikeshare.

The report brought detail of the extended scheme, and funding strategy that had been produced and requested approval to progress to the procurement stage to seek an Operator for an Adur and Worthing extended Donkeybikes scheme.

A Member asked questions in relation to funding / sponsorship options for increasing the size of the scheme. Officers advised that the originally proposed scheme did still require significant capital investment from the Council, in the region of £850k. The sponsorship applied to the revenue operating costs of the scheme. In that scheme, the sponsorship was established at the Greater Brighton level. The newly proposed scheme would have its own local sponsor. In both cases, the revenue implications are where the sponsorship money comes in. It was also noted that the Council sought to mitigate the impact on its own budgets and capital borrowing by seeking funds from elsewhere and would continue to do that as part of developing options moving forwards. The newly proposed scheme did rely on a small amount of externally funded money that was available and therefore allowed the Council to buy the bikes without additional capital borrowing.

A Member questioned what would happen with bikes that are used to travel into Brighton & Hove. Officers advised that the proposed joint scheme with Worthing would allow for bikes to be left in Worthing with the operator rebalancing the stock. However, bikes used to travel to Brighton would need to be returned to the donkey bike hubs in Adur and Worthing. Officers agreed to provide a written answer regarding the issues and / or penalties that would be imposed in regards to bikes that were left in Brighton.

Councillor Angus Dunn proposed the following amendment to the recommendations:- that the Council enter into a 2 year contract initially rather than a 5 year contract. The proposed amendment was seconded by Councillor Kevin Boram and unanimously supported.

The recommendations, as amended, were unanimously approved.

## **Decision**

The Adur Joint Strategic Sub-Committee:-

1. Agreed to work in partnership with Worthing Borough Council and proceed with the Donkey Bikes extension over the BTN Bikeshare Scheme.
2. Delegated authority to the Director of Digital, Sustainability and Resources to run an appropriate procurement exercise to secure an operator.
3. Delegated authority to the Director of Digital, Sustainability and Resources to enter into all relevant contracts and purchase associated with the alternative scheme.
4. Noted that the monitoring of this scheme would be carried out under the active and sustainable travel mission in *Our Plan*.
5. Agreed to an initial contract for a 2 year period.

### **JSS-C(A)/021/22-23      Southwick Square Funding Release**

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 8.

The purpose of this report is to outline to Members the opportunity to formally work in partnership with West Sussex County Council (WSSCC) through a recognised Growth Deal with Adur District Council (ADC), focusing on mutually agreed regeneration and infrastructure projects.

To ensure Members are aware of the previous arrangements and how this Growth Deal differs to ensure Adur has dedicated pooled resources, including supportive WSSCC capital funding, to prioritise and invest into places across the District. It should also be noted that the Growth Deal can be adapted to ensure the 'deal' is reacting and responding to the ongoing requirements across the District.

To outline how the Growth Deal can have an immediate impact with the prioritisation of the refurbishment of Southwick Square. This project has previously been identified as an area for improvement through local traders and stakeholders.

To present the rationale for ADC delivering the project and the parallel approach being undertaken by WSSCC in order for allocated WSSCC capital monies to be used by ADC for the purposes of Southwick Square.

Members welcomed the proposals and thanked West Sussex County Council for working quickly with Adur District Council on this matter.

The recommendations were unanimously approved.

## **Decision**

The Adur Joint Strategic Sub-Committee

- 1) agreed to ADC taking on the project management and delivery responsibility of Southwick Square Public Realm work, supported by WSCC (both financially and by its officer time) and to enter into a Delivery Agreement with WSCC.
- 2) noted that ADC had already contributed £87k towards the scheme, which included the appointment of a design team through an Officer Decision Notice ([DforE/010/22-23](#)) to enable the scheme to be appropriately designed in readiness to tender for the construction works.
- 3) delegated authority to the Director for the Economy, in consultation with the Cabinet Member for Regeneration and WSCC, the authority to approve and award a contract for the construction work required to deliver the public realm project subject to the development of a procurement strategy, the outcome of a compliant procurement process and the award being within the available budget.
- 4) approved the creation of an additional budget of £600k within the capital programme, primarily funded by WSCC as part of the Growth Deal. This was subject to WSCC releasing funds from their capital programme as part of their governance process.

### **JSS-C(A)/022/22-23      Referral of Motion on Notice from Adur District Council**

Before the Committee was a motion presented by Councillor Catherine Arnold, 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.

Following consideration of the motion, the Sub-Committee unanimously agreed that the motion be rejected as the Council was already doing as much of the work that it could.

## **Decision**

The Adur Joint Strategic Sub-Committee rejected the motion.

