

Committee Manager : Erica Keegan (Ext 37547)

29 November 2016

## **CABINET**

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, on the **12th December 2016 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Bower, Chapman, Dendle and Wotherspoon.

## **A G E N D A**

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating :

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether you will be exercising your right to speak under Question Time

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. MINUTES

To approve as a correct record the Minutes of the meeting held on 14 November 2016 (previously circulated).

5. \*ACTIVITIES FOR OLDER PEOPLE CONTRACT

This report reviews the commissioning exercise undertaken with West Sussex County Council for universal day activities to prevent social isolation and improve the wellbeing of people later in life.

6. \*REVIEW OF FUNDING FOR COMMUNITY AND VOLUNTARY SECTOR SUPPORT

This report reviews the Councils support funding for Voluntary Action Arun & Chichester (VAAC).

7. \*BUDGETARY MONITORING REPORT

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue Budget performance to the end of September 2016.

8. \*PUBLIC SPACE PROTECTION ORDER (PSPO) – CONSIDERATION OF THE FINDINGS OF A CONSULTATION EXERCISE AND CONSIDERATION OF THE INTRODUCTION OF A PSPO IN ARUN

The Cabinet is asked to consider the findings of a consultation exercise undertaken regarding applying provisions available through a Public Space Protection Order (PSPO) made under the Anti-Social Behaviour Crime & Policing Act 2014, taking into account resources available to the Council and partner organisations for enforcement.

9. \*CORPORATE PLAN 2013-2017 – QUARTER 2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2016 TO 30 SEPTEMBER 2016

This report sets out the quarter 2 performance out-turn for the Corporate Plan performance indicators for the period 1 April 2016 to 30 September 2016.

10. \*SERVICE DELIVERY PLAN 2013-2017 – QUARTER 2 PERFORMANCE OUTTURN REPORT FOR THE PERIOD 1 APRIL 2016 TO 30 SEPTEMBER 2016

This report sets out the Quarter 2 performance out-turn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2016 to 30 September 2016.

11. \*MANAGEMENT RESTRUCTURE – REQUEST FOR SUPPLEMENTARY ESTIMATE

This report seeks approval to a supplementary estimate to cover the costs of redundancy from the management restructuring of the Senior Management Team being taken forward as part of the 2020 Vision work.

12. SAFER ARUN PARTNERSHIP MINUTES (SAP) – 10 OCTOBER 2016

To receive and note the minutes of the meeting of the Safer Arun Partnership held on 10 October 2016 (attached).

**ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS**

13. OVERVIEW SELECT COMMITTEE – 22 NOVEMBER 2016

To consider the recommendations to Cabinet contained in the Minutes of the Overview Select Committee held on 22 November 2016 (attached).

14. EXEMPT INFORMATION

The Cabinet is asked to consider passing the following resolution:-

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure or exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.

15. \*REVIEW OF COMMUNITY SAFETY (EXEMPT – PARAGRAPHS 1 AND 2 – INFORMATION RELATING TO ANY INDIVIDUAL AND INFORMATION WHICH IS LIKELY TO REVEAL THE IDENTITY OF AN INDIVIDUAL)

Cabinet is requested to consider the attached report.

Note : \*Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

**AGENDA ITEM NO. 5****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 12 DECEMBER 2016****PART A: REPORT**

<b>SUBJECT:</b> ACTIVITIES FOR OLDER PEOPLE CONTRACT
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<b>REPORT AUTHOR:</b> Robin Wickham	<b>DATE:</b> October 2016	<b>EXTN:</b> 37835
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<b>EXECUTIVE SUMMARY:</b> This report reviews the commissioning exercise undertaken with West Sussex County Council for universal day activities to prevent social isolation and improve the wellbeing of people later in life.
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**RECOMMENDATIONS**

It is RECOMMENDED to Cabinet that:

- a. Arun District Council extends the current contract with Age UK until 31 March 2018.
- b. Age UK is funded up to £173,773 in line with the contract extension (as point a. above) and officers work with Age UK to reduce this sum commensurate with the provision of a service without the Tamarisk Centre.
- c. A sum of £4,000 is made available from existing budgets in the current financial year to offset the costs incurred by Age UK following its withdrawal from the Tamarisk Centre.

**1.0 BACKGROUND:**

- 1.1 Since 2006 Arun District Council has commissioned Age UK to provide a Day Activity Service to help improve the quality of life for older people, particularly those who may be socially isolated. Cabinet agreed in December 2015 to extend the Councils agreement with Age UK until March 2017 to enable the Council to commission this service as part of the West Sussex County Council 'Day Activities – Centres and Peripatetic Services' commissioning exercise.
- 1.2 Cabinet is aware that Older Persons Services are a discretionary function for Arun District Council. The responsibility for these services is with West Sussex County Council. However, Arun has long supported the aim of assisting our residents to live long, active, independent and healthy lives whatever their circumstances.
- 1.3 The purpose of commissioning with West Sussex County Council is to improve the range of opportunities available across the Arun area that enables individuals to confidently prepare for later life and remain independent. It is intended that the

integration of the services will result in better outcomes for our residents.

- 1.4 This report provides an update to Cabinet on the commissioning exercise and the service provided by Age UK to Arun's residents.

## 2.0 COMMISSIONING EXERCISE

- 2.1 In 2014 West Sussex County Council (WSSC) first raised the subject of drawing together the services that influence the health and wellbeing of people later in life. At that time it was proposed that Arun District Council could include its Day Activity Centres in the 'Day Activities – Centres and Peripatetic Services' commissioning exercise (Appendix 1 – WSSC Document 'Commissioning Principles').
- 2.2 The commissioning principles drew on an extensive mapping and evaluation exercise carried out by WSSC to deliver a 'joined-up' service for older people. WSSC considered that Arun's Day Activity Centres would provide a platform (hub) for outreach or peripatetic services (spoke) in the community.
- 2.3 As part of the commissioning exercise, WSSC assessed the financial commitment it makes for Day Activities in each of the district and boroughs within West Sussex. Historically, the Arun district has been significantly under-resourced by WSSC. To this end WSSC is reviewing its funding allocation which will be based on demography and need in the new contract.
- 2.4 Cabinet will recall that the current agreement with Age UK was extended until 31 March 2017 to provide adequate time to complete the commissioning exercise (C/037/071215). It was envisaged that this exercise would be concluded by December 2016; however WSSC has been unable to tender the opportunity due to delays in agreeing the funding for the contract.
- 2.5 In order to tender the service and allow adequate time for contract mobilisation, WSSC has proposed a revised tender timetable with the contract commencing on 1 April 2018 for a term of two years, plus four additional years agreed annually. This will take the contract term if fully utilised to 2023/24.

## 3.0 CURRENT OPERATION

- 3.1 The services provided by Age UK are based in the Tamarisk Centre (Littlehampton) and the Laburnum Centre (Bognor Regis). The Day Activity centres provide a range of affordable services and activities for older people. They also draw on the knowledge and experience of Age UK to provide low level social support to enable individuals to have resilience, improved quality of life and good social networks.
- 3.2 The Centres were transferred to Age UK in 2006 for a period of ten years. The funding and management agreement that accompanied the transfer required that the management fee tapered by £12,000 per annum. The management fee has reduced from £269,773 in the first full year of the contract to £173,773. This sum includes the rent of the Tamarisk Centre at a cost of £38,750 per annum.
- 3.3 The Laburnum Centre is owned by Arun District Council and the Tamarisk Centre is a

leased building. Age UK has been actively engaged in seeking alternative premises in the east of the district to provide a range of activities when the lease for the Tamarisk Centre expires. To this end, Age UK has secured part of the Laurels Centre in Angmering for three days per week. This is a building owned by WSCC and purpose built for older peoples activities. Age UK has also has an agreement to hire St Mary's church hall in Littlehampton for two days a week; and will run activity sessions at Chilgrove House in Wick.

3.4 Age UK intend leaving the Tamarisk Centre in December 2016 and will start the new service in the above venues from January 2017. This will allow Arun's Property and Estates team time to prepare the building to be returned to the Landlord.

3.5 The Laburnum Centre will be unaffected; and as agreed by Cabinet, it will be included as a provisional item in the commissioning exercise. This will enable Cabinet to consider whether it wishes to include the Laburnum Centre as part of the services contracted with WSCC once the commissioning exercise has been completed.

#### 4.0 FINANCIAL POSITION

4.1 Cabinet agreed (C/037/071215) to continue funding Age UK at the current level (£173,773) until 31 March 2017. To ensure that the service continues uninterrupted Cabinet are recommended to extend the current contract with Age UK until the commencement of the new contract. It is proposed that funding continues at the current level, albeit that operational savings of approximately £20,000 may be achieved as the rent will no longer be required for the Tamarisk Centre.

4.2 The full cost of the savings will not be achieved as Age UK will incur new costs associated with the rents and staffing for the alternative venues. However, it is likely that greater savings will be achieved from April 2018 if Arun commissions its service with WSCC. The level of funding and potential savings will be considered in a separate report once the result of the commissioning exercise is known.

4.3 In withdrawing from The Tamarisk in December, Age UK will incur three months of new premises and operational costs amounting to £4,000. It is proposed that Arun District Council covers these additional costs from existing budgets.

#### 5.0 CONCLUSION

5.1 The exercise to commission a universal day activities service has taken longer than anticipated. Age UK has worked with Arun officers to maintain a valuable service to the community despite the uncertainty of tendering for a new contract. Furthermore, it has responded to the challenge posed by the end of the lease for the Tamarisk Centre by developing a new service in a number of venues which will increase its reach in the local community. To ensure that this service continues uninterrupted Cabinet are requested to consider extending the contact with Age UK to meet the commissioning timetable.

#### 6.0 PROPOSAL(S):

It is proposed that:

<p>a. Arun District Council extends the current contract with Age UK until 31 March 2018.</p> <p>b. Funding to Age UK of up to £173,773 is continued in line with the contract extension (as point a. above) and officers work with Age UK to reduce the level of funding commensurate with the provision of a service without the Tamarisk Centre.</p> <p>c. A sum of £4,000 is made available from existing budgets in the current financial year to offset the costs incurred by Age UK following the withdrawal from the Tamarisk Centre.</p>		
<p><b>7.0 OPTIONS:</b></p> <p>1. To approve an extension of the existing contract and funding with Age UK for the provision of activities for older people to ensure an uninterrupted service.</p> <p>2. Not to approve an extension of the existing contract and funding with Age UK for the provision of activities for older people and for the service to be unavailable between the commissioning of the service with the successful operator.</p>		
<p><b>8.0 CONSULTATION:</b></p>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors	✓	
Other groups/persons (please specify): West Sussex County Council has held stakeholder and user group meetings. Age UK has held meetings with users of the Centres	✓	
<b>9.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
<p><b>10.0 IMPLICATIONS:</b></p> <p><b>Financial:</b> requirements to in respect of a service fee for the service provider. Also financial considerations for the maintenance and lease arrangements on facilities.</p> <p><b>Legal:</b> implications in terms of signing the commissioning agreement with WSCC and the commissioned service provider. Any building will be leased to the service</p>		

provider.

**Equalities:** requirements to ensure that facilities and activities are inclusive and accessible.

**Asset Management:** The Laburnum Centre is maintained by Property and Estates.

**11.0 REASON FOR THE DECISION:**

To continue to provide an uninterrupted day activities service across the district of Arun.

**12.0 BACKGROUND PAPERS:**

[Overview Select Committee Report 27 January 2015](#)

Cabinet Decision C/037/071215

Commissioning Principles (WSCC Document) – Appendix 1



## Appendix 1 – WSCC Document ‘Commissioning Principles’ Prevention & Wellbeing Programme (PWP)

### Purpose

This document seeks to build upon the Commissioning Intentions released in April 2012.

In consultation with the Voluntary and Community Sector both service principles and outcomes have been discussed and are set out.

### Service Principles

1. Services enhance choice, promote independence and health & wellbeing and are built on a philosophy of prevention & early intervention
2. Universal access to services are encouraged although some limitations may be applied to individual commissions where outcomes and customer base are of a more specific nature
3. To strengthen, where practicable, social and community capital through one or more of these drivers (explained in Glossary below);
  - a) local partnerships
  - b) embedded in the community
  - c) volunteers
4. Customers feel valued and able to contribute to service design, development, implementation and ongoing delivery
5. The Public Health Contracts and Commissioning Team agree to practice a “Compact Way of Working” and will encourage the same of its stakeholders and providers.

## Service Outcomes

The following sets out the service outcome for areas of commissioning that we will shortly commence. These specific areas relate to:

**‘Services which reduce social isolation and loneliness and provide meaningful activity to individuals via group activities or at an individual level’**

Currently a range of activities are commissioned including:

Buildings based schemes (Day Centres)

- Community based activities
- Peripatetic schemes

Services which tackle social isolation seek to support people who are at risk of loneliness. This can include:

- helping people join activities in their local area,
- directing them to appropriate services that meet their needs; or
- traditional befriending

The service outcome is the overarching outcome drawn from the Commissioning Intentions. The sub-set of outcomes below are intended to elaborate upon and further describe the service outcome, enabling future providers to take an innovative approach to the design of activities and services which will meet them. Service providers are therefore not bound by particular systems of delivery but are encouraged to approach service development in their own way.

- Individuals have access to a diverse range of activities which are designed to respond to their social, physical, mental and ethnic needs
- Individuals have a positive & enjoyable experience
- Through person-centred methods individuals have more; or are able to maintain choice and control in their daily lives
- Individuals feel safer
- Individuals are encouraged and supported to access and link to information and opportunities
- Individuals maintain happier and potentially healthier lives through an improved sense of wellbeing
- Individuals are less dependent on higher end support or are enabled to move into sustainable support
- Solutions are found that address the causes of social isolation and promote independence in individuals

## Glossary of Terms

Adults/Customers	Public Health (PH) together with Adults Services (AS) regard adults as 18 years or over; vulnerable adults are those deemed to be at risk of isolation, losing independence or facing health challenges which are detrimental to their well-being; this can include mental health and disability but always within the context of the Prevention & Wellbeing Programme seeking to offer low level intervention services.
Community	Community in the context of this programme is regarded as geography, social networks or people sharing interests, or economic & voluntary activities that have localised connectivity
Community enrichment	Enhancement of services, furthering independence, choice and wellbeing within communities of people, or communities of interest, following the opportunity to set out their preferences and to identify local assets and strengths
Compact	The WS Compact is an agreement between local government, local health services, other public bodies and the voluntary and community sector. It aims to improve our relationships for mutual advantage and for the ultimate benefit of people in West Sussex. West Sussex County Council (WSSCC) is a signatory to the West Sussex County Compact
Local Partnerships	This refers to constructing and/or developing partnerships within a framework local to the area(s) of delivery, thus it has a strong but not exclusive geographical interpretation. Partnerships can take various forms broadly as formal or informal; there can be equal partnerships or those with lead partners or consortia. The PWP Programme looks to potential providers to define the most appropriate structure with the aim of trying to find opportunities for smaller community groups to assist with that service provision. The underpinning imperative is to focus on enhancing social and community capital
Social and Community Capital	In the context of this programme the term refers to enhancing or making better use of the strengths, networks and cohesiveness of communities of people, local capital or assets and places
Universal Access	The PWP Programme seeks to operate an open access approach to the services that it commissions, for example access to services should not normally be dependent upon finances or whether the person has a condition. There are limitations and these may vary according to the nature of the commissioning. Two examples are: adults living in nursing or residential care homes would be unlikely recipients of these low level services; practical assistance may focus upon people with low incomes in line with AS thresholds although not necessarily exclusively. NB: Access is often linked to transport but, this is not part of the PWP Commissioning Intentions
Volunteers	This refers to the identification, recruitment & training of volunteers as far as is practical within the context of the commission, enabling them to use those skills and experiences for the benefit of themselves and their community and/or in service delivery.

**AGENDA ITEM NO.6****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 12 DECEMBER 2016****PART A : REPORT**

<b>SUBJECT:</b> REVIEW OF FUNDING FOR VOLUNTARY AND COMMUNITY SECTOR SUPPORT
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<b>REPORT AUTHOR:</b> Robin Wickham	<b>DATE:</b> November 2016	<b>EXTN:</b> 37835
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**EXECUTIVE SUMMARY:**

This report reviews the Councils funding of a local voluntary and community sector support and development service.

**RECOMMENDATIONS:**

Cabinet is RECOMMENDED to support the view of the Overview Select Committee and confirm that funding for Arun's voluntary and community sector support and development service is reduced by 20% to £48,760 per annum for years 2017/18 and 2018/19.

**1.0 BACKGROUND:**

- 1.1 The voluntary and community sector is made up of a large and diverse range of organisations. Arun District Council recognises the importance of a vibrant and successful voluntary and community sector and provides support to ensure that the organisational and development needs of the sector are met. This is achieved by commissioning a local voluntary and community sector support and development service.
- 1.2 The service in Arun is provided by Voluntary Action Arun & Chichester (VAAC), a registered charity and a company limited by guarantee. VAAC was formed in April 2012 following a merger of the voluntary and community service (VCS) organisations that served the districts of Arun and Chichester. This resulted in a period of reorganisation to streamline the service.
- 1.3 In September 2013 Cabinet agreed to a joint commissioning exercise with Chichester District Council for a Local Voluntary and Community Sector Support and Development Service. As the incumbent service provider VAAC had developed a unique, specialised service and it was engaged under a new service level agreement for two years (2014/15, 2015/16) and up to three further years subject to the availability of funding.
- 1.4 This report reflects on services provided by VAAC and the recommendation proposed by the Overview Select Committee in respect of future funding by Arun District Council.

