

Committee Manager: Erica Keegan (Ext 37547)

1 February 2018

CABINET

A meeting of the Cabinet will be held in Committee Room 1 (Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Monday, 12 February 2018 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Charles, Clayden, Haymes, 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 pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question time

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 11 December 2017 (previously circulated).

5. *NEW CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS - 2018/2022

This report sets out proposed new Council Priority Themes and new Corporate Plan and Service Delivery Plan (SDP) indicators. These are subject to Cabinet and Full Council approval and will take effect from 1 April 2018. These new themes and indicators will set out the strategic direction for the Council and then set targets to enable the measurement of how the Council is performing.

Note: *Cabinet will need to take into consideration the Minutes from the Overview Select Committee meeting held on 21 November 2017 (Agenda Item 16) when discussing this item.*

6. *BUDGET MONITORING REPORT TO 31 DECEMBER 2017

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2017.

7. *COUNCIL BUDGET 2018-19

This report sets out the Revenue and Capital Budgets for 2018/19 for both the General Fund and the Housing Revenue Account.

8. *JOURNEY TO WORK, LEAP AND RETAIL TRAINING FUNDS

A bid for funding three projects was submitted to the West Sussex Strategic Investment Fund. The bids were all successful and this report advises Cabinet of those projects and requests agreement for this Council to take various roles in those projects.

9. *GRANT TO ARUN ARTS, BOGNOR REGIS

This report is requesting that a grant of £15,000 for two years is made to Arun Arts to support the continued provision of a community theatre serving Bognor and the immediate region. The theatre forms part of the longer term proposals for the redevelopment of the Regis Centre site.

10. *FUEL POVERTY: DRAW DOWN OF FUNDING FROM WARM HOMES FUND

The Fuel Poverty Coordinator programme is hosted by Arun District Council on behalf of all the District and Borough Councils across West Sussex. A bid for funding has been submitted in partnership with Citizens Advice Arun & Chichester and Central and South Sussex Citizens Advice, to expand the Home Energy Visitor Service (currently delivered only within Arun and Chichester Districts) countywide, with additional financial and welfare benefit advice provided by CitA. If the bid is successful, this report proposes that Cabinet agrees to draw down an externally funded sum of up to £1,500,000.

11. *RENT SETTING POLICY 2018/19

This policy sets out the principles by which Arun District Council will set rents for all existing and new properties.

12. *DAY ACTIVITIES FOR OLDER PEOPLE

This report proposes an extension of the agreement with Age UK to manage the delivery of Day Activities for older people in Arun and reviews the commissioning exercise being undertaken by West Sussex County Council in respect of social support for older adults.

13. *COMMUNITY ADVICE SERVICES CONTRACT

The Community Advice Services contract is procured by Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils. This paper sets out proposals to tender the Community Advice Services contract.

14. *PLANNING APPEAL AT LAND WEST OF CHURCH LANE AND SOUTH OF HORSEMERE GREEN LANE, CLIMPING.

An appeal has been submitted against the decision of the Council to refuse planning permission for 300 dwellings on a site to Land West of Church Lane and South of Horsemere Green Lane, Climping. (Planning Application Ref CM/1/17/OUT). This report seeks approval to a supplementary estimate of up to £40,000 to cover the costs of defending this appeal.

15. JOINT AREA COMMITTEES

To consider and note the Minutes of the meetings of the Joint Area Committees as follows:-

- (a) Joint Western Arun Area Committee – 1 November 2017; and
- (b) Joint Eastern Arun Area Committee – 14 November 2017

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE / WORKING GROUPS

16. OVERVIEW SELECT COMMITTEE – 21 NOVEMBER 2017

To consider the recommendation at Minute 294 from the meeting of the Overview Select Committee held on 21 November 2017 (attached)

Note: *Cabinet will consider these recommendations during consideration of Agenda Item 5.*

17. *ENVIRONMENT & LEISURE WORKING GROUP – 19 DECEMBER 2017

To consider the recommendation at Minute 26 from the meeting of the Environment & Leisure Working Group held on 19 December 2017 (attached)

18. *HOUSING & CUSTOMER SERVICES WORKING GROUP – 4 JANUARY 2018

To consider the recommendation at Minute 25 from the meeting of the Housing & Customer Services Working Group held on 4 January 2017 (attached)

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 FEBRUARY
2018****PART A : REPORT**

SUBJECT: New Corporate Plan and Service Delivery Plan indicators 2018-2022

REPORT AUTHOR: Nigel Lynn DATE: 19 December 2017 EXTN: 37600

EXECUTIVE SUMMARY:

This report sets out proposed new Council Priority Themes and new Corporate Plan and Service Delivery Plan (SDP) indicators. These are subject to Cabinet and Full Council approval and will take effect from 1 April 2018. These new themes and indicators will set the strategic direction for the Council and then set targets to enable the measurement of how the Council is performing.

RECOMMENDATIONS:

1. To approve the current draft list of 11 Corporate Plan indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by OSC and Cabinet.
2. To approve the current draft list of 23 SDP indicators for the period 2018-2022 on the basis that all of the indicator targets are reviewed annually by OSC and Cabinet.

1. BACKGROUND:

- 1.1 Following the LGA Corporate Peer Challenge Review in March 2014, the Council has been considering how it needs to change to reflect the predicted shift in the population and business needs for the future, in the knowledge of the Council's reducing financial stability.
- 2.1 The 2020 Vision programme has been established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it. The three Council Priority themes and the 2020 Vision have been confirmed as follows:
 1. Your services
 2. Supporting you
 3. Your future

The principles of these Priorities (through the 2020 Vision programme) are to:

- Offer an improved customer experience
- Build better relationships with other organisations and the community
- Provide more digital opportunities to make dealing with us easier
- Become smaller, but more effective

3.1 The remaining 2020 Vision programme comprises of 22 projects which aim to generate an additional revenue savings and meet the Council Priority theme objectives. The 2020 Vision programme is now overseen by the Arun Improvement Programme Board. Cabinet approved this process at its meeting of 16 October 2017.

4.1 The Corporate Management Team (CMT) have been working with their Group Heads and Cabinet Portfolio Holders over several months, to form a new set of Corporate Plan and Service Delivery Plan indicators which will help to set the strategic direction for the Council and provide targets to enable the measurement of how the Council is performing to achieve its three Priority Themes.

5.1 We have learnt, over the last four years, that we can only measure what we (the Council) have control over and that we need to be consistent with our target over the four year period. For both the new draft Corporate Plan and Service Delivery Plan indicators, we have worked hard to present a suite of indicators that are smarter and more in line with our priorities and the new Council Vision.

2. PROPOSAL(S):

2.1 **Attached in Appendix A** is the proposed list of Corporate Plan indicators. There are 11 draft indicators to consider. Five are under the Theme 'Your Services', three under the Theme 'Supporting you' and three under the Theme 'Your future'.

See below for some additional information in relation to five indicators so that Members can understand the rationale behind the setting of the new target figures.

Indicator	Detail behind the target figure
CP5 - Number of visits to Council Leisure Centres per annum.	The figure of 860,000 is based on the visits to the centres in 2016/17. This total was included in the Annual Performance Review and reported to OSC in May. The calculation was reassessed in the first year of the contract and reflects the actual number of people accessing the facilities (recorded activity and attendance). This number will be reviewed annually.
CP6 – Time taken to process Housing Benefit/Council Tax Benefit new claims	The introduction of Universal Credit may have an adverse impact on this indicator and therefore the target figure may be subject to review in the future.

Indicator	Detail behind the target figure
CP9 – Number of new homes completed (net)	The proposed target is 930 per annum. The Council has a target which is an average of 1000 over the Local Plan period. However, because of delivery issues in the early years the target is ‘stepped’ so we start with a lower figure before moving to a much higher figure, before coming back towards the Plan average.
CP10 – Total rateable business value for the Arun District	The proposed is £91m. Recent figures are shown below: 01/04/2017 = 97,401,038 01/04/2016 = 89,784,070 01/04/2015 = 86,848,268. The reason for the large increase at 01/04/2017 is because there was a revaluation of all businesses across the country. As we are not yet sure of the implications of this yet we have been conservative in our target.
CP11 – Household waste sent for reuse, recycling and composting	The proposed target is 40%. The Director of Services confirmed at the Overview Select Committee meeting on 21 November 2017 that this target will be reviewed annually. See Appendix C for more information.

2.2 **Attached in Appendix B** is the proposed list of SDP indicators. There are 23 draft indicators to consider. See below for some additional information in relation to three indicators so that Members can understand the rationale behind the setting of the new target figures.

Indicator	Detail behind the target figure
SDP3 – Other applications determined in 8 weeks	The Govt use ‘Other’ for a range of application types including householder applications and adverts.
SDP10 - Number of stage 2 corporate complaints found to be justified or partially justified	The proposed target is 10. The figure for Q2 2017/18 is 17 however, CMT are monitoring, with Group Heads, how a fuller stage 1 investigation could highlight lessons and issues that need to be addressed so these are acknowledged in any stage 2 complaint which may then go to the Ombudsman. CMT will ensure they see all Stage 1 corporate complaints within their Directorates before they are issued. This should reduce the number of complaints that could proceed to Stage 2 and then the Ombudsman.

Indicator	Detail behind the target figure
SDP17 - Housing Benefit overpayments recovered	The proposed target is 110%. This is based on a previous DWP measure and is the amount of Housing Benefit overpayments recovered and a percentage of debt raised in the period (quarter). It is currently over 100% as the recovered amounts include both current <u>and</u> historic debt. 100% recovery means that the amount of outstanding debt stays the same as we only recover the equivalent of what we have raised. Under 100% recovery means the total outstanding debt is increasing ie poor performance. Over 100% means the total outstanding is decreasing ie good. This has not been measured in this way for some time so the target may need to be reviewed prior to its implementation in April 2018.
SDP19 – Rent collected on Council housing	The introduction of Universal Credit may have an adverse impact on this indicator and therefore the target figure may be subject to review in the future.

2.3 The comments from the Overview Select Committee held on 21 November 2017 are **attached in Appendix C**. As you will see, although there was a great deal of discussion about the suggested indicators, there were no recommendations from OSC Members to change the indicator's wording or targets.

2.4 It was strongly requested by OSC however to ensure that there was an annual review of the targets for the indicators in case these needed to be altered based on the previous year's performance. This request has been incorporated into the two recommendations to Cabinet today. Standard practice has been, and will continue to be, that a report will come to Cabinet and OSC every six months updating Members on progress against the targets set for each indicator. In addition to this, CMT will monitor every indicator on a quarterly basis and will discuss current performance regularly with their Cabinet Portfolio Holder. There will be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how we measure progress in each of the new financial years. This may also propose new indicators, revisions to targets or the deletion of indicators.

2.5 Once approved by Cabinet, these indicators will go to Full Council on 7 March 2018 for confirmation before being adopted from 1 April 2018.

3. OPTIONS:

- a) To approve the draft list of Corporate Plan and SDP indicators for adoption from 1 April 2018
- b) To suggest amendments to the draft list of Corporate Plan and SDP indicators for amendments to be made prior to their adoption from 1 April 2018

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Cabinet Members	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Safeguarding		X
Other (please explain)		X
6. IMPLICATIONS:		
A revised Corporate Plan should reflect the Council's 2020 Vision and increase the public's understanding on how well the Council is performing against its key priorities.		

7. REASON FOR THE DECISION:

To ensure that the new Corporate Plan and Service Delivery Plan indicators accurately reflect the priorities of the Council and the new 2020 Vision.

8. BACKGROUND PAPERS:

None

Appendix A - Draft Corporate Plan indicators 2018-2022

New CP number	CP Performance Indicator	Council Priority Theme	Portfolio	Cabinet Member	CMT Member	Measurer name - New system ONLY needs a measurer, no validator	Measure Interval	Assess by	Suggested target figure 2018
CP1	The level of public satisfied or very satisfied with the overall quality of the Council's services	Your Council Services	Policy	Councillor Gillian Brown	Nigel Lynn - Chief Executive	Phil Freaan	Annually	Higher is better	75%
CP2	Food businesses with food hygiene ratings of 3 (satisfactory) and above	Your Council Services	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Anna Appleton	Annually	Higher is better	90%
CP3	Council Tax collected	Your Council Services	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Andy Dale	6-monthly	Higher is better	98%
CP4	The level of customer satisfaction with the cleanliness of the District	Your Council Services	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	70%
CP5	Number of visits to Council Leisure Centres per annum	Your Council Services	Community Wellbeing	Councillor Mike Clayden	Philippa Dart - Director of Services	Robin Wickham	Annually	Higher is better	860,300*
CP6	Time taken to process Housing Benefit/Council Tax Benefit new claims	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Andy Dale	6-monthly	Lower is better	8 days
CP7	Homelessness applications where homelessness is prevented	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6-monthly	Higher is better	70%
CP8	Number of new Council homes built or purchased per annum	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6-monthly	Higher is better	25
CP9	Number of new homes completed (net)	Your future	Planning	Councillor John Charles	Karl Roberts - Director of Place	Ros Bentley	Annually	Higher is better	930**
CP10	Total rateable business value for the Arun District	Your future	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	Miriam Nicholls	6-monthly	Higher is better	£91m***
CP11	Household waste sent for reuse, recycling and composting	Your future	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	6-monthly	Higher is better	40%****

Detail behind some of the targets:

Indicator	Detail behind setting of target figure
*CP5 - Number of visits to Council Leisure Centres per annum	The figure of 860,300 is based on the visits to the centres in 2016/17. This total was included in the Annual Performance Review and reported to OSC in May. The calculation was reassessed in the first year of the contract and reflects the actual number of people accessing the facilities (recorded activity and attendance). This number will be reviewed annually.
**CP9 – Number of new homes completed (net)	The target is 930 per annum. The Council has a target which is an average of 1000 over the Local Plan period. However, because of delivery issues in the early years the target is 'stepped' so we start with a lower figure before moving to a much higher figure, before coming back towards the Plan average.
***CP10 – Total rateable business value for the Arun District	The target is £91m. Recent figures are shown below:- 01/04/2017 = 97,401,038 01/04/2016 = 89,784,070 01/04/2015 = 86,848,268 The reason for the large increase at 01/04/2017 is because there was a revaluation of all businesses across the country. As we are not yet sure of the implications of this yet we have been conservative in our target.
****CP11 - Household waste sent for reuse, recycling and composting	The proposed target is 40%. The Director of Services confirmed at the Overview Select Committee meeting on 21 November 2017 that this target will be reviewed annually. See Appendix C to the Cabinet report for more information.

Arun District Council Cabinet 12.2.2018 - 12.2.2018

Page 10 of 109

APPENDIX 1 to ITEM 5

Appendix B - Draft SDP indicators 2018-2022

SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measurer name - New system ONLY needs a measurer, no validator	Measure Interval	Assess by	Suggested target figure 2018
SDP1	Major applications determined in 13 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	80%
SDP2	Minor applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	90%
SDP3	Other applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	90%*
SDP4	Occupied retail units in Littlehampton	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	John Edjvet	6 Monthly	Higher is better	90%
SDP5	Occupied retail units in Bognor Regis	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	Caroline Gosford	6 Monthly	Higher is better	90%
SDP6	Vacant private sector dwellings returned to occupation	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Louise Crane	Annually	Higher is better	25
SDP7	The total income received from general fund assets	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Paul Broggi	Annually	Higher is better	£600K
SDP8	The inspection of all Arun District Council coastal defence assets twice a year	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Roger Spencer	Annually	2 is better	Yes
SDP9	Licence applications determined within the various statutory or service time limits	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Sarah Meeten	Quarterly	Higher is better	90%
SDP10	Number of stage 2 corporate complaints found to be justified or partially justified	Council Advice and Monitoring	Councillor Dudley Wensley	Nigel Lynn - Chief Executive	Sharon Lilleywhite	Quarterly	Lower is better	10**
SDP11	Residual household waste per household	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Lower is better	450kg
SDP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	6 Monthly	Lower is better	80
SDP13	Contractor achieving performance target for all green space management operations following monitoring	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	>61%
SDP14	Achieve Green Flag awards for Council Parks, 4 by 18/19 5 by 19/20 and maintain at 5 thereafter	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	4
SDP15	Increase grass regimes managed specifically for biodiversity purposes	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	+5% year on year increase from contract start baseline figure (146,000 sqm)
SDP16	Business rates collected	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Andy Dale	Quarterly	Higher is better	99%
SDP17	Housing Benefit overpayments recovered	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Andy Dale	Quarterly	Higher is better	110%***
SDP18	Cost of emergency accommodation per annum (net)	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Lower is better	£533,000
SDP19	Rent collected on Council housing	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Higher is better	94%
SDP20	Number of Council housing fraud cases prevented or properties recovered	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	Annually	Higher is better	10
SDP21	Average time from property vacated to property re let	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	Annually	Lower is better	15 days
SDP22	Number of Council properties with a valid gas safety certificate	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Higher is better	100%
SDP23	Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of an intervention)	Community Wellbeing	Councillor Mike Clayden	Philippa Dart - Director of Services	Robin Wickham	Annually	Higher is better	80%

Detail behind some of the targets:

Indicator	Detail behind setting of target figure
*SDP3 – Other applications determined in 8 weeks	The Govt use 'Other' for a range of application types including householder applications and adverts.
**SDP10 - Number of stage 2 corporate complaints found to be justified or partially justified	The target is 10. The figure for Q2 2017/18 is 17 however, CMT are monitoring, with Group Heads, how a fuller stage 1 investigation could highlight lessons and issues that need to be addressed so these are acknowledged in any stage 2 complaint which may then go to the Ombudsman. CMT will be ensuring that they see all Stage 1 corporate complaints within their Directorates before they are issued to try to reduce the number of complaints that could proceed to Stage 2 and then the Ombudsman.
***SDP17 - Housing Benefit overpayments recovered	The target is 110%. This is based on a previous DWP measure and is the amount of Housing Benefit overpayments recovered and a percentage of debt raised in the period (quarter). It is currently over 100% as the recovered amounts include both current and historic debt. 100% recovery means that the amount of outstanding debt stays the same as we only recover the equivalent of what we have raised. Under 100% recovery means the total outstanding debt is increasing ie poor performance. Over 100% means the total outstanding is decreasing ie good. This has not been measured in this way for some time so the target may need to be reviewed prior to its implementation in April 2018.

AGENDA ITEM NO.6**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12th February 2018****PART A : REPORT**

SUBJECT: Budget Monitoring report to 31st December 2017

REPORT AUTHOR: C Martlew (Financial Services Manager) DATE: January 2018 EXTN: 37568

EXECUTIVE SUMMARY: The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2017.

RECOMMENDATIONS

Cabinet is requested to note the report in appendix 1.

1. BACKGROUND:

The Council approved a General Fund revenue total net expenditure budget of £24.861 million; a Housing Revenue Account revenue total expenditure budget of £16.900 million; and a capital budget of £19.528 million for the year 2017/18. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 31st December 2017.

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:

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: (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:		
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 2017-2018. <http://www.arun.gov.uk/financial-information/>

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of December 2017

1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of December 2017 and presents performance information for all aspects of financial risk such as Income and specific savings targets.
- 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 original budget approved by Full Council on 22 February 2017 has been restated to reflect the change in Cabinet Portfolios as approved at the Annual Council meeting 17 May 2017.
- 2.2 The General Fund performance to end of December 2017 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 December 2017			
	Variance on Budget Nov	Variance on Budget Dec	Change
	£'000	£'000	£'000
Service controllable spend			
Neighbourhood Services			
Car Parks	28	21	(7)
Cemeteries	25	33	8
Planning			
Planning Income	(109)	(112)	(3)
Technical Services			
Building Control	(48)	(37)	11
Other Variances less than +/- 20k	(174)	(278)	(104)
Total Service controllable budget variance	(278)	(374)	(96)
Corporate controllable budget			
Establishment against savings target	(251)	(233)	18
Corporate underspend (net)	(36)	(34)	2
General Fund underspend variance against profiled bud	(565)	(641)	(76)

- 2.3 The table shows a general fund underspend of (£641k) against current budget profile to the end of December 2017. Variations on service controllable budgets are presented first, followed by establishment, insurance and rates which are corporate and monitored in separate sections.
- 2.4 Car Parking continues to be £21k below profile. This is largely due to the poor weather conditions experienced during the main school summer holidays. The outturn position will be heavily dependent on the weather for the remainder of the year and in particular Easter Friday and Saturday which will fall in this financial year.
- 2.5 Planning service fees (£112k) continue to be above profile.

Please note that this does not reflect the anticipated additional income resulting from the Council accepting the offer by the DCLG of a 20% increase in fees from July 2017. The increase in fee income was conditional on the additional income generated being invested in Planning Services to improve capacity and the capability to deliver (estimated additional income of £120k in 2017/18). Confirmation has been received from the DCLG that the increase will be implemented from 17th January 2018 (estimated additional income £20k for the remainder of the financial year).

