



Peter Latham, Chief Executive

Tel : (01903) 221001

Mon, Tue, Wed - location 2 / Thu, Fri - location 1

Locations:

1) Adur Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263000

2) Worthing Town Hall,
Chapel Road,
Worthing,
West Sussex,
BN11 1HA

Tel : (01903) 239999

3) Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1LF

Tel : (01903) 239999

4) Commerce Way,
Lancing,
West Sussex,
BN15 8TA

Tel : (01903) 851729



Andrew Gardiner, Strategic Director

Tel : (01903) 221301 (location 2)

Corporate Centre - not under any Executive Head:
(these come directly under the Chief Executive)

- Coastal West Sussex
- Community Engagement
- Corporate Policy
- Equalities and Diversity
- Learning and Development
- Media and Communications
- Organisational Development
- Overview and Scrutiny Management
- Partnership Programme Manager
- Performance Management
- Strategic Risk Management
- Support to Cabinet Members
- Support to the Management Team



John Mitchell, Strategic Director

Tel: (01273) 263312 / 07717 867 702
(location 1)

The following joint services come under the Central Sussex Partnership (CenSus):

- ICT
 - Revenues and Benefits (Adur)
- CenSus is a partnership of four councils that are working closely together to deliver joint services:
- Adur District Council
 - Horsham District Council
 - Mid Sussex District Council
 - Worthing Borough Council



Sarah Gobey
Executive Head of
Financial Services

Tel : (01903) 221221
(location 2)



Cliff Harrison
Executive Head of
Technical Services

Tel : (01903) 221370
(location 3)



James Appleton
Executive Head of
Planning, Regeneration and
Wellbeing

Tel : (01903) 221333
(location 3)



David Pannell
Executive Head of
Adur Homes

Tel : (01273) 263358
(location 1)



Kevin Masters
Executive Head of
Customer Services

Tel : (Mon, Tue, Fri)
(01903) 221243 (location 2)
Tel : (Wed, Thu)
(01273) 263141 (location 4)



Jeremy Cook
Executive Head of
Corporate and Cultural
Services

Tel : (01903) 221028
(location 2)



Paul Spedding
Executive Head of
Housing, Health and
Community Safety

Tel : (01273) 263363
(location 1)

Services:

- Accountancy
- Exchequer Services
- External Funding
- Fraud Investigation (Worthing)
- ICT (client side)
- Internal Audit
- Section 151 Role
- Treasury Management
- Worthing Housing Benefit Verification & Adjudication

Services:

- Adur Watch
- Business Services
- Cemeteries and burials
- Corporate Information Management
- Engineering
- Estates
- Foreshore Management
- Parking Services
- Parks & Open Spaces
- Support Services
- Surveying & Design Service

Services:

- Building Control
- Community Wellbeing
- Development Management
- Regeneration
- Planning Policy

Services:

- Adur Council Tenant Services
- Building Services (DSU)
- Housing Systems Support and Monitoring
- Leaseholder Administration
- Repairs and Maintenance
- Supported Housing & Community Alarm
- Surveying
- Tenancy Services

Services:

- Access Partnership
- CenSus Relationship (Adur)
- Customer Services
- Revenues & Benefits (Worthing)
- Technology and Business Solutions (TaBS)
- Waste Management
- Worthing Crematorium

Services:

- Contract Management - Adur Community Leisure Ltd (Impulse Leisure)
- Democratic Services
- Electoral Services
- Leisure Facilities
- Human Resources
- Land Charges
- Legal Services
- Monitoring Officer
- Worthing Museum & Art Gallery
- Worthing Theatres

Services:

- Community Safety
- Environmental Health
- Housing Need, Options & Advice
- Licensing
- Strategic Housing & Enabling

Note: All e-mail addresses are in the format - firstname.lastname@adur-worthing.gov.uk (eg peter.latham@adur-worthing.gov.uk)