## 2.0 SERVICES PROVIDED BY VAAC:

2.1 The core activities provided by VAAC are to assist the Third sector with support, development, liaison, representation and strategic partnership work. These are summarised in VAAC's strategic business objectives:

### a) Ensure vibrant and sustainable voluntary and community organisations

- to assist in the development of locally led voluntary and community organisations
- to ensure that voluntary and community organisations have the advice and the support that they need to run a high quality organisation
- to better equip voluntary and community organisations, in a challenging economic environment, to access funding and income generating opportunities
- to develop new services meeting the needs of local people

### b) Community engagement and action

- to broaden and expand the pool of volunteers from which local voluntary and community organisations can draw
- to encourage and enable voluntary and community organisations to make the most of volunteer activity

### c) Networking, representation and promotion

- to ensure that strategic partners understand the needs and unique contribution of the local voluntary and community sector and take them in to account in decision making
- to support local voluntary organisations to work collaboratively to meet the needs of local residents
- to work with all sectors to promote, action and uphold the principles of the West Sussex Compact

### d) Maximise the potential of organisations within the context of the current economic environment and VAAC investment of reserves

- to ensure that VAAC develops its profile as an organisation and to fulfil the requirements of existing and potential funders
- for VAAC to be financially viable and accountable for its use of public, private and other funding
- for VAAC to be engaged with and accountable for its member organisations and stakeholders in the development and delivery of its services
- for VAAC to be an effective and equitable employer

2.2 VAAC also provides senior level support for strategic partnership work which includes:

- Arun Wellbeing & Health Partnership (Chair)
- Safer Arun Partnership / Joint Arun Chichester Community Safety Partnership – promoting Voluntary sector engagement and support for the priorities
- Arun Think Family Neighbourhood Steering Group
- West Sussex Social Enterprise Network

	<ul style="list-style-type: none"> <li>- Coastal West Sussex CCG Patient Engagement Committee</li> <li>- Administration and delivery of Arun Housing /Homeless Forum which acts as reference group for Arun's Homeless Strategy</li> </ul> <p>2.3 Arun District Council has also benefitted from the support VAAC provides in the following areas:</p> <ul style="list-style-type: none"> <li>- Economic Regeneration – bid writing (paid service)</li> <li>- The delivery of Connecting Communities team and services (supporting Think Family in Arun plus frontline services including reception staff, Revenues &amp; Benefits and Housing) – <b>now withdrawn</b></li> <li>- Fund Raising Network (monthly), Funding Focus bulletin (monthly), Volunteer Coordinators Network (3 sessions a year), 'Volunteer Now!' service, Neighbourhood Network events.</li> </ul> <p>2.4 To ensure the quality of the services provided, VAAC has achieved the Practical Quality Assurance System for Small Organisations (PQASSO), a recognised performance evaluation system and quality mark for charitable organisations.</p> <p>2.3 Arun's service level agreement with VAAC incorporates a specification for the delivery of Voluntary and Community Services which is common to both Arun and Chichester District Councils. A 'snapshot' of the activity provided by VAAC is provided in Appendix 1. VAAC presents an annual review to its funding partners and holds quarterly Board meetings which are attended by an appointed Member from the District Council.</p>
<p><b>3.0 FINANCIAL POSITION:</b></p>	<p>3.1 Arun District Council contributes £60,950 per annum as core funding to VAAC. West Sussex County Council (WSCC) also provides core funding which it has recently restructured; the sum has fallen from £48,788 in 2015/16 to £44,722 in the current year. This will reduce further in 2017/18 to £39,030; a reduction of 20% over the period.</p> <p>3.2 Arun's Cabinet approval in 2013 (C/038/160913) set the funding term for a period up to 31 March 2019, subject to satisfactory reviews and the availability of WSCC and Arun District Council funding. Arun's funding has remained constant in the current financial year despite the reduction by WSCC. VAAC has reported that it can maintain the current level of service in the short term but this will deplete its reserves.</p> <p>3.3 VAAC is looking to new sources of funding and more project work. However, some project work has already succumbed to funding cuts. The much valued Connecting Communities Team was disbanded last year when partnership funding was reduced or withdrawn.</p> <p>3.4 To reflect its reduction in funding, WSCC has drafted a funding agreement for a period of two years (2016/17 and 2017/18) with annual extensions for up to three additional years (to 2020/21). At the current time, WSCC is unable to confirm the level of funding that will be available for the annual extensions.</p>

3.5	It is against this background that the Overview Select Committee considered the future funding options for Arun's voluntary and community sector support and development service.	
<b>4.0</b>	<b>OVERVIEW SELECT COMMITTEE:</b>	
4.1	Following a presentation from VAAC on 22 November 2016, Members of Overview Select Committee considered the report and the relative value for money for the service commissioned by Arun. There were differing opinions among Members, but it was agreed that any organisation in receipt of funds from Arun District Council had to be accountable.	
4.2	The Committee recognised that it was difficult to quantify the benefit of infrastructure support. It noted the figures reported for the first six months of 2016 which included the recruitment of 152 volunteers and some £1.5 million being raised by local voluntary organisations. However, Members felt it was difficult to determine how instrumental VAAC was in realising these achievements.	
4.3	The Committee reflected on the 20% reduction that WSCC had imposed and a recommendation was proposed to reduce funding by 10% in 2017/18 and a further 5% in 2018/19. This proposal was put to the vote and was lost.	
4.4	A second proposal recommended a reduction in funding by 20% in line with West Sussex County Council. This proposal was put to the vote and was carried.	
<b>5.0</b>	<b>PROPOSAL:</b>	
5.1	Overview Select Committee recommended to Cabinet a reduction in funding of 20% for Arun's local voluntary and community sector support and development service.	
<b>6.0</b>	<b>OPTIONS:</b>	
	a) Agree with the recommendation of the Overview Select Committee to reduce funding by 20% from £60,950 to £48,760.	
	b) Not to agree to the recommendation to reduce funding for its local voluntary and community sector support and development service.	
<b>7.0</b>	<b>CONCLUSION:</b>	
7.1	VAAC has a record of providing voluntary and community sector support in Arun. The relationship that officers of the Council have with VAAC is good and both parties have worked together to maintain the range of services despite economic pressures and uncertainty. Members are asked to consider the recommendation of the Overview Select Committee to reduce the funding for this service by 20%.	
<b>8.0</b>	<b>CONSULTATION:</b>	
	Has consultation been undertaken with:	
		<b>YES</b>
		<b>NO</b>
	Relevant Town/Parish Council	
		✓
	Relevant District Ward Councillors	
		✓

Other groups/persons (please specify) Overview Select Committee	✓	
<b>9.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Safeguarding		✓
Other (please explain)		
<b>10.0 IMPLICATIONS:</b>		
Financial: Level of core funding paid to support the voluntary and community sector		
Legal: Service Level Agreement with VAAC		
West Sussex County Council Agreement		
Requirements of the West Sussex Compact		

**11.0 REASON FOR THE DECISION:**

11.1 Overview Select Committee has reviewed the funding provided to VAAC for infrastructure support for the voluntary and community sector and in accordance with Arun's 2020 Vision it has made a recommendation to Cabinet to reduce the funding for this service by 20%.

**12.0 BACKGROUND PAPERS:**

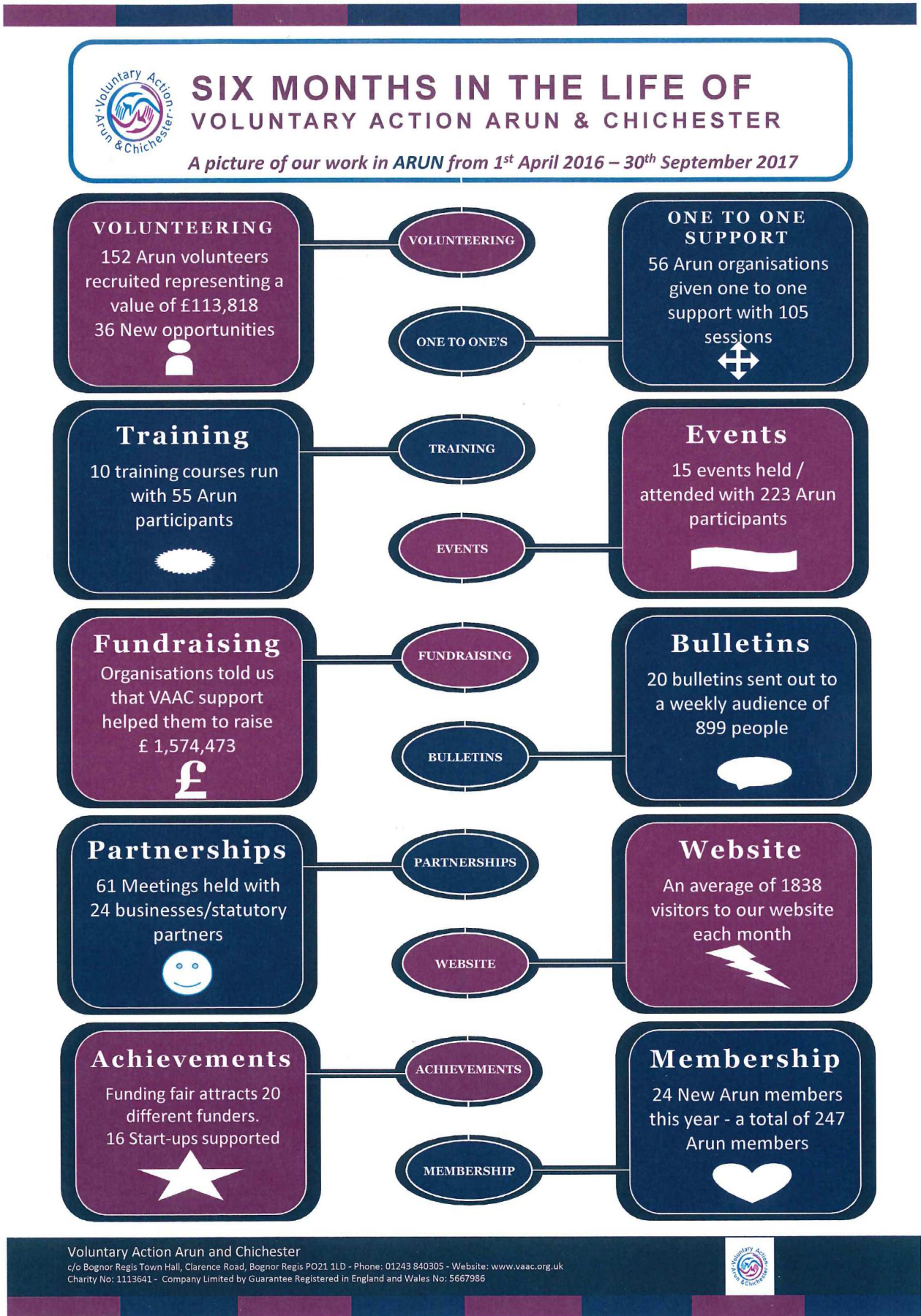
Report and decision of Cabinet: [C/038/160913 – September 2013](#)

[VAAC Annual Report 2014 -15](#)

Report on the health of the voluntary and community sector –  
[Flourishing or Floundering Report](#)

[Overview Select Committee Minutes 22 11 16](#)





**AGENDA ITEM NO.7****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON 12<sup>th</sup> December 2016****PART A : REPORT**

<b>SUBJECT: Budget Monitoring report to 31<sup>st</sup> October 2016</b>
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<b>REPORT AUTHOR: C Martlew (Financial Services Manager) DATE: November 2016 EXTN: 37568</b>
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<b>EXECUTIVE SUMMARY: The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of October 2016.</b>
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**RECOMMENDATIONS**

Cabinet is requested to:

- (i) Note that overall performance against budget is currently on track;
- (ii) Note that a number of significant supplementary estimates will be requested from Full Council in the New Year (2.2);
- (iii) Note the use of the Corporate Underspend (2.5); and
- (iv) Approve additional expenditure of up to £90k (£19k phase1 2016/17) for the Arun Partnership Watercourse Management ; and £168k for the provision of positive sea outfalls (phase 1 £20k 2016/17) projects funded from Environment Agency grants (2.4).

**1. BACKGROUND:**

The Council approved a General Fund revenue total net expenditure budget of £23.974 million; a Housing Revenue Account revenue total expenditure budget of £16.930 million; and a capital budget of £6.788 million for the year 2016/17. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 31<sup>st</sup> October 2016.

**2. PROPOSAL(S):**

The Cabinet is requested to note the budget monitoring report in appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council within the context of the budget book summary.

**3. OPTIONS:**

n/a

**4. CONSULTATION:**

	YES	NO
Has consultation been undertaken with:		
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b> The overall performance against budget is on track.		

**7. REASON FOR THE DECISION:**

To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.

**8. BACKGROUND PAPERS:**

Revenue and Capital Estimates 2016-2017. <http://www.arun.gov.uk/financial-information/>

# ARUN DISTRICT COUNCIL BUDGET MONITORING

## Financial Position as at end of October 2016

### 1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of October 2016 and presents performance information for all aspects of financial risk such as Income and specific savings targets. No formal budget monitoring report was provided at the end of September 2016 due to the implementation of the replacement FMS which went live on 6<sup>th</sup> October 2016.
- 1.2 Budget performance is presented after taking account of the following:
- Spend to date excluding commitments against profiled budgets.
  - Consultation with managers and budget holders on service performance.
  - Virements identified where possible from existing budgets to cover budget pressures.

### 2. General Fund Summary

- 2.1 The General Fund performance to end of October 2016 against profiled budget is given in the table below. The table presents only the variances on budget in excess of +/- £20k.

General Fund variance on profiled budget to end of October 2016			
	Variance on Budget Aug £'000	Variance on Budget Oct £'000	Change £'000
<b>Service controllable spend</b>			
<b>Corporate Governance</b>			
Rent Allowances	(67)	(91)	(24)
<b>Environmental Services</b>			
Cemeteries income	(20)	(21)	(1)
<b>Leisure &amp; Amenities</b>			
Car Parking income	3	(41)	(44)
<b>Housing</b>			
Homelessness	42	40	(2)
<b>Planning &amp; Infrastructure</b>			
Building Control Income	0	(43)	(43)
Planning Service Fees	(94)	(133)	(39)
<b>Other Variances less than +/- 20k</b>	(214)	(288)	(74)
<b>Total Service controllable budget variance</b>	<b>(350)</b>	<b>(577)</b>	<b>(227)</b>
<b>Corporate controllable budget</b>			
Establishment against savings target	(157)	(209)	(52)
Corporate underspend (net)	(128)	(93)	35
<b>General Fund underspend variance against profiled budget</b>	<b>(635)</b>	<b>(879)</b>	<b>(244)</b>

## Appendix 1

- 2.2 The table shows a general fund underspend of (£879k) against current budget profile to the end of October 2016. Variations on service controllable budgets are presented first, followed by establishment, insurance and rates which are corporate and monitored in separate sections. It should be noted that there are significant supplementary estimates elsewhere on the Agenda in the form of up front redundancy costs which require Council approval in January to enable the Vision management restructure savings to be achieved.

The Council's new Leisure Management Contract started on 1 April 2016. At the time of setting the 2016/17 budget there were a number of unresolved issues and the budget for Leisure Management costs was based on the best information available at that time. Most of the outstanding issues have now been resolved and it is intended that a final report will be submitted to the next Cabinet meeting (January). The net position will be an increase in costs for the current financial year and the Cabinet report will therefore include a recommendation to request Full Council for a supplementary estimate. It should be noted that the supplementary estimate is a one off and that the new Leisure contract has resulted in significant savings to the Council.

- 2.3 The outturn for 2015/16 and early indications for 2016/17 anticipate a favourable outturn variation against budget for Rent Allowances at the end of the year (current variation £91k favourable). It should be noted that the prediction is based on trends relating to the number and type of claims remaining stable as changes in the type of claims can result in significant variances in the outturn due to the size of the budget (expenditure of approximately £42 million).
- 2.4 Cabinet is requested to approve additional expenditure of up to £90k (£19k phase1 2016/17) for the Arun Partnership Watercourse Management; and £168k for the provision of positive sea outfalls (phase 1 £20k 2016/17) projects funded from Environment Agency grants (Land Drainage service).
- 2.5 The review of Public Convenience provision in the Arun district identified 5 public conveniences that were not being charged Business Rates. This has now been corrected by the Valuation Office. The cost of £43k relates to the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2017 and can be met from the corporate underspend. Members are requested to note the use of the corporate underspend to fund the additional business rates for Public Conveniences.
- 2.6 The gross monthly expenditure for Bed and Breakfast was £33k in October. Gross expenditure had been reducing from a high of £60k in July (£25k August; £18k September). The number of recipients increased significantly in October (nearly 50% from the previous month) and it is anticipated that November will show a further increase in payments. A significant overspend is therefore anticipated for the year. Contributions (mainly Housing benefit) are back in line with budget at around 28% (target 31%). A report is being prepared for January's

## Appendix 1

cabinet providing further details on the situation, requesting funding for the remainder of the financial year and an increase in Budget for 2017/18. The situation will continue to be closely monitored with the Housing department.

<b>Bed &amp; Breakfast monitoring - October 2016</b>				
	<b>Outturn 2015/16 £'000</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Actual to Date £'000</b>
Gross Expenditure	311	360	360	241
Income	(91)	(112)	(112)	(67)
<b>Net Expenditure</b>	<b>220</b>	<b>248</b>	<b>248</b>	<b>174</b>
Income including Housing Benefit recovered	29%	31%	31%	28%
<b>Number of recipients</b>				
Families		120	120	87
Other		70	70	50
<b>Total</b>		<b>190</b>	<b>190</b>	<b>137</b>
Average cost per recipient		1,305	1,305	1,270

Note : Net expenditure is gross expenditure less Housing Benefit (HB) recovered and a small amount of income paid by recipients. HB generally covers some 30% of gross expenditure but this will vary from month to month due to the phasing of the benefit payments.

- 2.7 Planning Service fees are (£133k) above profile. Two applications above £20k were received during October 2016.
- 2.8 Car Parks income has improve significantly and is (£41k) above expected at the end of October. This is largely due to good weather.
- 2.9 The corporate net underspend relates to identified unrequired service and contingency budgets that are available for potential resource allocation. Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget within a service. As these are identified, the surplus budget is vired to a corporate underspend account and made available for resource allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium Term Financial Strategy (MTFS). The current corporate net underspend is £93k to October 2016. The Corporate underspend is summarised in the table below:

<b>Corporate Underspends Confirmed October 2016</b>			
	Aug 2016 £'000	Oct 2016 £'000	Change £'000
Underspends from services	0	0	0
Additional investment income	70	70	0
Underspends from contingencies/miscellaneous budgets / corporate controllable	30	30	0
Additional non-ringfenced grants	130	138	8
<b>Total identified corporate underspend</b>	<b>230</b>	<b>238</b>	<b>8</b>
Virements actioned/funded from corporate underspend	(101)	(145)	(44)
<b>Corporate Underspends October 2016 (Net)</b>	<b>129</b>	<b>93</b>	<b>(36)</b>



## Appendix 1

- 2.10 The remaining corporate underspend has been earmarked to fund the anticipated additional Bed and Breakfast costs and minor restructuring costs.
- 2.11 The change in the planned original budget General Fund Reserve movement due to supplementary estimates and budget performance to end of October 2016 is shown in the table below:

<b>General Fund Reserve Movement estimated outturn 2016/17</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>
<b>Net Budget Requirement</b>	<b>23,974</b>	<b>24,709</b>
<b>Financed by:</b>		
Government Grants and Retained Business Rates	(9,718)	(10,018)
Council Tax	(13,537)	(13,537)
<b>Taken From / (Added to) Balances</b>	<b>719</b>	<b>1,154</b>
<b>General Fund Balance 01 April 2016</b>	<b>10,161</b>	<b>10,161</b>
Supplementary Estimates	0	(435)
Outturn on General Fund	(719)	(719)
Current Budget Variation Estimated Outturn 2016/17	0	879
<b>General Fund Balance 31 March 2017</b>	<b>9,442</b>	<b>9,886</b>

- 2.12 The original budget included a draw down from General Fund of £719k. A number of supplementary estimates have been approved by Full Council since the beginning of the financial year. It has to be noted that the Council's budget is still operating at a deficit with an estimated draw down from General Fund Reserve of £275k for 2016/17. However, this is subject to the positive current budget variation continuing and excludes the supplementary estimates for the Management restructure which will be going to Council in January for approval. It is therefore, essential to minimise supplementary estimates and to ensure that value for money is obtained through proper planning of expenditure and the collection of income. The table below summarises the supplementary estimates. These will be offset by current budget variations as shown in table 2.11 above.