- 2.6 The corporate net underspend is £34k at the end of December (a decrease of £1k). This is summarised in the table below:

Corporate Underspends Confirmed December 2017			
	Nov 17	Dec 17	Change
	£'000	£'000	£'000
Underspends from services	104	104	0
Additional investment income	80	100	20
Underspends from contingencies/miscellaneous budgets / corporate controllable	23	31	8
Additional non-ringfenced grants	1	1	0
Total identified corporate underspend	208	236	28
Virements actioned/earmarked from corporate unde	(172)	(202)	(30)
Corporate Underspends December 2017 (Net)	36	34	(2)

- 2.7 The increase in the corporate underspend is a result of the following items: £20k of additional investment income; £8k service related saving.
- 2.8 A sum of £20k has been applied to fund a grant to the Look and Sea.
- 2.9 £10k has been vired to parks to fund a timing difference between income and expenditure for Play Areas.

- 2.10 The change in the planned original budget General Fund Reserve movement due to supplementary estimates and budget performance to end of December 2017 is shown in the table below:

General Fund Reserve Movement estimated outturn 2017/18	Original Budget £'000	Current Budget £'000
Net Budget Requirement	24,861	25,383
Financed by:		
Government Grants and Retained Business Rates	(10,431)	(10,723)
Council Tax	(14,416)	(14,416)
Taken From / (Added to) Balances	14	244
General Fund Balance 01 April 2017	8,242	8,242
Supplementary Estimates	0	(230)
Outturn on General Fund	(14)	(14)
Current Budget Variation Estimated Outturn 2017/18	0	641
General Fund Balance 31 March 2018	8,228	8,639

- 2.11 The original budget included a draw down from General Fund of £14k. The impact on the General Fund of the Littlehampton Leisure Centre supplementary estimate will be dependent upon the final nature of the expenditure and financing of the scheme. A supplementary estimate of £350k for restructuring costs associated with the Vision 2020 savings programme will be considered at Full Council in January 2018. The estimated return to General Fund balances is broadly neutral for 2017/18 (subject to the positive current budget variation continuing). The Council continues to earmark any fortuitous income or savings in expenditure for the funding of the Littlehampton Leisure Centre.
- 2.12 With effect from April 2017 the Government made significant changes to the criteria for awarding Small Business Rate Relief, leading to a significant increase in the amount of Small Business Rate Relief awarded and a consequent reduction in the local share of net business rate income. The Government gave an undertaking to compensate local authorities for this loss of income for 2017/18 and future years and a consultation paper outlining the proposed basis of compensation has now been published. On the basis of the methodology outlined in the consultation paper Arun would receive significant additional funding in the current year. However, it must be emphasised that the proposed methodology is still at the consultation stage and is therefore subject to change.

An additional issue with regard to business rate income relates to the significant changes made in the system for dealing with appeals. This, coupled with the national revaluation of all business premises from April

2017, means that there is more uncertainty than ever with regard to potential losses re appeals. The situation will be carefully monitored with a view to ensuring that Arun's appeals provision at the end of 2017/18 is sufficiently robust to cover any potential future claims.

- 2.13 The table below summarises the supplementary estimates. These will be offset by current budget variations as shown in table 2.10 above.

Reconciliation of Original to Current Budget Reserve Movement December 2017	Original Budget £'000	Current Budget £'000	Change £'000
Taken from / (Added to) Balances	14	244	230
Bed and Breakfast Payments	FC/13092017 - Addendum	230	
Total Estimated Supplementary Approvals to end of December 2017			230

3. Earmarked Reserves

- 3.1 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.

4. Externally Funded Services

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

5. Establishment

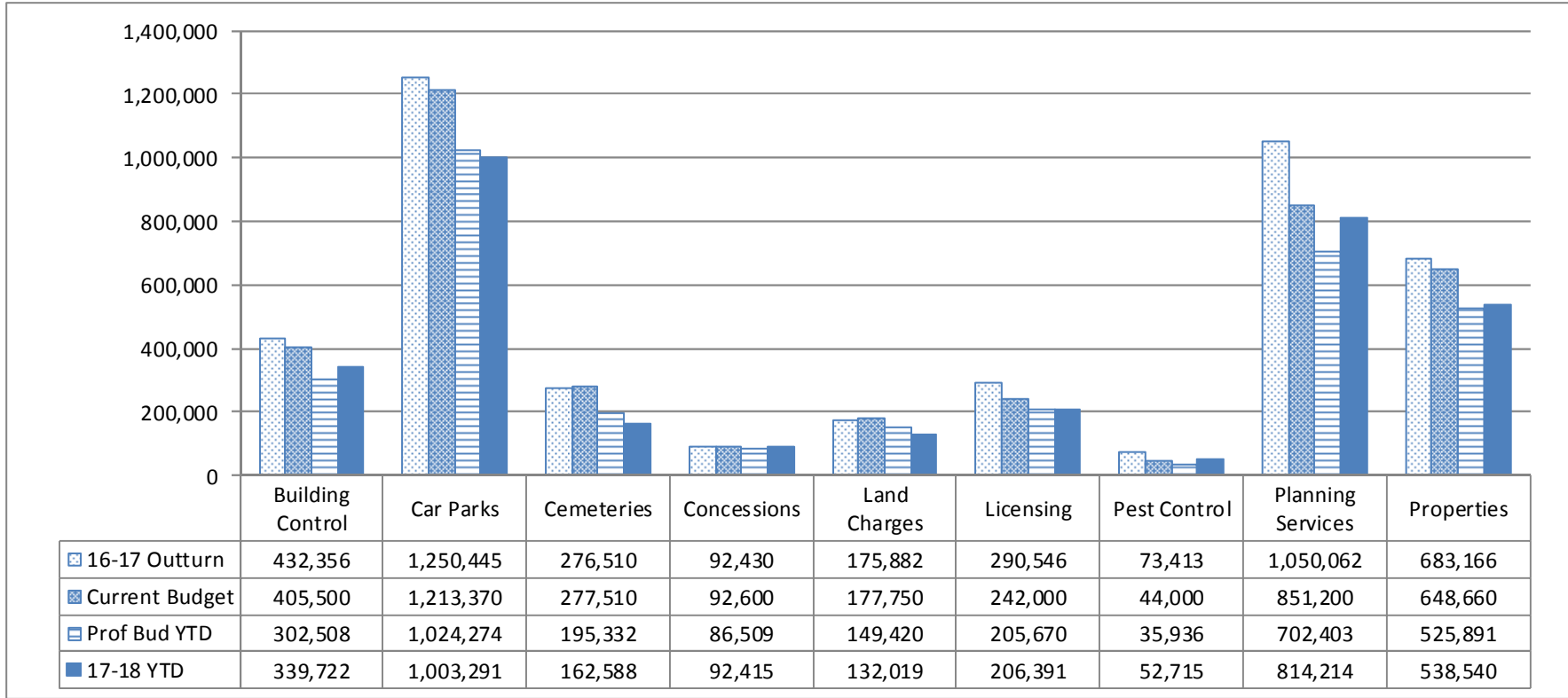
- 5.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For Financial Year 2017/18 the target is set at £450k.
- 5.2 The table below shows that the savings target is currently over achieving by (£233k) a decrease of £18k over the previous month. This is due to salary regrades in Homelessness back dated to April 2017.

Establishment Monitoring General Fund - December 2017	Value of vacant posts	Recruitment Costs	Agency staff, casual pay and overtime	Total (Underspend) / Overspend on Establishment
Community Wellbeing	(16)	-	1	(15)
Economy & Policy	1	-	1	2
Neighbourhood Services	(78)	1	(2)	(79)
Planning	(109)	11	4	(94)
Residential Services	27	-	-	27
Technical Services	(68)	1	-	(67)
Transformation	-	1	(2)	(1)
Management & Support Services	(335)	2	(11)	(344)
Total	(578)	16	(9)	(571)
Establishment Savings Target (£450k):				338
(Over) / under achievement of savings target:				(233)

6. Income

- 6.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £3.9 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.
- 6.2 Overall, total income is currently (£114k) above expected profile.
- 6.3 The graph on the following page shows income by source and value, achievement to end of December 2017 against profiled budget, full year budget and outturn last year.

General Fund Income



7. Housing Revenue Account

7.1 The table below shows the HRA monitoring summary to the end of December 2017:

HOUSING REVENUE ACCOUNT: December 2017	
Forecast level of balance	
HRA Reserve Movement	£'000
HRA balance 01 April 2017	8,505
Budgeted deficit for 2017/18	(331)
Supplementary approvals (itemised below)	0
Other changes (itemised below)	(1,184)
Forecast balance at 31st March 2018	6,990
Other changes	
Identified as part of 2016/17 accounts closure process:	
Capital slippage	(1,212)
Revenue slippage	(224)
Identified as part of 2018/19 budget process:	
Net savings	252
Total Other Changes	(1,184)

7.2 The table below summarises the expenditure on supervision and management for December 2017:

Details of Supervision & Management expenditure for the period ending 31st December 2017					
	Original Budget £'000	Current Budget £'000	Profiled to date £'000	Actual to date £'000	Variation to date £'000
Employees	1,532	1,472	1,099	1,039	(60)
Grounds maintenance	181	191	128	123	(5)
Heating & Lighting	435	425	311	250	(61)
Other premises costs	395	375	214	169	(45)
Transport expenses	78	78	60	47	(13)
Supplies & services	439	443	311	252	(59)
Contingencies/miscellaneous	350	170	0	0	0
Support services	1,287	1,287	0	0	0
Pension deficit contributions	274	274	0	0	0
Total Expenditure	4,971	4,715	2,123	1,880	(243)

7.3 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.

- 7.4 The estimated number of RTB disposals for 2017-18 was set at 20 (there were 20 for 2016-17 and 19 in 2015-16). To date there have been 13 disposals in the current year.
- 7.5 Details of the HRA capital, improvements and repairs programmes are shown in paragraphs 8. Paragraph 9, covering Capital Receipts also has relevance for the Housing Revenue Account.

8. Capital, Asset Management and Other Projects Programme

- 8.1 The capital and projects budget are monitored on a corporate level as this provides better information and control of the budget. However, the budget for 2017/18 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 vired to the relevant cabinet portfolio or support service to ensure there is no adverse effect on the service.
- 8.2 The table on the next page has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

General Fund

- 8.3 A tender is being awarded for play area improvements at four sites, along with the approval to draw down external funding (£40k) and s106 funding (£103k) to contribute to these schemes. Works are likely to span two financial years.
- 8.4 The design for new promenade Public Conveniences (PC's) at Bognor Regis is set to go to Development Control Committee shortly along with the improvements identified for several other PC's. Once agreed these improvement works can be tendered. Tenders have already been received for the demolition of the foreshore station to make way for the new PC's.
- 8.5 The purchase of 10 temporary accommodation units at Wick is progressing well and is set to complete this month. This will provide much needed accommodation to support those that are in severe housing need.

Housing Revenue Account

- 8.6 As part of the Stock Development programme there are two Council House buy backs in the pipeline to allow the Council to meet its deadline for 1-4-1 capital receipts.

Asset management and other projects monitoring - December 2017

	Original Budget £'000	Current Budget £'000	Actual to date £'000	Balance £'000
General Fund				
<i>Technical Services</i>				
Asset Management	540	1,756	417	1,339
Works to Public Conveniences	200	614	13	601
Beach Hut Replacement	120	324	166	158
Seafront Trial Concession	-	286	14	272
Leisure Works	-	289	-	289
Arcade, Bognor Regis	-	1,973	1,935	38
Reactive Maintenance	151	169	99	70
Littlehampton East Bank	-	50	-	50
Disabled Facilities Grants	1,000	1,000	482	518
Renovation Grants	-	48	-	48
<i>Corporate Support</i>				
<i>Computer Services</i>				
Storage Area Network (SAN)	-	20	-	20
Wireless Infrastructure	-	5	-	5
Telephone Switch Upgrade	-	68	52	16
Arun Improvement Programme (AIP)	-	249	37	212
Web/Integration	-	144	7	137
EH System	-	185	32	153
<i>Community Wellbeing</i>				
Littlehampton Leisure Centre New Build	15,095	18,817	2,795	16,022
Arun Leisure Centre Major Works	-	663	644	19
<i>Neighbourhood Services</i>				
Play Areas	100	271	-	271
Parks	-	30	30	-
<i>Residential Services</i>				
Grants to Registered Social Landlords	100	300	-	300
Homelessness		2,100	1	2,099
Total General Fund	17,306	29,361	6,724	22,637
Housing Revenue Account				
Stock Development	-	4,981	2,174	2,807
Housing IT	-	196	34	162
Housing Improvements	532	1,065	648	417
Commercial Boiler Room Improvements	350	450	350	100
Reroofing Programme	400	300	275	25
Kitchen & Bathroom Replacement Programme	400	540	530	10
Kitchen & Bathroom Replacement - Voids*	140	140	102	38
Howard House Project	-	463	328	135
Aids & Adaptations	400	400	215	185
Housing Repairs*	1,683	1,727	1,099	628
Day to Day General Repairs*	1,484	1,684	1,160	524
Voids*	800	550	398	152
Domestic Gas Installations*	600	714	659	55
Total Housing Revenue Account	6,789	13,210	7,972	5,238
Total Programme	24,095	42,571	14,696	27,875

* Please note expenditure includes QL commitments taken from the Housing Mgmt. System

Total programme comprises Capital, Asset Management and other projects budget plus Housing Repairs. Although Housing Repairs forms part of the HRA revenue budget it is included here because of the close link with the Housing Improvements Programme.

9. Capital Receipts

- 9.1 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.

	£'000
"1 for 1" receipts accrued to 31 December 2017	4,513
Arun's 70% contribution (70/30 X £4,513k)	10,530
Total investment requirement	15,043
Less amount already invested to 31 December 2017	5,029
Remaining investment requirement	<u>10,014</u>
By 31/03/18	0
By 30/06/18	0
By 30/09/18	518
By 31/12/18	1,137
By 31/03/19	967
By 30/06/19	1,007
By 30/09/19	1,066
By 31/12/19	1,773
By 31/03/20	843
By 30/06/20	800
By 30/09/20	1,273
By 31/12/20	630
Total	<u>10,014</u>

- 9.2 It is anticipated that the current development programme (Garden Crescent, Wick and Glenlogie), together with the 10 year development programme planned as part of the new HRA Business Plan, will ensure that Arun meets the investment requirements set out above (although careful monitoring will be required).
- 9.3 In order to protect the Council's investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun's new dwellings in the current investment programme and will be sought for all future newly built or acquired dwellings.

Exemption from pooling will enable Arun to retain 100% of the proceeds of any future right to buy disposals in respect of these new dwellings.

10. Section 106 sums

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 The table below shows the amounts received for each agreement, analysed by its intended application. The total on deposit for specific sites includes £265k for Highways, £452k for a Primary School and £559k for NHS. Currently £46.5k of Section 106 received funds needs to be spent within a year.

Section 106 statement as at 31 December 2017

Section 106 sums held on deposit as at 31 December 2017							
	<u>Affordable</u>	<u>Community</u>	<u>Play</u>	<u>Open</u>	<u>Bus</u>	<u>Non Arun</u>	<u>TOTAL</u>
	<u>Housing</u>	<u>Facilities</u>	<u>Grounds</u>	<u>Spaces</u>	<u>Shelters</u>		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Rustington Retail Park, New Road		32					32
Site 6, Land at North Bersted		32		752			784
Site 6, Land North of Felpham		138	80	162			380
The Wick site, Courtwick		55					55
Bognor Regis Community College		6	57	46			109
Hollyacre Toddington**		46	56	22		25	149
Courtwick Lane Land South of Railway*		1474			170	597	2241
Land North of Toddington**		0				59	59
Land at Pound Nursery***		36	66			473	575
Other****	1139	81	186	98		203	1707
	1,139	1,900	445	1,080	170	1,357	6,091

* Non Arun: Highway £265k & NHS £332k
 ** Non Arun: NHS £84k
 *** Non Arun: NHS £21k & School £452k
 **** Non Arun: NHS £122k

11. Risk Analysis

- 11.1 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.
- 11.2 Some lesser risks, however, are inherent within the overall budget. These are discussed below.
- 11.3 The gross monthly expenditure for Bed and Breakfast in December 2017 was £51k and the monthly average for the year to date is £57k. It should be noted as a demand led service outturn expenditure is very difficult to forecast and the situation will continue to be closely monitored with the Housing department.

Bed & Breakfast monitoring - December 2017				
	Outturn 2016/17 £'000	Original Budget £'000	Current Budget £'000	Actual to Date £'000
Gross Expenditure	457	420	700	509
Income	(114)	(117)	(167)	(125)
Net Expenditure	343	303	533	384
Income including Housing Benefit recovered	25%	28%	24%	25%
Number of recipients				
Families		140	140	102
Other		100	100	70
Total		190	190	172
Average cost per recipient		1,595	2,805	2,233
<p>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.</p>				

- 11.4 Paragraph 9.2 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 0.5%) plus 4%.
- 11.5 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.
- 11.6 Since 6 April 2017, legislation came in to force putting the responsibility on Public Sector Bodies to ensure where off-payroll working rules apply and the intermediary is paid directly, the Public Body must deduct tax and National Insurance from payments made to the intermediary. This is often known as IR35 and could have an impact on recruitment and costs.

11.7 The Council does not have any contracts with Carillion. However, the recent collapse of the company may result in consequences for local subcontractors that the Council is not yet aware of.

12. Conclusions and Recommendations

12.1 Note that overall performance against budget is currently on track.

AGENDA ITEM NO. 7**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12th FEBRUARY 2018****PART A : REPORT**

SUBJECT: Arun District Council Budget 2018/19
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REPORT AUTHOR: Alan Peach, Group Head of Corporate Support DATE: January 2018 EXTN: 37558

EXECUTIVE SUMMARY: The report sets out the Revenue and Capital Budgets for 2018/19 for both the General Fund and the Housing Revenue Account.
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RECOMMENDATIONS

Cabinet is requested to note:

- that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet member for Corporate Support, has approved a Council Tax base of 60,402 for 2018/19; and
- the budget report in **Appendix A**;

Cabinet is requested to recommend to Full Council that:

- i. The General Fund Revenue budget as set out in **Appendix 1** is approved.
- ii. Arun's band D council tax for 2018/19 is set at £176.40, an increase of 2.995%.
- iii. Arun's Council Tax Requirement for 2018/19, based on a Band D Council Tax of £176.40, is set at £10,654,913 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- iv. The HRA budget as set out in **Appendix 2** is approved.
- v. The HRA rents for 2018/19 are set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Act.
- vi. HRA garage rents are increased by 5% to give a standard charge of £11.16 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.
- vii. The Capital budget as set out in **Appendix 3** is approved.

1. BACKGROUND:		
Prior to the start of each financial year, the Council sets its budget, Council Tax levels and housing rent levels for the year.		
2. PROPOSAL(S):		
The Cabinet is requested to consider the report and to approve the recommendations.		
3. OPTIONS:		
None		
4. CONSULTATION:		
Has consultation been undertaken with:		
	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Overview Select Committee	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
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:		
The budget will form the main reference point for financial decisions made in 2018/19.		

7. REASON FOR THE DECISION:
To ensure that the council has a firm financial basis for conducting its business in 2018/19.

8. BACKGROUND PAPERS:
Correspondence from the DCLG (Department of Communities and Local Government) and Department for Work and Pensions. Budget Working Papers (held by Accountancy).

ARUN DISTRICT COUNCIL BUDGET 2018/19

REPORT BY THE GROUP HEAD OF CORPORATE SUPPORT

1.0 Introduction

1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget for 2018/19. These budgets have been prepared taking account of the following:

- The Medium Term Financial Strategy 2017/18 to 2022/23 considered at Cabinet 16th October 2017.
- The provisional Local Government Finance settlement issued by the Department of Communities and Local Government (DCLG) in December 2017.
- Housing Revenue Account business plan approved at Full Council 13th September 2017.

1.2 The Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the estimates made for the purposes of calculating Council Tax and housing rent levels, and the adequacy of the proposed financial balances. I am satisfied that the estimates, as presented in the draft budget, are sufficiently robust and that the reserve balances proposed for 2018/19 are adequate.

2.0 Local Government Finance Settlement and Council Tax

2.1 The Council accepted the multi-year settlement offer, which encompasses Revenue Support Grant, Top-ups and Tariffs related to Retained Business Rates; and Transition Grant. These allocations were not changed for 2018/19. The Council will no longer receive transition grant (£80k previous year) and RSG has reduced to £194k (£750k previous year). RSG is due to become negative £430k in 2019/20. It was announced in December 2017 that the Government will be looking into some affordable options to make this fairer but there is no further detail available at present.

