

Committee Manager : Erica Keegan (Ext 37547)

02 May 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, 21 May 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. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

To approve as a correct record the Minutes of the meeting held on 9 April 2018 (previously circulated).

6. BUDGET VARIATION REPORT

To consider any reports from the Head of Corporate Support (*Standard Item*).

7. *ARMED FORCES COMMUNITY COVENANT

The Armed Forces Community Covenant is a 'promise by the nation ensuring that those who serve or have served in the Armed Forces and their families are treated fairly. The covenant focusses on helping members of the Armed Forces Community have the same access to government and commercial services and products as any other citizen. This report updates Cabinet on the support offered to the Armed Forces Community by the Council.

8. *ARUN IMPROVEMENT PROGRAMME - UPDATED TERMS OF REFERENCE

The Arun Improvement Programme (AIP) considers proposals for new projects that enable operating model redesigns and service improvements typically using ICT capability to facilitate that change. Following recent organisational restructures the membership of the AIP Programme Board has changed and the Terms of Reference updated. Cabinet's approval is sought on the updated Terms of Reference.

9. *COMMITTEES MANAGEMENT SYSTEM - BUDGET GROWTH

This report seeks approval for a revenue budget increase to cover the annual cost of a new Committee Management System. Funding would be required from April 2019 onwards.

10. *UPDATE TO HOUSING ALLOCATION SCHEME

The Housing Allocations Scheme requires updates in order to be compliant with the Homelessness Reduction Act 2017, which took effect from 3 April 2018.

11. *PROVIDING GRANT ASSISTANCE TO THE EXTRA CARE HOUSING SCHEME AT WESTERGATE

The Council has been working in partnership with West Sussex County Council (WSCC) to enable the delivery an extra care housing scheme at Westergate. The scheme is due to be developed by Housing and Care 21 with grant funding confirmed by Homes England. WSCC and Arun DC will both need to provide grant funding towards the capital costs of the construction of the scheme to make it viable.

12. *WEST SUSSEX COUNTY COUNCIL & ARUN DISTRICT GROWTH DEAL

The Arun Growth Deal sets out a joint commitment between Arun District Council and West Sussex County Council to align resources to deliver sustainable growth and unlock opportunities for new homes, infrastructure, employment floor space and rejuvenated town centres.

13. 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 – 27 February 2018; and
- (b) Joint Eastern Arun Area Committee – 6 March 2018

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.7**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 21 MAY 2018****PART A : REPORT****SUBJECT: ARMED FORCES COMMUNITY COVENANT****REPORT AUTHOR:** Robin Wickham**DATE:** April 2018**EXTN:** 37835**EXECUTIVE SUMMARY:**

The Armed Forces Community Covenant is a 'promise by the nation ensuring that those who serve or have served in the Armed Forces and their families are treated fairly'. The covenant focusses on helping members of the Armed Forces Community 'have the same access to government and commercial services and products to any other citizen'. This report updates Cabinet on the support offered to the Armed Forces Community by the Council.

RECOMMENDATIONS:

Cabinet is invited to note that the Council is compliant with the requirements of the Armed Forces Covenant.

1.0 BACKGROUND

- 1.1 The Armed Forces Covenant was introduced in 2011. It is a 'promise by the nation ensuring that those who serve or have served in the Armed Forces and their families are treated fairly.' The covenant itself focusses on helping members of the Armed Forces Community to 'have the same access to government and commercial services and products as any other citizen'.
- 1.2 The Community Covenant is a statement of mutual support between local authorities and the Armed Forces community and a pledge by the parties to work together to:
- Encourage local communities to support the Armed Forces community and to nurture public understanding and awareness of issues affecting them
 - Recognise and remember the sacrifices faced by the Armed Forces community
 - Encourage activities which help to integrate the Armed Forces community into local life

- Encourage the Armed Forces community to help and support the wider community, whether through participation in events and joint projects or other forms of engagement

1.3 Arun District Council formally adopted the Community Covenant at the meeting of Full Council on 13 January 2016.

1.4 UPDATE REPORT

1.5 In the 2017 a report co-authored by Cllr Izzi Seccombe, Chair of the LGA Community Wellbeing Board and Air Vice Marshal Tony Stables recommended a four part core infrastructure for the effective delivery of the covenant. The recommendation covered the following:

i. Individuals

The appointment of an elected member Champion and an officer point of contact within the Council. **This is in place**, in the case of Arun District Council these individuals are Cllr Terence Chapman and Robin Wickham.

ii. Communications

A web page or similar presence to support delivery of the Covenant together with links to key information. **This is in place**.