### **JSS-C(A)/023/22-23      Referral of Motion on Notice from Adur District Council**

## **Council**

Before the Committee was a motion presented by Councillor Debs Stainforth, 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.

Members thanked Officers for the additional work already being done to support residents through the processing of the £150 energy rebates through Council Tax, setting up a cost of living hub on the Council's website and the money mentor work.

Whilst presenting the motion, Cllr Stainforth withdrew one of the requests set out in the motion which had asked the Council to write to West Sussex County Council to urgently clarify the new criteria for the Household Support Fund, and to broaden its reach.

Following consideration of the motion, the Sub-Committee unanimously agreed that the motion be rejected, as the Council was already doing as much of the work that it could, whilst noting the importance of the issues raised.

### **Decision**

The Adur Joint Strategic Sub-Committee rejected the motion.

## **C. Decisions taken by the Adur Joint Strategic Sub-Committee on 6 December 2022**

### **JSS-C(A)/29/22-23 2nd Quarter Revenue Monitoring Report 2022/23**

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 updated the Adur Joint Strategic Sub-Committee with the latest expenditure and income projections for Adur District Council and Worthing Borough Council for the current financial year 2022/23, compared to the Revenue Budget approved by both Councils in February. Whilst the 'spend to date' was the position as at the 30th September 2022, the forecast outturn position reflected the latest information available to ensure an up-to-date forecast was presented.

As at quarter 2, the current outturn projection for the 2022/23 financial year for the Adur District Council General Fund was a net overspend after reserve transfers of £64,000. A breakdown was set out in section 4.4 of the report.

Members welcomed the report and paid thanks to the officers for all of their work in getting to this position.

The recommendations in the report were unanimously supported.

### **Decision**

The Adur Joint Strategic Sub-Committee noted the report and projected outturn position for the Joint Committee and Adur District Council against the approved revenue budgets and proposed use of reserves (Appendix 2b).

### **JSS-C(A)/30/22-23 2nd Quarter Capital Investment Programme & Projects Monitoring 2022/23**

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 report updated the Adur Sub-Committee of the Joint Strategic Committee on the progress made on the delivery of the 2022/23 Capital Investment Programmes for Adur District Council.

The programme included schemes which supported the delivery of services by the Joint Services Committee.

Members welcomed the report, acknowledged the work being carried out post pandemic and unanimously supported the recommendations.

### **Decision**

The Adur Joint Strategic Sub-Committee

- i) noted the reprofiling of the Adur District Council capital schemes as advised in paragraphs 6.1 and Appendix 2;
- ii) noted the scheme removed from the Capital Investment Programme as advised in paragraph 6.2;
- iii) approved the provision of Commerce Way female facilities and the upgrade of the male showers, and the addition of the schemes to the 2022/23 Capital Investment Programme funded from contingency as detailed in paragraph 6.3.1;
- iv) approved the procurement of COSHH Management Software, and the addition of the scheme to the 2022/23 Capital Investment Programme funded from capital contingency as detailed in paragraph 6.3.2.

### **JSS-C(A)/33/22-23 Accelerating the capacity to improve Council Homes**

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 10.



The report requested additional resources for this financial year (2022/23) from Adur District Council's reserves for the Housing Revenue Account to accelerate the work required to ensure Adur Homes complied with health and safety regulations.

Members welcomed the report and unanimously supported the proposals.

### **Decision**

The Adur Joint Strategic Sub-Committee

- i) Approved the provision of additional resources, in that £47,410 be released from the Capacity Issues Reserve to support the proposed programme of Health and Safety work; and
- ii) Noted that the residual £99,090 would be funded through the HRA revenue budget in 2023/24.

## **D. Decisions taken by the Joint Strategic Committee on 6 December 2022**

### **JSC/32/22-23      2023/24 Budget Update**

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 members with a progress report on the delivery of the financial strategy for 2023/24, along with details of the proposals that would help deliver a balanced budget for the next financial year and beyond. These proposals had already been considered by the constituent authorities.

Contained within the report were the specific budget proposals to increase income, to deliver efficiency, and other savings initiatives for 2023/24 which impacted on the Joint Strategic Committee

Members welcomed the report, thanking officers for all of the work undertaken to reach this point.

The recommendations set out in the report were unanimously supported.

### **Decision**

The Joint Strategic Committee

- (i) Noted the current 5 year forecasts at appendix 1;
- (ii) Noted the committed growth items as set out in appendix 2; and

- (iii) Noted the proposed savings as set out in appendix 3 which had already been considered by the constituent authorities.

### **JSC/33/22-23            Joint Mid Year Treasury Management Review 2022/23**

Before the Committee was a report by the Director for Digital, Sustainability and 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 purpose of this and the other treasury management reports that were submitted during the year was to ensure that proper scrutiny was undertaken of the treasury and capital expenditure activities of the Councils and that the activities were conducted in a prudent manner in order to safeguard the financial position of the Councils.