2.2 The Business Rate Retention scheme was introduced in April 2013. The scheme focuses on promoting economic growth through the local retention of business rates. Currently half of the rates revenue is retained locally with the local share being split between Arun (80%) and West Sussex County Council (20%).

- 2.3 The Business Rates Retention scheme has transferred a considerable risk to the council by linking DCLG support directly to the local economy. This is a strong incentive for the Council to ensure that the business ratings list is fully inclusive and to encourage a buoyant local economy. It is also important to note any significant negative changes in the value of the ratings list will directly reduce the level of funding received in future, such as valuation appeals which can be backdated.
- 2.4 With effect from April 2017 the Government made significant changes to the criteria for awarding Small Business Rate Relief. These changes led to a significant increase in the amount of Small Business Rate Relief awarded and a consequent reduction in the local share of net business rate income. The Government gave an undertaking to compensate local authorities for this loss of income for 2017/18 and future years and a consultation paper outlining the proposed basis of compensation has now been published. The budget now under consideration has been prepared on the basis of the proposals outlined in this consultation paper.
- 2.5 The 2015 Spending Review announced a number of significant changes in the way Local Government will be funded in the future. The announcements made confirmed the proposal for the 100% business rate retention by 2020. However, the provisional Local Government Finance settlement for 2018/19 now envisages a local share of 75%, rather than 100%, for 2020/21. There is anticipated to be a shift between the tiers of local government and the potential of transferring extra responsibility (and cost) to Local Government. The reset of the retained business rates baseline is proposed in 2020/21. This could effectively wipe out all or a proportion of the past gains through growth built up since the inception of the scheme. There are no further details currently available and the situation will continue to be monitored closely due to the likely significant adverse impact on the Council's funding.
- 2.6 The Governments Fairer Funding Review will go out to consultation in 2018/19 which will focus on the cost drivers for individual authorities with planned implementation in 2020/21.
- 2.7 The New Homes Bonus (NHB) was introduced in 2011/12. The aim of the grant is to create an incentive which rewards local authorities that deliver sustainable housing growth in their areas. The basis of the grant is that for each new housing unit delivered an annual bonus of £1,590 (band D equivalent) is payable. In addition, a £350 bonus is also paid for each additional unit of affordable housing. The NHB is shared between Arun (80%) and WSCC (20%).

2.8 The New Homes Bonus for 2018/19 is £2.733m (reduction of £944k). This includes an affordable homes premium of £29k. The allocation for 2018/19 was subject to a 0.4 percent baseline or deadweight adjustment for growth deemed to have happened anyway. The grant has now dropped to 4 years (from 6 in 2016/17 to 5 years in 2017/18). The level of NHB is summarised in the table below:

NHB Payment relating to:	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2011/12	509	509	509	509	509	509	0	0
2012/13		556	556	556	556	556	0	0
2013/14			1,000	1,000	1,000	1,000	1,000	0
2014/15				484	484	484	484	0
2015/16					539	539	539	539
2016/17						926	926	926
2017/18							728	728
2018/19								540
Total	509	1,065	2,065	2,549	3,088	4,014	3,677	2,733

2.9 The changes in Government grant funding are summarised in the table below:

Non-Ringfenced Grant Income	Budget	Budget	Change
	2017/18	2018/19	
	£'000	£'000	£'000
Business rates retention*	5,048	5,569	521
Revenue Support Grant (RSG)	750	194	(556)
Total Formula Grant:	5,798	5,763	(35)
New Homes Bonus:	3,677	2,733	(944)
Other non-ringfenced grants:			
Housing Benefits Administration Grant	503	430	(73)
Localising Council Tax Support Administration Grant	198	178	(20)
Transition Grant	81	0	(81)
Business rates collection allowance	174	185	11
Total Other Non-ringfenced grants:	956	793	(163)
Total non-ringfenced grant income	10,431	9,289	(1,142)
*including s31 grants, Tariff and Levy			

2.10 Non-ringfenced government grants have reduced significantly by £1.142m to £9.289m in 2018/19 (£10.431M 2017/18). This situation is anticipated to worsen further with the implementation of negative RSG in 2019/20 (2.1).

2.11 Council Tax Income – Arun excluding Parish Councils is summarised in the table below:

Actual 2016/17	Arun excluding Parish Councils	Budget 2017/18	Budget 2018/19
57,803	Tax base *	59,456	60,402
£166.32	Band D Tax	£171.27	£176.40
£9,614,000	Council Tax Income (excluding parishes)	£10,183,000	£10,655,000

*the tax base represents the number of Band D equivalent dwellings in the district adjusted for exemptions, discounts, council tax reduction and the collection rate percentage

The Council Tax income figure of £10.655m for Arun (excluding Parish/town Councils) referred to in the General Fund Summary (appendix 1) is based on an Arun Band D Council Tax of £176.40, which represents an increase of £5.13 or 2.995% (£4.95 or 2.98% 2017/18). This has started to redress the reduction, in real terms, of the Council Tax Income Base which was frozen for 5 years. Arun's tax base for 2018/19 shows a significant increase over 2017/18 (from 59,456 to 60,402). This is chiefly due to the completion of new dwellings in the District. The government's calculation of the Council's spending power is based on a 3% increase in band D Council Tax.

3.0 Budget Assumptions

- 3.1 The budget for 2018/19 includes provision for a 2.0% pay award. As in previous years, no provision has been made for price increases in goods, services and contracts except where there is clear evidence of the need for it.
- 3.2 With regard to fees and charges, increases have been applied either in accordance with statutory provisions, or, where the Council has discretion, by inflation, having regard to specific service circumstances.
- 3.3 HRA rents have been set at 1% below the 2017/18 current year's level in accordance with statutory provisions (Welfare Reform and Work Act).

4.0 General Fund Revenue Budget

- 4.1 A summary of the General Fund Revenue budget showing 2017/18 Original Budget and 2018/19 proposed budget, summarised by Service Portfolio is shown in **Appendix 1**. The original budget approved by Full Council on 22 February 2017 has been restated to reflect the change in Cabinet portfolios as approved at the Annual Council meeting on 17 May 2017. A summary of the projected movement on General Fund Reserve is shown in the table below:

General Fund Reserve Movement	Original Budget	Current Budget	2018/19 Budget
	£'000	£'000	£'000
Net Budget Requirement	24,861	25,639	24,221
Financed by:			
Government Grants and Retained Business Rates	(10,431)	(10,629)	(9,289)
Council Tax (including collection fund surplus)	(14,416)	(14,416)	(14,932)
Taken From / (Added to) Balances	14	594	0
General Fund Balance 1 April	8,242	8,242	8,289
Supplementary Estimates*		(580)	
Outturn on General Fund	(14)	(14)	0
Current Budget Variation Estimated Outturn 2017/18**		641	
Total Taken From Balances	(14)	47	0
General Fund Balance 31 March	8,228	8,289	8,289
* £230k Bed and Breakfast plus £340k restructuring			
** December 2017			

- 4.2 The original budget included a draw down from General Fund of £14k. The current budget includes supplementary estimates totalling £580k (comprised of £230k for Homelessness and £350k for restructuring costs associated with the Vision 2020 savings programme) resulting in a broadly neutral General Fund position for 2017/18 (subject to the positive current budget variation continuing). The Council continues to earmark any fortuitous income or savings in expenditure for the funding of the Littlehampton Leisure Centre.
- 4.3 The Council has received and is anticipating the receipt of significant s106 sums for maintenance in perpetuity in respect of a number of sites. These sums have been earmarked for the financing of the Littlehampton Leisure Centre. However, the receipt of these sums will also lead to the requirement for additional revenue expenditure in respect of maintaining the relevant sites. These sums are not included in the budget for 2018/19 or the estimated outturn for 2017/18 as the timing of the receipts is not certain.

4.4 The proposed budget for 2018/19 is balanced, a change of (£14k) from the 2017/18 original budget. The budget for 2018/19 includes a £1.558m contribution to fund the Littlehampton Leisure Centre. The budget also includes a £1.3m contribution from the Council's pension reserve which will be exhausted in 2019/20.

4.5 A summary of headline changes is given in the table below:

General Fund Budget 2018/19	Changes +/- > £ 100k	£'000
Vision 2020 Restructure savings		(895)
Vision 2020 other savings		(134)
Increase in income (net)		(401)
Pay award (2%)		254
Increase in cost of Homelessness (net)		401
Major Contracts inflation (including property growth)		216
Fall out of 2017/18 Contingency Items (net)		(872)
Contingency Items 2018/19		2,682
Change in Earmarked Reserve financing		(2,244)
Capital expenditure financed from revenue fall out of 2017/18 programme		(1,111)
Capital expenditure financed from revenue 2018/19 programme		1,310
Council Tax Income increase (including Collection Fund Surplus)		(377)
Decrease in Non-Ringfenced Government Grants		1,142
Other changes +/- <£100k		15
Net change in budgeted reserve movement		(14)
Reserve 2017/18 budgeted draw down		14
Reserve 2018/19 budgeted draw down		0
Net reserve change		(14)

4.6 Vision 2020 has resulted in (£895k) establishment savings and (£134k) in other on-going savings which have been deleted from the base budget. In addition net income has increased by (£401k) helped significantly by property related income streams like Bognor Regis Arcade and the Arun Civic Centre (4.10 below).

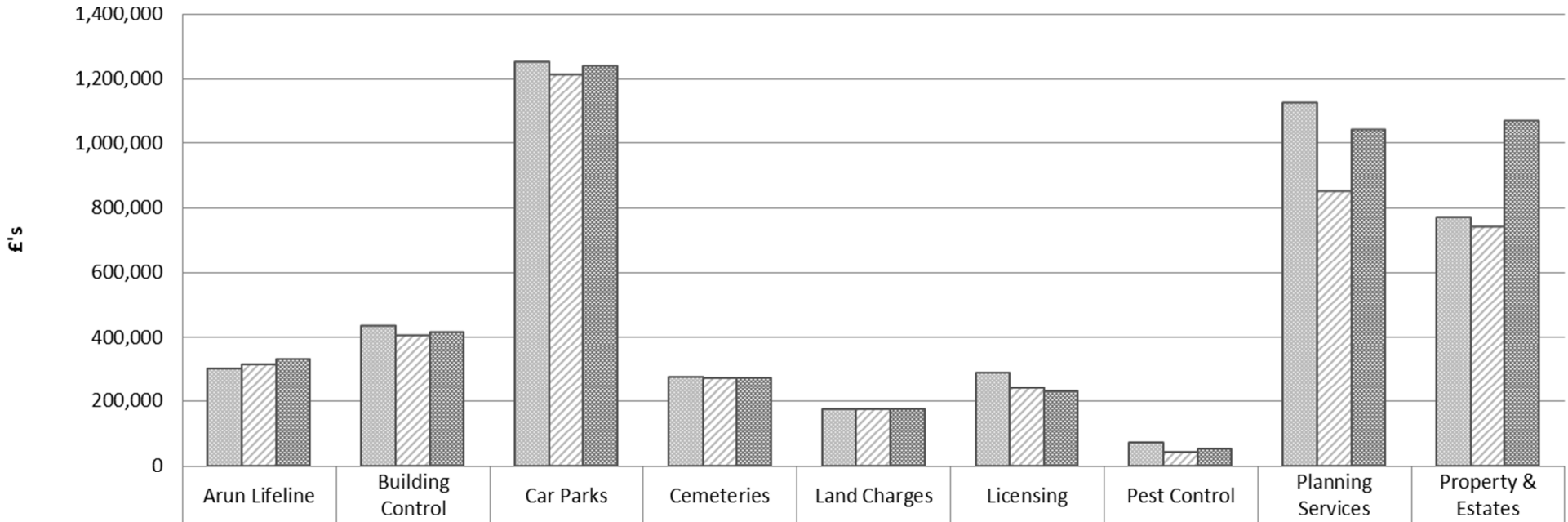
4.7 The budget includes £254k for the first of two 2% pay awards (covering the period April 2018 to March 2020). The offer was made in December 2017 and is currently out to consultation with the trade unions. Major contracts are also anticipated to increase by £216k (comprised of £140k inflation and £76k due to increase in the number of properties). The increase in inflation and pay award places additional financial pressure on the budget.

4.8 The Council continues to provide a range of assistance for those who are homeless or about to be made homeless, including financial advice, use of rent bonds, negotiating with landlords and providing temporary accommodation. As demand continues to outstrip supply the Council's expenditure on the provision of bed & breakfast accommodation is increasing. In 2017/18 a supplementary estimate was approved increasing the net bed & breakfast budget from £303k to £533k. For 2018/19 the budget has been set at £704k to reflect the anticipated ongoing increase

in demand. However additional capital funding of £2.1m has been approved for the purchase of self-contained temporary accommodation and the securing of this accommodation will reduce the Council's reliance on bed & breakfast accommodation and alleviate some of the additional bed & breakfast costs. Arun has been awarded additional Government funding through the Flexible Homelessness Support Grant and this funding will be used to prepare for the new duties imposed by the Homelessness Reduction Act 2017 and to enhance the Council's homelessness prevention service.

- 4.9 The Contingencies and Special Items budget is assessed each year as a provision for known possible service changes that have not been sufficiently developed to fully cost into the budget. The budget includes £250k for the Community Flood Fund (paragraph 8.6) which is not capital by definition and cannot be included in the capital programme; £1.558m revenue contribution towards the Littlehampton Leisure Centre (8.3); £300k for the Hothampton Linear Park development (8.6); £50k for a post to support the Bognor Regis Regeneration project; and a £250k contingency budget to allow further restructuring proposals in order to achieve further savings in 2018/19 and beyond.
- 4.10 Income from fees, charges and rents are included within net cost of service. In total this amounts to overall financing of £4.84m (£4.26m 2017/18). Income is a key risk area to the budget as it is predominantly externally influenced, without a direct link to service cost and each source is unique. Total gross income has increased by (£576k) and (£401k) net of increase in direct costs. The main increase relates to the rents generated from the purchase of Bognor Regis Arcade (£235k gross, £180k net of additional direct costs e.g. rates); Development Control (£192k) where statutory fees have been increased by 20%. It should be noted that in order to increase the statutory planning fees the council had to agree to reinvest this income into an improved planning service and the expenditure budget has been increased by the same amount. The underlying budget for Planning fees has been increased by £72k to reflect current trends and anticipated numbers of applications to be made. The property and estates budget also includes the income from renting out part of the bottom floor of the Civic Centre (£60k). It is anticipated that all discretionary fees and charges will be increased by at least the rate of inflation unless there is good reason not to in order for the Council to become more self-sufficient. The graph below shows income by source and value, and demonstrates trend. The income estimates included in 2018/19 appear robust.

Income 2018-19



	Arun Lifeline	Building Control	Car Parks	Cemeteries	Land Charges	Licensing	Pest Control	Planning Services	Property & Estates
Actual 2016-17	304,593	435,551	1,250,445	276,252	175,882	290,546	73,949	1,125,760	770,280
Budget 2017-18	316,590	405,500	1,211,140	272,510	177,750	242,000	44,000	851,200	739,760
Budget 2018-19	331,250	416,500	1,237,630	274,660	177,500	232,000	55,000	1,043,200	1,068,790

5.0 Earmarked Reserves

Earmarked Reserves are amounts of money specifically identified for operational purposes and held alongside the General Fund for drawdown as required. The total value of earmarked reserves at the end of 2016/17 financial year was £14.781m (£13.177m previous year), with approved in-year virements of £3.356m during 2017/18. The carry forward balance into 2018/19 will therefore be a minimum of £11.425m, depending upon the amount of budget variation during 2017/18. Budget expenditure relating to these reserves is isolated from the cost of service for General Fund financing purposes. Earmarked reserves are drawn down into the budget as required through the virement approval process.

6.0 Risk analysis

- 6.1 Corporate and Operational risk registers have been reviewed for financial implications as part of the budget process on the criteria of probability of occurrence and materiality of impact upon balances.
- 6.2 Inflation (CPI 3.1% November 2017) and national pay awards will provide further strain on the Council's budgets.
- 6.3 The level of New Homes Bonus (NHB) has been relatively buoyant but this could easily change if the level of house building tailed off in the District and this is closely monitored on a monthly basis.
- 6.4 The proposed levy re the sale of high value dwellings has been postponed by the government.
- 6.5 The reset of the retained business rates baseline is proposed in 2020/21. This could effectively wipe out all or a proportion of the past gains through growth, built up since the inception of the scheme. There are no further details currently available and the situation will continue to be monitored closely due to the likely significant adverse impact on the Council's funding.
- 6.6 No further significant risks have been identified relating to 2018/19. However, some lesser risks are inherent within the overall budget. These are discussed below.
- 6.7 Income: the budget includes £4.84m from fees, charges and rents; these have been set on the basis of achievement of the level of predicted income and previous outturn, including known changes in environment. A potential risk could be a poor summer resulting in lower car park income. A review of income has been undertaken and it is considered to be achievable.
- 6.8 The vacancy management factor continues to be set at £450k. The target is subject to increased uncertainty in 2018/19 due to deletion of a significant number of vacant posts required as part of the restructuring of the new service groups to meet the Council's Vision 2020 targets.

6.9 Homelessness: The budget for 2018/19 has been increased. The number of people presenting as homeless is increasing, resulting in financial pressures on the Council. The mitigation is to ensure strict application of the eligibility criteria, sign posting to other more appropriate organisations and getting people onto Housing Benefit as soon as possible. The Homelessness Reduction Act could have significant implications for the Homelessness budget.

7.0 Housing Revenue Account Budget

7.1 A summary of the Housing Revenue Account (HRA) budget, including Major Repairs Reserve, is shown at Appendix 2.

7.2 A complete reappraisal of the current year's HRA was undertaken as part of the budgetary process. The financing of the acquisition/new build programme (enhanced by the additional £360,000 approved by the Cabinet Member) was reassessed and a number of savings in supervision and management costs identified. These changes are reflected in the opening HRA balance for 2018/19.

7.3 In September 2017 the Council approved the priorities of the new HRA Business Plan and these priorities have been incorporated into the budget now under consideration. One of the key priorities was an acquisition/new build programme for the delivery of 250 new homes over the ten year life of the plan, and the HRA capital budget for 2018/19 includes £15m for the first three years of this new programme. This will allow the necessary amount of flexibility in terms of planning the programme although there will need to be a continuous assessment of a) the availability of "1 for 1" capital receipts and b) the affordability of Arun's contribution (Arun is required to match every £30 of "1 for 1" receipts with £70 of its own funding).

7.4 Other key features of the 2018/19 budget are the inclusion of additional funding for fire safety and tree management works and a 1% rent reduction in line with the provisions of the Welfare Reform and Work Act.

8.0 Capital, Asset Management and other projects Budget

8.1 A summary of the Capital, Asset Management and other projects budget is shown at Appendix 3.

8.2 The new capital programme for 2018/19, together with the proposed method of financing, is set out in the table below. The programme includes the third stage of the major investment programme approved by Cabinet at its October 2016 meeting.

2018/19 Capital Programme	
General Fund:	£'000
New Investment Programme*	596
Asset Management	714
Disabled Facilities Grants	1,000
Total General Fund	2,310
Housing Revenue Account:	
Improvements (including Kitchen & Bathroom replacement programme)	3,047
Stock Development	15,000
Total Housing Revenue Account	18,047
Total Programme	20,357
Financed by:	
Capital Grants	1,000
Capital Receipts (1 for 1 HRA)	4,500
Charge to General Fund (RCCO)	1,310
Charge to Housing Revenue Account	3,047
Prudential Borrowing (HRA)	10,500
Total Financing	20,357
*£554k revenue in contingency budget (total new investment programme £1.150m table 8.6)	

- 8.3 The most significant capital scheme for the General Fund continues to be the new Littlehampton Leisure Centre. The total scheme cost of £19.5m was approved at Full Council in September 2017 (an increase of £3.455m). The increase in costs was a result of increased construction costs (due to sit abnormal costs and design changes in response to community consultation) when formal tenders were returned. The capital element of the scheme will be financed from a variety of sources including Capital Receipts, Capital Grants, Prudential Borrowing and Revenue Finance. Total expenditure in 2017/18 is anticipated to be around £5m (£0.7m previous year). The budget for 2018/19 includes a revenue contribution of £1.558m to the scheme.
- 8.4 The purchase of Bognor Regis Arcade went ahead in 2017/18 at a total cost of £1.92m. In addition approximately £50k is being spent to bring the vacant units to a lettable standard (funded from within the asset management budget). The arcade was the first acquisition under the new property investment strategy, which allows the use of up to 75% of General Fund capital receipts from the sale of freehold land to be invested in property in order to generate a future revenue stream for the Council. Net income for 2018/19 included in the revenue budget is £180k. This sum will increase as further units are occupied. The budgeted rate of return (excluding on cost) for the investment is 9% for 2018/19.
- 8.5 Full Council approved supplementary estimates totalling £2.1m for the purchase of temporary accommodation units in Wick (4.8) to support people in severe housing need. The purchase is due to be completed in early 2018.