Adur DC www.adur.gov.uk : **Worthing BC** www.worthing.gov.uk : **Adur & Worthing Councils** (partnership working) www.adur-worthing.gov.uk : **Adur & Worthing Council Services** (recycling & refuse services) www.aws.gov.uk

Last updated : 10-05-2012

Detailed breakdown of services under each Executive Head: (services listed alphabetically)

Financial Services	Technical Services	Planning, Regeneration and Wellbeing	Adur Homes	Customer Services	Corporate and Cultural Services	Housing, Health and Community Safety			
<ul style="list-style-type: none"> • Accountancy • Exchequer Services <ul style="list-style-type: none"> • Cashiers • Creditors • Debtors • Insurance • Payroll • External Funding • Fraud Investigation (Worthing) <ul style="list-style-type: none"> • Benefits Fraud Detection / Prevention • Housing Benefit Fraud • ICT (client side) • Internal Audit • Section 151 Role • Treasury Management • Worthing Housing Benefit Verification & Adjudication <ul style="list-style-type: none"> • Appeals • Discretionary Payments • Overpayment Recovery • Verification Visits 	<ul style="list-style-type: none"> • Adur Watch • Business Services <ul style="list-style-type: none"> • Building Cleaning • Business Continuity • Corporate Health & Safety • Desktop Printing and Reprographics • Emergency Planning • Facilities Management • Post • Procurement • Superintendents / Porters • Telephony • Cemeteries and burials <ul style="list-style-type: none"> • Maintenance of Cemeteries and Management of Burials and Burial Records • Corporate Information Management <ul style="list-style-type: none"> • Corporate GIS • Local Land & Property Gazetteer • Street / House Naming and Numbering • Engineering <ul style="list-style-type: none"> • Bus Shelters • Coast Protection • Hard Surfaces • Highways Liaison • Land Drainage • Road Nameplates • Estates <ul style="list-style-type: none"> • Asset Management • Corporate Property Terriers • Easements • Leases • Licences • Purchases • Sales • Foreshore Management <ul style="list-style-type: none"> • Including Worthing Foreshore Service • Beach Huts and Chalets • Parking Services <ul style="list-style-type: none"> • On and Off Street Parking including Enforcement • Parks & Open Spaces <ul style="list-style-type: none"> • Grounds Maintenance (contracted and in-house) • Parks Management, including Events on Parks & Open Spaces • Support Services <ul style="list-style-type: none"> • Provision of Technical, Clerical and Administrative • Surveying & Design Service <ul style="list-style-type: none"> • Energy Management and Sustainability • Improvements • Maintenance • New Build • Non-Housing Property Repairs • Public Conveniences • Refurbishment • Seats in Streets 	<ul style="list-style-type: none"> • Building Control <ul style="list-style-type: none"> • Access for All • Building Regulation Matters • Dangerous Structures • Demolitions • Fire Risk Assessments • Fire Safety Advice • Community Wellbeing <ul style="list-style-type: none"> • Community Cohesion • Community Planning (Local Strategic Partnership) • Health & Wellbeing Activities • Neighbourhood Working • Voluntary and Community Sector Support / Grants / Commissioning • Wellbeing Hubs • Corporate Information Management <ul style="list-style-type: none"> • Advertisements • Enforcement • Listed Buildings • Planning Applications • Trees • Untidy Land • Regeneration <ul style="list-style-type: none"> • Business Partnerships • Economic Development • Events & Cultural Projects • Lancing, Shoreham and Southwick Town Centre Management • Major Projects • Marketing and Promotion • Promotion of Concessions • Regeneration Projects • Securing External Funding • Shoreham Renaissance • Strategy and Business Support • Tourist Information Centres • Visitor Economy • Worthing Masterplan • Planning Policy <ul style="list-style-type: none"> • Conservation Areas and Management Plans • Development Briefs • Environmental Improvement Projects • Infrastructure Delivery Plans • Local Development Plans (Core Strategy, Area Action Plans & Neighbourhood Plans) • Major