Councils were required by regulations issued under the Local Government Act 2003 to produce a mid-year treasury management review of activities; and a review of performance against the prudential and treasury indicators for the year.

The key message arising from the report was that both Adur and Worthing Councils had complied with the approved policies and the indicators agreed prior to the start of the financial year with the exception of one minor breach as detailed within the report.

The report asked Members to note the Treasury Management mid-year performance for Adur and Worthing Councils at the 30 September 2022, as required by regulations issued under the Local Government Act 2003.

A Member sought clarification regarding the position with short term borrowing from local authorities at competitive interest rates. Officers advised that in terms of short term interest, local authorities were always active in the money markets, lending money to one another. It often represented better value than alternative sources of borrowing such as the PWLB. The Councils kept a percentage of their portfolio in short term borrowing because through asset disposal, there hopefully wouldn't be a need for that borrowing in the longer term. The Council's Treasury Advisers had also indicated that the latest economic forecast indicated that whilst there was a peak in interest rates around 2 months ago, those interest rates were expected to gradually decline over the next 2 to 3 years back down to a more affordable level. Therefore, part of the Council's strategy was to keep a proportion of the debt portfolio invested short term, in order to take advantage, when rates fall, of longer term borrowing at lower rates, rather than fixing the position at the higher rates currently available.

### **Decision**

The Joint Strategic Committee noted the contents of the report.

### **JSC/34/22-23            JOSC report on the review of Adur and Worthing Evening and Night-time Economy**

Before the Committee was a report by the Director for Digital, Sustainability and 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.

Councillors Loader and McGregor attended the meeting to present the findings and recommendations of the Working Group.

The Committee was asked to receive and consider the findings and revised recommendations of the Joint Overview and Scrutiny Committee (JOSC) review on the Adur and Worthing evening and night time economy (ENTE). These recommendations followed on from the discussions of a Working Group set up by JOSC and also the earlier consideration by the JSC on 5 July 2022. A copy of the revised recommendations from the Working Group was attached to the report as Appendix 1.

The Working Group had identified a number of findings and considered that its report could assist the Councils and other agencies in developing the ENTE for the benefit of local communities, businesses and visitors to the areas.

It was requested that the work be reviewed through alternate 6 monthly reviews for Adur and Worthing.

## **Decision**

The Joint Strategic Committee agreed to refer the findings and recommendations from JOSC and its Working Group to the relevant Adur and Worthing Cabinet Members (Adur Cabinet Member for Communities and Wellbeing and the Worthing Cabinet Member for Culture & Leisure) who had responsibility for this area of work, for consideration and action, the outcomes from which should be reported back to JOSC as part of the annual reviews of the ENTE which are to be included on the JOSC Work Programme. .

## **JSC/35/21-22 Falls Prevention - Inter Authority Agreement**

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 sought agreement to enter into an inter authority agreement with Mid Sussex District Council (MSDC) to deliver a countywide falls prevention programme, as part of the Wellbeing programme of activities, externally funded through the partnership arrangement with West Sussex County Council (WSSCC).

An agreement would enable the procurement of a falls prevention programme consistent with other District and Boroughs in West Sussex, to be carried out by MSDC on behalf of Adur & Worthing Councils.

The current contract with an external provider to deliver a Falls Prevention

programme contract had been in place since 2019 and was due to end March 2023. The council had been working in collaboration with WSCC Public Health and the other District and Boroughs with the aim of developing and procuring a coordinated countywide evidence based Falls Prevention programme based at District and Borough level, through a single contract from April 2023 to March 2027.

A Member sought clarification in regards to the financial implications of not delivering this work through an inter authority agreement. Officers advised that it was benefits around recruitment rather than financial implications that favoured an inter authority agreement.

It was proposed that the recommendations be amended to delegate authority to the Director for Communities to enter into the inter authority agreement. The amended recommendations were unanimously supported.

## **Decision**

The Joint Strategic Committee

- (i) Delegated authority to the Director for Communities to enter into an inter authority agreement with Mid Sussex District Council for the provision of a local Falls Prevention Programme from 2023;
- (ii) noted that Mid Sussex District Council had agreed to lead the procurement on behalf of West Sussex District and Borough Councils; tender documents had been drafted in collaboration with the District and Boroughs and WSCC Public Health, with the intention of carrying out market testing with potential providers during November-December 2022, before going out to tender. Due to the timescales there was likely to be a break in delivery from March 2023

## **E. 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)*

**Councillor Neil Parkin**  
**Leader of the Council**