- 8.6 The enhanced new investment programme for 2018/19 includes a contribution to the Community Flood Fund and the development works at Hothamton Linear Park, both have been included in the Contingency and Special Items budget (4.9 above) to be vired to service when further detail is known. The table below shows the budgets for 2018/18. The budgets for 2019/20 and 2020/21 are also included, however, it should be noted that these budgets will be subject to annual appraisal and approval.

2018/19 New Investment Programme			
	£'000	£'000	£'000
	2018/19	2019/20	2020/21
Public Toilets (phases 4 to 5)	200	200	
Play Area Investment (phases 4 to 5)	100	100	
RSL Housing Programme (phase 5 of 5)	100		
VMWare DR servers & production servers	71		
Firewalls & IPS appliances replacement	45		
Websense – review licence & appliance	30		
General Data Protection Regulations	50		
Community Flood Fund (phases 3 of 3)*	250		
Hothamton Linear Park/Other*	304		
Future Schemes		700	1,000
Total	1,150	1,000	1,000

* £554k in contingency Budget for 2018/19 and £596k in capital budget (paragraph 8.2)

9.0 Capital Receipts

- 9.1 Capital receipts are an important source of funding for the Council's capital programme. There are two categories of capital receipts: "1 for 1 replacement" receipts and general receipts. "1 for 1 replacement" receipts are those accrued under the terms of Arun's agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules. Under the terms of this agreement these receipts can only be used for the provision of new social housing and Arun must match every £30 of receipts used with £70 of its own funding. A further condition of the agreement is that receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate. There are very few restrictions relating to the use of general receipts. On the whole these can be used for any capital purpose and there are no time constraints relating to their use. The broad principles of the Council's Property Investment Strategy were approved at Full Council on 13th September 2017 (cabinet 17th July 2017) which allows up to 75% of General Fund capital receipts from the sale of existing land and property to be used to fund the purchase of commercial property as a means of generating income streams to replace the shortfall in government funding.
- 9.2 As at 31 March 2017 the Council's available capital receipts totalled £13.197m, comprising £2.846m "1 for 1 replacement" receipts and £10.351m general receipts. These receipts, together with any new receipts accruing during 2017/18 and 2018/19 (net of amounts paid to the Government under pooling), will be used to support the Council's capital programme. The "1 for 1 replacement" receipts will be used towards

funding the HRA acquisition/new build programme, whereas general capital receipts will be applied primarily towards funding the new Littlehampton Leisure Centre.

10.0 Conclusion

10.1 The General Fund revenue budget and Capital budgets are set robustly within the medium term financial strategy.

11.0 Recommendations:

11.1 Cabinet is requested to note that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet Member for Policy, Council Advice & Monitoring, Transformation and Corporate Support, has approved a Council Tax base of 60,402 for 2018/19.

11.2 Cabinet is requested to recommend to Full Council that:

- i. The General Fund Revenue budget as set out in **Appendix 1** is approved.
- ii. Arun's band D council tax for 2018/19 is set at £176.40, an increase of 2.995%.
- iii. Arun's Council Tax Requirement for 2018/19, based on a Band D Council Tax of £176.40, is set at £10,654,913 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- iv. The HRA budget as set out in **Appendix 2** is approved.
- v. The HRA rents for 2018/19 are set at 1% below the current year's level in accordance with the provisions of the Welfare Reform and Work Act.
- vi. HRA garage rents are increased by 5% to give a standard charge of £11.16 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income.
- vii. The Capital budget as set out in **Appendix 3** is approved.

Appendix 1

General Fund Revenue Budget Summary

Actual 2016-17 £'000	Description	Budget 2017-18 £'000	Budget 2018-19 £'000
Cost of Service			
1,732	Community Wellbeing	415	229
281	Corporate Support - Direct	208	244
1,470	Economy	429	337
5,198	Neighbourhood Services	4,743	4,821
1,115	Planning	938	752
1,643	Residential Services	2,822	3,191
308	Technical Services	489	337
8,616	Management & Support Services	8,334	7,937
0	Vacancy Management	(450)	(450)
(1,413)	Recharges to Housing Revenue Account	(1,287)	(1,304)
18,950	Total Cost of Service:	16,641	16,094
Corporate Cost			
3,783	Parish Precepts	4,061	4,200
144	Grant payments to parishes	0	0
210	Other precepts and levies	168	167
(644)	Interest & investment income	(472)	(434)
0	Contingencies / miscellaneous	905	2,682
1,603	Contribution to/(from) earmarked reserves	892	(1,352)
0	Capital expenditure finance from revenue	1,111	1,310
1,218	Pension deficit contributions	1,555	1,554
6,314	Total Corporate Cost:	8,220	8,127
25,264	Total Net Budget Requirement	24,861	24,221
Financed By			
(2,891)	Retained Business Rates	(5,048)	(5,569)
(1,666)	Revenue Support Grant	(750)	(194)
(4,014)	New Homes Bonus	(3,677)	(2,733)
(1,238)	Other non ringfenced grants	(956)	(793)
(9,614)	Council Tax Income - Arun Excluding Parishes	(10,183)	(10,655)
(3,783)	Council Tax Income - Town & Parish Councils	(4,061)	(4,200)
(140)	Collection Fund deficit/(surplus)	(172)	(77)
(23,346)	Total External Finance:	(24,847)	(24,221)
1,918	Transfer (to) / from General Fund Reserve	14	0

Appendix 2

Housing Revenue Account Budget Summary

Actual 2016-17 £'000	Description	Budget 2017-18 £'000	Budget 2018-19 £'000
Expenditure			
4,563	Supervision and management	4,971	5,058
4,052	Repairs and maintenance	4,567	4,516
2,555	Financing of capital expenditure	2,222	3,047
5,249	Net loan charges	5,140	5,140
16,419	Total Expenditure:	16,900	17,761
Income			
(16,057)	Rents (dwellings, garages, hostels, other property)	(15,859)	(15,699)
(819)	Charges for services and facilities	(650)	(766)
(108)	Interest on balance	(60)	(48)
(16,984)	Total Income:	(16,569)	(16,513)
(565)	HRA (surplus) / deficit	331	1,248
(7,940)	Balance brought forward	(6,431)	(6,990)
(8,505)	Balance carried forward	(6,100)	(5,742)

Appendix 3

Capital, Asset Management and other projects Budget Summary

Actual 2016-17 £'000	Description	Budget 2017-18 £'000	Budget 2018-19 £'000
Capital expenditure by portfolio			
1,163	Community Wellbeing	15,095	0
166	Corporate Support	0	196
884	Economy	0	0
9	Neighbourhood Services	100	100
4,457	Residential Services	2,322	18,147
1,472	Technical	2,011	1,914
8,151	Total Expenditure:	19,528	20,357
Summary			
3,784	General Fund	17,306	2,310
4,367	Housing Revenue Account	2,222	18,047
8,151	Total Expenditure	19,528	20,357

AGENDA ITEM NO. 8**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12th FEBRUARY 2018****PART A : REPORT**

SUBJECT: Project Funding from The Strategic Investment Fund
--

REPORT AUTHOR: Miriam Nicholls	DATE: 8th January 2018
EXTN: 37845	

EXECUTIVE SUMMARY: A bid for funding for 3 projects was submitted to the West Sussex Strategic Investment Fund. The bids were all successful and this report advises Cabinet of those projects and requests agreement for this Council to take various roles in those projects.
--

RECOMMENDATIONS

It is recommended that

a. **LEAP** – Cabinet agrees that this Council:

- (i) Receives the funding from WSCC and passes it to the participating local authorities;
- (ii) Arun officers run the local project and oversee and monitor the project as a whole, making reports to WSCC as agreed in the bid.

b. **Journey to Work** – Cabinet agrees that this Council:

- (i) Receives the funds for the project from WSCC and passes these to the other participating authorities as outlined in the project bid;
- (ii) Takes the lead in employing the Project Co-ordinator and, if required, acts as the employer for the successful candidate;
- (iii) Agrees to the Waiving of Standing Orders to allow the contract for delivery of this work to be awarded to The Arun Business Partnership / Connects Media. This is on the basis of successful past delivery and the fact that suitable competition cannot be created.

c. **Retail Training** – Cabinet agrees that this Council:

- (i) Accepts the funding for the Arun element of this project;
- (ii) Passes the funding designated for the Bognor Regis element to Bognor Regis Town Centre Management to allow them to run that element of the project.

1. BACKGROUND:

In October 2017 bids were put forward to the Strategic Investment Fund which is held by West Sussex County Council for 3 'economic development' projects.

- a. **Local Enterprise and Apprenticeship Platform** – this project, to provide grants to small businesses and to companies taking on apprentices, has been run previously with huge success. Due to that success it was agreed that Arun should bid again on behalf of all the West Sussex local authorities, for further funds to continue this scheme. The bid for the maximum grant of £500k was successful and means that each authority will, again, receive £72,000.
- b. **Journey to Work** – this project aims to continue the work that this Council, and others, has successfully delivered on behalf of the Department of Work and Pensions. It will work with those who are furthest away from obtaining work, both in groups and on a one to one basis, as well as employing a co-ordinator on a one year, fixed term contract to work across the participating West Sussex authorities, to bring together good practice as well as running Job Fairs and other events to join employers with those looking for opportunities.
- c. **Retail Training** – this project will provide retail workshops for independent retailers. These will be tailored to meet the conditions and requirements of each local town, Arundel, Bognor Regis and Littlehampton.

2. PROPOSAL(S):

- a. **Local Enterprise and Apprenticeship Platform** – Members will be aware that this will be the third round of LEAP Grants that have been available within the district. The first was funded via Section 106 and the second from the same source as this funding, West Sussex Strategic Investment Fund (also known as the Pooled Rates Pot). Both previous rounds have proved popular with local small businesses and have allowed a wide range of projects and proposals to go forward. The fund has been overseen by the Arun Business Partnership Steering Group, which is made up of local business owners who have willingly given their time and expertise to not only consider applications to the fund but to provide advice to businesses on how they might maximise funding. It is proposed that no changes are made to the programme delivery for this third round.
- b. **Journey to Work** – this Council has a 4 year history of successfully delivering projects of this kind via contracts from the Department of Work and Pensions (DWP). In 2016 the way in which DWP contracts providers changed and most local authorities have been unable to bid for further work due to the new bidding system and its requirements. Talks are ongoing with regional DWP Officers regarding this missed opportunity.

This project will work with those who are furthest away from obtaining any kind of employment, both in groups and on a one to one basis. It will employ a co-ordinator, on a one year, fixed term contract, to work across the participating West Sussex authorities, to bring together good practice as well as running Job Fairs and other events to join employers with those looking for opportunities. The Co-ordinator will also work with schools to encourage engagement with the local business community allowing students to recognise the local opportunities that are available to them. The role of Co-ordinator is a new one year, fixed term post and will be advertised internally within the participating authorities. It is suggested that this Council takes on the role of

employer, however if the post is filled by an existing employee of another authority on a secondment basis it is suggested that their current employer remains as is and funds are simply passed over to fund their salary.

Arun's successful delivery of this type of project has always been via the Arun Business Partnership and it is suggested that this route should continue. Standing Orders will need to be waived to allow this and that is part of the recommendations in this report. The total project sum is £290k which covers the co-ordinator post and funding of around £30k to each of the participating authorities for local delivery.

- c. Retail Training Project** - this project will provide retail workshops for independent retailers. These will be tailored to meet the conditions and requirements of each local town, Arundel, Bognor Regis and Littlehampton. Retailers that complete a specified number of workshops / seminars will also be eligible to apply for funds to assist with upgrading their shop fronts. The bid for this funding was submitted by Chichester District Council, on behalf of the participating local authorities, and means that Arun will receive funds of £44,400 for direct delivery of workshops across all 3 towns as well as £50k towards grants.

3. OPTIONS:

- a. To agree the options above.
- b. To not agree the options above and not accept the funding offered.
- c. To agree part(s) of the options and refuse funding where options are not acceptable.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X

Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X
6. IMPLICATIONS:		
Note: There are no financial implications for Arun District Council as all projects are fully funded.		

7. REASON FOR THE DECISION:

To allow funding for projects that will benefit both local people and local businesses to be used as set out in the successful project bids.

8. BACKGROUND PAPERS:

None

AGENDA ITEM NO.9

**ARUN DISTRICT COUNCIL
REPORT TO AND DECISION OF CABINET
ON MONDAY 12 FEBRUARY 2018**

PART A : REPORT

SUBJECT: Grant to Arun Arts, Bognor Regis
--

REPORT AUTHOR: Denise Vine DATE: January 2018 EXTN: 37846
--

EXECUTIVE SUMMARY:

This report is requesting that a grant of £15,000 for two years is made to Arun Arts to support the continued provision of a community theatre serving Bognor and the immediate region. The theatre forms part of the longer term proposals for the redevelopment of the Regis Centre site.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet approve the provision of a grant of £15,000 per annum for two years to Arun Arts starting 18/19 financial year.

1. BACKGROUND:

1.1 Arun Arts manages and operates the Alexandra Theatre at the Regis Centre, Bognor Regis as a community theatre serving Bognor and the immediate region, working in close partnership with local arts and community organisations and the University of Chichester to deliver a range of high quality entertainment at the Regis Centre.

1.2 The vision going forward is for the Regis Centre to remain a community theatre but to become a major catalyst for the regeneration of the seafront, operating a year round programme of arts and events for both residents and visitors to Bognor Regis. This may involve programming activity in related spaces, for example music in the proposed Winter Gardens. A key part of this developing vision is the creation of dynamic partnerships with major producing venues, including Chichester Theatre, to provide opportunities for enhanced engagement with families and young people.

1.3 In 2012 ARUP were commissioned by the council to consider the future options for the theatre and its financial sustainability. The conclusions of the original 2012 study were that:

- a) The Regis Centre has a key role in its community, providing professional entertainment, facilities for local amateur performers and a flourishing partnership with the University of Chichester.
- b) The current theatre facilities, whilst in need of upgrading, are broadly appropriate

for the needs of the locality.

c) There is a case for a modest increase in seating capacity from 357 to no more than 450 seats in order to maximise income, particularly from the pantomime.

d) A refurbished theatre requires an additional studio/rehearsal space, improved café and bar facilities.

e) The theatre needs to directly manage its own bar and catering operation in order to maximise income.

f) There is scope for developing a more traditional theatre going audience for drama if better front of house facilities are provided.

g) Marketing needs to be upgraded with new systems to ensure that research can be undertaken and actioned.

2. VIABILITY ASSESSMENTS AND PROGRESS TO DATE:

2.1 As part of the 2017 Financial Viability and Delivery Assessment prepared for the proposed redevelopment of the Regis Centre site and car park, a review was conducted of the 2012 ARUP study. Consultants, Quartet and Burrell Foley Fischer revisited the issues previously raised looking particularly at what had changed or developed since 2012.

2.2 It is encouraging to report that several of the recommendations in the 2012 report have been adopted or are in development. These are explained below:

a) With the support of Arun District Council, a new Marketing Manager post has been created yielding immediate results.

b) Bognor Regis Town Council has supported the theatre with an annual revenue grant of £10,000 for three years beginning in 2016/17.

c) A new box office system has been installed giving the theatre the ability to research its audiences, encourage repeat booking, facilitate on-line booking etc.

d) The rehearsal space is now at full capacity and there is a clear need for further facilities for use by the University, by professional and amateur groups, and by young people's theatre groups. Regular hires have increased and there are now 15 community groups using either the studio or the gallery on a weekly basis. The recent decision to relocate the Charity Shop of the theatre to new retail premises at Place St Maur has allowed for more rehearsal space to be provided thereby responding to this increasing demand.

e) Advice has been taken from Arts Council England on the best way to develop professional touring drama. Discussions began with The Maltings at Farnham where the House network is based. House is a new programme supported by ACE designed to support venues to increase audiences and improve the range, quality and scale of theatre presented across South East and Eastern England. The

current members of the network are: The Dome Brighton, Farnham Maltings, Corn Exchange Newbury, Theatre Royal Portsmouth, South Street Reading, Oxford Playhouse, South Hill Park Bracknell, The Point Eastleigh and Watford Palace Theatre.

f) The theatre management is developing a relationship with Chichester Theatre to see whether they might be able to work together to provide events for low income families. This builds on the success of increased provision for families. In 2015, just two family events were programmed at the Regis Centre (excluding the pantomime). 2016 has seen 7 family events with an average attendance of 64%. The half term Family Fun Week has been expanded to include many more free events for local families, enabling low income families to introduce their children to the theatre for the very first time.

g) The theatre has recognised that it needs to build the audience for straight drama in Bognor, and it has successfully presented small scale plays in the round to up to 60 people seated on the stage.

h) The District Council is soon (March 2018) to move its Bognor Regis Visitor Information Point into the Foyer of the Theatre which will further enhance the diversity of service the centre offers.

i) The Theatre has a large and dedicated group of volunteers that support the running of the venue and all the supporting activities.

2.3 The marketing post was established in October 2015 and the new system installed in July 2016. The last complete year researched in the 2012 report was 2011. In that year, the theatre presented 35 different shows and attracted an audience of 22,924. By contrast, in 2017, the theatre presented **95 productions** and **sold 45,139 tickets**. This is a 7% increase from 2016. These are impressive and improving figures that have **doubled** the 2011 audience numbers. The theatre has an average capacity of 72% (2% increase on 2016) and many shows are sold out. In 2017, 31 events were at 90% capacity or above.

2.4 Ticket sales on the new system are recorded at **£547,310** sold for 2017 events. The theatre is now successfully using social media to promote its shows and 40% of tickets are booked online.

2.5 The needs of young people are being addressed and a new youth theatre group, ARTY, has been established which has 25 members. Classical music concerts have been established on a monthly basis. Quartet revisited the Regis Centre in November 2016 and it was encouraging to see so many young people using both the stage and the rehearsal room.

2.6 This year, for the first time, a 'Relaxed' Performance of the Panto was offered on 16th December. Relaxed Performances are designed to create an enjoyable and relaxed atmosphere for young people with autism spectrum conditions, learning disability or sensory / communication disorder and their families to engage with live performance and theatre. Children and young people benefit from a relaxed environment, since the performance is adjusted to reduce anxiety or stress and there is a relaxed attitude to

noise and moving around the auditorium during performances. It was very popular and the performance was sold out.

2.7 The stage with its traditional proscenium arch, the orchestra pit, the auditorium and the backstage areas are ideal for a theatre of this scale, and it is perhaps not surprising that there is growing demand for hires from amateur drama and musical theatre groups from Littlehampton, Chichester and Worthing, as well as from Bognor itself.

2.8 However, the front of house area requires continuous maintenance and improvement. This year major works were carried out to urgent repairs to the glass and slate roofs at a cost of £70,000 to Arun Arts.

2.9 A customer survey of The Regis Centre was undertaken in June 2016 and it is clear that the audiences have a strong affection for the theatre:

- ‘Our favourites are the musicals produced by BROS and Chichester University.
- All the productions we have seen over the past few years would not have disgraced a West End stage. Well done to all those involved.’
- ‘Keep it going. My partner (from Langstone, Hampshire) and I (from Midhurst, West Sussex) regularly attend and love the entertainment and the venue.’
- ‘This is a fabulous little theatre - we love it so much.’
- ‘Overall a very friendly theatre, everyone is always helpful. All the shows I've seen have been brilliant too, no complaints!! ‘
- ‘I always enjoy coming to the Regis Centre. The size of the venue means that you get a good view from any seat; the FOH staff are cheerful and helpful; and the programme is varied with something for everyone throughout the season.’

But they also recognise that the Regis Centre needs significant investment.

- ‘Love the Theatre, but feel the Foyer is awful, definitely needs improving, a trip is an event, and that welcome entrance is so shabby’ ‘Needs a major makeover, looking very tired.’
- ‘Too hot in theatre, toilets in need of a refurb, more bar staff during busy performance to reduce queuing.’
- ‘Facilities outside of the auditorium are tired and could do with some investment to upgrade them.’

2.10 Based on this feedback major improvements to the building have been completed:

- During 2016/17 many areas of the inside and outside of the building have been repainted and new furniture has been purchased for the foyer. The new colour scheme, signs and logo give a cleaner and more modern feel to the building.
- A new glass roof (to replace the badly leaking roof) in the foyer has been installed and the roof above the fly tower has also been repaired. The roof repairs cost

£70,000 and this has been paid for by the trust.