## Appendix 1

Reconciliation of Original to Current Budget Reserve Movement July 2016		Original Budget £'000	Current Budget £'000	Change £'000
Taken from / (Added to) Balances		719	1,154	435
The Council's Vision - Restructure	FC/200716/146(5) C/009/110716		100	
Littlehampton Town Centre Public Realm progression works	FC/200716/137(1) LRS 6/7/16		75	
Regeneration of Regis Centre and Hothampton car park sites	FC/200716/145(1)		260	
<b>Total Estimated Supplementary Approvals to end of July 2016</b>				<b>435</b>

### 3. General Fund Supplementary Estimates and Virement

- 3.1 The budget for 2016/17 was approved on 23 February 2016 including £719k to be drawn down from reserves. Under the Financial Procedure Rules within the Council's Constitution, Supplementary Estimates less than £50k must be approved by the relevant Cabinet member and Supplementary estimates exceeding £50k by the Cabinet, except where no funding source is identified or the sum is material, the Full Council.
- 3.2 Virement is the transfer of budget from one head of account to another. Virements within a service or between similar services may be approved by the Chief Finance Officer, unless the sum involved is material to the size of the budget strategy or policy. In this case it is referred to the Cabinet member. Material virements between dissimilar services are referred to Cabinet. It should be noted that revised procedures are applicable for decisions after full Council on 9<sup>th</sup> November 2016, which include increased delegation levels.

### 4. Earmarked Reserves

- 4.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves need to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.

### 5. Externally Funded Services

- 5.1 Arun District Council hosts a number of services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team, the Think Family Programme and Car



## Appendix 1

Parking enforcement. There are no budgetary concerns to report on these services.

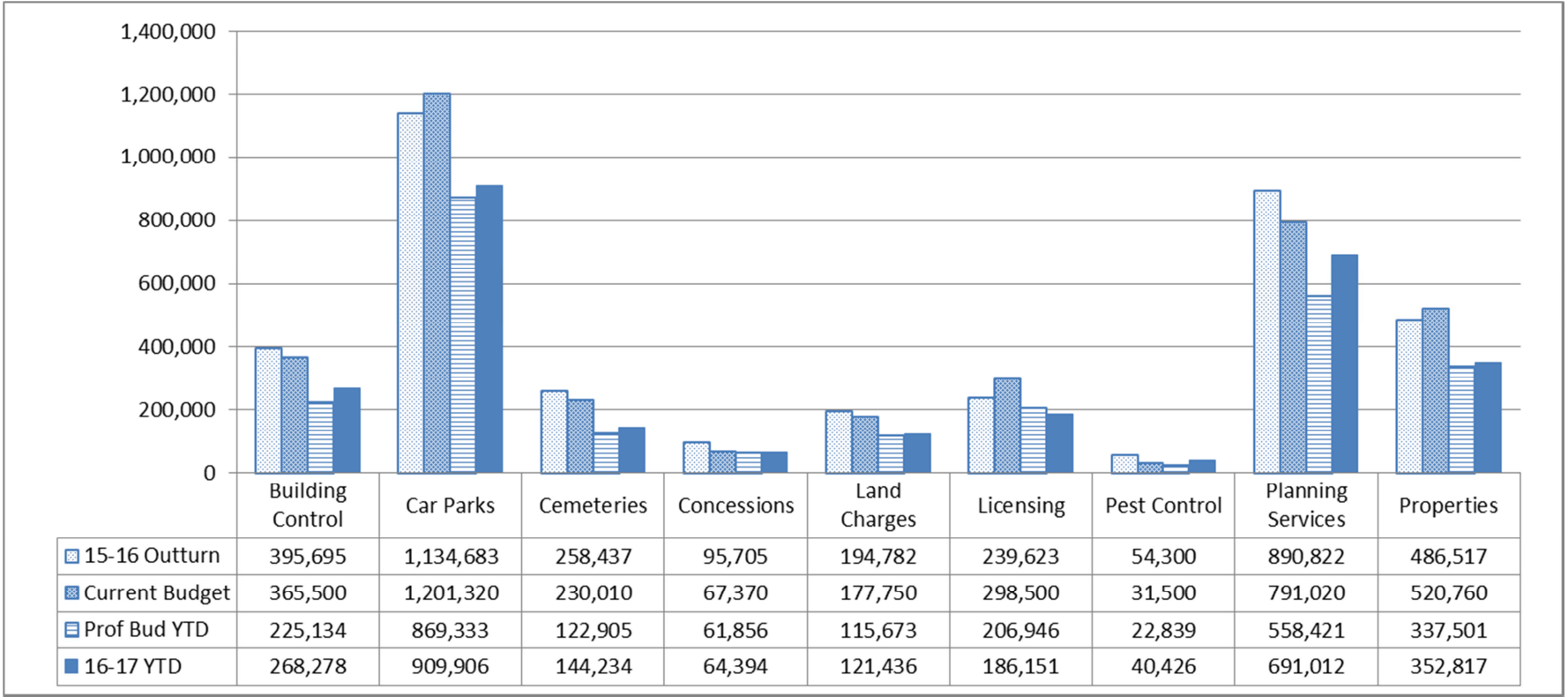
## 6. Establishment

- 6.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For Financial Year 2016/17 the target has been amended to £474k (£450k previous year).
- 6.2 The table below shows that the savings target is currently over achieving (£191k). The high level of vacancies in Planning Services is continuing and agency staff have been retained to cover some of the work (funded from the vacant posts). However, there are now a significant number of vacancies in other service areas.

Establishment Monitoring General Fund - October 2016	Variance on	Variance on	Change
	current Budget	current Budget	
	August	October	
	£'000	£'000	£'000
Value of vacant posts	(370)	(502)	(132)
Recruitment Costs	5	41	36
Agency staff, casual pay and overtime	(3)	(6)	(3)
Total underspend on establishment	(368)	(467)	(99)
Establishment savings target (£474k)	211	277	66
<b>(Over) / under achievement of savings target</b>	<b>(157)</b>	<b>(191)</b>	<b>(34)</b>

## 7. Income

- 7.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £3.7 million. Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique.
- 7.2 Total income is currently (£258k) above expected mainly due to Planning income (£133k); Building Control (£43k) and Car Parks (£41k).
- 7.3 The graph on the following page shows income by source and value, achievement to end of October 2016 against profiled budget, full year budget and outturn last year.



## 8. Housing Revenue Account

8.1 The table below shows the HRA monitoring summary to the end of October 2016:

<b>HOUSING REVENUE ACCOUNT: October 2016</b>	
<b>Forecast level of balance</b>	
<b>HRA Reserve Movement</b>	<b>£'000</b>
HRA Balance 01 April 2016	7,940
Budgeted deficit for 2016/17	(115)
Supplementary approvals (itemised below)	0
Other changes (itemised below)	(1,682)
<b>Forecast Balance at 31 March 2017</b>	<b>6,143</b>
<b>Other changes</b>	
Identified as part of 2015/16 accounts closure process:	
Capital slippage	(1,519)
Revenue slippage	(163)
<b>Total Other Changes</b>	<b>(1,682)</b>

8.2 The table below summarises the expenditure on supervision and management for October 2016:

<b>Details of Supervision &amp; Management expenditure for the period ending October 2016</b>					
	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Profiled to date £'000</b>	<b>Actual to date £'000</b>	<b>Variation to date £'000</b>
Employees	1,606	1,559	910	811	(99)
Grounds maintenance	291	291	147	138	(9)
Heating & Lighting	476	476	277	258	(19)
Other premises costs	389	400	178	123	(55)
Transport expenses	78	78	37	35	(2)
Supplies & services	432	442	265	175	(90)
Contingencies/miscellaneous	373	357	0	0	0
Support services	1,346	1,380	0	0	0
<b>Total Expenditure</b>	<b>4,991</b>	<b>4,983</b>	<b>1,814</b>	<b>1,540</b>	<b>(274)</b>

8.3 HRA income consists almost entirely of rents. The key risk here is loss of income due to right to buy (RTB) disposals and void dwellings.

8.4 The estimated number of RTB disposals for 2016-17 was set at 20 (19 2015/16 and 21 2014-15). To date there have been 14 disposals in the current year.

## Appendix 1

- 8.5 Details of the HRA capital, improvements and repairs programmes are shown in paragraphs 9 and 10. Paragraph 11, covering Capital Receipts and Section 106 sums, also has relevance for the Housing Revenue Account.
- 8.6 There has been a large payment (£70k) regarding Flaxmean electricity bills dating back to 2013, where previous bills were raised on estimated readings and actual readings not provided. Staff have been reminded that readings need to be recorded and passed onto the energy suppliers on a regular basis.

## **9. Capital, Asset Management and Other Projects Programme**

- 9.1 The Council's budget for 2016/17 included several projects which although included in the Capital budget for project management and monitoring purposes cannot, under current accounting regulations, be charged to the capital accounts. Expenditure on these projects that is revenue in nature is transferred to services on a quarterly basis. The budget is also transferred to the relevant cabinet portfolio or support service. Although this had no overall effect on the Council financially the transfers are required in order to speed up the close down process at the end of the financial year.
- 9.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget.
- 9.3 The table below has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

## Appendix 1

## Capital, Asset Management and other Projects Summary

	Original Budget £'000	Current Budget £'000	Capital Expenditure £'000	Revenue Expenditure £'000	Balance £'000
<b>General Fund</b>					
Asset Management	580	1,414	-	243	1,171
Hotham Park Lighting	55	57	-	-	57
Marine Park Gardens Café	180	113	-	-	113
Works to Public Conveniences	225	442	-	18	424
Parks Resurfacing	100	166	44	9	113
Beach Hut Replacement	110	194	3	-	191
Seafront Trial Concession	50	290	-	-	290
Leisure Works	-	549	-	-	549
Reactive Maintenance	150	150	-	70	80
Computer Services					
Storage Area Network (SAN)	-	20	-	-	20
Wireless Infrastructure	-	5	-	-	-
Edge Switch Upgrade	-	20	-	-	20
Telephone Switch Upgrade	-	125	51	1	73
Arun Improvement Programme (AIP)	-	270	-	3	267
Web/Integration	-	145	-	-	145
EH System	170	185	-	-	185
FMS Replacement	-	156	-	22	134
Print Unit High Speed Printer	-	35	30	5	-
Disabled Facilities Grants	800	800	-	232	568
Renovation Grants	-	49	-	-	49
Play Areas	100	116	-	-	116
Littlehampton East Bank	-	51	-	1	50
BR Public Realm - Station Square	-	190	-	23	167
BR Public Realm - N. London Road	-	560	-	294	266
BR Public Realm - High Street	-	132	-	-	132
Littlehampton Leisure Centre New Build	760	940	-	247	693
Arun Leisure Centre Major Works	1,153	1,153	-	224	929
Grants to Registered Social Landlords	100	200	-	-	200
Hollyacre, Littlehampton	-	90	-	90	-
<b>Total General Fund</b>	<b>4,533</b>	<b>8,617</b>	<b>128</b>	<b>1,482</b>	<b>7,002</b>
<b>Housing Revenue Account</b>					
Stock Development	-	6,337	-	9	6,328
Housing IT	-	220	-	23	197
Housing Improvements	504	934	183	24	727
Commercial Boiler Room Improvements	321	522	424	-	98
Reroofing Programme	490	832	442	10	380
Kitchen & Bathroom Replacement Programme	400	597	143	-	454
Kitchen & Bathroom Replacement - Voids*	140	140	111	-	29
Disabled Facilities*	400	400	214	-	186
Housing Repairs*	1,550	1,851	-	655	1,196
Day to Day General Repairs*	1,484	1,484	-	992	492
Voids*	800	800	-	290	510
Domestic Gas Installations*	600	600	-	135	465
<b>Total Housing Revenue Account</b>	<b>6,689</b>	<b>14,717</b>	<b>1,517</b>	<b>2,138</b>	<b>11,062</b>
<b>Total Programme</b>	<b>11,222</b>	<b>23,334</b>	<b>1,645</b>	<b>3,620</b>	<b>18,064</b>
* Please note expenditure includes QL commitments taken from the Housing Mgmt. System					

## **General Fund**

- 9.4 The current budget includes slippage carried over from 2015/16 of £2.9 million. This is primarily made up of Asset Management schemes at £1.8 million and IT schemes at £0.7 million.
- 9.5 Works are well under way on the Bognor Regis public realm North London Road Phase. A further order for £377k has been raised for Public Realm works.

## **Housing Revenue Account**

- 9.6 Expenditure on Day to Day General Repairs is significantly above expectation and a year-end overspend is anticipated. The overspend will be from other housing repairs budgets.
- 9.7 The Stock Development budget has been increased by a £691k supplementary estimate approved at Full Council. The £3.9m order has been raised for new build works at Glenlogie and Wick and also there are a number of Council house buy backs to come through.

## **10. Capital Receipts**

- 10.1 Arun has entered into an agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £30 of receipts with £70 of its own funding (the 70/30 rule). A further condition is that the receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate. The table below shows Arun's investment requirements under the above terms.

## Appendix 1

	£'000
"1 for 1" receipts accrued to 30 September 2016	2,917
Arun's 70% contribution (70/30 X £2,917k)	6,807
Total investment requirement	9,724
Less amount already invested	1,139
Remaining investment requirement	<u>8,585</u>
Phasing of remaining investment requirement:	
By 31/12/16	691
By 31/03/17	430
By 30/06/17	1,193
By 30/09/17	490
By 31/12/17	597
By 31/03/18	270
By 30/06/18	190
By 30/09/18	547
By 31/12/18	1,137
By 31/03/19	967
By 30/06/19	1,007
By 30/09/19	1,066
<b>Total</b>	<u><b>8,585</b></u>

- 10.2 It is expected that progress on the schemes at Garden Crescent, Wick and Glenlogie, together with the purchase of additional properties (supplementary estimate), will ensure that Arun will meet its investment requirements over the next two years (although careful monitoring will be required).

However, now that a decision has been made not to progress the Angel's Nursery scheme the Council has more "1 for 1" receipts than are required to meet the current approved programme (given that we have to match every £30 of "1 for 1" receipts with £70 of our own funding). This matter, together with the issue of additional receipts accruing due to future RTB disposals, is currently under review.

- 10.3 In order to protect the Council's investment in the provision of new social housing an exemption from capital receipt pooling has been obtained in respect of the dwellings purchased over the last few years. As a result of this exemption Arun will retain 100% of the proceeds of any future right to buy disposals in respect of these particular dwellings. Similar exemptions will be applied for in respect of the new dwellings included in the current approved acquisition/new build programme.

## 11. Section 106 sums

- 11.1 Section 106 agreements, also known as planning obligations, are agreements between developers and Arun District Council as the local planning authority that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.
- 11.2 Many section 106 sums are spent on one-off projects in accordance with the terms of the various agreements, the remainder being used to fund ongoing maintenance commitments. Any additional expenditure funded from section 106 sums is subject to Individual Cabinet Member or Cabinet approval in accordance with the terms of the Council's constitution.
- 11.3 Some Section 106 sums are time limited in that the Council is required, under the terms of the agreement, to spend the amount received on the project specified in the agreement within a set time scale. Failure to comply with this requirement will lead to the Council having to repay the Section 106 sum plus interest, the interest often being calculated at a penalty rate.
- 11.4 The table below shows the amounts received for each agreement, analysed by its intended application, showing the allocation belonging to Arun which is £2,251k. The Total Held for Courtwick Lane Land South of Railway site includes Section 106 funds for West Sussex County Council of £265k and NHS £147k.

### Section 106 statement as at 31 October 2016

Section 106 sums held on deposit as at 31 October 2016								
	<u>Affordable Housing</u>	<u>Community Facilities and other</u>	<u>Play Grounds</u>	<u>Open Spaces</u>	<u>Bus Shelters</u>	<u>Non Arun</u>	<u>TOTAL</u>	<u>Change from previous month</u>
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Lec Site, Shripney road Bognor		65					65	
Rustington Retail Park, New Road		59					59	
Site 6, Land at North Bersted		45	32	93			170	125
Site 6, Land North of Felpham		126	51				177	
The Wick site, Courtwick		86					86	
Bognor Regis Community College		6	57	46			109	
Fitzalan Road & Church Street	0						0	
Hollacre Toddington		43	56				99	
Courtwick Lane Land South of Railway*		115			170	412	697	
Other**	936		183	82		143	1344	57
	<b>936</b>	<b>545</b>	<b>379</b>	<b>221</b>	<b>170</b>	<b>555</b>	<b>2,806</b>	<b>182</b>

\* Non Arun: WSCC £265k & NHS £147k  
 \*\* Non Arun: NHS £143k

## 12. Risk Analysis

- 12.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. No significant risks have been identified.



