

**Minutes of the Simultaneous Executive Meeting between the  
Policy and Strategy Committee of Adur District Council  
and the Cabinet of Worthing Borough Council**

**Adur Civic Centre, Shoreham by Sea**

**21 September 2006**

Councillor Neil Parkin (Chairperson)  
Councillor Julie Searle (Vice-Chairperson)

Councillor Keith Dollemore  
Councillor Robert Dunn  
Councillor Debbie Kennard

Councillor Liza McKinney  
Councillor Angie Mills

Absent\*

In attendance and taking part in the discussions representing Worthing Borough Council were Councillors Keith Mercer (Leader), Ann Barlow (Deputy Leader), Paul High, Nick John and John Rogers.

Worthing Borough Councillors Noel Atkins, Claire Potter, Alan Rice, James Doyle, Sheila Player, Geraldine Lissenburg and Bob Smytherman were also present.

**SEM/242/06-07      Declarations of Interest / Substitute Members**

There were no declarations of interest or substitute members.

**SEM/243/06-07      Questions and Statements by the Public**

Members of the public were invited to ask questions or make statements about any matter for which the Council had a responsibility or which affected the district. There were no questions or statements from the public.

**SEM/244/06-07      Confirmation of Minutes**

**Resolved** that the Minutes of the Committee held on 12 July 2006 be approved and signed by the Chairman.

**SEM/245/06-07      Items Raised under Urgency Provisions**

None.

**SEM/246/06-07      Refuse and Recycling Services – Closure of Halewick Lane**

Before the Committee was a report by the Director of Services (Adur) and the Director of Services (Worthing), 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 Director of Services (Worthing) introduced the report and apologised for its late distribution. The report identified a three month gap in provision following the scheduled closure of Halewick Lane Waste Complex on 31 December 2006 prior to the delayed

opening of the new site at Chartwell Road (to be known as Lancing Transfer Station) in March 2007. The Director of Services (Worthing) explained that this delay had been caused by high levels of ground contamination at the new site. He set out the proposed arrangements to cover this gap in provision. He confirmed that West Sussex County Council had agreed to underwrite the reasonable costs arising from these proposed arrangements.

Members expressed disappointment that West Sussex County Council had not granted permission for Halewick Lane Waste Complex to remain open beyond December 2006. It was felt that this would have been preferable to the proposed arrangements set out in the report. Concerns were expressed regarding the environmental impact resulting from increased traffic and whether the interim site would be able process the increased waste produced over the Christmas period. They requested that residents be encouraged to increase recycling rates over the Christmas period to minimise any problems.

Members agreed the recommendations set out in the report.

**Resolved**

- (i) that the contents of the report be noted;
- (ii) that the Director of Services (Adur) and the Director of Services (Worthing) be authorised to agree the detailed arrangements with West Sussex County Council for the operation of Halewick Lane Waste Complex and implement the necessary operational changes.

**SEM/247/06-07 Partnership Working – Towards a Strategy**

Before the Committee was a report by the Chief Executive, 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 Chief Executive introduced the report which asked Members to agree a preferred strategy for the way forward on partnership working.

Members welcomed the report and felt that the proposals were forward thinking and that they identified potential efficiency savings and improvements to services as already seen with Adur and Worthing Services. Members felt that increased partnership working and the resulting savings represented the best way forward in order to minimise Council Tax increases without reducing services.

Members were in support of Option 4 'Work towards a comprehensive merger of services' as the preferred strategic approach, subject to presentation of a full business case supporting the proposals. Members also felt that it was important that any further partnership working should aim to maintain the current best practice and strengths from each partner Authority.

The Assistant Director (Legal and Democratic Services) (Worthing) distributed copies of an additional set of recommendations for consideration which included the appointment of consultants and the development of a business case, a copy of which is attached to the signed copy of these minutes.

*The meeting was adjourned at 8:15pm for 10 minutes for the members to receive legal advice.*

Members discussed the appointment of the consultants as set out in recommendation (1) of the additional recommendations. It was felt that Members should be involved in this appointment rather than solely the Chief Executive. It was proposed that this recommendation be amended such that the selection and appointment of the consultants be made by a joint committee of 3 members of Worthing Borough Council's Cabinet and 3 members of Adur District Council's Policy and Strategy Committee plus one non-voting observing member from Worthing Borough Council's opposition. This was agreed and the membership of this joint committee was appointed.