- Over £40,000 has been spent replacing/renewing theatre equipment to ensure the theatre continues to operate a professional theatre space.
- Currently a new studio floor is being laid at a cost of £11,000 and new toilets and floors back stage plus an update on front of house toilets.
- In 2016 a new box office system was installed. This allows 'print at home tickets' to be used and multimedia access. People can now book on line and on their mobile phones – this usage has increased from 5% in 2016 to 15% for mobile phones bookings in 2017.

2.11 The relationship with the University of Chichester is one of the theatre's most important partnerships. It provides income through studio and auditorium hires, it ensures that the building is lively during the day and it provides high quality shows which are subsequently toured in the region.

3. FINANCIAL SUSTAINABILITY:

3.1 The 2012 report commented that the Regis Centre "is not currently in a strong position as a business". From the financial point of view, it was in the category of just surviving. The passed support from the District Council for the marketing post and from the Town Council in the form of a three-year revenue commitment, have seen significant developments towards achieving sustainability.

3.2 In addition to the local authority support, much of the turnaround dates from a governance change at the Regis Centre in August 2015. Arun Arts, the charity, took full control of the theatre from its former subsidiary Regis Centre Ltd. In particular, the current Chair of Arun Arts has stepped in as a voluntary CEO. With her strong background in professional theatre this has been a step change in the theatres success. In the long term, as the theatre develops, it will need to have a full professional management team and this will require funding.

3.3 The theatre has four current income streams: box office sales, hires, the café and local authority support. In addition, there is a small income from the charity shop. In order to prosper, the box office and hires need to be further developed. There is currently a waiting list for studio hire at peak times. The provision of a second space would clearly result in additional net income and the relocation of the Charity Shop will help to achieve this.

3.4 To secure the financial future, additional commercial income is required. This must be from bars and catering sales. At present, there is a restriction in the theatre's lease from Whitbread which prevents it from running its own bar. In the theatre industry bars, and to some extent catering, is a vital part of the revenue mix.

3.5 As the council progresses it discussions with Whitbread (the head leasee), as part of the wider regeneration proposals for the site, it will also request some flexibility from them regarding the sale of alcohol from the Theatre.

3.6 The encouraging response to the current mixed programme indicates that the theatre is developing a strong audience. The theatre will maintain a high quality pantomime as

<p>this provides a significant income each year. The development of drama is an important addition to the programme and this will benefit from the addition of a studio space within the Regis Centre. Arun Arts' collaboration with Chichester Theatre and the House network should result in the development of new touring partners and a more varied programme which is likely to include Arts Council funded organisations.</p> <p>3.7 With the support of dedicated volunteers and grants from key partners the Theatre is able to remain open. There are opportunities to increase its revenue streams and the last two years data has shown a significant change for the better both in terms of income streams and audience numbers. The proposed grant from ADC will allow the Theatre to continue with the progression and develop a more financially sustainable business.</p>		
<p>4. PROPOSAL(S):</p> <p>4.1 The proposal is to offer a grant of £15,000 per annum to Arun Arts for two years to support the activities of the theatre, ensure it remains open to provide a service to the community and works towards securing its longer term financial sustainability.</p> <p>4.2 Over the last 2 years, and due to the new governance and management arrangements at the theatre, the financial stability of the theatre has greatly improved. The number of performances has increased as has audience figures. The theatre has generated new income streams from room hires and has increased the sale of food and beverages from the café. The maintenance of an ageing building however, has continued to be a significant burden. In the last two years major improvements have been made to the slate roof, glass roof and public areas e.g. foyer and toilets. In total this has cost over £110,000 and has been paid for by the trust or from grants and donations from other partners The grant will be used to strengthen the offer of the theatre and continue with essential maintenance of the building to ensure it is safe and suitable for the public to use.</p>		
<p>5. OPTIONS:</p> <p>i) The grant is given to Arun Arts – this will enable the trust to continue to provide theatre provision in Bognor Regis and maintain the building.</p> <p>ii) The grant is not provided to Arun Arts – the theatre will struggle to find other income, the theatre could close or the building may not be well maintained.</p>		
<p>6. CONSULTATION:</p> <p>None</p>		
Has consultation been undertaken with:		NO
Relevant Town/Parish Council		
Relevant District Ward Councillors		
Other groups/persons (please specify)		
7. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	yes	

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

8. IMPLICATIONS:

8.1 The Regis Centre and Alexandra Theatre forms part of the Winter Gardens regeneration proposals planned for the Regis Centre Car Park site and surrounding area. The proposal includes the provision of a cultural hub that will include a new or refurbished theatre. To achieve continuity and a successful transition to the new facility it is important that in the meantime the existing provision continues to be supported and is working towards financial independence.

8.2 In recent years the theatre has grown in popularity and strengthened its offer. It makes an important contribution to the life of the community of Bognor Regis and is used as a 'community hub' by a wide range of users and it is therefore important it remains open for this further reason.

9. REASON FOR THE DECISION:

- This decision will support the wider regeneration intentions for this area
- It will ensure the continuance of a popular, successful and well used community provision

10. BACKGROUND PAPERS:

Appendix A – Regis Centre Marketing Report

AGENDA ITEM NO. 10**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12th FEBRUARY 2018****PART A : REPORT**

SUBJECT: FUEL POVERTY: DRAW DOWN OF FUNDING FROM WARM HOMES FUND

REPORT AUTHOR: Hazel Flack, Partnership Manager/Catherine Geoghegan, Fuel Poverty Coordinator
DATE: 12th February 2018 EXTN: 37609/37537

EXECUTIVE SUMMARY: The Fuel Poverty Coordinator programme is hosted by Arun District Council on behalf of all the District and Borough Councils across West Sussex. A bid for funding is due to be submitted in partnership with Citizens Advice Arun & Chichester and Central and South Sussex Citizens Advice, to expand the Home Energy Visitor Service (currently delivered only within Arun and Chichester Districts) countywide, with additional financial and welfare benefit advice provided by CitA. If the bid is successful, this report proposes that Cabinet agrees to draw down an externally funded sum of up to £1,500,000.
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RECOMMENDATIONS

It is proposed that Cabinet :

Subject to the funding bid being wholly or partially successful, gives authority to the Group Head for Community Wellbeing, in consultation with the Section 151 Officer and the relevant Cabinet Member :

- (i) To enter into agreements with delivery partners to deliver an expansion of the Home Energy Visitor service countywide
- (ii) To agree the spending of the grant as implemented throughout the life of the project

1. INTRODUCTION:

- 1.1 National Grid and Community Interest Company Affordable Warmth Solutions (AWS) announced a £150 million Warm Homes Fund in August 2017. The Warm Homes Fund provides capital funding for the installation of affordable heating solutions in fuel poor households who do not use mains gas as their primary heating fuel.
- 1.2 The fund has been established by National Grid to help supplement traditional funding streams and is open to bids from Local Authorities and Social Landlords only, but such bids can be supported by partners.
- 1.3 The fund is broadly split into three categories focusing on urban, rural and health-related solutions. The fund is administered over three bidding rounds. This report relates to the second bidding round.

2. BID SUMMARY

2.1 An initial Expression of Interest has been submitted by the Fuel Poverty Coordinator, to the Warm Homes Fund (attached as Appendix A for further information).

The bid will request funding as follows:

2.2.1 For a proposal to extend the current Home Energy Visitor Service (currently operating across Arun and Chichester Districts and embedded within the Wellbeing Teams), to all local authority areas in West Sussex. The proposal is for three years' funding, which would also support the sustainability of the Arun and Chichester Home Energy Visitor project. The two Home Energy Visitors operating in Arun and Chichester are hosted by Arun District Council (ADC), and the intention would be that five additional Home Energy Visitors would be recruited to extend the service to Adur, Worthing, Crawley, Horsham and Mid-Sussex Councils, and that Arun District Council would host and manage these posts within the Wellbeing Services Manager's team.

2.2.2 For a partnership with Arun and Chichester Citizen's Advice (ACCA) to deliver a home visiting income maximisation service. The Income Maximisation Service will be delivered by ACCA, in partnership with Central and South Sussex Citizens Advice (CASSCA)

2.2 Both services combined will enable delivery of home energy, financial and welfare benefit advice to fuel poor households across West Sussex.

2.3 The outcomes of this service will include (but are not limited to) helping low income households to:

- 2.3.1 Access support to reduce their energy bills, install reliable and energy efficient heating – creating warmer, healthier homes for our most vulnerable residents
- 2.3.2 Access support to repay or eliminate debt – from energy bills or elsewhere, check welfare benefit entitlements and specialist advice on budgeting – supporting residents to better manage, reduce or eliminate financial issues
- 2.3.3 Reduce their vulnerability to cardiovascular and respiratory disease, mental health conditions and other health inequalities that are linked to low incomes and living in a cold home.

3 RISKS AND MITIGATIONS

3.1 Payments will be made quarterly in arrears, based on results. A proportion of the payments will be withheld by the funder to be paid on successful project closure.

- 3.1.1 Achievable, SMART targets will be agreed with the funder. Activity and results will be closely monitored by a Governance team consisting of senior member of ADC and ACCA

3.2 ADC will pay ACCA quarterly, in arrears, based on results.

- 3.2.1 ACCA will make payments to CASSCA as appropriate.

3.3 Staff redundancy costs have been incorporated into the bid value.

4 TIMESCALES

4.1 Affordable Warmth Solutions advised us on 23rd January that due to a delay in the Government issuing details about the future arrangements for the Energy Company Obligation 3 (ECO3), the original February deadline for bids has been extended to September 2018, when the situation with ECO3 will be much clearer. ECO3 is a scheme which will help fund replacement boilers for residents in fuel poverty and will therefore be a key element of the success of the project.

4.2 This will give time to develop a more robust bid including ECO3, and the bid will now be submitted by the later deadline date of 28th September 2018.

4.3 If successful, contract discussions would commence during October 2018.

4.4 The bid will request funding to deliver the service from January 2019 through to March 2021, with project closure in June 2021.

2. **PROPOSAL(S):**

It is proposed that Cabinet :

Subject to the funding bid being wholly or partially successful, gives authority to the Group Head for Community Wellbeing, in consultation with the Section 151 Officer and the relevant Cabinet Member :

- (i) To enter into agreements with delivery partners to deliver an expansion of the Home Energy Visitor service countywide
- (ii) To agree the spending of the grant as implemented throughout the life of the project

3. **OPTIONS:**

Details

- (i) To agree the proposals in Section 2
- (ii) Not to agree the proposals in Section 2

4. **CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify). <ul style="list-style-type: none"> • Arun and Chichester Citizens Advice • Central and South Sussex Citizens Advice • District and Borough Councils in West Sussex • West Sussex County Council Public Health • NHS Coastal West Sussex Clinical Commissioning Group 	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO	YES	NO

THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial	X	
Legal	X	
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability	X	
Asset Management/Property/Land		X
Technology		X
Other (please explain)		

6. IMPLICATIONS:

Financial: If the bid is successful, Arun District Council will hold the budget and manage the delivery on behalf of the other partners. Information on financial risk and mitigations is included within section 3 above.

Legal: Legal services are being consulted with respect to agreements and contracts to be developed as a result of the bid.

Sustainability: If awarded, the project will run for three years which will permit time to seek ongoing funding. The project will assist in delivering environmental benefits by enabling occupants to use more energy efficient ways of keeping their homes warm, as well as benefiting the health of the occupants.

7. REASON FOR THE DECISION:

To reduce health inequalities and fuel poverty, and improve income maximisation for the residents of the Arun District and countywide, and support the delivery of Arun District Council's corporate priority of "Supporting you if you need help".

8. BACKGROUND PAPERS:

1. Link to the Department for Business, Energy and Industrial Strategy (BEIS) Fuel Poverty statistics 2017: <https://www.gov.uk/government/statistics/annual-fuel-poverty-statistics-report-2017>

2. Appendix A: Expression of Interest – Warm Homes fund



Expression of Interest – Category 3 Only

<p>Lead Organisation (the name of the local authority or registered social landlord leading the bid)</p>	<p>Arun District Council</p>
<p>Bid Partners (please provide an indication of the partners who will be involved in the bid)</p>	<p>Arun & Chichester Citizens Advice Central & South Sussex Citizens Advice Adur District Council Chichester District Council Crawley Borough Council Horsham District Council Mid Sussex District Council Worthing Borough Council West Sussex County Council West Sussex Public Health NHS Coastal West Sussex CCG NHS Horsham & Mid Sussex CCG NHS Crawley CCG SSE Energy Solutions YES Energy Solutions</p>
<p>Overview (brief description of how the service will operate, why it is important in addressing fuel poverty and whether it is new or an extension of an existing service)</p>	<p>'Warmer West Sussex' plans to extend an existing award winning Home Energy Visitor service from two to all seven local authority areas within West Sussex. In addition, it will integrate Citizen Advice's income maximisation expertise – developing a new home visiting service that will support those who find it difficult to visit a Citizens Advice centre. Tackling health inequalities is a priority in West Sussex and with 42% of our residents living in a rural area, access to services is a key challenge in our area.</p> <p>As a result of this service, fuel poor households will be able to access specialist energy, debt, budgeting, welfare benefit advice and reduce vulnerability to cardiovascular and respiratory disease. Emergency heating and financial issues will be resolved. Advice on keeping warm, reducing energy bills, maximising income and reducing expenditure will help the households sustain the benefits over the longer term.</p> <p>Referrals to the service will come via our extensive network of partners including local authority officers, health professionals, social and private landlords, family support services, voluntary groups, charities and utilities. These groups also all come under the umbrella of the West Sussex Local Community Networks (LCNs) led by West Sussex Coastal Care Partnerships, whose priorities include supporting a frail and ageing population, prevention of ill health, developing Social Prescribing and addressing health inequalities.</p> <p>The project will also develop an 'Energy Champions' network</p>

	through our regular calendar of community events. Volunteers who may have benefited from the service, or are well placed in their communities, will be trained to help advise and signpost neighbours to the available support.
Funding Use (brief description of what the funds will be used for)	Funds will principally be used towards funding employee costs of the Home Visitor Services
Measuring Success (brief description of what success will look like)	<p>Around 10,000 individuals will be directly helped through improved home heating and the economic benefits of reduced debt and higher income, as a result of our of home visiting services reaching over 4,000 households.</p> <p>Funding for emergency replacement and repairs to heating systems of the most vulnerable households.</p> <p>Training 50 'Energy Champions' per year, generating an additional source of referrals to the Service.</p> <p>Based on our experience and the evidence we have collected, households typically receive financial benefit in the region of £1,000 from reduced fuel bills, energy efficiency advice, tariff switching, debt reduction, benefit checks, food & fuel vouchers and accessing grants to repair or replace their heating. However, the financial benefit will vary widely between households depending on their individual situation as, for example some may have considerable debt while others will have none.</p> <p>Households also benefit from improved health and wellbeing. Where appropriate, households are referred to advisors offering support with smoking cessation, healthy eating, pre-diabetes support, getting active and weight management. Wider health & wellbeing benefits include the reduced risk of falls in the home, reduced risk of exacerbating physical and mental health conditions and improved take up of Winter Flu jabs</p> <p>Including Home Energy and Financial Support in the range of referrals from local Social Prescribing Schemes</p>
Estimated Bid Value (how much money are you likely to be asking for and over what period)	£1.4m from March 2018 to March 2021
Emergency Fund (brief description of measures that the fund will offer and how these will be allocated and controlled)	The Emergency Fund will support households with repairs to or replacement of broken or inefficient heating who do not qualify for other funds or are unable to afford a shortfall from existing grant sources. The measures may include gas, oil and LPG boilers and electric storage heaters (repairs only). These will be allocated to households that receive a home visit, are assessed as fuel poor and considered vulnerable or at risk from a cold home.
Additional Funding (brief description of any funding available from alternative sources)	<p>ECO – funding will be accessed for those who qualify, and Emergency Fund will top-up any shortfall.</p> <p>Safe and Warm at Home – Disabled Facilities Grant. County-wide funding accessed via Local Authorities for heating measures for households with vulnerable occupants and with health conditions</p> <p>Local Assistance Network – West Sussex County Council fund for households in crises, including fuel and food vouchers</p> <p>West Sussex Fuel Poverty Budget – West Sussex Fuel Poverty partnership fund</p> <p>Local Authority – in kind funding for officer time</p>

AGENDA ITEM NO. 11**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 16 October 2017****PART A : REPORT****SUBJECT: Rent Setting Policy 2018/19**

REPORT AUTHOR: Satnam Kaur - Group Head of Residential Services
Karen McGreal – Business Improvement & Policy Manager

DATE: January 2018

EXTN: 37718

EXECUTIVE SUMMARY:

The Rent Setting policy is intended to provide clear guidance and consistency in Arun District Council's rent setting arrangements.

The reports sets out a unified rent setting policy, clarifying the rent setting for each type of accommodation which the Council owns and manages via the Housing Revenue Account (HRA) and temporary accommodation held in the General fund.

1. RECOMMENDATIONS:

1.1 It is RECOMMENDED to Cabinet that:

- a) Existing rents be subject to an annual one per cent rent reduction as set out in the Welfare Reform and Work Act 2016.
- b) Any Council owned properties held in the HRA (general needs, sheltered, and temporary accommodation) that are re-let on new tenancies will be let at formula rent.
- c) Temporary accommodation in the general fund will be let at 90 per cent of the 2011 Local Housing Allowance rates.
- d) Acquisitions from the open market will be set at either formula rent or up to 80 per cent of market rent (affordable rent).
- e) Shared Ownership properties sold on the open market will be subject to formula rent charges upon change of ownership.
- f) New build properties held within the HRA will be set at either formula rent or up to

80 per cent of market rent (affordable rent).

- g) Mutual exchanges, assignments and successions are not new tenancies and as such are not subject to rent changes on amendment.
- h) 5 per cent uplift in garage rents for 2018-19.

2. BACKGROUND:

- 2.1 Rent restructuring was introduced in 2002. It was an attempt to develop a fairer system of affordable rents in the social housing sector and to end the inconsistency in rents being charged by different landlords for similar properties in a similar locality.
- 2.2 A national calculation for formula/target rent was established which takes account of property values and local earnings relative to national earnings and the number of bedrooms in the property. The rent formula is based on January 1999 property values and until 2015-16 was uplifted for inflation each year.
- 2.3 This rent convergence should have been completed by 2012 for general needs properties and 2013 for supported accommodation. The Coalition Government continued this rent setting process with initially a revised target convergence date for Local Authorities of 2015-16, subject to a maximum annual rent rise for an individual tenant of Retail Price Index (RPI) plus 0.5 per cent plus £2 per week.
- 2.4 In 2013 the Coalition Government announced that from 2015-16 social rents will rise by Consumer Price Index (CPI) plus 1 per cent each year for 10 years,” and was cutting short the policy of converging Council and Housing Association rents. Social landlords whose average rents had not yet reached target levels were concerned about the implications for their ability to repay debt and invest in new and existing social housing stock, but the certainty delivered by a 10-year rent settlement was welcomed.
- 2.6 However, this 10 year settlement was short lived. In July 2015 the Government announced that rents in social housing would be reduced by 1 per cent a year for four years, with effect from April 2016. This will result in a 12 per cent reduction, in real terms, in average rents by 2020-21, based on an assumed inflation rate of 2 per cent. Supported housing scheme rent reductions were applied from April 2017 for 3 years up to and including 2019-20. An exemption for specialised supporting housing such as refuges remains in place.
- 2.7 In October 2017, the Government announced that social housing rents will rise by the consumer price index plus 1 per cent from 2020 to 2025.
- 2.8 The current national rent setting policy has resulted in a significant reduction in the level of financial resources available for housing investment. Prior to the rent

reduction of 1 per cent per annum for four years being implemented Arun District Council's HRA Business Plan was based on an assumed annual rent increase of 2 per cent per annum. The net rent loss of 3 per cent per annum (from a 2 per cent increase to a 1 per cent reduction) will lead to a total loss of rental income of £4.7million over the four year period.

- 2.9 Garage rents and service charges fall outside the scope of the 1 per cent reduction
- 2.10 For all existing tenancies the applicable rent (the rent from which the reduction was made) is the rent that was being charged as at 8 July 2015.
- 2.11 On re-lets Councils were permitted to use whichever was the higher - formula rent or the existing rent that was being charged. Arun District Council took a policy decision to adopt the existing rent rather than continuing to recalculate the rent based on the formula rent. Given the loss in income as a result of the 1 per cent reduction, in order to make up some of this shortfall and maximise income in line with the Housing Revenue Account Business Plan it is recommended that for all re-lets formula rents will be used as the base line rent.
- 2.12 Some temporary accommodation held in the HRA has historically had lower rents than general needs accommodation. In order to maximise income it is recommended that all re-lets of temporary accommodation are let at formula rent.
- 2.13 The table below shows the comparison between non formula and formula rents and the current average affordable rent levels set at 80 per cent of market rents.