- 12.2 Some lesser risks, however, are inherent within the overall budget. These are discussed below.
- 12.3 Paragraph 10.2 above outlines the situation with regard to the additional receipts generated by the relaxation of the Right to Buy discount rules (“1 for 1” receipts). The key risk here is that failure to make the necessary level of investment within the required timescale will lead to the Council having to repay to the Government some or all of these “1 for 1” receipts, together with interest at a penalty rate of base rate (currently 0.25%) plus 4%.
- 12.4 The River Arun Internal Drainage District will not be abolished before 31 March 2017 as anticipated when the budget was set and some levies will, therefore, have to be raised for 2017/18. DEFRA has decided to defer advertising the draft order to abolish the River Arun Internal Drainage District for up to 3 months to allow more time to deal with the pumping stations at Hardham, confirm enmainment (subject to abolition) and confirm with Natural England that the arrangements for the designated sites in order to ensure that there is no likely significant impact.
- 12.5 The Council has received its first claim for contraction of mesothelioma by a former employee. The potential claim will be handled under the MMI Scheme of Arrangement. Current liability is estimated at a maximum of £40k for this claim under the Scheme of Arrangement.
- 12.6 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. The CIL schedule effectively replaces S106 Agreements for certain types of development from 6 April 2015. The Council will not have a CIL schedule in place until after the adoption of the Local Plan. The Council has sought legal advice which was to continue to collect developer contributions through S106 Agreements. However, this identified the risk of legal challenge in the future when the sums collected (and spent) may become repayable. To date agreements to the total of £729k have been negotiated but no triggers have been reached.
- 12.7 With regard to business rate income, although there is a significant amount of growth, much of this will be offset by losses in respect of new appeals. The situation will continue to be carefully monitored.

### **13. Conclusions and Recommendations**

Cabinet is requested to:

- 13.1 Note that overall performance against budget is currently on track.
- 13.2 Note that a number of significant supplementary estimates will be requested from Full Council in the New Year (2.2).
- 13.3 Note the use of the Corporate Underspend (2.5); and
- 13.4 Approve additional expenditure of up to £90k (£19k phase1 2016/17) for the Arun Partnership Watercourse Management ; and £168k for the provision of positive sea outfalls (phase 1 £20k 2016/17) projects funded from Environment Agency grants (2.4).

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF CABINET ON 12 DECEMBER 2016

### PART A : REPORT

**SUBJECT: Public Space Protection Order – Consideration of the findings of a consultation exercise and consideration of the introduction of a PSPO in Arun**

**REPORT AUTHOR: Roger Wood, Head of Neighbourhoods**

**DATE: November 2016**

**EXTN: 37671**

#### **EXECUTIVE SUMMARY:**

The Cabinet is asked to consider the findings of a consultation exercise undertaken regarding applying provisions available through a Public Space Protection Order (PSPO) made under the Anti-Social Behaviour Crime & Policing Act 2014, taking into account resources available to the Council and partner organisations for enforcement.

#### **RECOMMENDATIONS:**

It is recommended that Cabinet agrees to the following proposed PSPO prohibitions for each designated area in the Arun District as follows:

##### **1) Tackling and reducing anti-social behaviour**

- a) Transfer the existing Designated Public Place Orders in Eastern and Western areas of the District (geographical areas outlined in Appendix A) to a PSPO, thereby enabling current controls to remove alcohol to be maintained.
- b) To have a discretionary power to move on, any persons congregating who are engaged in anti-social behaviour or who authorised officers reasonably believe may be likely to cause public nuisance within the areas shown in Appendix A.

##### **2) Dogs on leads in Ferring**

Not to introduce dog controls in the Ferring area at this present time.

## 1. BACKGROUND:

### 1.1 Overview

- 1.1.1 The [PSPO](#) is a new power, introduced through the [Anti-Social Behaviour, Crime and Policing Act 2014](#) (enacted in October 2014). It enables the Council to introduce prohibitions and / or other conditions in a defined geographical area(s), designed to stop individuals or groups committing a wide range of ASB in a public space. **Failure to comply with the requirements of an approved PSPO results in criminal offence being committed and either a penalty of a fixed penalty notice or a level 3 fine being issued upon summary conviction (£1000).**
- 1.1.2 The preceding 26 months have seen the Council, along with other partners such as the Police, receiving repeated concerns from local communities regarding the presence and effect of local 'street community' populations in both Bognor Regis and Littlehampton town centres. A potential response to addressing the associated issues of anti-social behaviour (ASB) including being drunk, disorderly, congregating in groups with resultant verbal altercations and sometimes in-group violence, along with the general impact of decreasing the public's perception of safety in high footfall public areas, is for the Council to consider utilising its discretionary powers to introduce a 'Public Space Protection Order' (PSPO) to provide enforcement powers to deal with this problem.
- 1.1.3 Representations have also been received from members of the public and organisations regarding the negative impacts of exercising dogs not under the owners control in an area of Ferring. The level of contact made with the Dog Warden service regarding this stretch of coastline is disproportionately high compared with any other place in the District. Officers have made observations in the area noting that a number of visual barriers appear to contribute to reported issues, whereby owners do not have sight of their dogs and they cannot control them effectively or see when they foul.
- 1.1.4 Cabinet considered a report on 31<sup>st</sup> May 2016 regarding consulting on a proposed PSPO and made a decision to consult widely with all relevant persons prior to making any further decision on a PSPO.
- 1.1.5 By virtue of section 72 of The Act, before introducing a PSPO, the Council is obliged to carry out consultation with the Chief Police Officer, the Police and Crime Commissioner, the owners and occupiers of land within the restricted areas, and any other community representatives the local authority thinks appropriate. In order to obtain a full range of views a public consultation took place on a district wide basis from 20<sup>th</sup> June to 11<sup>th</sup> September including Arun DC members, Town and Parish Councils, and other organisations that may have a strong interest in this matter. Cabinet are advised that local residents, community representatives and interested organisations have had the opportunity to consider the draft proposals and express their views.
- 1.1.6 Section 59 of The Act states that, to impose an Order, the Council must be satisfied on reasonable grounds that two conditions are met:
- Condition 1:
    - a. The activities carried out in a public place have a detrimental effect on the life of those in the locality, or;
    - b. It is likely that activities will be carried on in a public place within that

area and that they will have such an effect

- Condition 2 is that the effect or likely effect of the activities:
  - a. Is or is likely to be of a persistent and continuing nature,
  - b. Is or is likely to be such as to make the activities unreasonable, and
  - c. Justifies the restrictions imposed by the notice

## 1.2 Consultation Outcome

- 1.2.1 A summary of the responses to the draft proposals to be included in a PSPO are summarised in **Appendix C** with the majority of responses 1182 (88%) received relating to the proposed dog control measures. A list detailing the 1182 actual responses is available for members should they wish to view it.
- 1.2.2 The key outcomes of the consultation in relation to proposed powers to prevent ASB were that 303 (equivalent to 89%) of those responding were in favour of transferring the existing Designated Public Places Order (DPPO) into a PSPO and that 306 (equivalent to 92%) were in favour of introducing dispersal powers.
- 1.2.3 The key outcomes of the consultation in relation to proposed powers to introduce measures to control dogs in Ferring were that 1,675 (equivalent to 81%) of those responding were not in favour of dogs being required to kept on a lead between Worthing Borough Council boundary and Kingston Gorse between 1<sup>st</sup> April and 30<sup>th</sup> September 78% of the consultation respondents were dog owners.
- 1.2.4 Officers highlight that the consultation in respect of dog controls has raised a number of important points. There appears to be a marked difference in the way that dog owners and non-dog owners perceive dog behaviour and the behaviour that dog owners and non-dog owners find acceptable. Officers consider that there is scope for the community to deal with this issue itself, working with an active voluntary dog group who are happy to campaign and engage with the community to assist the situation. Officers also note that the consultation itself is likely to have had a positive effect resulting in a reduction in reported issues.
- 1.2.5 Officers remain of the view that an order would prove effective in reducing issues in this local area. However, the strength of feeling and positive suggestion from the local community suggests that the community are now happy to find a remedy for this issue itself, The option of using an order remain open to the council if it is justified in the future.

## 1.3 Potential prohibitions and evidence

### 1.3.1 Alcohol Control

It is proposed to transfer the existing Designated Public Places Order (DPPO) into a PSPO in order to retain this power which is a legislative requirement of the new Act. This area would maintain the existing boundaries (as shown in Appendix A) and restrictions, to become an 'Alcohol Control Area'. Police and other authorised officers would have the power to confiscate alcohol where they believe it is causing or is likely to cause, ASB.

### 1.3.2 Dispersal Powers

There is an option to add dispersal powers within the areas indicated on the maps attached in Appendix A. This would give the police and other authorised officer's discretionary powers to disperse people causing, or who

they think are likely to cause, ASB. This would help mitigate against individuals and groups, whether engaged in specific behaviour such as drinking or begging, having a detrimental effect on local people and visitors within the identified areas.

#### 1.3.3 Dogs on leads area, Ferring.

There is an option to require dogs to be kept on a lead on the greensward and beach between the Worthing Borough Council boundary and the eastern boundary of Kingston Gorse between 1st April and 30<sup>th</sup> September inclusive as shown in Appendix B attached to this report.

1.3.4 There have been a number of complaints to Arun District Council with people wanting resolution to reported issues of fouling and anti-social behaviour involving dogs by way of introduction of controls. Details have been attached as appendix C. However, this has also been countered by a number of people opposing this view with a group calling themselves 'Freedom for Ferring Dogs' handing in a petition opposing this proposed measure which attracted around 300 signatures (this included many multiple signatures from individual households). Officers were minded to suggest a consultation which would gain views from the wider community to enable members to make a decision taking into account views from the local community.

1.3.5 During the consultation posters were erected in the Ferring, East Preston and Goring area by a person or body other than the council. The posters provided misleading information regarding the consultation including that the proposed control area would run from East Preston to Sea Lane Café in Goring. This area is considerably larger than the proposed area and members will note that a large number of the comments made are reflective of this inaccurate information.

### 1.4 Resources and Enforcement

1.4.1 A number of organisations can enforce the Order including the Police and accredited local authority officers (including Town and Parish Councils). However, Town and Parish Councils have so far been reluctant to commit to resourcing officers who would be accredited via the Sussex Police Community Safety Accreditation Scheme which gives targeted powers to organisations and their employees. These powers can help organisations become more effective in contributing to community safety and security, as well as combatting crime and disorder, public nuisance and anti- social behaviour.

1.4.2 In light of the ongoing Vision process, it is suggested that Cabinet carefully consider the implications of resourcing both ongoing support and additional enforcement capability for the three specific measures outlined in 1.3 above. If the proposed prohibitions and restrictions are implemented, it is likely that the public will expect to see a significant reduction in associated negative behaviour and environmental impact.

1.4.3 If public expectation is not met there is a risk that the Council could experience an increase in the number of complaints received from members of the public and other organisations. There will therefore need to be careful consideration given to the media messages published in order to manage expectations.

1.4.4 The Sussex Police District Commander for Arun & Chichester, Chief Inspector Justin Burtenshaw has stated that Sussex Police currently enforce the DPPO

where appropriate and Sussex Police envisage that they will provide similar support to assist in the enforcement of the PSPO as set out in recommendation 1(a) and (b) in future based on threat, harm and risk. However, Sussex Police will only support initiatives and enforcement of ASB powers within their available capacity. Sussex Police would like to see how other partners will provide enforcement capacity to support any introduction of the new ASB powers in order that it is recognised as not solely a police matter. The statutory guidance supporting the legislation states that ‘... enforcement should be the responsibility of a wider group’. The Police should not therefore be seen as the primary enforcement resource if a PSPO is introduced.

1.4.5 The Council’s Anti-Social Behaviour Caseworkers can be authorised to enforce the proposed measures relating to anti-social behaviour. If authorised this will only be on an intelligence led and targeted basis. They will not have the capacity to carry out routine patrols and will rely upon Police support.

1.4.6 There is potential for the Business Wardens currently operating in Littlehampton and Bognor Regis, to be authorised to enforce the proposed measures. However, the Business Warden scheme is a 2 year pilot funded by the Home Office with future funding unclear. It is therefore uncertain if Business Wardens will be available to assist with enforcing the proposed measures.

1.4.7 The Council’s Dog Warden and officers in Environmental Health would be able to be authorised to enforce the proposed measures relating to the requirement for dogs to be kept on a lead on the greensward and beach between Worthing Borough Council boundary and Kingston Gorse between April and September. It is considered that this prohibition could be managed within existing capacity with enforcement based on an intelligence and targeted basis. A similar arrangement exists in other parts of the District where orders have been in force for some years.

## **1.5 Budget**

1.5.1 The introduction of the PSPO will have a cost implication in relation to the signage required. A budget of up to £3,000 would need to be set aside to cover the cost of replacement signage if all potential measures are introduced. This would reduce proportionately if it is decided not to proceed with certain measures.

## **1.6 Anticipated timescales**

1.6.1 If Cabinet give approval to proceed with the introduction of a PSPO in Arun, which can include any combination of the measures stated above, the proposed timing would be as follows:

- 11<sup>th</sup> January 2017 - Full Council for final approval
- 1<sup>st</sup> April 2017 - Implementation of agreed PSPO proposals

## **2. PROPOSAL(S):**

### **2.1 PSPO- Tackling and reducing anti-social behaviour**

2.1.1 The following proposals apply to the bounded areas shown on the attached

maps contained in Appendix A

2.1.2 To transfer the existing Designated Public Place Order currently in place shown on the maps attached as Appendix A. This will be referred to as an 'Alcohol Control Area'. In this area it will not be an offence to consume alcohol in a public place but it is an offence not to comply with a request to stop drinking or surrender it if requested by an authorised officer.

2.1.3 Introduce a discretionary power for authorised officers to disperse individuals or groups causing, or likely to cause, ASB or public nuisance in the area identified in Appendix A.

### 1.6 PSPO - Dogs on leads area, Ferring

1.6.1 Not to introduce an order requiring that dogs must be kept on a leads between Worthing Borough Council boundary and Kingston Gorse between 1st April and 30th September inclusive as shown on the map in Appendix B. It is recommended that the council consult further if the community continue to experience the previous level of reported issues and are unable to find a community solution such as working with the voluntary group Freedom for Ferring Dogs to increase dog owners' awareness of issues.

### 3. OPTIONS:

3.1 Agree to all proposed prohibitions outlined in section 2

3.2 Agree to a combination of the proposed prohibitions outlined in section 2

3.3 Not agree to any of the proposed prohibitions outlined in section 2

### 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors	✓	
Other groups/persons (please specify); Survey questionnaire available to ADC members, Town & Parish Councils, Town Centre Managers, Sussex Police & Crime Commissioner, Sussex Police, Stonepillow, Homeless Link, St Mungos Broadway, WCHP, ADC Housing Options. WSCC, Arun Wellbeing and Health Partnership, members of the public and interested persons via the press and digital media	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	

Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act	✓	
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		

## 6. IMPLICATIONS:

**Financial –** Making a PSPO and implementing the prohibitions contained in the Order has resource implications for the Council involving publicity, promotion, enforcement, management, monitoring and legal services. The extent of the implication is dependent on the prohibitions included in the Order.

**Legal –** Ongoing assistance from legal services will be required to implement the Order.

**Human Right/Equality –** An initial Equalities Impact Assessment has been undertaken which indicates there will be impacts on groups identified in this report. Information received from the consultation has informed the assessment of the proposed prohibitions.

**Community Safety –** A PSPO is designed to improve community safety through deterring and preventing individuals or groups committing ASB in a public space.

**Asset Management –** The Order would apply to land owned by the Council as well as other land accessible to the general public.

## 7. REASON FOR THE DECISION:

To enable the Council and partner organisations to contribute to reducing ASB and improve Community safety.

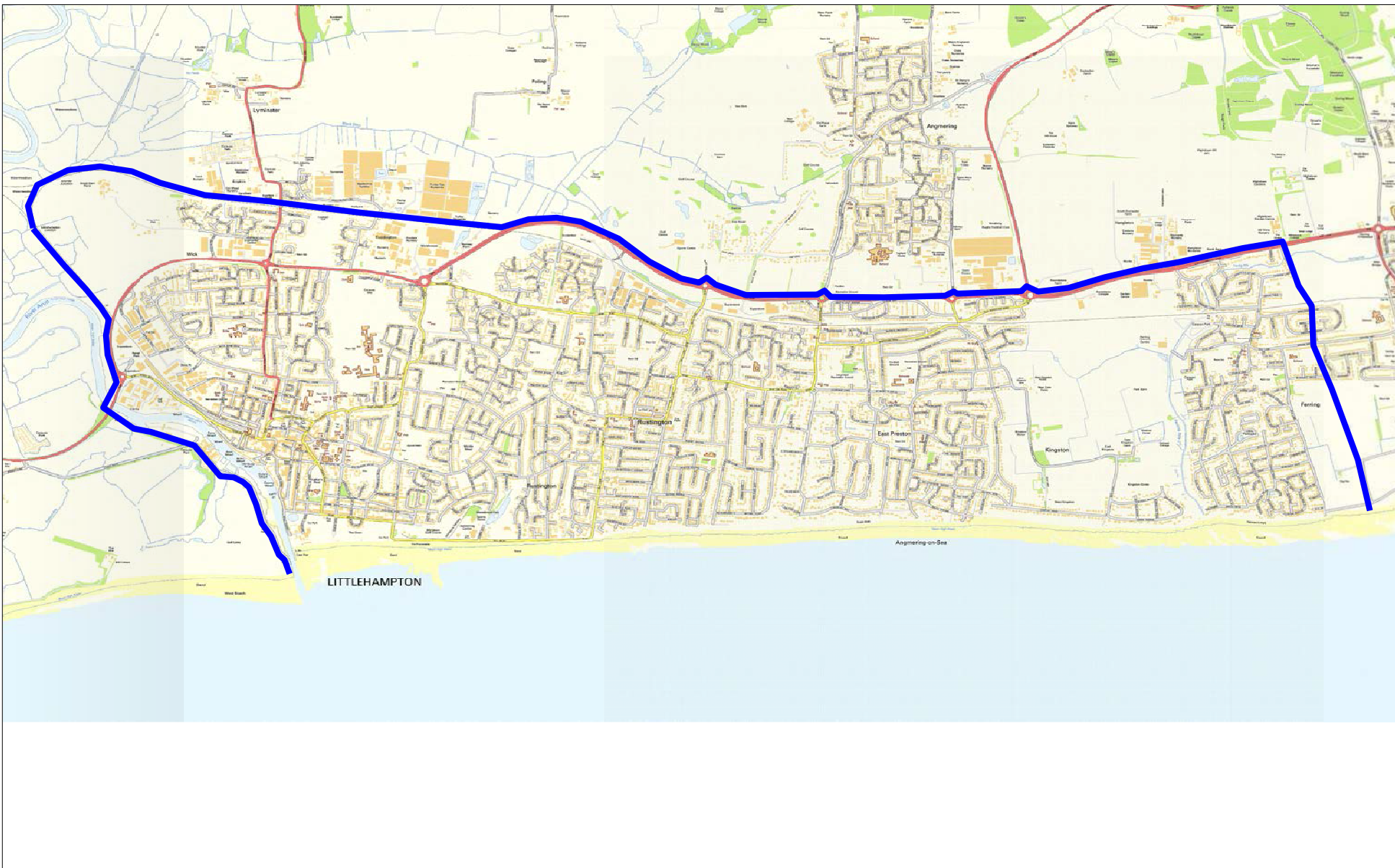
## 8. BACKGROUND PAPERS:

- [Public Space Protection Order consultation in Arun – Cabinet Report 31<sup>st</sup> May 2016](#)
- [Anti-Social Behaviour, Crime and Policing Act 2014 - Statutory guidance for frontline professionals](#)
- [Anti-Social Behaviour, Crime and Policing Act 2014](#)
- [Public Space Protection Order Consultation in Arun – Cabinet Report 8<sup>th</sup> February 2016](#)
- Equality Impact Assessment



# Boundary of existing Designated Public Places Order (DPPO) – Eastern Area

# Appendix A



# Boundary of existing Designated Public Places Order (DPPO) – Western Area

# Appendix A





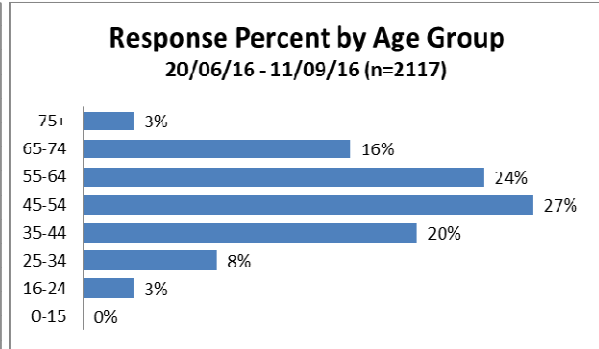
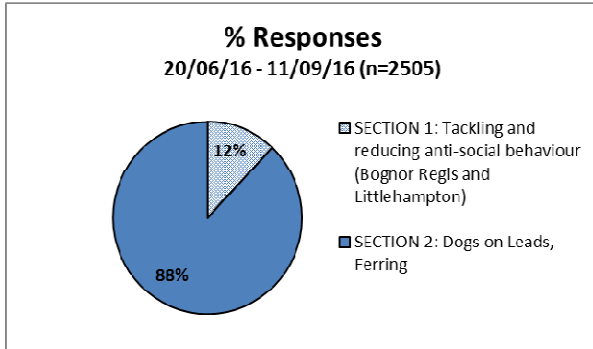


**Appendix C**

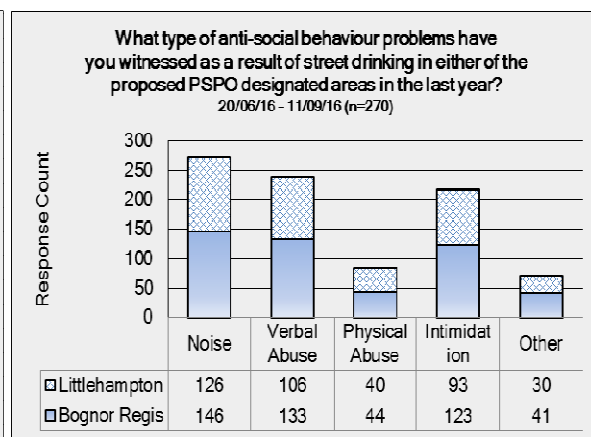
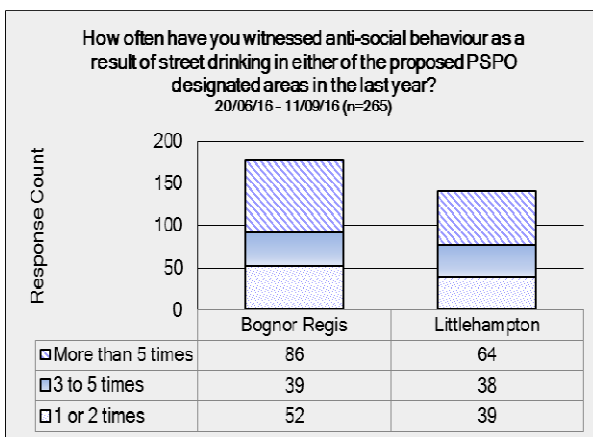
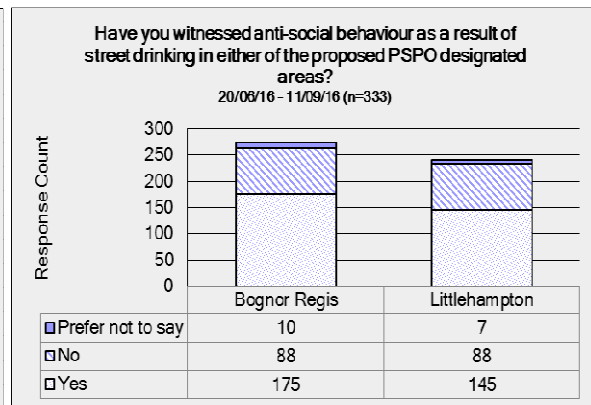
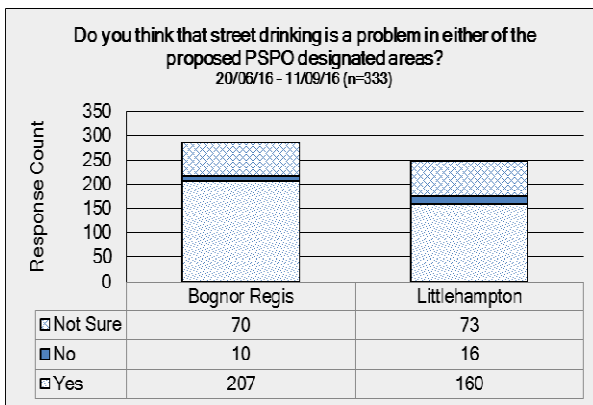
**Overall Total responded – 2,646 by 11<sup>th</sup> September 2016**

The overall total number of individuals who responded to the survey came to 2,646. Please note that there will be variances in the total response numbers for each separate question. This is due to respondents being able to select the questions and sections of the consultation they answered. This was also the case for the 45 paper copies of the survey completed. However, these variations are not statistically significant and therefore members can be confident in making decisions based on the consultation data below.

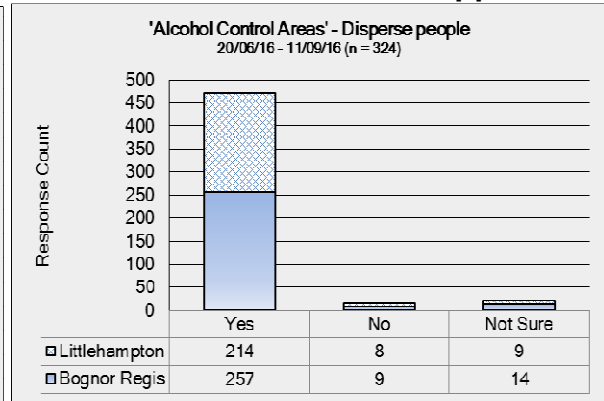
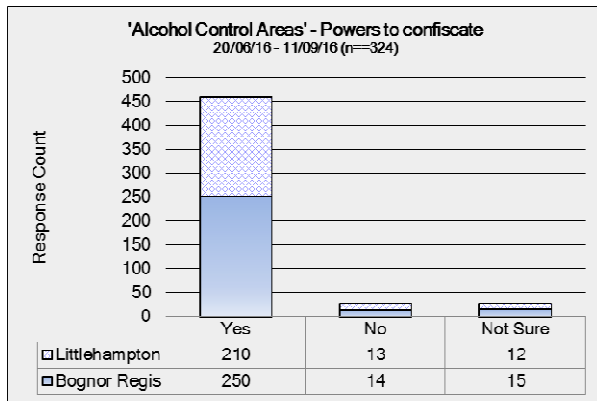
The total number of respondents completing each question is highlighted on the relevant charts/tables.



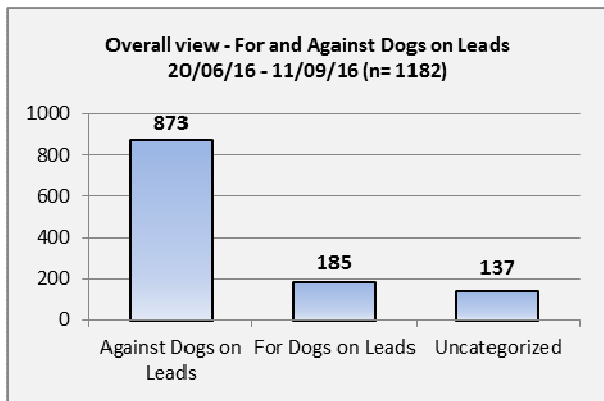
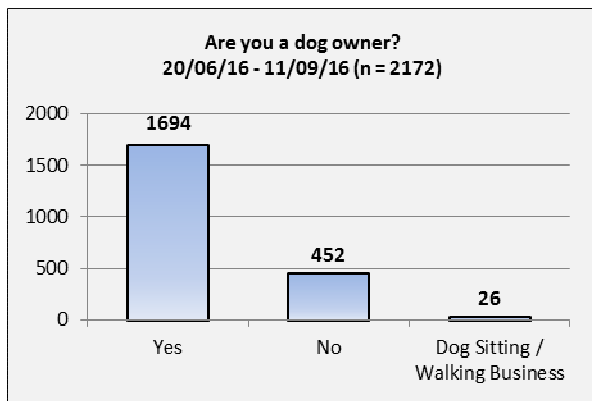
**PSPO Alcohol Restriction and Dispersal responses**



**Appendix C**



**PSPO Dogs on Leads responses**



**Thematic summary of comments submitted**

<b>Against Dogs on Leads:</b>	<b>For Dogs on Leads:</b>
<ul style="list-style-type: none"> <li>• Loss of business to the café and pub</li> <li>• Detrimental to the responsible dog owners</li> <li>• Ideal place for the elderly/disabled dog owners to walk their dogs</li> <li>• Better for dogs to be off the lead as on lead dogs can be fear aggressive (comments made by a vet and a behaviourist)</li> <li>• It is the only area dogs are allowed off the lead</li> <li>• No problem with ASB regarding dogs and dog owners</li> <li>• Unfair and discriminating against dog owners - deal with cyclists, horses, families leaving litter/dirty nappies</li> <li>• Area not policed regarding cyclists at the moment so who and how going to police?</li> <li>• Will no longer visit the area if PSPO put in place</li> <li>• Area is not used for swimming, sunbathing, etc. as no sand.</li> <li>• It was the reason we moved here</li> <li>• It's the irresponsible dog owners that are the problem, not the dogs. Target them. Also visitors to the area</li> </ul>	<ul style="list-style-type: none"> <li>• Dogs on a lead on the path but let them run free on the beach</li> <li>• Dog walkers walk their dogs early in the morning and later in the evening, PSPO could run between 10am and 7/8pm?</li> <li>• Have been attacked and bitten by a dog there</li> <li>• A dog was killed by another dog there</li> <li>• Rather than signs saying 'Dogs on Leads' could say 'Keep dogs under control and in sight ensuring they can be called back immediately'</li> <li>• Dogs jump up and knock over adults and children</li> <li>• Dogs scare children</li> <li>• Dog owners advise dogs are friendly but no concern whether you like dogs or not</li> <li>• Not all dog owners pick up the dogs mess</li> </ul>

**AGENDA ITEM NO. 9****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON MONDAY 12 DECEMBER 2016**

<b>SUBJECT:</b> Corporate Plan 2013-2017 – Quarter 2 performance out-turn for the period 1 July 2016 to 30 September 2016.
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<b>REPORT AUTHOR:</b> Shirley Zeman
<b>DATE:</b> October 2016
<b>EXTN:</b> 37601

**EXECUTIVE SUMMARY:**

This report sets out the quarter 2 performance out-turn for the Corporate Plan performance indicators for the period 1 April 2016 to 30 September 2016.

**RECOMMENDATIONS**

Cabinet is requested to:

- i) Note the Council's Quarter 2 performance against the Corporate Plan targets for the period 1 April 2016 to 30 September 2016 as set out in Appendix A **(attached)**.

**1. BACKGROUND:**

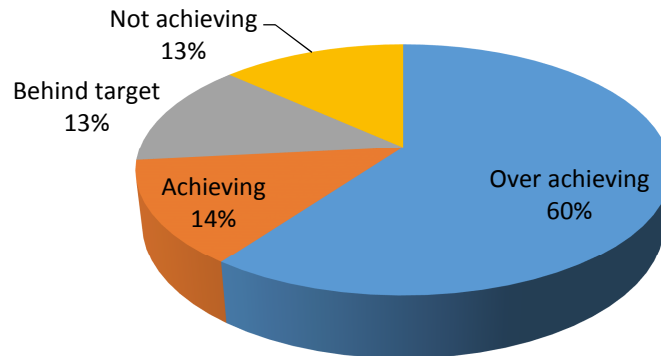
- 1.1 Full Council approved the Corporate Plan for 2013-2017 in February 2013.
- 1.2 The Corporate Plan indicators were reviewed at the end of 2015-16 and some targets were amended slightly for the remaining two years of the Corporate Plan.
- 1.3 It was also agreed to extend the reporting period for one additional year to allow for the outcomes of the Council's 2020 Vision Programme, to be subject to a review in the Autumn of 2017.
- 1.4 The Corporate Plan consists of 18 indicators, split out into the three priority headings of Your Council Services, Your Future and If you and your Family Need Help.
- 1.5 It was agreed by Cabinet that performance of these indicators will be reported to the Corporate Management Team every quarter and to Cabinet and Overview Select Committee (OSC) every six months and at year end.
- 1.6 This report sets out the Quarter 2 performance out-turn for the period from 1 July 2016 to 30 September 2016 for the Corporate Plan indicators which are measured quarterly and six monthly. This report therefore gives data for 15 of the 18 performance indicators as three are measured annually.

**2. CORPORATE PLAN QUARTER 2 PERFORMANCE**

- 2.1 11 out of the 15 performance indicators are either over achieving or achieving the target set for them, at the half-year point.



## Corporate Plan 2016-17 Q2 Performance Summary



- 2.2 The Corporate Plan indicators have been divided into their Cabinet Portfolios, and have then been sub divided to show which indicators were:

<b>Over Achieving</b>	Achieving at least 10% more than target
<b>Achieving Target</b>	Achieving 100% of target or up to 9% more than target
<b>Behind Target</b>	80-99% of target achieved
<b>Not Achieving</b>	79% or less of target achieved

- 2.3 The performance out-turn report for this period is **attached in Appendix A** which gives detail of the 15 indicators, their level of performance against the set target and the commentary from the relevant officers to explain the current status of the indicator.

#### 2.4 Recommendation to Cabinet

The majority of indicators are achieving or over achieving their target. For the two which were behind target, they were only slightly behind and are in the main not significantly influenced by local action and more by the general state of the economy and market confidence.

For the two which are not achieving, projects are underway and a more accurate outturn will be available in time for the next report to Cabinet in May 2017.

Therefore, CMT are not recommending to Cabinet for any specific action to be taken on any of the indicators which are not achieving their target as they feel that all steps are being taken to address any performance issues at this stage of the year.

### 2. PROPOSAL(S):

- (i) To note the Q2 performance out-turn for the Corporate Plan for the period 1 April 2016 to 30 September 2016.

### 3. OPTIONS:

- i) To note the report and not request any remedial actions for under achieving indicators  
ii) To note the report and to request remedial actions for under achieving indicators

<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:</b>		
	<b>YES</b>	<b>NO</b>
Financial		√
Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Other (please explain)		√
<b>6. IMPLICATIONS:</b>		
Where targets were not met, Cabinet may consider whether they wish to request that remedial actions be taken by the relevant service area.		

**7. REASON FOR THE DECISION:**

So that Cabinet are updated with the Q2 Performance out-turn for the Corporate Plan (2013-2017) for the period 1 April 2016 to 30 September 2016.