Members noted that the decisions of this Simultaneous Executive Meeting on this matter would, in part, need to be recommended to meetings of the two Councils. It was requested that at these meetings the Chief Executive present a preliminary outline business case of the proposals. This was agreed.

Members then discussed recommendation (2) of the additional recommendations regarding a Joint Appointments Committee to deal with the staff employment outcomes arising from the consultant's advice. It was felt that this joint Committee should be politically balanced and should be comprised of 3 members from each Authority. This proposal was agreed and the wording of the recommendation amended accordingly.

With regard to recommendation (3) of the additional recommendations which related to the consultancy costs, it was proposed that these costs should be agreed by the Director of Resources (Adur) and the Director of Resources (Worthing) in consultation with the Leader of each Council and that the costs should be split equally between the two Authorities rather than in proportion to their respective populations. This was agreed and the wording of the recommendation amended accordingly.

It was proposed that, in addition to those recommendations set out, the Chief Executive be requested to draw up a communications strategy for the public and staff to ensure that they were kept informed. This was agreed.

With regard to recommendation (5) of the additional recommendations which related to a joint Working Party, it was proposed that the wording be amended to clarify that the two members on the Working Party from each Council would be the Leader and Deputy Leader of each Authority. This was agreed.

Members agreed the recommendations in the report and the additional recommendations circulated at the meeting, as amended, with Option 4 identified as the likely preferred strategic approach for partnership working.

**Resolved**

- (i) that the progress and timetable outlined for the production and agreement of a partnership strategy between the two authorities be noted;
- (ii) that the attendance by both Leaders of the two Councils at the Officers Seminar on 29 September 2006 to outline the Member view of the way forward on partnership working be endorsed;
- (iii) that it be recommended to each Council that Option 4 'Work towards a comprehensive merger of services' be agreed as the likely preferred strategic approach for partnership working;
- (iv) that a joint committee of 3 members of Worthing Borough Council's Cabinet and 3 members of Adur District Council's Policy and Strategy Committee plus one non-voting observing member from Worthing Borough Council's

opposition be appointed to select and instruct suitable consultants to advise upon the following, in conjunction with an officer team from the two Councils appointed by the Chief Executive (Adur) and the Interim Chief Executive (Worthing):

- (a) the maintenance of services, the benefits, potential efficiency savings and the costs for the two Councils arising from the establishment of a single officer structure for both;
  - (b) the risks and potential barriers to delivering such a structure;
  - (c) the administrative, employment, legal and financial arrangements for such a structure;
  - (d) the management structure;
  - (e) the development of a business case;
- (v) that the members appointed to the joint committee in (iv) above be agreed as Adur District Councillors Robert Dunn, Julie Searle and Liza McKinney and Worthing Borough Councillors Keith Mercer, Brian Turner and Paul High and Councillor Bob Smytherman as the non-voting observer member;
- (vi) that it be recommended to each Council that a Joint Appointments Committee comprised of 3 members from each Council be established to deal with the staff employment outcomes arising from the consultant's advice. To include at this stage:
- (a) preparation for a recruitment and selection exercise;
  - (b) preparation for the terms and conditions of a joint Chief Executive and staff at the first and second tiers of the officer structure;
- and that further authority from the Council will need to be obtained before the Appointments Committee proceeds to implement the recruitment and selection exercise and (in the case of Worthing) that its General Purposes Committee endorses this recommendation to Council;
- (vii) that the costs of the consultants to provide the advice referred to in (iv) above be met in equal parts by the two Councils from the reserve fund at Adur and from the special and other emergency expenditure reserve funds at Worthing and that the costs be agreed by the Director of Resources (Adur) and the Director of Resources (Worthing) in consultation with the Leader of each Council;
- (viii) that it be recommended to each Council that the Assistant Director (Legal and Democratic Services) (Worthing) and the Head of Corporate and Legal Services (Adur) be authorised to determine all procedural matters relating to the Joint Appointments Committee;
- (ix) that a Joint Working Party comprising of the Leader and Deputy Leader of each Council be appointed to assist in informing the Simultaneous Executive upon the outcomes of the advice work referred to in recommendation (iv) above;
- (x) that it be recommended to each Council that an arrangement whereby Ian Lowrie is the Interim Chief Executive for Worthing be extended to 30 June 2007 and that the Director of Services (Worthing) be authorised to agree all necessary terms for the continuation of this arrangement for Worthing;
- (xi) that the Chief Executive (Adur) / Interim Chief Executive (Worthing) draw up a communications strategy for the public and staff;
- (xii) that the Chief Executive (Adur) / Interim Chief Executive (Worthing) present a preliminary outline business case to the next meetings of each Council.