Planning Projects • Planning Policy Guidance • Transport Policy 	<ul style="list-style-type: none"> • Adur Council Tenant Services <ul style="list-style-type: none"> • 24 Hour Duty Supervisor Service • Communal Way, Window, and Sheltered Housing Cleaning • Grounds Maintenance • Housing Administration/Support • Housing Management System • Housing Revenue Account • Housing Voice (newsletter) • Right to Buy • Temporary Accommodation Management • Building Services (DSU) • Housing Systems Support and Monitoring <ul style="list-style-type: none"> • Rent Accounting • Leaseholder Administration • Repairs and Maintenance • Supported Housing & Community Alarm <ul style="list-style-type: none"> • Community Alarm and Telecare • Council Sheltered Schemes • Leasehold Sheltered Scheme • Mobile Response • Supporting People • Surveying <ul style="list-style-type: none"> • Major Property Refurbishment • Tenancy Services <ul style="list-style-type: none"> • Anti-Social Behaviour Management • Dealing with Neighbour Disputes • Estates & Garage Management, Improvements and Maintenance • Resident and Community Involvement • Tenancy Related Debt Recovery • Tenant Participation 	<ul style="list-style-type: none"> • Axess Partnership • cenSus Relationship (Adur) • Customer Services • Revenues & Benefits (Worthing) • Technology and Business Solutions (TaBS) <ul style="list-style-type: none"> • Business Transformation Team • IT Systems Support Team • Web Team • Waste Management <ul style="list-style-type: none"> • Cleansing • Clinical Waste • Commercial Waste • Compliance • Refuse and Recycling • Street Cleansing • Street Scene Enforcement • Vehicle Maintenance • Waste Strategy • Worthing Crematorium <ul style="list-style-type: none"> • Management of Worthing Crematorium 	<ul style="list-style-type: none"> • Contract Management - Adur Community Leisure Ltd (Impulse Leisure) <ul style="list-style-type: none"> • Wadurs, Lancing and Southwick Leisure Centres • Democratic Services <ul style="list-style-type: none"> • Civic Services (Mayorality & Chairman) • Committee Administration, • Member Services • Electoral Services <ul style="list-style-type: none"> • Electoral Registration • Human Resources <ul style="list-style-type: none"> • Employee Relations and Legislation, • Recruitment and Employee Resourcing • Land Charges • Leisure Facilities <ul style="list-style-type: none"> • Management of Field Place, Worthing and Davison Leisure Centres and Aquarena • Legal Services <ul style="list-style-type: none"> • Contracts • Conveyancing • Freedom of Information • Legal Advice • Prosecutions • Monitoring Officer <ul style="list-style-type: none"> • Councillor Code of Conduct • Local Government Ombudsman • Statutory Role • Occupational Health & Art Gallery • Worthing Theatres (Day to day management) 	<ul style="list-style-type: none"> • Community Safety <ul style="list-style-type: none"> • Anti Social Behaviour Teams and co-ordination of the wider Safer Communities Programme • Family Intervention Project • Joint Action Groups • Local Action Teams • Police Performance and Intelligence Liaison • Support for Safer Communities Partnership • Environmental Health <ul style="list-style-type: none"> • Disability Facilities Grant and other Housing Grants • Dog Control (Worthing) • Empty Properties • Environmental Protection and Noise • Food Hygiene • Health and Safety Enforcement, Healthy Workplace • Pest Control • Private Sector Housing Assistance and Renewal • Housing Need, Options & Advice <ul style="list-style-type: none"> • Choice Based Lettings including nominations to Registered Social Landlords (RSLs) • Housing Advice and Options • Housing Register • Prevention and Management of Homelessness • Licensing <ul style="list-style-type: none"> • Premises and Personal Licensing • Taxi and Private Hire • Strategic Housing & Enabling <ul style="list-style-type: none"> • Affordable Housing Provision • Care and Repair (Adur) • Housing Strategy Development and Review • Supporting People 			
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