Dwelling	Non Formula Rent per week	Formula Rent per week	Difference per week	Affordable Rent per week
1 bedroom	£88.98	£91.30	£2.32	£130
2 bedroom	£86.61	£87.64	£1.03	£160
3 bedroom	£97.75	£103.61	£5.86	£193

3. PROPOSAL(S)

- 3.1 It is proposed that the Rent Setting Policy for 2018-19 as set out above is approved.

4. OPTIONS:

- 4.1 To approve the Rent Setting Policy 2018-19.
- 4.2 Not to approve the Rent Setting Policy 2018-19. However, this will not enable the Council to comply with requirements of the Welfare Reform and Work Act 2016 nor maximise income in accordance with the HRA Business Plan 2017-2027

5. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons: Cabinet Member for Residential Services	✓	
6. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act	✓	
Sustainability	✓	
Asset Management/Property/Land	✓	
Technology		✓
Safeguarding		✓
7. IMPLICATIONS:		
7.1 An Equality Impact assessment has been completed and is attached to the background papers.		
8. REASON FOR THE DECISION:		
8.1 The Rent Setting Policy will harmonise and provide clear guidance and consistency in Arun District Council's rent setting arrangements.		

Appendix 1

ARUN DISTRICT COUNCIL – INITIAL EQUALITY IMPACT ASSESSMENT

1. What is the name of the service / policy?

Rent Setting Policy 2018-19

2. Briefly describe the aims of the service/policy

To provide guidance and consistency in our rent setting arrangements.

3. Are the aims consistent with the Council's Equalities Policy?

YES

4. Is there any evidence to suggest that this service / policy could have an adverse impact on some groups of people? Use the table to tick:

(a) where you think the service / policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within the target groups.

(b) where you think the service / policy could have a negative impact on any of the equality target groups i.e. it could disadvantage them

	Insufficient data	Positive Impact	Negative Impact	Reason e.g. access / take-up
Gender	✓			
Race	✓			
Disability	✓			
Age	✓			
Belief	✓			
Sexuality	✓			

5. If, in your judgement, the proposed service / policy does have an adverse impact, can that impact be justified? How do you intend to deal with that impact / or lessen that impact?

Based on current data, it is not considered that the policy will have an adverse impact. We will however, monitor its impact once implemented.

Name of manager undertaking the assessment: Karen McGreal

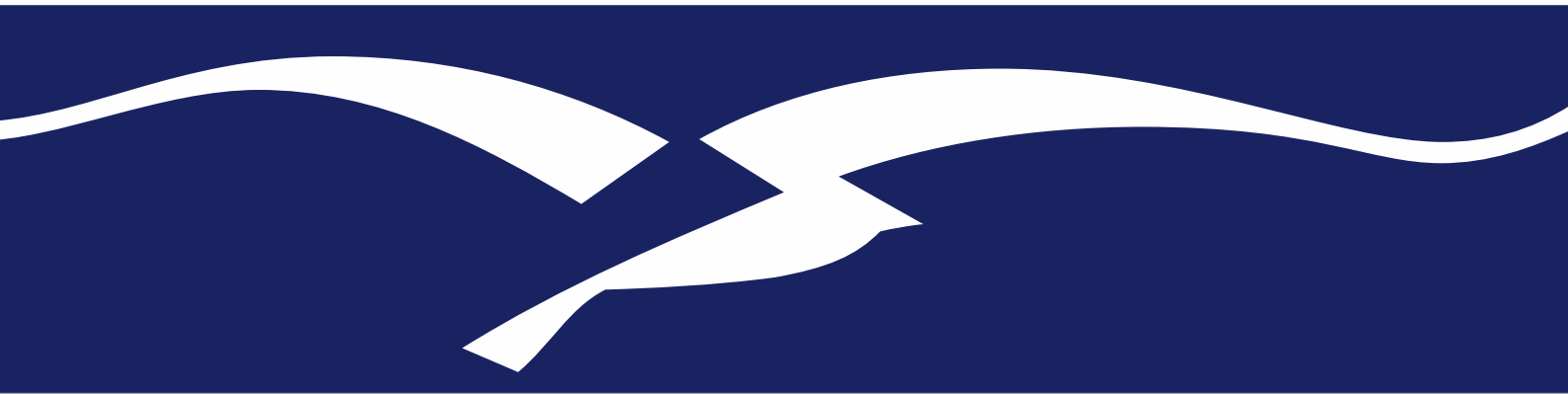
Service Area: Housing Services

Date completed: December 2017

Requirement for a formal Equalities Impact Assessment: YES/NO

If YES, what is your timetable for completing this?

Who else will you need to be working with to do this work e.g. partners, contractors etc?



Arun District Council

Rent Setting Policy

2018-19

Due for review December 2018



Contents:	Page
Purpose	3
Policy Statement, Aims and Objectives	3
Background	3 - 5
Rent Setting 2018-19	5
Equalities Impact Assessment	5
Review	6

1. Purpose

- 1.1 The purpose of this policy is to provide clear guidance, transparency and consistency in Arun District Council's rent setting arrangements. It sets out a unified approach to rent setting, clarifying the rent setting for each type of accommodation which the Council owns and manages via the Housing Revenue Account (HRA) and temporary accommodation held in the general fund.

2. Policy Statement, Aims & Objectives

- 2.1 This policy sets out how Arun District Council will set rent rents, ensuring compliance with the rent reduction provisions contained within the Welfare Reform and Work Act 2016.
- 2.2 The policy supports the 20:20 Vision both in terms of 'delivering the best we can afford' and 'supporting those who need our help'.
- 2.3 It also supports the objectives in the Housing Revenue Account Business Plan 2017-2027 in maximising income and making best use of resources.

3. Background

- 3.1 Rent restructuring was introduced in 2002. It was an attempt to develop a fairer system of affordable rents in the social housing sector and to end the inconsistency in rents being charged by different landlords for similar properties in a similar locality.
- 3.2 A national calculation for formula/target rent was established which takes account of property values and local earnings relative to national earnings and the number of bedrooms in the property. The rent formula is based on January 1999 property values and until 2015-16 was uplifted for inflation each year.
- 3.3 This rent convergence should have been completed by 2012 for general needs properties and 2013 for supported accommodation. The Coalition Government continued this rent setting process with initially a revised target convergence date for Local Authorities of 2015-16, subject to a maximum annual rent rise for an individual tenant of Retail Price Index (RPI) plus 0.5 per cent plus £2 per week.
- 3.4 In 2013 the Coalition Government announced that from 2015-16 social rents will rise by Consumer Price Index (CPI) plus 1 per cent each year for 10 years," and was cutting short the policy of converging Council and Housing Association rents. Social landlords whose average rents had not yet reached target levels were concerned about the implications for their ability to repay debt and invest in new and existing social housing stock, but the certainty delivered by a 10-year rent settlement was welcomed.
- 3.5 This 10 year settlement was short lived. In July 2015 the Government announced that rents in social housing would be reduced by 1 per cent a year

for four years, with effect from April 2016 resulting in a 12 per cent reduction, in real terms, in average rents by 2020-21, based on an assumed inflation rate of 2 per cent. Supported housing scheme rent reductions were applied from April 2017 for 3 years up to and including 2019-20. An exemption for specialised supporting housing such as refugees remains in place.

- 3.6 In October 2017, the Government announced that social housing rents will rise by the consumer price index plus 1 per cent from 2020 to 2025.
- 3.7 The current national rent setting policy has resulted in a significant reduction in the level of financial resources available for housing investment. Prior to the rent reduction of 1 per cent per annum for four years being implemented the HRA Business Plan was based on an assumed annual rent increase of 2 per cent per annum. The net rent loss of 3 per cent per annum (from a 2 per cent increase to a 1 per cent reduction) will lead to a total loss of rental income of £4.7million over the four year period.
- 3.8 Garage rents and service charges fall outside the scope of 1 per cent reduction.
- 3.9 For all existing tenancies the applicable rent (the rent from which the reduction was made) is the rent that was being charged as at 8 July 2015.
- 3.10 On re-lets Councils were permitted to use whichever was the higher - formula rent or the existing rent that was being charged. Arun District Council took a policy decision to adopt the existing rent rather than continuing to recalculate the rent based on the formula rent. Given the loss in income as a result of the 1 per cent reduction, in order to make up some of this shortfall and maximise income in line with the Housing Revenue Account Business Plan all re-lets will be let at formula rents.
- 3.11 Temporary accommodation held in the HRA has historically had lower rents than general needs accommodation. In order to maximise income, all re-lets of temporary accommodation held in the HRA will be let at formula rent.

4. Rent Setting 2018-19

- 4.1 Existing rents will have an annual 1per cent rent reduction as set out in the Welfare Reform and Work Act 2016.
- 4.2 Any Council owned properties held in the HRA (general needs, sheltered, and temporary accommodation) that are re-let on new tenancies will be let at formula rent.
- 4.3 Temporary accommodation held in the general fund will be let at 90 per cent of the 2011 Local Housing Allowance rates.
- 4.4 Acquisitions from the open market will be set at either formula rent or up to 80 per cent of market rent (affordable rent).

- 4.5 Shared Ownership properties sold on the open market will be subject to formula rent charges upon change of ownership.
- 4.6 New build properties held within the HRA will be set at either formula rent or up to 80 per cent of market rent (affordable rent).
- 4.7 Mutual exchanges, assignments and successions are not new tenancies and as such are not subject to rent changes on amendment.
- 4.8 Garage rents will be subject to a 5 per cent uplift.

5. **Equalities Impact Assessment**

- 5.1 An equalities impact assessment has been carried out in relation to this policy and is attached at Appendix 1

6.0 **Policy Review**

- 6.1 This policy will be reviewed annually or sooner if there is a relevant change in legislation.

AGENDA ITEM NO.12**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 FEBRUARY 2018****PART A: REPORT****SUBJECT:** ACTIVITIES FOR OLDER ADULTS**REPORT AUTHOR:** Robin Wickham **DATE:** January 2018 **EXTN:** 37835**EXECUTIVE SUMMARY:**

This report proposes an extension of the agreement with Age UK to manage the delivery of Day Activities for older adults in Arun and reviews the commissioning exercise being undertaken by West Sussex County Council in respect of social support for older adults.

RECOMMENDATIONS

It is RECOMMENDED to Cabinet that:

1. Arun District Council extends the current contract with Age UK West Sussex until 31 March 2019.
2. Age UK West Sussex is funded up to £173,773 in line with the contract extension.
3. A further report is brought back to Cabinet by the Group Head of Community Wellbeing with options in respect of the service requirements for Day Activities and whether to include the Laburnum Centre as part of the services contracted with West Sussex County Council.

1.0 BACKGROUND:

- 1.1 Since 2006 Arun District Council has commissioned Age UK West Sussex to provide a Day Activity Service to help improve the quality of life for older adults, particularly those who may be socially isolated. Cabinet agreed in December 2016 to extend the Councils agreement with Age UK West Sussex until March 2018 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 Day Activities are a discretionary function for Arun District Council. West Sussex County Council (WSSCC) has traditionally funded these services from the Public Health Prevention and Wellbeing budget. In Arun, WSSCC fund The Laurels and Chestnuts Day Services offering services for people with more intense needs. 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 perceived benefit of commissioning with WSCC is to improve the range and reach of opportunities that will enable older people to confidently prepare for later life and supported to remain well and independent for longer in their own homes for as long as possible.
- 1.4 This report provides an update to Cabinet on the WSCC commissioning exercise and the service provided by Age UK West Sussex to Arun's residents.

2.0 COMMISSIONING EXERCISE

- 2.1 In 2014 WSCC raised with Arun the subject of drawing together the services that influence the health and wellbeing of people later in life (Appendix 1 – WSCC Document 'Commissioning Principles').
- 2.2 The commissioning principles drew on an extensive mapping and evaluation exercise carried out by WSCC to deliver a 'joined-up' service for older adults.
- 2.3 As part of the commissioning exercise, WSCC assessed the financial commitment it makes for Day Activities in each of the district and boroughs. Historically, the Arun district has received less funding than some other districts by WSCC. To this end WSCC is reviewing its funding and intends future allocation to be in an equitable manner based on demography and need plus to deliver equality of access to services for vulnerable older people across the county.
- 2.4 Cabinet will recall that the current agreement with Age UK West Sussex was extended until 31 March 2018 to provide adequate time to complete its commissioning exercise (C/035/121216). It was envisaged that the exercise would be concluded by December 2017; however WSCC is now in the early stages of re-commissioning social support services for vulnerable older adults and are carrying out reviews of their own in-house centres and services.
- 2.5 WSCC will commence a Dynamic Purchasing System during 2018 enabling the start of a competitive tender process to commission social support services for vulnerable older adults across the county.

3.0 CURRENT SITUATION

- 3.1 The services provided by Age UK West Sussex are based at the Laburnum Centre (Bognor Regis), the Laurels (Angmering), St Mary's church hall (Littlehampton) and Wick Hall. The Day Activities 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 service was transferred from Arun District Council to Age UK West Sussex (formally Age Concern) 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. Over the term the management fee reduced from £269,773 to its current level of £173,773.

3.3 It is proposed, that as more information becomes available in respect of the WSCC commissioning exercise, a paper is prepared for Cabinet with options in respect of the service requirements and whether to include the Laburnum Centre as part of the services contracted with WSCC.		
5.0 CONCLUSION		
5.1 The exercise to commission Day Activity services has taken longer than anticipated. Age UK West Sussex has worked with Arun officers to maintain a valuable service to the community despite the uncertainty of tendering for a new contract. To ensure that this service continues uninterrupted it is recommended that the contact agreement with Age UK West Sussex is extended in line with WSCC's commissioning timetable.		
6.0 PROPOSAL(S): It is proposed that:		
<ol style="list-style-type: none"> 1. Arun District Council extends the current contract with Age UK until 31 March 2019. 2. Age UK is funded up to £173,773 in line with the contract extension. 3. A further report is brought back to Cabinet by the Group Head of Community Wellbeing with options in respect of the service requirements for Day Activities and whether to include the Laburnum Centre as part of the services contracted with West Sussex County Council. 		
7.0 OPTIONS:		
<ol style="list-style-type: none"> 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. 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. 		
8.0 CONSULTATION:		
Has consultation been undertaken with:	YES	NO
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	✓	
9.0 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)		✓

10.0 IMPLICATIONS:

Financial: requirements to in respect of a service fee for the service provider. Also financial considerations for the maintenance and lease arrangements on facilities.

Legal: implications in terms of signing the commissioning agreement with WSCC and the commissioned service provider. Any building will be leased to the service provider.

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

Cabinet Decision C/035/121216

Commissioning Principles (WSCC Document) – Appendix 1 (*Attached*)

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.13**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 FEBRUARY 2018****PART A: REPORT**

SUBJECT: Community Advice Services Contract
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REPORT AUTHOR: Robin Wickham	DATE: January 2018	EXTN: 37835
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EXECUTIVE SUMMARY:

The Community Advice Services contract is procured by Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils. This paper sets out proposals to tender the Community Advice Services contract.

RECOMMENDATIONS

It is RECOMMENDED that the Cabinet resolve:

1. That Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure by single tender an independent and comprehensive community advice service and enter into a contract with Central and Southern Sussex Citizens Advice Bureau for one year from 1 April 2018; and
2. Provide a funding contribution of £117,020 for this service, subject to Full Council approving the 2018/19 budget.

1. BACKGROUND:

- 1.1 The Community Advice Service provided by Citizens Advice expires on 31 March 2018. The contract is between Central and Southern Citizens Advice Bureau (CAB) and West Sussex Local Authorities including Arun, West Sussex County Council and all of the other West Sussex District and Borough Councils.
- 1.2 To enable a new contract specification to be drafted to reflect the changing nature of benefits advice, particularly in respect of Universal Credit and the way in which the service is delivered to the community, it is proposed that a one year contract is procured by a single tender with the incumbent supplier. The service will be tendered competitively during 2018/19 for commencement of a new contract on 1 April 2019.
- 1.3 It is proposed that the single tender procurement will be led by West Sussex County Council (WSCC) on behalf of the West Sussex District and Borough Councils who are funding partners and party to the agreement.

1.4	Arun's funding contribution for this service has been £117,020 per annum for the past three years. It is proposed that this sum remains unchanged in 2018/19.	
1.5	The new contract specification will be tendered during 2018/19 and when the outcome is known, Cabinet will receive a further report with a recommendation to award the contract to the successful bidder.	
2.	CONCLUSION	
2.1	The purpose of this paper is to obtain the authority of Cabinet to enter in to a contract awarded by single tender (with West Sussex County Council and the other West Sussex District and Borough Councils) for the provision of an independent and comprehensive advice service with the incumbent supplier, Central and Southern Sussex Citizens Advice Bureau, for one year from 1 April 2018 at a cost of £117,020.	
3.	OPTIONS:	
1.	That Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure by single tender an independent and comprehensive community advice service and enter into a contract with Central and Southern Sussex Citizens Advice Bureau for one year from 1 April 2018.	
2.	Not to enter in to a contract for the provision of an independent and comprehensive community advice service.	
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: (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 and Legal: Contractual agreements which include a financial commitment.

Asset Management: The contract will include buildings owned or leased by Arun District Council.

7. REASON FOR THE DECISION:

To provide an independent and comprehensive advice service for the community.

8. BACKGROUND PAPERS:

[Overview Select Committee Report November 2014](#)

Cabinet Decision December 2014: [C/056/081214](#)

Cabinet Decision February 2015: [C/067/090215](#)

AGENDA ITEM NO.14**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 12 FEBRUARY 2018****PART A : REPORT**

SUBJECT: Planning Appeal at Land West of Church Lane and South of Horsemere Green Lane, Climping.
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REPORT AUTHOR: Claire Potts	DATE: 23 January 2018	EXTN: 37698
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EXECUTIVE SUMMARY:

An Appeal has been submitted against the decision of the Council to refuse planning permission for 300 dwellings on a site to Land West of Church Lane and South of Horsemere Green Lane, Climping (Planning Application Ref CM/1/17/OUT). The application was refused by the Council's Development Control Committee on 9 August 2017 for two reasons, overturning the officers' recommendation of approval. The Appeal is likely to be heard in June/July 2018 and is to be heard by way of a Public Inquiry; a start date of 27 November 2017 was agreed.

This report seeks approval to a supplementary estimate of up to £40,000 to cover the costs of defending this Appeal.

RECOMMENDATIONS:

That Cabinet recommend to Full Council the approval of a supplementary estimate of £40,000 for costs associated with defending the Appeal in respect of application CM/1/17/OUT. These include Counsel costs and costs of appointment of Planning Consultants and any specialist consultants to assist with defending an Appeal in respect of Planning Application CM/1/17/OUT.

The supplementary estimate equates to a Band D Council Tax of £0.67.

1. BACKGROUND:

Mulgrave Properties Ltd submitted to the Council, on 3 January 2017, an outline planning application seeking permission for up to 300 residential dwellings, a D1 Use class building of up to 875sq m, an A1 Use Class building up to 530 sq m, vehicular access, public open space, ancillary works and associated infrastructure. All detailed matters were reserved other than the means of access into the site. The development site covers 27.01 hectares.

The application was presented to Development Control Committee with a recommendation of approval on 9 August 2017. The application was refused by

Development Control Committee. In exercise of its statutory rights under Section 78 of the Town and Country Planning Act 1990, Parker Dann on behalf of Mulgrave Properties, has appealed the decision to refuse the application. The Planning Inspectorate has decided that the Appeal should be heard under the public local inquiry procedure.

The reasons for refusal related to prematurity prior to the adoption of the new Local Plan and highway safety in relation to mitigating the impacts of the development on the Oystercatcher and Comet Corner junctions on the A259.

An Appeal will be heard into the proposal which is likely to begin in June/July 2018. It is likely that the Appeal will last 3 - 4 days, there is a great deal of work involved in preparing the Council's case for the Appeal and officer time has already been spent in preparing and submitting initial documentation.

As the Appeal is to be heard by way of a public inquiry, the Council will be required to be legally represented by Counsel and fee estimates are currently being sought. Based on previous Appeals this is likely to be approximately £10,000 for representation and for the work involved in the preparation and attendance at the appeal.

The Council will also need to appoint planning consultants to defend the Council's case. Officers have sought fee proposals from six planning firms, and received one fee proposal from Lambert Smith Hampton. The quote received is for a fixed fee of £15,000 plus VAT and disbursements based 10 days preparatory work, and a 4 day inquiry. Any additional inquiry days would be £1,000.

The Council may also need to appoint specialist consultants to defend and support the technical reasons for refusal relating to highways. A fee estimate will be sought for this work if the appointed planning consultants advise that it is needed, and Members agree. Therefore, an additional reserve amount of up to £15,000 is required for the work involved for specialist transport consultants for the preparation and attendance at the Appeal.