**8. BACKGROUND PAPERS:**

None



**Q2 2016/17 Performance Report - Corporate Plan**

Performance Indicator	Measure Interval	Council Priority Theme	Portfolio	CMT Member	Assessment by	Corporate Plan Target 16/17	Current Performance	Q1	Q2 Status	Commentary	Any action recommended by CMT?
1 PEP023 % of planning appeals dismissed 16/17*	Quarterly	Your future	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	70%	57.00%	70%	Over-Achieving	13 out of 23 appeals were dismissed. This figure is lower than previous quarters, however, at this stage it is not possible to identify whether this is a one-off or part of a broader trend. It will be important to continue to monitor the reasons why appeals are allowed and determine whether any corrected action in respect of the original decision making process is required.	CMT to monitor for trend
2 PER004 % Occupied retail units in Bognor Regis 16/17*	6-monthly	Your future	ICM - Council Strategy	Karl Roberts	Higher is better	92%	92.00%	n/a	Over-Achieving	Empty units reducing steadily from a high of 13.3% in 2012 and 10% at the same time last year	CMT to monitor
3 PER020 Overall Employment rate (working-age) 16/17*	6-monthly	Your future	ICM - Council Strategy	Karl Roberts	Higher is better	85%	74.70%	n/a	Over-Achieving	The number of people who are economically active (i.e. those wanting a job) and in work has reduced by almost 12% in the past 12 months. The national trend for this figure is upwards but Arun's increase is greater.  <i>Employment rate by age figures are not</i>	CMT to monitor
4 PER025 Total Rateable Value for the Arun District 16/17*	6-monthly	Your future	ICM - Council Strategy	Karl Roberts	Higher is better	£87,100,000	£89,747,336.00	n/a	Over-achieving	As at the end of September 2016, there were 4,770 properties with a rateable value of £89,747,336.	CMT to monitor
5 PEP001 Achieve key milestones in the Local Plan 2013-2028 timetable 16/17*	6-monthly	Your future	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	Yes	Yes	n/a	Achieving	Local Plan timetable has been slightly amended as the ambitious timetable could not have been achieved as a result of a number of inter-dependent studies taking longer than previously expected due to the amount of technical assessment required (principally on the transport assessment). Everyone is working hard to maintain progress on the Local Plan. The revised timetable reflects the challenges involved.	CMT to monitor
6 PER005 % Occupied retail units in Littlehampton 16/17*	6-monthly	Your future	ICM - Council Strategy	Karl Roberts	Higher is better	94%	93.00%	n/a	Behind Target	This is considered acceptable in the current economic climate.	CMT to monitor
7 PES002 Number of affordable units for purchase or rent 16/17*	6-monthly	Supporting you if you need help	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	200	75	n/a	Not achieving	10.10.16 - the input figure for this 6-month period is only an estimate as the official delivery number will not be confirmed until at least December 2016.	CMT to monitor
8 DCN007 % reoffenders following anti-social behaviour intervention 16/17*	Quarterly	Supporting you if you need help	ICM - Community Services	Nigel Croad	Lower is better	5%	2.60%	1.90%	Over-Achieving	5 breaches out of 191 perpetrators = 2.6% re-offending rate. The ASB Team continues to work successfully to reduce ASB and re-offending. Slight increase in Q2, up from 1.9% to 2.6% but below annual figure.	CMT to monitor

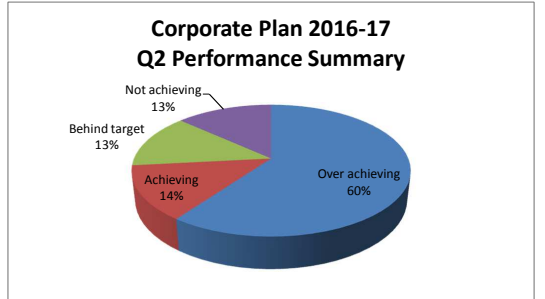
9	DCN041 Number of families successfully assisted through the Family Intervention and Think Family Expansion projects 2016/17*	6-monthly	Supporting you if you need help	ICM - Community Services	Nigel Croad	Higher is better	219 Families	133.00 Families	n/a	Over-Achieving	56% of annual target met at half year point. Partnership working continuing with WSCC to maximise the benefits of the Think Family and Early Help Programme in Arun.	CMT to monitor
10	CSB001 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events 16/17*	Quarterly	Your Council Services	ICM - Corporate Governance	Paul Warters	Lower is better	8 day/s	5.20 day/s	4.75 days	Over-Achieving	Total number of cases assessed in period 1/7/16 to 30/9/16 is 17794. The benefits team have made careful use of overtime to ensure that performance remained on target over the holiday period and are well placed to ensure that work remains on target into quarter 3 without recourse to further overtime. <del>Outturn is still within 8 day target</del>	CMT to monitor over Christmas/New Year period to see if further overtime is necessary to maintain performance.
11	CSR001 % of Council Tax collected 16/17*	Quarterly	Your Council Services	ICM - Housing	Paul Warters	Higher is better	98.40%	60.54%	--	Over-Achieving	Collection is slightly down (0.27%) on the same time last year. Over the past year 1500 new homes have been added to the Council Tax database - that's an extra £2.5m to collect. We now have 4 Direct Debit payment dates 1st 10th 15th and 25th giving customers even more flexibility to pay.	CMT to monitor
12	CSH006 % of homelessness approaches where homelessness prevented 16/17*	Quarterly	Supporting you if you need help	ICM - Housing	Paul Warters	Higher is better	80%	67.80%	63.60%	Behind Target	503 approaches during Q1 & Q2 - 162 homelessness decision made = 67.8% preventions. The Housing teams work with partners to achieve solutions which prevent homelessness for more than 67% of clients who approach the Council for homelessness assistance. Whilst we continue to work to support homelessness prevention, numbers continue to grow. Effectively, without this work, the numbers would be higher which reflects the current position nationally and across all Boroughs and Districts in West Sussex.	CMT to monitor.
13	CSH030 Number of new Council homes built or purchased 16/17*	6-monthly	Supporting you if you need help	ICM - Housing	Paul Warters	Higher is better	30	0	n/a	Not achieving	Whilst the actual position on new houses still remains at zero, works are underway with 9 properties at Barnham and the contract has been let for Housing at Wick and Glenlogie. The Council is also in the process of acquiring 2 ex right to buy properties and a shared ownership property	CMT to monitor.
14	ESC001 % household waste sent for reuse, recycling and composting 16/17*	Quarterly	Your Council Services	ICM - Leisure and Amenities	Philippa Dart	Higher is better	40%	41.54%	42%	Over-Achieving	The figure is continuing an improving trend and again reflects higher tonnages collected in green waste and also the dry recycling scheme. It is predicted that if this continues then our recycling rate at the end of the year will be around 39%.	CMT to monitor

15	ESL001 Achieve key milestones within the project plan for the Leisure and Culture Strategy 2013-2028 16/17*	6-monthly	Your future	ICM - Leisure and Amenities	Philippa Dart	Higher is better	Yes	Yes	n/a	Achieving	Arun Leisure Centre capital works programme progressing in accordance with project plan. New Littlehampton leisure centre on target. Arundel - meetings underway to progress public realm ideas in the town centre.	CMT to monitor
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**Corporate Plan 2016-17**

**Q2 Performance Summary**

Over achie	9	60%
Achieving	2	13%
Behind tar	2	13%
Not achiev	2	13%



**AGENDA ITEM NO. 10****ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET  
ON MONDAY 12 DECEMBER 2016**

<b>SUBJECT:</b> Service Delivery Plan (SDP) Quarter 2 performance out-turn for the period 1 April 2016 to 30 September 2016.
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<b>REPORT AUTHOR:</b> Shirley Zeman
<b>DATE:</b> October 2016
<b>EXTN:</b> 37601

**EXECUTIVE SUMMARY:**

This report sets out the Quarter 2 performance out-turn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2016 to 30 September 2016.

**RECOMMENDATIONS**

Cabinet is requested to:

- i) Note the Council's Quarter 2 performance against the Service Delivery Plan (SDP) targets for the period 1 April 2016 to 30 September 2016 as set out in Appendix A **attached**.

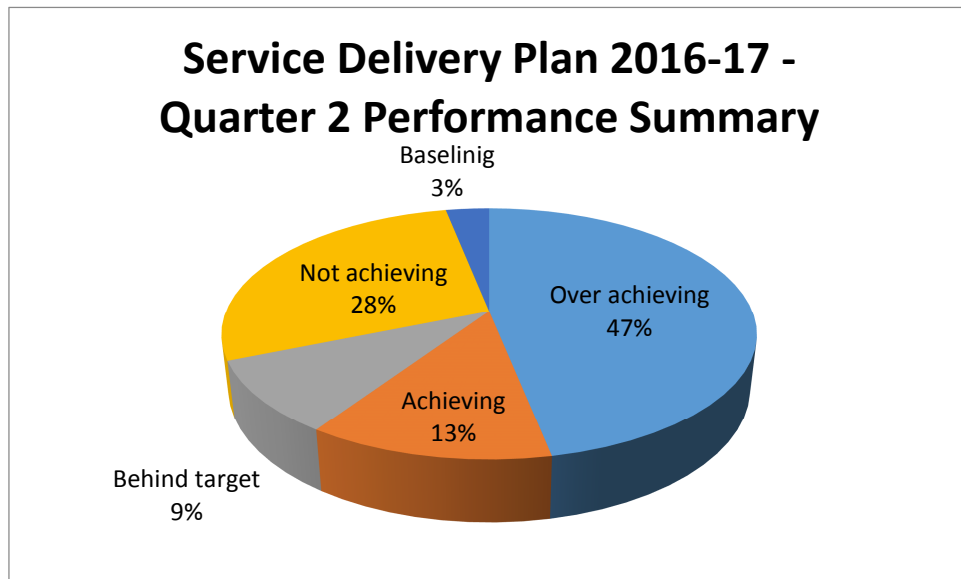
**1. BACKGROUND:**

- 1.1 Cabinet approved the new Service Delivery Plan (SDP) Performance Indicators for 2013-2017 in March 2013.
- 1.2 The SDP level indicators reflect the themes of "Your Council" 2013 – 2017" and the Council's Corporate Plan. They have been formulated to measure progress on achieving targets within the Council's service areas with a view to increasing the overall performance of the Council.
- 1.3 The SDP indicators were reviewed at the end of 2015-16 and some targets were amended slightly and some indicators were deleted entirely (with the agreement of Cabinet).
- 1.4 It was also agreed to extend the reporting period for one additional year to allow for the outcomes of the Council's 2020 Vision Programme, to be subject to a review in the Autumn of 2017.
- 1.5 There are 46 SDP indicators. It was agreed by Cabinet that performance of these indicators will be reported to the Corporate Management Team every quarter and to Cabinet and Overview Select Committee (OSC) every six months and at year end.
- 1.6 This report sets out the Quarter 2 performance out-turn for the period from 1 April 2016 to 30 September 2016 for the SDP indicators which are measured quarterly and six monthly. This report therefore gives data for 32 of the 46 performance indicators as 14 are measured annually.

**2. SERVICE DELIVERY PLAN (SDP) QUARTER 2 PERFORMANCE**

- 2.1 19 out of the 32 performance indicators are over achieving, or achieving the target set for them. This means that just over half of the SDP 2016/17 targets are currently on track to achieve their

annual target. 3 are behind target, and 9 are not achieving. 1 is baselining – i.e. being monitored for information only.



- 2.2 The SDP indicators have been divided into their Directorates, and have then been sub divided to show which indicators were:

<b>Over Achieving</b>	Achieving at least 10% more than target
<b>Achieving Target</b>	Achieving 100% of target or up to 9% more than target
<b>Behind Target</b>	80-99% of target achieved
<b>Not Achieving</b>	79% or less of target achieved

- 2.3 The performance out-turn report for this period is ***attached in Appendix A*** which gives detail of the 32 indicators, their level of performance against the set target and the commentary from the relevant officers to explain the current status of the indicator.

#### 2.4 Recommendation to Cabinet

The majority of indicators are achieving or over achieving their target at the half-year point. For those three indicators which were behind target, they were only slightly behind or are on track to reach target by the end of the reporting year.

The 9 indicators which are not achieving have clear commentary detailing the way forward for the future, and CMT will monitor progress against target at the end of the next quarter.

Therefore, CMT are not recommending to Cabinet for any specific action to be taken on any of the indicators which are not achieving their target as they feel that all steps are being taken to address any performance issues at this stage of the year.

## 2. PROPOSAL(S):

- (i) To note the Q2 performance out-turn for the Service Delivery Plan indicators for the period 1 April 2016 to 30 September 2016.

**3. OPTIONS:**

- i) To note the report and not request any remedial actions for under achieving indicators
- ii) To note the report and to request remedial actions for under achieving indicators

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:**

	YES	NO
Financial		√
Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Other (please explain)		√

**6. IMPLICATIONS:**

Where targets were not met, Cabinet may consider whether they wish to request that remedial actions be taken by the relevant service area.

**7. REASON FOR THE DECISION:**

So that Cabinet are updated with the Q2 Performance out-turn for the Service Delivery Plan indicators for the period 1 April 2016 to 30 September 2016.

**8. BACKGROUND PAPERS:**

None

Q2 2016/17 Performance Report - Service Delivery Plan Indicators											
	Performance Indicator	Measure Interval	Portfolio	CMT Member	Assessment by	Service Delivery Plan Target 16/17	Current Performance	Q1	Q2 Status	Commentary	Any action required from CMT?
1	PEB003 % of building regulation submissions assessed within 21 days of date of deposit with the Council 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	40%	51.27%	19.75	Over-Achieving	Target of 45% exceeded	No action
2	PER032 No. of Business Start Ups 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	1100	856	888	Over-Achieving	To the end of August 2016 856 new businesses have started in Arun. Bersted ward had the highest number of start ups and Beach ward the lowest. September figures are due shortly.	No action
3	PEL002 Land Charges: % of standard searches carried out in 7 working days 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Higher is better	100%	100.00%	100	Achieving	All searches are being returned within the 7 working day period	No action
4	PEP009 Average number of days to determine application - Major 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Lower is better	100 day/s	202.00 day/s	213	Not achieving	21 major applications have been determined and the average number of days for determination is 202 days. There has been an improvement over the last quarter with the average numbers of days for determination reducing. Major applications by their very nature can be large and complex and this coupled with on-going staffing issues has lead to an inevitable increase in the number of days against target. However, many of these applications will be subject to Extension of Time and possible Planning Performance Agreements ensuring that against Government targets the performance is more acceptable.	Monitor for quarter 3 outturn
5	PEP010 Average number of days to determine application - Minor 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Lower is better	54 day/s	71.00 day/s	76	Not achieving	143 minor applications have been determined and the average number of days for determination is 71 days. Performance remains in the second quarter below our own set target but through the use of extension of time mechanisms, the performance return for the Government is acceptable and we compare well in this regard with neighbouring West Sussex Authorities	Monitor for quarter 3 outturn
6	PEP011 Average number of days to determine application - Householder 16/17	Quarterly	ICM - Planning & Infrastructure	Karl Roberts	Lower is better	40 day/s	54.00 day/s	56	Not achieving	377 householder applications have been determined and the average number of days for determination is 54 days. Performance is below our own set target but through the use of extension of time mechanisms, the performance return for the Government is acceptable and we compare well in this regard with neighbouring West Sussex Authorities	Monitor for quarter 3 outturn
7	DCN030 Deliver projects through the Arun Wellbeing Team under the agreed priorities which support the West Sussex Health Plan 16/17	Quarterly	ICM - Community Services	Nigel Croad	Higher is better	Yes	Yes	Yes	Achieving	Wellbeing programme being well delivered with on-going monitoring by the WSCC Public Health confirming a high degree of satisfaction, as evidenced by quarterly monitoring meetings.	No action
8	DCL010 Number of stage 2 corporate complaints found to be justified or partially justified 16/17	Quarterly	ICM - Corporate Governance	Nigel Croad	Lower is better	5	3	3	Not achieving	Of the 10 Stage 2 corporate complaints that were determined within the period 01.04.16 and 30.09.16, 2 were found to be Partially Justified, 1 was Justified, with the remaining 7 found to be Not Justified.	Monitor for quarter 3 outturn



9	DCN003 Overall crime per 1,000 population 16/17	Quarterly	ICM - Community Services	Nigel Croad	Lower is better	baseline	29.78	14.67	Baselining	This equates to an increase of two offences per thousand population and therefore is not considered a risk.	No action
10	CSC101 % telephone enquiries resolved at first point of contact in Arun Direct (excl switchboard) 16/17 (Context)	Quarterly	ICM - Corporate Governance	Paul Warters	Higher is better	83%	87.20%	88.8	Over-Achieving	Resolution rate continues to show above target. Current 4 staff under establishment figure. However, lower volumes over the summer months have stabilised this figure. Figure likely to get worse in the next two quarters as seasonal volumes of transactions increase	Monitor for quarter 3 outturn
11	CSH025 No. of council properties to be brought back into use by legitimate tenants 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	10	11	9	Over-Achieving	The target for 2016 (calendar year) to bring 10 properties back into legitimate use has been exceeded. We continue to manage a high volume of tenancy fraud casework, either from referral by staff or from members of the public; or by data analysis (indicators such as no repairs requests, or high rent credits, or externally sourced data matching). There is also a focus on other fraud areas: Right to Buy, housing register applications and referrals to DWP & HB regarding identified benefit fraud. We have stopped 3 false Right to Buy applications; 2 false applications to the Housing Register and have 1 prosecution case pending.	No action
12	CSH041 % Repairs appointments made and kept 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	95%	98.00%	98.89	Over-Achieving	Less than 1% down on previous quarter, 2545 appointments kept with only 52 appointments missed. The performance in relation to repairs appointments made and kept, is reviewed with the contractor on a routine basis which helps ensure that performance is maintained.	Monitor for quarter 3 outturn
13	CSH042 Average void turnaround time (excludes long term voids) 16/17	Quarterly	ICM - Housing	Paul Warters	Lower is better	20 day/s	12.50 day/s	11.2	Over-Achieving	71 voids completed in the quarter - 67 handed back on target date. The performance on Void turnaround continues to exceed target. Voids can be left in various states of repair which is why the average turnaround is set at 20 days. The fact that on average the void turnaround remains below target is good news, as it means that the property becomes available earlier for a deserving tenant and that rental income is able to be generated. In some instances this also means that other costs in connection with temporary accommodation can cease earlier. Benchmark target for social housing is 28 days so we are performing better than this.	Monitor for quarter 3 outturn

14	CSH121 Vacant private sector dwellings returned to occupation 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	17	32	8	Over-Achieving	This initiative continues to make a positive contribution towards making housing available within the District. Exceeding target - achievements through a mixture of informal action, financial assistance and enforced action.	No action
15	CSH123 % of customers satisfied with service (private sector housing) 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	95%	98.20%	100	Over-Achieving	Good customer satisfaction being received, particularly for the Pest Control service.	No action
16	CSH124 % complaints responded to in time: private sector housing 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	95%	96.00%	96	Over-Achieving	Maintaining a high standard of response rate during a period of being short staffed.	No action
17	CSR002 % of non-domestic rates collected 16/17	Quarterly	ICM - Corporate Governance	Paul Warters	Higher is better	99%	58.53%	29.1	Over-Achieving	Collection slightly down (0.78%) on same period last year. With effect from 1st April 2016 Government cancelled the retail relief scheme. Meaning that over 1000 businesses now have to pay an extra £1500 per annum which in some cases is proving difficult to collect. From speaking to colleagues across West Sussex, business rate collection has fallen. I also think that there is some uncertainty due to the fact that all business rated properties are being revalued at the present time. New rateable values and charges will be coming into effect from next April. Although government has implied the revaluation should be fiscally neutral, businesses are worried about any increases.	Monitor for quarter 3 outturn
18	CST011 Undertake IT customer satisfaction survey, draw up action plan, report progress to ICM 16/17	6-monthly	ICM - Corporate Governance	Paul Warters	Higher is better	90%	98%		Over-Achieving	A strong support performance for this latest review period, achieving ahead of target. The measure value is a percentage of customers scoring Excellent/Good.	No action
19	CSH043 % of council properties with a valid gas safety certificate 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	100%	100.00%	100	Achieving	The Council continues to maintain a 100% gas safety certificate compliance.	No action
20	CSE001 Reach the achieving level of the new Equality Framework 16/17	Quarterly	ICM - Leisure & Amenities	Paul Warters	Higher is better	Yes	Yes	Yes	Achieving	All staff now trained with online refresher course. We continue to provide support across a number of areas for staff which has also increased awareness of equalities issues, particularly around mental health	No action
21	CSH021 % of rent collected 16/17	Quarterly	ICM - Housing	Paul Warters	Higher is better	99%	97.85%	98.1	Behind Target	The Quarter on Quarter Variance Explanation is as follows:- There has been a further slight deterioration in the projected outturn measure, quarter on quarter, as the arrears figures for Shared Ownership increased during the month of September, because the full year Leasehold Service Charges for 2016/17 were invoiced and added to the accounts	Monitor for quarter 3 outturn