**SEM/248/06-07 Refuse and Recycling Services – The Way Forward – Creation of a Members Working Group**

Before the Committee was a report by the Director of Services (Adur) and the Director of Services (Worthing), 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.

Members agreed the recommendations set out in the report and agreed those members from each Council to be appointed.

**Resolved**

- (i) that the appointment of a Working Group of members, selected from both Councils, to oversee the introduction of the new single style service, be agreed;
- (ii) that the terms of reference for the Working Group as set out in the report be agreed;
- (iii) that Councillors Keith Dollemore and Debbie Kennard from Adur District Council and Councillors Nick John and Paul High from Worthing Borough Council be appointed to the Working Group and that Councillor Angie Mills from Adur District Council and Councillor John Rogers from Worthing Borough Council be appointed as substitutes.

**SEM/249/06-07 Adur and Worthing Services – The Move Towards a Single Authority Employer**

Before the Committee was a report by the Director of Services and the Director of Resources (Adur) and the Director of Services and the Director of Resources (Worthing), 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 Assistant Director (Financial Services) (Worthing) introduced the report which updated members on the progress towards a single employer for Adur and Worthing Services employees. Members agreed the recommendation as set out in the report.

**Resolved** that the new joint arrangements for Adur and Worthing Services as set out in the report be agreed.

**SEM/250/06-07 Adur and Worthing Services – Procurement Issues for the New Service**

Before the Committee was a report by the Director of Services and the Director of Resources (Adur) and the Director of Services and the Director of Resources (Worthing), 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 Director of Services (Worthing) introduced the report which explained the procurement issues for vehicles and equipment for Adur and Worthing Services. He confirmed that any expenditure would be brought back to Members for agreement and that the two Council's Financial Procedure Rules would be adhered to.

Members agreed the recommendations as set out in the report.

**Resolved**

- (i) that Worthing Borough Council be agreed as the administrative authority for the procurement of vehicles and equipment for the new single service;
- (ii) that the financing of the vehicles and equipment be by way of outright purchase with the cost being met from loans using Prudential Code borrowing;
- (iii) that the Director of Services (Worthing) be authorised to implement the procurement process in respect of vehicles and equipment referred to in the report and enter into the contract for their provision in consultation with the Director of Services (Adur);
- (iv) that the Director of Services (Adur) and the Director of Services (Worthing) be authorised to enter into an agreement between the two Councils setting out their respective obligations relating to the procurement of the vehicles and equipment, including the sharing of all costs arising from it and the creation of a vehicle repair fund.

**SEM/251/06-07 West Sussex Health Scrutiny Select Committee**

Before the Committee was a report by the Head of Corporate and Legal Services (Adur), 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 Head of Corporate and Legal Services (Adur) introduced the report which asked members to nominate a scrutiny member to represent both authorities on the (renamed) West Sussex Health Overview and Scrutiny Committee for the remainder of 2006/07. He noted that the last paragraph of the letter at Annex A also invited a nomination from each Council for the Health Scrutiny Advisory Network.

Members expressed disappointment that West Sussex County Council was minded to reduce District and Borough involvement in health, especially given the current proposals regarding Worthing and Shoreham hospital provision. It was agreed that a letter should be sent to the County Council expressing these concerns.

Members agreed that Councillor Joan Bradley (Worthing) be nominated as the appointment on the West Sussex Health Overview and Scrutiny Committee for the remainder of 2006/07 and Councillor Richard Burt (Adur) be nominated as the substitute.

**Resolved**

- (i) that it be recommended to Council that Councillor Joan Bradley (Worthing) be appointed to represent both authorities at the West Sussex Health Overview and Scrutiny Committee for the remainder of 2006/07 and Councillor Richard Burt (Adur) be appointed as the substitute;
- (ii) that it be recommended to Council that a member be nominated to the Health Scrutiny Advisory Network, as set out in the final paragraph of the letter at Annex A of the report;
- (iii) that the Councils jointly write to West Sussex County Council (WSCC) to express their concerns and request that WSCC maximise the involvement of District and Borough Councils in health issues and delay the changes to the West Sussex Health Scrutiny Select Committee for at least 12 weeks pending the outcomes of the current debate on hospitals and health provision and to challenge them to act effectively as a scrutiny committee.

The meeting was declared closed by the Chairman at 9:25pm, it having commenced at 7:00pm.

**Chairman**