In order for the Council to defend the decision of Development Control Committee, costs of £40,000 are likely to be incurred.

The appellant has also submitted a claim for award of costs against the Council. This is based on alleged unreasonable behaviour causing the unnecessary expense in the Appeal. The Inspector will ultimately be the judge of whether the Council's actions were unreasonable. If that is his conclusion then the Council may potentially have to pay some or all of the appellant's costs at a later date.

The Department's miscellaneous budget is normally used to defend Appeals following the refusal of planning permission. However, this budget is very limited and the Appeal costs at this scale could not be accommodated through this budget in this financial year.

2. PROPOSAL(S):

To agree a supplementary estimate of £40,000 for counsel and consultants associated with defending the Appeal. This does not cover the eventuality that the Council lose the Appeal and the appellants cost claim against the Council is successful.

3. OPTIONS:

In defending the Appeal there are no reasonable alternatives.

4. CONSULTATION:

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

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:
(Explain in more detail at 6 below)**

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

6. IMPLICATIONS:

There are financial implications for instructing legal and planning consultants for the Appeal.

7. REASON FOR THE DECISION:

For an Appeal by public inquiry, legal representation is required.

8. BACKGROUND PAPERS:

Development Control Committee Agenda August 2017

<https://www.arun.gov.uk/development-control-committee>

Unconfirmed minutes

Joint Western Arun Area Committee

1 November 2017– At a meeting of the Committee held at 7.00 p.m. at The Regis School, Bognor Regis

Present:

West Sussex County Council: Mr Patel, Mrs Pendleton, Ms Flynn and Mr Whittington

Arun District Council: Councillors Mr Charles (Chairman), Mr English, Mr Dillon, Mr Dingemans and Mr Haymes.

Town/Parish Council representatives: Councillors Mrs Richardson (Aldwick), Mr Ballard (Barnham), Mr Knight (Bersted), Mr Cunard (Bognor Regis), Mrs Ballard (Eastergate), Mrs Wild (Felpham), Mr Darling (Middleton), Mr Camerer Cuss (Walberton), Mrs Brimblecombe (Slindon),

Officers: Monique Smart, Democratic Services Officer (WSSC), Benjamin Whiffin, Area Highways Manager (WSSC), Tracey Light, Principal Community Officer (WSSC) and Jackie Follis, Head of Policy (ADC).

Chairman's Welcome

29. The Chairman welcomed everyone to the meeting.

30. Apologies had been received from Councillors Mr Edwards, Mrs Hall, Mr Bence, Mrs Bence, Mr Wotherspoon, Mr Beaton, Mr Pickthall, Mr Humphris, Mr Allsopp and Mr Ford.

Declarations of Interest

31. None

Minutes

32. Resolved – that the minutes of the Joint Western Arun Area Committee (JWAAC) held on 28 June 2017 be confirmed as a correct record and that they are signed by the Chairman.

Progress Statement

33. Cllr Mr Cunard raised concern about the future of the Street Scene contract between Bognor Regis Town Council and West Sussex County Council. He stated this would affect all Parishes within the old JWAAC area as the Town Council contract was to remove graffiti and flyposting from all those areas. The Area Highways Manager responded stating that he understood the contract had been reinstated until the end of the year and a full review and consultation would take place in the meantime. The Area Highways Manager confirmed that a full response would be sent to the Town Council from the Cabinet Member for Highways Infrastructure at West Sussex County Council.

Talk with us – public question time

34. The Chairman invited questions from members of the public. A number of issues were discussed including those set out below (responses in italics):

- Mr Parsons asked what was the Joint Western Arun Area Committee's assessment of the current state of local community involvement and engagement in civic affairs and in what specific ways would they be open to community inspired ideas and innovations on how it might be improved. *The Chairman stated that he was aware that Mr Parsons had good links with both officers and Members from the District and County Councils and welcomed this involvement. Cllr Mr Dillon referred to the Community Engagement Committee at Bognor Regis Town Council and stated that they work with Mr Parsons. Cllr Mr Dingemans also commented that there had been a lot of public consultation in recent years about regeneration in Bognor and that gave the public the opportunity to engage.*
- In relation to the decision on the Felpham Traffic Regulation Order later on the agenda, Mr Farrell asked if the proposed speed cushions were worth the money as none of the recent collisions in the area were speed related. He also referred to the low response rate from the community for this proposed scheme. *The Chairman asked the Members and officers to consider the questions but respond at the agenda item.*
- On the same subject Mrs Drinkwater asked if the Committee was satisfied that the formal consultation demonstrates adequate community support. She also asked how much the volume of traffic had reduced through Felpham since the opening of the relief road and whether this was taken into account before considering the proposal. Lastly she asked if the Committee agreed that the relief road had indeed relieved Felpham of through traffic whether they would be willing to put these proposals on hold and carry out a full and proper consultation with the help of Felpham Parish Council and local schools and organisations to ascertain whether community support for 20 mph speed limit throughout Felpham still exists now that the relief road exists? *Again the Chairman asked the Members and officers to consider the questions but respond at the agenda item.*
- Mr Goodheart asked how many Parishes within JWAAC had signed up for the 'What If' programme. *Monique Smart confirmed that four had officially signed up and a further four were currently undertaking the training.*
- Mr Goodheart also asked about street drinking and the rules around moving people on. *The Chairman asked the Police representative to respond to this in his update.*

Community Police Update

35. The Chairman welcomed Acting Inspector Danny West who provided an update on neighbourhood policing in the JWAAC Area. A number of issues were discussed including those set out below:

- Inspector West explained the changes to Neighbourhood Policing in that from Monday they are known as the Prevention Team rather than Neighbourhood

Team. He confirmed that the Arun and Chichester Prevention Team had 15 PCs, 4 Sergeants and 27 PCSOs.

- In response to the public question about street drinking, Inspector West confirmed that public protection space orders can be used by the Police (including PCSOs and Business Wardens) to deal with anti-social drinking and withdraw alcohol. Whether to move people on is a decision based on individual circumstances.
- Inspector West explained that Cuckooing is when drug dealers from major cities target vulnerable people in places such as Bognor Regis. He reported some successes and recovered drugs and was pleased to report that Sussex Police are making it harder for groups to work in Sussex.
- Members expressed disappointment that they no longer received crime statistics in advance of the meetings.

Highways and Transport Sub Group

36. The Chairman referred Members to the minutes of the last meeting of the Highways and Transport (H&T) Sub Group (copy attached to the signed minutes). Members noted the minutes and the following issues were discussed:

- Cllr Mr Dingemans asked why the Parish and Town Council had to pay a fee to be part of the Highways and Transport Sub Group. Monique Smart responded stating this was as a result of the last review of County Local Committees by West Sussex County Council and was for the administration costs of the meetings.
- In relation to minute 4.4, Mr Whittington provided a map of the location with a 'missing link' in the cycle network in Bognor Regis. He explained this was on the eastern side of the A29 between the new roundabout and Halfords roundabout. He stated that he had a meeting with officers tomorrow and asked Members if, in principle, they supported him trying to progress a cycle path for this 'missing link'. Following a short debate the majority of members supported this being investigated for progression.

Traffic Regulation Order – Felpham, Traffic Calming.

37. The Committee considered a report by the Executive Director of Economy, Infrastructure & Environment and the Director of Highways and Transport, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

38. Peter Bradley, Project Manager, West Sussex County Council introduced the report and explained the background to the proposed scheme, details of the consultation undertaken and responses to some of the objections received as detailed in the report. In responding he tried to address the questions asked at 'Talk with Us'. He confirmed that traffic flows on the old A259 had reduced by 18/20% since the relief road had opened.

39. Cllr Mr English spoke in support of the scheme stating that it was a community led scheme that would be enforced by residents. He stated that the response rate to the informal consultation for this scheme was high. He asked the Committee to support the proposals. Mrs Flynn also spoke in support of the

proposed scheme stating there had been a lot of consultation and it was one of the three main priorities for Felpham Parish Council.

40. **Resolved** that the County Council Members of the Committee, having considered that the benefits from managing traffic speed in this area where people live outweigh the concerns expressed by the objections, agreed to authorise the Director of Law and Assurance to make the Traffic Regulation Order as advertised.

Prioritisation of Traffic Regulation Orders

41. The Committee considered a report by the Director of Highways and Transport and Head of Highways Operations, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

42. The Area Highways Manager introduced the report explaining that the Traffic Regulation Order (TRO) requests received since July 2016 had been assessed and scored and the results attached in appendix A of the circulated report.

43. **Resolved** that the County Council Members of the Committee agreed to progress the two highest scoring TROs from the list attached at Appendix A, those being:

Furse Field, Aldwick – Double Yellow Lines

Elmer Road, Middleton – Double Yellow Lines

Community Highway Schemes

44. The Area Highways Manager introduced the previously circulated information report that provided an update on Community Highway Schemes. He explained that no new requests had been submitted for the JWAAC area and encouraged any residents or Councillors to apply for new schemes by completing the online application form.

45. The Area Highways Manager went on to highlight the schemes previously put forward and detailed in Appendix C of the information report. He stated that it was hoped these schemes would be programmed for delivery in 2018/19

Community Initiative Funding

46. The Committee considered a report by the Director of Law and Assurance, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee on the applications received under the Community Initiative Funding (CIF) scheme.

47. The Committee discussed the respective merits of the projects for which funding was sought and indicated support or otherwise for each application.

48. RESOLVED that the County Councillors on the Committee allocate Community Initiative Funding as follows:

The following applications were approved: -

24/JWAAC - 60 Minutes of Classical Music £900.00 towards the purchase of trombones. Members did request that the applicant actively look to extend membership of the group.

67/JWAAC - Bognor Regis Youth Cricket Club, £2323.75 for new kit and training equipment.

71/JWAAC - Blake's Mead Community Association, £1500.00 for Organisation costs and events.

76/JWAAC - Grandads Front Room, £750.00 towards a laptop to set up a community hub.

79/JWAAC - Willowhale Community Centre, £2,500.00, towards new flooring.

The following applications were declined:

75/JWAAC Genesis Community Centre, £2,500.00 requested towards outside sheltered seating area. Declined as CIF is not for ongoing funding and they have had CIF previously. It was also suggested that they set up as a CIC or Charity to be able to access other funding.

78/JWAAC Walberton Pavilion, £1,114.00 requested towards Pavilion refurbishment. Declined as they are a precepting authority

87/JWAAC Radio Respect, £4,432.94 requested towards New Radio Equipment. Declined as the application stated the project would not go ahead unless fully funded. It is very rare that the Committee would give over £2500. It was suggested the applicant look at fundraising/match funding and then come back at a future date.

Nominations to School and Academy Governing Bodies

49. The Committee considered a report by the Executive Director of Children, Adults, Families, Health & Education (copy attached to the minutes).

50. Resolved that the County Council Members of the Committee approved the following nomination: -

Mrs Christine Barker to St Mary's CE Primary School, Clymping for a four year term.

Items to be raised by Town and Parish Council representatives.

51. The Chairman invited questions from Town and Parish representatives on the Committee. The following issues were discussed:

- Cllr Mrs Wild raised concern about a number of Trees with Preservation Orders (TPOs) that had been incorrectly felled by developers at Site 6. Her main concern was that Arun District Council were not going to fine the

developer. The Chairman agreed to discuss this with the appropriate officers at Arun District Council and follow up with Mrs Wild.

Items for Future Meetings

52. The following items were agreed for consideration at future meetings:

- Evaluation of Bognor Regis Public Realm Improvements – to possible include update on Regeneration (February 2018)
- Updates on Youth Provision to be included on the Progress Statement for each meeting.

Date of Next Meeting

53. The Chairman confirmed that the next scheduled meeting of the Committee was due to be on Wednesday 28 February 2018 at a venue to be confirmed.

The meeting closed at 8.30pm

Chairman

Unconfirmed minutes

Joint Eastern Arun Area Committee

14 November 2017– At a meeting of the Committee held at 7 pm at The Millenium Chamber, Littlehampton

Present:

West Sussex County Council Mr Buckland, Mr Elkins, Mr Markwell, Mr Purchase, Mrs Urquhart and Dr Walsh.

Arun District Council Councillors: Mr Chapman (Chairman), Mrs Emma Neno, Mr Andy Cooper, Mr Oliver-Redgate and Mr Wheal.

Town / Parish Council representatives Councillors: Mrs Francis (Angmering), Mr Allen (Clapham), Mr Duijf (East Preston), Mr Carr (Findon), Mr Chester (Littlehampton), Mr Bennett (Rustington) and Mrs Walker (Kingston).

In attendance:

West Sussex County Council: Monique Smart (Democratic Services Officer), Benjamin Whiffin (Area Highways Manager), Tracey Light (Principal Community Officer) and Roger Wood (Emergencies & Resilience)

Arun District Council: Jackie Follis (Head of Policy)

Appointments

45. **Resolved** that Councillor Mr Terry Chapman be appointed Chairman of Joint Eastern Arun Area Committee (JEAAC) for the remainder of the municipal year 2017/18.

Chairman's Welcome

46. The Chairman welcomed everyone to the meeting.

47. Apologies had been received from Councillors Mrs Robertson (Ferring), and Mr Looker (Houghton).

Declarations of Interest

48. Mr Buckland declared a personal and pecuniary interest in the Community Initiative funding application 86/JEAAC as the Vice Chairman of the group. He stated he would leave the meeting when this decision was discussed and made.

Minutes

49. **Resolved** that the minutes of the Joint Eastern Arun Area Committee, held on 11 July 2017 be confirmed as a correct record and that they be signed by the Chairman.

Progress Statement

50. The progress statement was noted.

'Talk with Us' – Public Questions

51. The Chairman invited questions from members of the public. The issues discussed include those set out below (responses in italics):

- Mr Terry Ellis raised concern about a number of recent anti-social behavior incidence in the Littlehampton area and asked what the Police were doing to address and stop this. *Acting Inspector Danny West responded stating that they are aware of the recent problems and are working closely with partners in the Anti-Social Behaviour Team at Arun District Council. Also some young people have been identified and the Police are in communication with their parents to try and resolve issues. In addition police patrols are being maintained and Inspector West offered assurance that the situation was being monitored and offenders would be dealt with.*

Community Police Issues

52. The Chairman welcomed Acting Inspector Danny West who provided an update on neighbourhood policing in the JEAAC area. A number of issues were discussed including these set out below:

- Inspector West explained the changes to Neighbourhood Policing in that they are now known as the Prevention Team rather than Neighbourhood Team. He confirmed that the Arun and Chichester Prevention Team had 15 PCs, 3 Sergeants and 30 PCSOs.
- Inspector West explained that Cuckooing is when drug dealers from major cities target vulnerable people in towns such as Littlehampton and Bognor Regis. He reported successes and recovered drugs and was pleased that Sussex Police are making it harder for such groups to work in Sussex.
- He also reported on a project being undertaken by PCSOs working with people at risk of being targeted for scams and fraud. Advice and presentations are being provided to groups in the communities to raise their awareness and help them avoid scams.
- Inspector West tabled some local partnership crime statistics. He acknowledged the rise in crime of 11% but stated that Sussex Police do encourage reporting of crime and record data well. Members welcomed the data being shared but raised concern about some of the levels of crime, particularly in the Town Centre wards.
- Inspector West reminded the Committee that reporting non emergencies can be done online as an alternative to calling 101. He also made the Committee aware of 'In the Know' which is an alert system that anyone can sign up to and receives updates on local crime. <https://www.intheknow.community/>

‘What If’ and Operation Watershed

53. The Chairman referred Members to the previously circulated information papers on What If and Operation Watershed and welcomed Mr Roger Wood from the Emergencies and Resilience Team at West Sussex County Council who provided an overview of both schemes.

54. In Brief Mr Wood explained that ‘What If’ was a campaign to empower local people to help themselves and the vulnerable to prepare, respond and recover from events that disrupt the community from life as normal. Mr Wood encouraged Parish Councils to contact his team, find out more and sign up. He used the example of Felpham Parish Council who were the pilot for the scheme. They are now fully trained, have a team of volunteers and have been provided with equipment to help in the event of emergencies. He also explained that the programme involved working with local Businesses and Youth Groups.

55. For Operation Watershed Mr Wood stated that the fund, to support local communities to prepare for and prevent surface water flooding, still had £210,000 in the budget for 2017/18 and encouraged community groups and Parish Councils to apply where there was a need.

Community Initiative Funding

56. The Committee considered a report by the Director of Law and Assurance, West Sussex County Council (copy appended to the signed minutes), which sought decisions from the County Council Members of the Committee on the applications received under the CIF scheme.

57. The Committee discussed the respective merits of the projects for which funding was sought and indicated support or otherwise for each application.

58. Mr Buckland reiterated his personal and pecuniary interest in relation to application 86/JEAAC. He left the room when this application was discussed and the decision was made.

58. **Resolved** that the County Council Members of the Committee considered the CIF applications and allocated funding as follows:

The following applications and amounts were approved: -

- 86/JEAAC - Arun Access Group, £645.40 towards mobile external marketing equipment.
- 88/JEAAC - Rustington Platinum Social Club, £2,500.00 towards purchasing a vehicle.
- 91/JEAAC - The Wickbourne Centre, £2,500.00, towards purchasing towards community event equipment.
- 100/JEAAC - Equine Partners CIC, £2,470.00 towards developing fundraising capacity

59. Mr Purchase asked if applicants are able to apply again at a future meeting if they have not received the full amount applied for. Mrs Urquhart stated this would be possible but suggested it would be best at the end of the financial year if funds were still available.

60. Mrs Urquhart went on to refer Members to the new Appendix B of the CIF report that detailed the funds allocated by JEAAC this financial year. She asked if Members had any updates on whether projects had been completed. Mrs Urquhart stated that the evaluation for Sister Sarah's was received today and she was aware that the Men's Shed Findon was up and running and she had visited it.

Highways and Transport Sub Group

61. The Chairman referred Members to the notes from the last meeting of the Highways and Transport (H&T) Sub Group (appended to the signed minutes).

62. The Chairman of the H&T Sub Group referred Members to the recommendations within the notes and asked for JEAACs agreement. The following was **agreed**:

- JEAAC to ask Arun District Council and West Sussex County Council to review the Travel Plans emanating from new developments.
- To include in that request the need for adequate and safe cycle and pedestrian access to new developments.

63. The Area Highways Manager followed up on an issue raised at the H&T Sub Group and clarified that where possible TROs in close proximity and of a similar nature can be combined as one TRO. Councillor Mr Chester suggested that West Sussex County Council look at Brighton and Hove Councils TRO process as they have one TRO for the whole Council area and advertise amendments twice yearly.

Prioritisation of Traffic Regulation Orders

64. The Committee considered a report by the Director of Highways and Transport and Head of Highways Operations, West Sussex County Council (copy appended to the signed minutes), which sought a decision from the County Council Members of the Committee.

65. The Area Highways Manager introduced the report explaining that the Traffic Regulation Order (TRO) requests received since July 2016 had been assessed and scored and the results attached in appendix A of the circulated report.

66. **Resolved** that the County Council Members of the Committee agreed to progress the two highest scoring TROs from the list attached at Appendix A, those being:

Littlehampton, River Road, – Removal of Single Yellow Lines

Arundel, Tarrant Street – Revoke Limited Waiting, Fitzalan Road – Double Yellow Lines and The Causeway – Amend limited Waiting (all to be progressed as one TRO).

67. Mr Purchase referred to the current fifth request on the list for Broadmark Lane, Rustington. He stated that residents understood this request had been approved some years ago and he was very disappointed that it had 'slipped through the net' when the

process had changed. Mr Purchase stated he would be writing to the Cabinet Member for Highways and Infrastructure asking him to consider progressing this TRO as part of his additional 'pot' of 15 TROs.

Community Highway Schemes

68. The Area Highways Manager introduced the previously circulated information report that provided an update on Community Highway Schemes. He explained that there was one scheme being put forward for a new footway in Mill Road Arundel. He also explained that the request for a pedestrian crossing for The Street in Rustington was on the rejected list but in fact this would be subject to further work and would be resubmitted next year.

69. The Area Highways Manager went on to highlight the schemes previously put forward and detailed in Appendix C of the information report. He stated that it was hoped these schemes would be programmed for delivery in 2018/19.

70. It was noted that the update report encouraged residents to apply for new schemes but did not include a link to the application form on the website. Mrs Monique Smart undertook to circulate this to all Members and include in the minutes.
<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>

71. Cllr Mr Cooper raised concern about the number of 'desktop' studies that are undertaken for accessing schemes but more importantly for accessing planning applications. He stated that in most cases site visits should be undertaken rather than desktop studies. Mr Buckland referred to a planning application within his division that he had requested Strategic Planning undertake a site visit and they are doing so. He urged other County Councillors to request this if they felt it necessary. Dr Walsh confirmed that the JEAAC H&T Sub Group would be having a presentation from Strategic Planning about this very subject and he hoped that would help answer some of the questions being raised. Some Members felt this item should come directly to JEAAC but it was agreed that it would be presented to the H&T Sub Group in the first instance and then if felt necessary by the Chairman to full JEAAC as well.