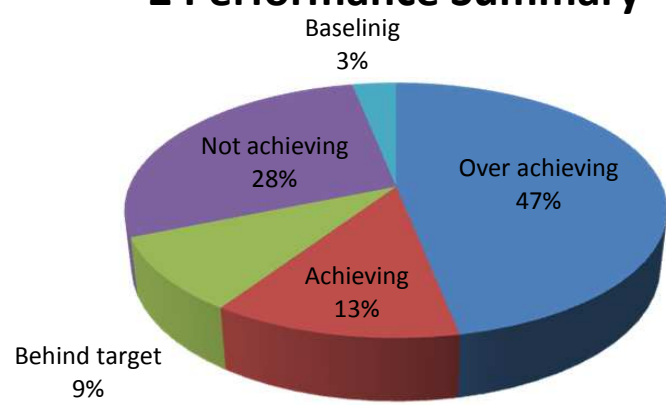
22	CSC001 Working days lost due to sickness absence 16/17	Quarterly	ICM - Corporate Governance	Paul Warters	Lower is better	7 day/s	9.34 day/s	9.6	Not achieving	<p>8 of the service areas are currently below the target figure, whilst 7 areas being below the target figure. The sickness stats for the rolling 12 month period have increased for 7 service areas and decreased for 7 service areas, with one remaining unchanged. The overall figure has gone down slightly from the previous review period.</p> <p>Long term sickness accounts for 5.8 average days per employee, whilst short term sickness accounts for 3.54 average days per employee during the same 12 month rolling period.</p> <p>The Chief Executive reviews this on a regular basis with his Directors. The concern is that, whilst this figure is not great, it is lower than it has been - however sickness absence levels are likely to increase as we move into the winter months.</p>	Monitor for quarter 3 outturn
23	CSH001 Reduce cost of emergency accommodation (B and B) net 16/17	Quarterly	ICM - Housing	Paul Warters	Lower is better	£272,000	£163,907.15	91,104.88	Not achieving	<p>Net budget for 2016/17 is £248,500. Budget remaining is £84,592.85. B&amp;B expenditure is affected by a wide range of factors. Homelessness demand continues to increase in Arun, which mirrors the regional and national picture. In Arun, B&amp;B can be avoided when there is available Temporary Accommodation (TA). In Qtr 2, TA availability slowed as a result of delayed let dates for Housing Association new-builds which prevented TA clients from moving on into their permanent housing. Housing teams are working more effectively to collect contributions from clients where Housing Benefit is not payable. Where possible, we make use of other sources of accommodation to avoid use of B&amp;B and will move clients to lower cost B&amp;Bs when they become available.</p>	Linked to Corporate Plan CSH006 - Monitor

24	CSR003 % Miscellaneous Sundry Debt Collected 16/17	Quarterly	ICM - Corporate Governance	Paul Warters	Higher is better	96%	19.56%	14.33	Not achieving	The collection of Housing Benefit overpayments is still significantly down on the same period last year although situation has slightly improved from the last quarter. There are some issues in the Department of Works & Pensions (DWP) paying money to us where the overpayment is being deducted from the customers welfare benefits. This appears to be connected with new software processes they have introduced. It still has to be said that Housing Benefit overpayments remain the hardest debt type to collect with in year collection at about 65%. In terms of miscellaneous or sundry debt income collection remains high. We will though have to closely monitor over the next few months how the new financial management system (E5) calculates the collection rate	Monitor for quarter 3 outturn
25	ESC031 No. of enforcement actions taken in relation to persistent non-compliance with waste removal 16/17	Quarterly	ICM - Leisure & Amenities	Philippa Dart	Higher is better	100	89	20	Over-Achieving	The majority of enforcement letters were sent to residents around accumulations/refuse left in the wrong place in two sites.	No action
26	ESC061 Number of missed refuse collections per 100,000 16/17	Quarterly	ICM - Leisure & Amenities	Philippa Dart	Lower is better	15	33	26.27	Not achieving	The missed refuse figure is on course to meet target.	No action
27	ESC062 Number of missed recycling collections per 100,000 16/17	Quarterly	ICM - Leisure & Amenities	Philippa Dart	Lower is better	15	22.83	16.81	Not achieving	Combined Cleansing Contract target rate is 80 per 100,000 so Biffa are within performance targets as specified in the contract. The figure is on course to exceed target for this year.	No action
28	ESC105 90% of all legal action followed through to satisfactory compliance or penalty 16/17	Quarterly	ICM - Environmental Services	Philippa Dart	Higher is better	90%	100.00%	100	Over-Achieving	All legal action approved is seen through to compliance or penalty.	No action
29	ESC106 Sustain or improve customer satisfaction levels with Env. Health service 16/17	Quarterly	ICM - Environmental Services	Philippa Dart	Higher is better	95%	99.50%	100	Over-Achieving	396 positive response - 2 negative responses. High levels of customer satisfaction being maintained thanks to dedication of staff.	No action
30	ESC112 Completion of Licensing Inspection programme 16/17	Quarterly	ICM - Environmental Services	Philippa Dart	Higher is better	100%	74.00%	46	Over-Achieving	Continued concerted effort on behalf of officers to ensure all visits are recorded. Licensing visits remain ahead of target.	No action
31	ESC107 EH response to complaints in timescale 16/17	Quarterly	ICM - Environmental Services	Philippa Dart	Higher is better	98%	96.18%	95	Behind Target	1337 complaints (out of 1390) responded to within 7 days. (Excluding pest control and housing) Response times are improving. This figure is up from 95% in the first quarter.	Monitor for quarter 3 outturn
32	ESC109 Completion of Risk based inspection programme - food 16/17	Quarterly	ICM - Environmental Services	Philippa Dart	Higher is better	100%	47.00%	26.85	Behind Target	246 inspections completed out of planned 525 for the year. The food programme is on track for completion by the end of the year. We have access to a contractor who will undertake more inspections in the second half of the year than in the first.	Monitor for quarter 3 outturn

Over achiev	15	32	46.88%
Achieving	4	32	12.50%
Behind targ	3	32	9.38%
Not achievi	9	32	28.13%
Baselinig	1	32	3.13%
	32		



### Service Delivery Plan 2016-17 - Quarter 2 Performance Summary



**AGENDA ITEM NO.11****ARUN DISTRICT COUNCIL****REPORT TO CABINET ON 12 DECEMBER 2016****PART A : REPORT**

**SUBJECT:** Management Structure – Request for a Supplementary Estimate

**REPORT AUTHOR:** Nigel Lynn, Chief Executive  
**DATE:** November 2016  
**EXTN:** 01903 737600

**EXECUTIVE SUMMARY:**

This report seeks approval to a supplementary estimate to cover the costs of redundancy from the management restructuring of the Senior Management Team being taken forward as part of the Council's 2020 Vision.

**RECOMMENDATIONS:**

It is recommended that Cabinet recommends Full Council (11 January 2017) to:-

- i. Agree a supplementary estimate of up to £410k (which equates to a Band D equivalent of £7.09) for the cost of necessary redundancies; and
- ii. Notes that the Council will achieve an ongoing saving against the current budgeted cost of its senior management.

**BACKGROUND****1.0 Update on Management Restructure**

1.1 At Full Council meeting on 9 November 2016, Full Council resolved, at Minute 308, to:-

- i. Note the update to the 2020 Vision programme and, in particular, progress on the management restructures (project number V31) under the principle of "becoming smaller and more effective".
- ii. Support the Chief Executive and Leader of the Council in the decision made concerning the appointments of the Directors and their new role.
- iii. Give delegated authority to the Chief Executive, in consultation with the Leader of the Council, to confirm the appointments of the Group Heads within the new structure.

- 1.2 Three new Director posts have been established – Place, Services and Transformation. The post of Director (Transformation) will oversee the Council’s transformation towards Vision 2020 and will cease to exist by no later than December 2018.
- 1.3 The new Directors took up their posts on 10 November 2016.
- 1.4 The report to Full Council noted that, when the Group Head posts have been filled, further funds will be required for any redundancy costs that might occur and that a further report to Full Council will follow.
- 2.0 Costs and Savings**
- 2.1 It has been essential that the restructure both covers its costs and delivers a significant amount of savings to contribute to the “up to £4m” savings required for the Council’s 2021/22 budget. The final costings will include regrading or the creation of a number of lower graded jobs below Head of Service level to ensure the organisation has sufficient capacity to deliver continued quality services with fewer senior managers.
- 2.2 Members should also be made aware of the significant reduction in cost of the senior management team over the last few years, which clearly indicates that savings are being delivered and resources are being directed more towards front line services as opposed to senior management.
- 2.3 It should be noted that, over the period 2009/10 – 2013/14, the cost of the Council’s Senior Management Team has already been reduced by around £0.6m (from £1.7. to £1.1m) or 42%.
- 2.4 The redundancy and other costs associated with the deletion from the establishment of the existing seven Heads of Service positions and consequential one-off redundancy/pension payments will be approximately between £350,000 and £410,000, based on staff leaving the authority between April and December 2017. The payback for the Council (based on the net savings) is within the Council’s agreed policy of 3 years as long as we do not backfill identical roles of the successful Group Heads, and is therefore acceptable. The range in redundancy costs is because the exact level of redundancies is unknown at this time.
- 2.5 When the new Group Heads of Service are in post, the structures beneath each of them will be reviewed also. This may result in further redundancies which will require additional budget. Again, the payback to the Council will be within the policy of three years. Similarly, further reports will follow to Cabinet and Full Council as required.

### **3. PROPOSAL(S):**

- i. Agree a supplementary estimate of up to £410,000 (which equates to a Band D equivalent of £7.09) for the cost of necessary redundancies.
- ii. Note that the Council will achieve an ongoing saving against the current budgeted cost of its senior management.



**4. OPTIONS:**

- i. Agree a supplementary estimate of up to £410,000 (which equates to a Band D equivalent of £7.09) for the cost of necessary redundancies *and* note that the Council will achieve an ongoing saving against the current budgeted cost of its senior management.
- ii. Not to agree a supplementary estimate of up to £410,000 for the cost of necessary redundancies and not make further savings by restructuring the Council's senior management and not confirm the appointment of the new Group Head positions.

**5. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors – through reports to Full Council	✓	
Other groups/persons (please specify) 'bfpeople' (Consultants)	✓	
UNISON:- a) Director consultation took place between 11 -25 May, 17 August – 5 September, and 7 September – 7 October b) All senior managers 7 June – 1 July c) Group Head consultation took place between 7 September – 7 October 2016 d) UNISON have been kept up to date and consulted	✓	
<b>6. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 7 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability	✓	
Asset Management/Property/Land	✓	
Technology	✓	
Other (please explain) (UNISON)	✓	

**7. IMPLICATIONS:**

Following the appointment of Directors (10 November 2016), Group Heads of Services will be appointed, probably week commencing 28 November 2016. Following these initial two stages, further structures will be devised, consulted on, and progressed. In keeping with “becoming smaller and more effective”, it is possible that further redundancies will follow and Members may be asked for additional supplementary estimates for redundancy payments – should this be necessary – on a business case approach.

**8. REASON FOR THE DECISION:**

To enable the Council to achieve the 2020 Vision programme for the future to help ensure that the Council becomes more effective and sustainable, to meet the future demands placed upon it. At the same time, it is imperative that the Council moves as close as possible to a balanced revenue budget with minimal or no use of Council balances to support it. The next stage will be the appointment of Group Heads of Service.

**9. BACKGROUND PAPERS:**

Full Council Agenda - 30 April 2014 – (item 26 - Local Government Association - Corporate Peer Challenge Review – March 2014)

Full Council Agenda - 18 June 2014 - (item 9 - Local Government Association - Corporate Peer Challenge Review – March 2014 – Customer Services)

Full Council Agenda - 5 November 2014- (item 17 – Working Towards a Council Vision for 2015 to 2020)

Cabinet Agenda 16 November 2015 – (item 7 – Financial Prospects 2015/16 to 2020/21)

Full Council 13 January 2016 – (item 29 - 2020 Vision – working together for a better future)

Overview Select Committee 7 June 2016 - (item 32 – The Council's 2020 Vision)

[Full Council 20 July 2016](#) – (item 36 – The Council's 2020 Vision)

[Cabinet Agenda – 17 October 2016](#) – (item 15 – Update on the Council's 2020 Vision)

[Full Council – 9 November 2016](#) – (item 26 – The Council's 2020 Vision)

**Safer Arun Partnership (SAP)****10<sup>th</sup> October at 3:00pm**Present: *Arun District Council*

Councillor Paul Wotherspoon, Cabinet Member – Community Services

Councillor Len Brown, Deputy Cabinet Member – Community Services

Roger Wood, Head of Neighbourhoods

Georgina Bouette, Community Safety Manager

Karen Harmer, Problem Solving &amp; Evaluation Analyst

Cathryn French, Street Community Outreach Keyworker

*Sussex Police*

Inspector Marc Clothier – Neighbourhood Policing Team

*West Sussex County Council*

Claire Clilverd, Lead Professional, Community Safety &amp; Wellbeing

*West Sussex Fire and Rescue Services*

Acting District Commander, Steve Clack

*Police and Crime Commissioner*

Mervin Dadd, Office of Police and Crime Commissioner

VAAC

Hilary Spencer, Chief Executive of Voluntary Action Arun &amp; Chichester

*NHS Coastal West Sussex CCG*

Sean Cemm

502. Apologies for absence

Apologies were received from: Nigel Croad, Resources Director and Deputy Chief Executive; Councillor Nigel Peters, West Sussex County Council; Chief Inspector Justin Burtenshaw, Sussex Police; Michelle Butler, Senior Probation

Officer, West Sussex Offender Management Team; Sam Sanderson, Senior Probation Officer; Ed Cassidy, NHS Coastal West Sussex CCG

503. Minutes and actions arising of previous meeting on 14<sup>th</sup> March 2016

The minutes of the meeting held on the 14<sup>th</sup> March 2016 were approved by the Partnership as a correct and accurate record and signed off by Cllr Paul Wotherspoon.

**Page 2 Action: Emily King to provide an early sight of the report co-commissioned with Sussex Police regarding Street communities across Sussex.** Helen Keats presented an overview of the findings at the Safer West Sussex Partnership Conference on 15<sup>th</sup> March 2016. Report signed off by Sussex Police and published on The Knowledge Hub. **COMPLETED**

**Page 2 Action: Georgina Bouette to circulate sanitised case studies when available.** Street Community case studies were circulated and were available at the Safer West Sussex Partnership Conference on 15<sup>th</sup> March 2016. **COMPLETED**

**Page 2 Action: Emily King and Georgina Bouette to explore how WSCC Community Safety can assist with delivering a user satisfaction survey for ASB victims in Arun.** Initial discussions have taken place but have not progressed. To be deferred due to other work taking place and not being a priority at this time. **DEFERRED**

**Page 2 Action: Inspector Marc Clothier to investigate why the police cannot resource a regular information request with a view to obtaining a clear positional statement that SAP can consider.** Data has been included in the Strategic Intelligence Assessment. Roger Wood and Nigel Croad asked Insp. Marc Clothier if an automated quarterly report could be run to circulate at future SAP meetings. Insp. Marc Clothier will ask the Sussex Police Analysts if they are able to support this. **COMPLETED**

**Page 2 Action: Emily King to send Georgina Bouette a copy of the WSCC Communities Team structure chart to enable circulation to SAP and other key Arun partners.** Claire Clilverd to send a copy of the WSCC Communities Team structure chart to Georgina Bouette.

**Page 4 Action: Arun to join the Chichester Road Safety Action Group.**

Arun has the highest number of Killed and Seriously Injured in the County. Arun Community Safety attending the joint Arun and Chichester Road safety Action Group on the 3<sup>rd</sup> November 2016. **COMPLETED**

**Page 6 Action: Insp. Marc Clothier will speak to Chief Insp. Justin Burtenshaw to verify the reason for persisting higher crime figures in Arun and will feedback to SAP accordingly.** Insp. Marc Clothier explained that crime is rising nationally partly due to the recording and scrutiny around this. Currently Arun is showing a slight increase in crime but it is not significant. See further information on agenda item 5. **COMPLETED**

**Page 7 Action: Georgina Bouette to pursue why there is a difference between mental health operational responses in Bognor Regis and Littlehampton. Partners agreed that if there is no satisfactory answer by the end of April 2016 the issue will be escalated to the Safer West Sussex CSP Chairs meeting. See agenda item 3. COMPLETED**

**Page 7 Action: Nigel Croad will follow up with the local Clinical Commissioning Group to ascertain the status of their plans to improve joint working with adult mental health services and drug and alcohol services in West Sussex to improve provision for clients with dual diagnosis needs. Georgina Bouette to find out the update. DEFERRED**

**Page 10 Action: Nigel Croad requested Georgina Bouette to liaise with relevant partners and produce a report that assesses the impact of how court orders are currently being enforced for the Street Community cohort in Arun for further consideration by partners. See Report under agenda item 3. COMPLETED**

#### 504. Declaration of Interest

Declarations of interest were made by:

Cllr Paul Wotherspoon and Cllr Len Brown (ADC), Roger Wood (ADC, Head of Service for Lifeline) for agenda item 5 - Funding application from Lifeline and Hilary Spencer (VAAC) for agenda item 5 – Arun Think Family Development Worker Funding application.

505. Street Community Outreach Keyworker Performance Report

Georgina Bouette presented the first Annual Street Community Outreach Keyworker Performance Report to the group highlighting the progress to date of clients the Street Community Outreach Keyworker, Cathryn French, has worked with over the past year. The Safer Arun Partnership funded the role for 2 years from August 2016. The paper summarises the achievements and focusses on the progress of 6 clients. A further 2 did not engage and there is currently 1 other new client. The keyworker role provides a holistic approach looking at the clients vulnerabilities and looking at ways to do something about the public impact these clients have on local communities. The role has been very challenging.

There has been a significant reduction in anti-social behaviour and crime and the keyworker now has good relationships with local landlords to enable clients to go in to accommodation and out of crisis. The keyworker is now entering in to a new phase with these clients and is working with them to motivate changes for the long term issues, like mental health, physical needs, drug and alcohol dependency whilst taking on new clients.

The report also highlights the cost benefit showing the significant value for money and reduction in demand. The keyworker model works. Cllr Paul Wotherspoon congratulated Cathryn French on the work she had done and the achievements made. Cathryn French explained that a traffic light system had been adapted to measure levels of success. Six months ago the majority of clients were mainly red across the board and now 67% of the areas being measured for the 6 clients are at Green and 19% at Amber.

Georgina explained there needs to be more of a collaborative approach to link in with all key services looking at the worries and concerns of clients by establishing action plans and finding out who the best partners are to be involved. The monthly MARAC builds up a profile of clients. Cathryn French also explained she captures all contacts made with the clients she works with (telephone calls, meetings, etc), enabling trust, managing expectations, advocacy, looks at how to work around the barriers the clients have. Cathryn has also collected evidence through the clients' voice by recording their thoughts and completing review plans with them, providing

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critical support and the longer term clients' responsibilities for more sustained outcomes.

Cathryn has been working with GP's and looking in to what mechanisms could be used across a further geographic area regarding finding out the number of temporary patients. All 6 clients in Bognor Regis and Littlehampton were known at their GP practice and consent forms were shared. Sean Cemm advised that these clients could be given priority as part of the mechanism and currently care plans are shared with all agencies involved except with the Ambulance Service. There is no method to do this at this time, however, the personalised plan could be shared and uploaded on to the Ibis System so that they would have it.

Roger Wood thanked Georgina Bouette for the report and summarised that the chaotic lifestyles of these individuals have been stabilised which is being sustained. If the Street Community Outreach Keyworker role was no longer in place things would revert back very quickly to what it was like before Cathryn French took up this post. We need to now think about the future on the success of this model. There is a need for agencies to think about the longer term. Roger Wood and Cllr Paul Wotherspoon also gave thanks to the Police and Crime Commissioner for the Safer in Sussex Community Safety funding.

Mervin Dadd thanked Cathryn French for the work she has achieved and Katy Bourne also sent her congratulations. He also advised Arun now need to look at longer term solutions and how to maintain this role. Cathryn stated that she is being asked by the clients what will happen if the post goes.

Hilary Spencer reinforced Roger Wood's comments but also stated that due to the small number of clients being worked with, we would unlikely get funding from other sources. There is not an obvious funding stream. Mervin Dadd advised that the Home Office have Building Stronger Communities Together funding available for disruptive individuals which is new money.

**ACTION: Mervin Dadd to send the Home Office funding link.**

Insp Marc Clothier asked how we share this with a wider audience as there is a good opportunity to promote this. Roger Wood suggested a summary report is written to be distributed, used as a press release and for community bulletins. Pete

Denton is the West Sussex Police Communications person. Cathryn French also suggested that some clients could be involved.

Mervin Dadd advised that Ben Weiss is interested in the taxpayer and if the project was scaled up there could be large savings made. For further information link to Ben Weiss through Mervin Dadd.

Cllr Paul Wotherspoon thanked Georgina Bouette for a comprehensive report.

**SAP partners endorsed the Annual Street Community Outreach Keyworker Performance Report.**

506. Joint Action Group (JAG) Review

Georgina Bouette outlined the position of JAG and where it currently sits within the Safer Arun Partnership.



In November 2014 JAG was reviewed and a paper produced by Richard Bartram. Since this review little has changed regarding the progress. There is a new group called the Tactical Tasking & Co-ordination Group (TTCG) covering the County. It was suggested we need to look at what meetings are required as best use of our time and delivery. There are now more complex needs and issues rather than specific crimes.

Questions for debate: Do we need a JAG and, if so, what should it look like, what should they do and who should be involved?

Georgina Bouette looked at other JAGs across the district where they focus more on prevention but Arun has a different set of challenges. Insp Marc Clothier has also looked at JAGs across the district working closely with Chichester. He has seen different models being used and the difference in the level of commitment. Crawley do not have a JAG, Mid-Sussex have 3 JAGs and a Super JAG, Chichester



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take a preventative/proactive approach and Arun have 2 models – thematic with Street Communities, ASB and Think Family – and a separate JAG. The thematic groups are in place to deal with threat, harm and risk. Is there a risk if we did not have a JAG?

Cllr Paul Wotherspoon also stated that the new TTCG was discussed at the Safer West Sussex Partnership meeting (Appendix B of the agenda papers).

The future of JAG was discussed at their meeting recently and the attendees recognised that the group could be doing more. Sophia Harris of WSCC talked about the Crawley model and it being effective without a JAG. The main concern was continued communication links. It was agreed that Arun need to be smarter on how information can be obtained and provide clear pathways.

Roger Wood asked Claire Clilverd how would the TTCG link in with Arun if we did not have a JAG? Claire Clilverd confirmed the group will start in January 2017 and there is a risk of a break in communication links if we do not have a JAG. The TTCG will have a representative from each partnership area and they would need to disseminate the information. The TTCG is there to discuss more sensitive issues. Arun would need networks in place, for example, a designated support officer to pull everything together, and for effective information sharing.

Roger Wood proposed that JAG be tasked with auctioning their own demise, with no formal JAG meetings going forward but have something in place on the need for future communication mechanisms. The chair of JAG needs to lead on the future action, state what is important and what do agencies want.

**ACTION: Prepare paper on feedback, list of information sources, pathways to gain support, who will support this network and how? Close off at the final JAG meeting in November 2016. Community Safety Team will lead on the communication network and extra-ordinary team meetings can still be convened if needed.**

Roger Wood stated it was important that partners send people who are able to contribute meaningfully.

507. SAP Performance and Finance Update

Karen Harmer presented the current budgetary position of the partnership Area Based Grant (ABG) funding highlighting that the Sussex PCC has confirmed grant funding of £47,580 for 2016/17 making a total of £102,374 funding available for 2016/17. Think Family Neighbourhoods currently have funds of £56,105 for projects in 2016/17 which includes the agreed additional funding allocation of £34,500.

Arun's performance up to August 2016 shows an overall increase in crime of nearly 10% with key increases in Serious Acquisitive Crime, Theft from a Vehicle, Violence Against the Person, Arson and Domestic Burglary. Insp Marc Clothier explained that recording methods continue to improve. There has been a significant spike in Theft from a Motor Vehicle. Some individuals have been identified. There were 3 burglaries in Littlehampton with 3 individuals being arrested, charged and remanded. There have been 2 robberies in Littlehampton recently which are with the investigation team. The right resources are being put in the right places even though resources have reduced. Different ways of dealing with incidents have been put in place. If there is no threat, risk or harm the police wouldn't deal with the issue as they would have done before.

Sean Cemm asked if we compare similar demographics. Police compare force by force.

**ACTION: Karen Harmer to look at the Home Office CSP data on Iquanta if able to get access.**

Mervin Dadd asked what is the public reaction to the Local Policing Programme? What feedback was there from communities where the process has changed? How is feedback being collected? Insp Marc clothier said he sits on a variety of forums. Mervin Dadd suggested the CSP has a mechanism to ask questions on the local area/feeling and what is being done about it? How are the public reacting to change?

**SAP partners noted and endorsed the budgetary update and performance for 2016/17.**

508. Arun Think Family Development Worker Funding Application

Declaration of interest made by Hilary Spencer as VAAC, as an organisation, had a lot of involvement with Lee Matthews who was previously in this role and there was a considerable overlap. Hilary has some concerns and negotiated some changes to avoid duplication of work. There has been a funding cut and is looking at a strategic business plan. One area is Community Development. VAAC are in communication with the lottery with reference to supporting and looking at the Littlehampton area with initial research for a substantial bid for a long term Community Development Programme.

Roger Wood thanked Hilary Spencer. Arun have a lack of long term coordinated community development work across Littlehampton and Bognor Regis. The question was asked can both proposals complement each other to support the Think Family work. Hilary also said there is the County Communities team and would like to discuss the boundaries of what the role will do and thinks it would be better placed in the voluntary sector. Roger Wood agreed that discussions would take place and that the WSCC team filled the gaps. Georgina Bouette said she would like to understand the role at VAAC as well as it will need to be integrated and aligned.

**ACTION: Georgina Bouette to meet with Hilary Spencer to discuss the boundaries of each proposed Community Development role and report back to SAP as a priority.**

**SAP partners accepted the application in line with results of discussions made.**

509. Lifeline Funding Application

The application is to extend the project which provides dedicated Lifeline equipment for police to help vulnerable people. Police have fed back that it is in need of this equipment for individuals at high risk and value the system highly.

**The application was accepted by SAP partners but subject to measurements being put in to place i.e. the number of referrals that have been made from the police and the number issued to vulnerable individuals.**

510. PSPO Update

Roger Wood stated that the PSPO consultation is now complete and the paper will be going to Cabinet in the near future. The 2 areas were:

1. Dog Control in Ferring
2. Alcohol Control/ASB issues across Arun

Over 300 responses were received for Alcohol Control from the consultation. Consultation has been made to partners, members, the police and the PCC. Going forward the proposed feedback has been positive to maintain the current controls (same as the current DPPO) and will swap over to the PSPO.

There were few public comments on the dispersal as an additional power. Roger Wood highlighted that this power would not be used indiscriminately.

511. Future Agenda Items

- i) SAP / Joint CSP – send in items to Karen Harmer/Georgina Bouette

512. Any Other Business

Acting District Commander, Steve Clack from West Sussex Fire & Rescue Service advised that Mark Swanton has retired, they are in the process of a handover and there will be an update made on who will attend future SAP meetings on behalf of the West Sussex Fire & Rescue Service once known.

Mervin Dadd advised that the Home Office will have full participation in the new Police Crime formula discussions and the decision of the future allocation of funding. The Police & Crime Commissioner will be consulting on the Policing Crime Plan in the next few months.

The next SAP Meeting will be on Monday 20<sup>th</sup> March 3-5pm at Arun District Council. The January Joint Community Safety Partnership meeting will be held in January 2017 at Chichester – date to be confirmed.

The meeting concluded at 4.40pm.

OVERVIEW SELECT COMMITTEEMinute Extract - 22 November 2016 at 6.00 p.m.

Present: - Councillors Elkins (Chairman), Mrs Bence, Blampied, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren, Dr Walsh and Wheal.

Councillors Dendle, Bence, Chapman, Wensley and Mrs Ayres were also present for all or part of the meeting.

329. LOCAL COUNCIL TAX REDUCTION SCHEME

The Benefits Manager presented the report that outlined the proposed amendments to the Council's Tax Reduction Scheme (CTR) from April 2017, as part of the Council's overall Vision programme.

It was noted that the Council had undertaken a full public consultation between 27 July 2016 and 16 October 2016 on the available options:

- Option 1 - Require all working age applicants to pay at least £3.70 per week
- Option 2 - Remove the Family Premium for all new working age applicants
- Option 3 - Reduce backdating to one month
- Option 4 - Reduce the period a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks.
- Option 5 - Remove the element of a Work Related Activity Component in the calculation for new Employment Support Allowance (ESA) applicants
- Option 7 - Remove entitlement to the Severe Disability Premium where another person is paid Universal Credit (Carer's Element) to look after them; and
- Defer the inclusion of Option 6 [Limiting the number of dependent children within the calculation to a maximum of two] for consideration in the 2018.

The Benefits Manager stated that although there was disappointment with the low rate of response to the consultation with only 158 replies, 61% of those were in favour of changing the scheme.

The Benefits Manager then explained that deferral was requested for Option 6 until 2018. This change was still proposed for Housing Benefit but the Department of Work and Pensions (DWP) had not finalised the details including any exceptions. As these details were not known and as a sharp

increase in payments would be experienced for larger families it was recommended that the changes should be deferred until 2018.

In debating the report, Members were in favour of deferring Option 6 for the reasons that had been outlined.

Concern was expressed that the changes would affect the poorest in the District and cause significant hardship. Debate centred on the impact of the proposed changes on residents and the need to produce annual savings in the region of 1 million. Arun District Council would benefit from approximately £110k savings with the majority of this saving being realised by West Sussex County Council.

Following questions, the Benefits Manager confirmed that there is a hardship fund available for those in need. It was noted that Arun District Council had not had the need to use this fund during the last two years. It was noted that Arun District Council had not had the need to use this fund during the last two years.

The Committee then discussed the additional administrative burden that the scheme would place on the Council. It was proposed and seconded that a further recommendation be added as follows; 'request that Cabinet seek to obtain the funds from West Sussex County Council to cover the cost of the Scheme's administration.'

In turning to the proposed recommendations the Chairman requested that each Option was voted upon.

The Committee then,

#### RECOMMEND TO CABINET – That

(1) Consider recommending onto Full Council that the following Options be included in the Local Council Tax Support Scheme from April 2017:

- Option 1 - Require all working age applicants to pay at least £3.70 per week
- Option 2 - Remove the Family Premium for all new working age applicants
- Option 3 - Reduce backdating to one month
- Option 4 - Reduce the period a person can be absent from Great Britain and still receive Council Tax Reduction to 4 weeks.
- Option 5 - Remove the element of a Work Related Activity Component in the calculation for new Employment Support Allowance (ESA) applicants
- Option 7 - Remove entitlement to the Severe Disability Premium where another person is paid Universal Credit (Carer's Element) to look after them; and

(2) Defer the inclusion of Option 6 [Limiting the number of dependent children within the calculation to a maximum of two] for consideration in the 2018 scheme; and

(3) Cabinet seek to obtain the funds from West Sussex County Council to cover the cost of the Scheme's administration.

Councillor Dr Walsh asked that it be recorded that he voted against Options 1, 2 and 6.

### 330. VOLUNTARY ACTION ARUN & CHICHESTER

The Leisure and Voluntary Sector Manager introduced Hilary Spencer, the Chief Executive of Voluntary Action Arun & Chichester (VAAC) to the Committee.

In his introduction, an omission from the report was outlined. It was explained that the full level of support that the Council provides to VAAC had not been indicated. It was noted that the Council let office space to VAAC in Bognor Regis Town Hall; this had been let at the open market rate of between £8 and £10 per square foot and reflected the charge made to other hirers in the Town Hall. VAAC paid £6,250 per annum for this office space. It was also noted that VAAC held a licence to occupy the learning and community centre at Bersted Green Court. This facility was refurbished with funding from the Learning and Skills Council and was let to VAAC at no rental cost. VAAC had a licence to occupy this building until 2027. Members were informed that VAAC paid all of the ancillary costs for the building and covers these costs by hiring the hall and office space.

The report requested the Committee to consider the future level of funding that the Council contributes to VAAC and make a recommendation to Cabinet.

The Chief Executive of VAAC then provided the Committee with a presentation which included the findings of a recent survey that VAAC had carried out to investigate the state of the voluntary and Community Sector in Arun and Chichester and reflected on the impact of the 20% cut that West Sussex County Council had made to VAAC's funding.

It was noted that VAAC had prioritised support for organisations through restructuring the staff team in April 2016 and strengthened the free 1-1 support sessions available by referral to the development team, VAAC had:

- expanded the Introduction to Volunteering sessions
- supported the Volunteer Coordinators network
- introduced training for organisations to 'self-serve' on the Do-it!
- commissioned a promotional video to be used on the VAAC website

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- developed 'volunteering health check tool'
- encouraged organisations to promote shared / generic volunteering
- Held Trustee recruitment events

The Chief Executive of VAAC highlighted that one of the biggest concerns for voluntary organisations was funding. VAAC provided help and support by:

- Offering funding searches, reviewing bids, developing fundraising strategies
- Fundraising Network sessions monthly (10/year)
- Funding Focus e-bulletin produced monthly
- 12 October 2016 funding fair in partnership with the University of Chichester (80 attendees, 68 serving Arun)
- Delivered consultancy – bid writing

The 'Volunteer Now' leaflet and 'Six Months in the Life Of' leaflet were tabled at the meeting. These contained information on VAAC's work in Arun from 1 April 2015 to 31 March 2016 and 1 April 2016 to 30 September 2016. The leaflets also outlined VAAC's fundraising achievements.

The Chairman thanked the Chief Executive of VAAC for her informative and detailed presentation.

Members of the Committee then debated the report's recommendations at length. A number of questions were asked and responded to at the meeting. The Chairman referred to the latest VAAC Annual Report which contained further background and financial information and asked if, moving forward, VAAC could become less reliant on public funding and, instead, generate their own income. The Chief Executive of VAAC stated that VAAC had a strong self-fundraising policy but the organisation had only ever managed to raise 20% of their own funds. It was explained that smaller organisations would struggle to pay VAAC a fee. It was recognised that VAAC did not deliver direct to the public but VAAC's membership had steadily grown.

The Chief Executive of VAAC then left the meeting so that the Committee could continue their deliberations. The matter was fully discussed and debated with consideration given to the benefits of VAAC to the Voluntary and Community Sector in Arun. There was feeling that VAAC could operate in a more focused way, targeting deprived areas and achieving set objectives. Members were keen to avoid duplication with charity work and it was felt that non-commercial organisations could sometimes work less effectively with little co-ordination.

There were differing opinions with some Members stating that they felt VAAC was good value for money. It was agreed that any organisation in receipt of funds from Arun District Council had to be accountable and Members were having difficulty seeing what quantifiable return was being



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delivered. Councillor Dr Walsh pointed out that during six months of 2016, 152 volunteers had been recruited and VAAC had helped voluntary organisations raise £1.4 million in funds. Comment was made that the voluntary organisations were themselves responsible for this return and it was difficult to determine if this money could have been raised despite the support of VAAC.

Following this debate, the Chairman referred the Committee to the report's recommendations to Cabinet. A recommendation was proposed by Councillor Dr Walsh and seconded by Councillor Mrs Oakley as follows;

*'the Committee recommends to Cabinet that the Council reduces the funding to VAAC by 10% in 2017/18 and a further 5% in the second year 2018/19.'*

This recommendation was put to the vote and was lost.

It was then proposed by Councillor Wheal and seconded by Councillor Blampied that the following recommendation be agreed;

*'the Committee recommends to Cabinet that the Council reduces VAAC funding by 20% in line with West Sussex County Council.'*

This recommendation was put to the vote and was carried.

The Committee then,

#### RECOMMEND TO CABINET

That the Council reduces the funding to VAAC by 20% in line with West Sussex County Council.

Councillor Dr Walsh requested that his vote against this recommendation be recorded.

*(During the course of the discussion Councillor Warren declared a Personal Interest as a recipient of VAAC Training and Councillor Hitchins declared a Personal Interest as a Rotarian of the Rotary Club in Bognor Regis.)*