Nominations of Authority School Governors

72. The Committee considered a report by the Executive Director of Children, Adults', Families, Health & Education (copy attached to the signed minutes).

73. Resolved –That the County Council Members of the Committee approved the following nomination for re-appointment: -

- Mrs Rosemary Cornish to Georgian Gardens Community Primary School

Items to be raised by Town and Parish Council representatives

74. Councillor Mr Chester asked for an update with regard to the Street Scene partnership agreement following a letter from West Sussex County Council that the partnership was to end mid year. Dr Walsh confirmed that the County Council have decided to revert back to the lump sum payment arrangement until the end of this financial and the next year and that discussions with regards to moving forward will be

organised as soon as possible so that everyone is able to forward plan resources for future years.

Items for future meetings.

75. The following items were agreed:

- Planning Process – This would be a presentation to the H&T Sub Group.

Date of next meeting

76. The Chairman reminded Members that the next meeting of the Committee would be held on Tuesday 6 March 2018 at a venue to be confirmed. Members wishing to place an item on the agenda should notify Monique Smart via e-mail: monique.smart@westsussex.gov.uk or on 033022022540.

The meeting closed at 8.30pm

Chairman

Extract from Overview Select Committee Minutes – 21.11.17
 Recommendation to Cabinet at Minute 294

OVERVIEW SELECT COMMITTEE

21 November 2017 at 6.00 p.m.

Present: - Councillors Dingemans (Chairman), English (Vice-Chairman), Mrs Bence, Blampied, Edwards, Elkins, Hughes, Mrs Oakley, Oliver-Redgate, Oppler, Miss Rhodes, Mrs Rapnik, Warren, Dr Walsh and Wheal.

Councillors Bence, Charles, Clayden, Haymes and Hitchins were also present for either all or part of the meeting.

[Note: Councillor Oppler was absent from the meeting during consideration of the matters referred to in the Minutes indicated:- Minute 289 to Minute 294 (Part)].

294. NEW CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS 2018-2022

The Chairman welcomed the Chief Executive to the meeting and asked him to introduce this item.

The Committee was informed that Following the LGA Corporate Peer Challenge Review held back in March 2014, the Council had been considering how it needed to change to reflect the predicted shift in the population and business needs for the future, in the knowledge of the Council's reducing financial stability.

The 2020 Vision programme had been established to provide the strategic direction required helping the Council become more effective and sustainable and to enable it to meet future demands placed upon it. The three Council Priority themes and the 2020 Vision had been confirmed as follows:

- Your services
- Supporting you
- Your future

These were the same three headings that the Council had used for the last 5 years and the Chief Executive outlined that he had spoken to many Members about these three themes and the feedback received was to continue with them as they were working for the Council and changing them would be unnecessary.

The principles of these Priorities (through the 2020 Vision programme) were to:

Extract from Overview Select Committee Minutes – 21.11.17
Recommendation to Cabinet at Minute 294

- Offer an improved customer experience
- Build better relationships with other organisations and the community
- Provide more digital opportunities to make dealing with us easier
- Become smaller, but more effective

The remaining 2020 Vision programme comprised of 22 projects which aimed to generate an additional revenue savings and to meet the Council's Priority themed objectives. The Chief Executive explained that the 2020 Vision programme was now overseen by the Arun Improvement Programme Board which Cabinet had approved at its last meeting held on 16 October 2017.

The Corporate Management Team (CMT) had been working with Group Heads and Cabinet Portfolio Holders to form a new set of Corporate Plan and Service Delivery Plan (SDP) indicators which would assist in setting the strategic direction for the Council and provide targets to enable the measurement of how the Council was performing to achieve its three Priority Themes.

The Chief Executive outlined that the Council had learnt that it could only measure what it had control over and that it needed to be consistent with its targets over the next four year period.

The Chief Executive then invited his Executive Assistant to present the remaining elements of the report. She explained that for the new draft Corporate Plan and SDP indicators, much work had been undertaken to present a suite of indicators that were smarter and more in line with the Council's priorities and Vision.

The Committee's attention was firstly drawn to Appendix A of the report which set out the proposed list of Corporate Plan indicators - there were 11 of these to consider. Five were under the Theme 'Your Services'; three under the Theme 'Supporting you'; and three under the Theme 'Your future'. Within the report there was some additional information in relation to three of these indicators to assist Members in understanding the rationale behind the setting of the new target figures.

Appendix B to the report showed the proposed list of (SDP) indicators and there were 23 of these to consider. Again, some additional information in relation to three of these indicators had been provided to assist Members in understanding the rationale behind the setting of the new target figures.

Before inviting Members to comment on the new Indicators, it was explained that the points raised by this Committee would be included in an Appendix C that would accompany the report going forward to Cabinet on 12 February 2018, when Cabinet would be asked to approve the list of Corporate Plan and SDP indicators, giving due consideration to any comments from this

Extract from Overview Select Committee Minutes – 21.11.17
Recommendation to Cabinet at Minute 294

Committee's Members.

Once approved by Cabinet, the indicators would be presented to Full Council on 7 March 2018, for confirmation, before being adopted from 1 April 2018.

Moving forward, as was current practice, reports would then be submitted to Cabinet and this Committee every six months updating Members on progress against the targets set for each indicator. In addition to this, the Corporate Management Team (CMT) would monitor every indicator on a quarterly basis discussing current performance regularly with their Cabinet Portfolio Holder. There would be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how progress would be measured in each of the new financial years. This may also propose any new indicators, revisions to current indicators and targets or the deletion of indicators.

The Committee was then invited to submit comments and it was outlined that it was hoped that it would act as a 'critical friend' in approaching the adoption of the proposed new indicators. It was hoped that there would be no requirement to change the volume of indicators, however, comments were welcome in relation to the wording of the indicators and views on the proposed target figures.

Before inviting the Committee to put forward its views, the Chairman welcomed Councillor Oppler as a new Member to the Committee.

A range of comments and views were then expressed on the indicators set out in Appendix A as summarised below:

- CP11 [Household Waste Sent for Reuse, Recycling and Composting] – concern was expressed over the suggested target of 40% and that this was not ambitious enough and should be increased incrementally, especially as it had remained at the same level for several years. It was accepted that any potential increase would require effort and educational input as well as other changes. It was suggested that a promotion exercise be put into place with the Council liaising with those that provided plastic to promote a substantial reduction in usage. It was felt this could be achieved with the right level of educational input and partnership working with West Sussex County Council. The Director of Services outlined that a lot of thought had gone into setting this target. Although she agreed that other countries were achieving higher targets these results were based on different figures as they measured recycling differently. An example was Sweden – which burnt its waste. WSCC's target was 50% and it was explained that Arun was pushing hard to increase its achievement of 38.85% up to 40%. In achieving this, it was announced that there were plans moving

Extract from Overview Select Committee Minutes – 21.11.17
 Recommendation to Cabinet at Minute 294

forward in terms of educating the public further. This work needed to take place first before any figure in comparison to Europe could be set.

- CP8 [Number of new Council Homes Built or Purchased Per Annum] - as this target (proposed target 25) had been set around 4/5 years ago and although it had taken time to get to achieving it, it was believed that an increased target should be set, especially in view of the new freedoms the Council now had and the co-operation work taking place between District & Borough Councils and WSCC making more land available for development. The Director of Services outlined that this was the target agreed in the Council's HRA Business Plan approved recently by Full Council. This target was already very ambitious for Arun which could not be increased unless the Business Plan was rewritten.
- CP10 [Total rateable business value for the Arun District] – an explanation was sought over the large increase in target. The revaluation of all businesses was explained. As this had led to a whole series of appeals, which would take time to resolve, this was why the £91 million had been set. Once all of the appeals had been undertaken, the Council could review this figure and assess whether the target set was accurate.
- CP1 [The Level of Public Satisfied or Very Satisfied with the Overall Quality of the Council's Services] and CP4 [The Level of Customer Satisfaction with the Cleanliness of the District]. For CP1 views were expressed that the target (proposed target 75%) should be increased towards a more stretched figure of around 90%. It was pointed out by one Councillor that recent surveys undertaken by the Local Government Association (LGA) had shown that a target of between 66% and 72% was about the highest a Council could expect to achieve (than the proposed target of 70%). For CP4 – as the District was a pleasant place to live in and part of this was down to its cleanliness – it was suggested that surely a higher satisfaction level would be easy to achieve. The Chief Executive responded stating that in setting both of these targets, the information and context in terms of the national picture of Councils had been taken into account. For Arun these figures were in the higher end compared to other authorities with 3 out of every 4 people either being satisfied or very satisfied. Looking at the cleanliness and measuring figures for the last 4 years, these had varied over this time but were in the 60% region. The 70% had been set as it was important to aim for an increase but an achievable one. The Director of Services also commented emphasising that any target set needed to be stretching but also realistic. Arun was an incredibly clean District which was down to its high performing cleansing contractor and so in setting an increase in the target, which would be hard to achieve, what was set was realistic. Increasing this to a figure of 80% introduced a threat that this

Extract from Overview Select Committee Minutes – 21.11.17
 Recommendation to Cabinet at Minute 294

target would not be achieved year on year over the 4 year period which would be a pointless exercise.

- CP2 [Food Business with Food Hygiene Ratings of 3 (Satisfactory) and above – the 90% target should be higher as food hygiene was vitally important. The Director of Place outlined that this was a new indicator so he could not provide any data to confirm whether an increase in target would be practical or not. The target of 90% was a high target which could be adjusted after one year if there was evidence that any increase over 90% would be achievable.
- CP5 [Number of Visits to Council Leisure Centres per annum] – despite the detail provided behind the setting of this target figure (proposed target 860,300), it was felt that that this was not a good indicator to illustrate satisfaction with the Council's leisure centres. A better method would be to set a target covering the number of repeat visits made. The Director of Services disagreed, as this would not accurately measure the activity of all services used in a year.

The Committee was then invited to make comments on Appendix B (the Service Delivery Plan Indicators) which are set out below:

- SDP14 [Achieve Green Flag Awards for Council Parks (proposed target of 4) by 2018/19 – 5 by 2019/20 and maintain 5 thereafter] – it was felt that the target should be 5 for the first year which could then be readjusted if not achieved.
- SDP 11 [Residual Household Waster per Household] – what was the current residual waste and was this target stretching enough? It was explained that the current figure was 448.66 kg and that prior to this the figures had been 450 and 457 kg. The proposed target is 450kg.
- SDP 18 [Cost of emergency accommodation per annum (net)] – the amount of current spend was requested. The Committee was reminded of the recent supplementary estimates that Members had approved at the last two Full Council meetings exceeding the target set. Despite this, the Committee was reminded that as a result there were measures in place to provide a better service for those in emergency need. Accommodation would be purchased to provide direct accommodation for the homeless. As homelessness figures were increasing, setting this target although seen as challenging was a reasonable estimate at the present time. The Committee was reminded that all of the suggested target figures would be reviewed annually. (Proposed target £533,000).
- It was pointed out by a Member of the Committee that for SDP 13 [Contractor achieving performance target for all green space management operations following monitoring] and SDP 22 [Number of Council properties with a valid gas safety certificate] should read Higher is Better rather than Lower is Better. It was

Extract from Overview Select Committee Minutes – 21.11.17
Recommendation to Cabinet at Minute 294

agreed that this oversight would be corrected for the report going to Cabinet on 12 February 2018.

In summing up the comments made, the Chairman outlined that the Committee was happy to accept that the suggested target figures for 2018-2022 would be reviewed on an annual basis. It was his view, and the Committee agreed, that any review of how the targets had performed should be undertaken by this Committee and so he proposed that this be presented as a third recommendation to Cabinet on 12 February 2018.

The Executive Assistant to the Chief Executive reminded the Committee of her presentation made earlier as this had confirmed that there would be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how progress would be measured in each of the new financial years. The Performance Indicators set [the definition of the target] would not change, this would be a dangerous exercise, however the Committee could look at the outcomes achieved, what had over-achieved and what had not achieved and could request adjustments to target figures in view of the results provided.

Following some further discussion, the Committee

RECOMMEND TO CABINET ON 12 FEBRUARY 2018 – That

- (1) The current draft list of 11 Corporate Plan Indicators for the period 2018-2022, be approved, subject to Cabinet considering the comments raised by this Committee;
- (2) The current draft list of 23 Service Delivery Plan Indicators for the period 2018-2022 be approved, subject to Cabinet considering the comments raised by this Committee;
and

Extract from Environment & Leisure Working Group Minutes – 19.12.17
Recommendations to Cabinet at Minute 26

ENVIRONMENT & LEISURE WORKING GROUP

19 December 2017 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Brooks, Buckland, Cates, Dingemans, Oliver-Redgate, Dr Walsh and Wells.

Councillors Elkins and Wotherspoon were also present for part of the meeting.

26. STRATEGIC VISION FOR THE FUTURE OF PUBLIC CONVENIENCE SERVICES IN ARUN

(Prior to consideration of this item, Councillors Buckland, Brooks, Dr Walsh, Warren, and Wells redeclared their personal interest and remained in the meeting and took part in the debate and vote.)

The Greenspace & Cleansing Manager presented this report and advised that the Property & Estates Manager was also in attendance to answer Member questions as there was a cross over between Cleansing and Property & Estates.

Following the presentation, the Chairman thanked Mr Handson for another excellent and comprehensive report.

Members then participated in a detailed question and answer session with the relevant officers which covered a number of issues, in particular:-

- Confirmation was given that Bognor Regis Town Council would not be paying any contributions towards public conveniences in the town.
- No decision had yet been taken in respect of the future of the building at North Street, Wick but officers were aware of the anti-social behaviour taking place in the vicinity.
- The recently approved café to be built on the site opposite the Swimming Centre in Littlehampton would provide toilet facilities for members of the public even if not paying customers.
- Comment that signage was required indicating that toilets were available at the Norfolk Gardens Café would be taken up with ISS.
- The question was asked around when a policy decision had been made to move towards unisex facilities. The Property & Estates Manager advised that he was not aware of any such policy decision but rather it was a move in line with capital and industry practice. In order to provide the best facilities possible that were easier to maintain and were cost effective, unisex tended to be the best option. Comment was made that a lot of people were unhappy with such provision and a further question was asked as to what public consultation had taken place on customer preference? The Chairman stated that no public

Extract from Environment & Leisure Working Group Minutes – 19.12.17
Recommendations to Cabinet at Minute 26

consultation had been undertaken but that the public wanted clean, high quality facilities. The Property & Estates Manager also advised that affordability and vandalism were major factors that had to be taken account of. He highlighted that unisex facilities were already in operation in the District.

- Disappointment was expressed at the lack of interest in a community toilet scheme and it was felt that efforts should be made to sell the idea, a number of suggestions were put forward at the meeting for officers' consideration.
- Refurbishment of existing public conveniences was seen as a priority as some were in a pretty poor state.

In drawing the debate to a close, it was suggested that an additional recommendation be added to read:-

“Cabinet be asked to confirm or not a policy of moving to unisex toilets where possible.

Having been formally proposed and duly seconded, the additional recommendation was declared CARRIED.

The Working Group then

RECOMMEND TO CABINET – That

- 1) the proposal to investigate the potential for commercial development with retained public conveniences at Crown Yard remains, to be undertaken in due course by Property & Estates as part of their work plan;
- 2) the public conveniences at Ferring Village Green are retained, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and continue with their current revenue contribution to Arun;
- 3) the Council aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Property & Estates Service and Ferring Parish Council in due course;
- 4) the Council withdraw the North St Wick public conveniences, but work in partnership to support the Wick Traders Assoc. over provision of a Community Toilet Scheme in close proximity;
- 5) the Council retain Avisford Park public conveniences, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase their current annual contribution towards public conveniences;
- 6) the Council retain West Meads public conveniences, on the basis that Aldwick Parish Council are prepared to enter in to an agreement with Arun to support

Extract from Environment & Leisure Working Group Minutes – 19.12.17
 Recommendations to Cabinet at Minute 26

- future capital refurbishment costs and are prepared to offer a reasonable increase in their current contribution towards public conveniences;
- 7) the Council withdraw the Snooks Corner public conveniences. This decision is made on the basis that the Culver Road facility will remain open all year round in future. The Council will also look to set up a Community Toilets Scheme arrangement with an interested business in close proximity and will explore commercial opportunities for Snooks Corner;
 - 8) the Council retain Shrubbs Field public conveniences, on the basis that Middleton-on-Sea Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to increase their current annual revenue contribution towards public conveniences;
 - 9) pending the formal agreement of Freedom Leisure, for free public use of their public conveniences at the new Littlehampton Leisure Centre, that the Council withdraw the Mewsbrook Park public conveniences on opening of this facility;
 - 10) the Council retain Waterloo Square public conveniences at present, pending exploration of a commercial development opportunity of this site with retained public conveniences, to be undertaken Property & Estates as part of their work plan;
 - 11) the Council finalises a detailed condition survey of retained public conveniences within the next 12 months. This will allow effective budget planning from both ADC & Parishes who have agreed to support capital refurbishment costs moving forward;
 - 12) the delivery of the strategic vision by committing future capital funding sufficient to deliver the phased capital programme be supported;
 - 13) the current seasonal closure trial at Culver Road Felpham cease, on the basis of representation received from the public and to ensure the site will be open once the proposed refurbishment works due this winter are completed;
 - 14) the current seasonal closure trial at Sandy Road Pagham cease, on the basis of the representation received from the public and a reasonable maintenance contribution to be formally agreed with Pagham Parish Council;
 - 15) the current trial seasonal closure at Norfolk Gardens continue due to the fact there is alternative provision continuing to be provided at the Norfolk Gardens Café;
 - 16) the seasonal closure for Norfolk Gardens be lifted if the Council's contractor and café operator ISS Facility Services formally requests this;
 - 17) the current trial seasonal closure at West Beach be continued;

Extract from Environment & Leisure Working Group Minutes – 19.12.17
Recommendations to Cabinet at Minute 26

- 18) the proposed opening of the remaining sites under trial seasonal closure be rescheduled from Easter 2018 rather than the 1st May 2018;
- 19) a further progress summary is provided to the Working Group in one year's time; and
- 20) Cabinet be asked to confirm or not a policy of moving to unisex toilets where possible.

Extract from Housing & Customer Services Working Group Minutes
4.01.18
Recommendations to Cabinet at Minute 25

HOUSING & CUSTOMER SERVICES WORKING GROUP

4 January 2018 at 6.00 p.m.

Present: - Councillors Hughes (Chairman), Mrs Porter (Vice-Chairman), Mrs Ayres, Blampied and Mrs Harrison-Horn [from Minute 21 to Minute 26 Part].

Councillor Bence was also in attendance as Cabinet Member for Residential Services

25. EMPTY HOMES STRATEGY

The Working Group received a report from the Group Head of Technical Services on the Empty Homes Strategy 2018 – 2023. The strategy had been updated and detailed the positive work that had been achieved since 2012. The strategy also outlined a revised plan for the next five years to tackle empty homes across all tenures within the Arun District.

Members noted that long term empty homes could:

- Attract crime, vandalism and anti-social behaviour.
- Become a public health hazard and magnet to vermin as well as look unsightly and pose a potential danger to the community including children.
- Detract from the neighbourhood amenity.
- Reduce the value of adjacent properties.
- Cost the community for visits and action by Police and the Councils Private Sector Housing and Public Health Team as well as the loss of Council tax revenue.

The Group Head of Technical Services explained that Arun District Council was committed to bringing empty residential properties back into use. It was noted that since 2006 the Council had employed a part time Empty Properties Officer and from April 2017 this position was made full time. Focus had been placed on properties that had been empty for more than six months.

The Group Head of Technical Services highlighted the advantages of the Government's New Homes Bonus grant that was paid for increasing the number of available homes. It was explained that the work of the Empty Properties Officer contributed to the amount of New Homes Bonus the Council received and since 2014 this had equated to approximately £1 million.

The Group Head of Technical Services concluded by referring Members to the report's recommendation that requested their recommendation to Cabinet that the Empty Homes Strategy 2018-2023 be adopted.

Extract from Housing & Customer Services Working Group Minutes

4.01.18

Recommendations to Cabinet at Minute 25

The Chairman thanked the Group Head of Technical Services for his comprehensive report. In discussion, where questions were asked and responded to at the meeting, Working Group Members welcomed the strategy, recognising the positive work that was taking place to bring empty properties back in to use, and the report's recommendation was agreed.

The Housing and Customer Service Working Group,

RECOMMEND TO CABINET

That the Empty Homes Strategy 2018-2023 be adopted.