A clear Public Statement as to what members of the Armed Forces Community can expect from the Council. This is in place but has to be reinforced when unrealistic or unreasonable demands are made of the Council.

A route through which concerns can be raised: **This is in place** and operates, when required, through both the covenant champion and the officer point of contact. However, it mostly operates through the dedication and professionalism of the Council's Residential Services and Benefits teams.

That members of staff receive training in respect of the Community Covenant: This is ongoing and is a requirement for front line staff particularly the Council's Residential Services and Benefits teams.

iii. Collaboration

A means for statutory and non-statutory organisations to work together: A Covenant Forum meets at least twice a year. **This is in place** and provided by West Sussex County Council (WSCC) under the chairmanship of County Councillor Debbie Kennard supported by Sally Manning. It is through this forum that collaboration between Ministry of Defence (MOD), local military units, Armed Forces charities and local authorities is achieved.

<p>iv. Vision and Commitment This includes action planning appropriate to local needs and circumstances, policy reviews and demonstrable commitment to the Covenant. This is in place. These requirements are partly delivered through the Covenant Forum (as above) and partly through meetings between the elected member champion and the officer point of contact.</p>		
<p>1.6 CONCLUSION</p>		
<p>1.7 Members of the Cabinet are invited to note, through the content of this report, that the Council is compliant with the requirements of the Armed Forces Community Covenant and is committed to supporting the ties and mutual understanding between members of the Armed Forces and the local community.</p>		
<p>2.0 PROPOSAL(S):</p>		
<p>2.1 It is proposed that Cabinet note that the Council is compliant with the requirements of the Armed Forces Community Covenant.</p>		
<p>3.0 OPTIONS:</p>		
<p>2.1 To note the Council's compliance with the Armed Forces Community Covenant, or not.</p>		
<p>4.0 CONSULTATION:</p>		
<p>The Covenant Champion and the officer point of contact consult with relevant Councillors, Council officers and organisations in respect of Armed Forces Community Covenant matters. No specific consultation has been undertaken in respect of this report.</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5.0 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		✓
Safeguarding		✓
Other (please explain)		
6.0 IMPLICATIONS:		

7.0 REASON FOR THE DECISION:

7.1 To note that Arun District Council is compliant with the requirements of the Armed Forces Community Covenant.

8.0 BACKGROUND PAPERS:

[Community Covenant](#) – Full Council paper (January 2016)
[The Armed Forces Community Covenant](#)

AGENDA ITEM NO.8**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 21 MAY 2018****PART A : REPORT****SUBJECT: ARUN IMPROVEMENT PROGRAMME – TERMS OF REFERENCE UPDATE****REPORT AUTHOR: Paul Symes DATE: 8th March 2018 EXTN: 37585****EXECUTIVE SUMMARY:**

The Arun Improvement Programme (AIP) considers proposals for new projects that enable operating model redesigns and service improvements typically using ICT capability to facilitate that change.

Following recent organisational restructures the membership of the AIP Programme Board has changed and the Terms of Reference updated.

RECOMMENDATIONS:

It is recommended to Cabinet that:

1. the revised Terms of Reference for the Arun Improvement Programme as set out in Appendix A to the report be endorsed

Cabinet is also asked to recommend to Full Council that:

2. the Constitution be amended at Part 3 (Responsibility for Functions), paragraph 2.0 (Cabinet) to add a new bullet point to paragraph 2.2 to read “To receive annual reports from the Arun Improvement Programme.”
3. the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution

Cabinet is also requested to note:

4. the activities of the Arun Improvement Programme.

1. BACKGROUND:

1.1 The Arun Improvement Programme (AIP) considers business case proposals for new projects that use existing or new ICT capacity along with process redesign to enable change within the organisation.

1.2 The programme is overseen by a Programme Board and their role is to ensure corporately that we invest in the right things, resource is allocated on a priority need basis and outcomes align with Council goals.

1.3 Projects may come into the programme from individual service ideas, be generated internally by the AIP or fed in from other initiatives and programmes.

1.4 The AIP also adopts other programmes into its portfolio to ensure corporate oversight is maintained and outcomes delivered, for example the Councils 2020 Vision Programme forms part of the AIP portfolio.

1.5 Outcomes from the projects can directly benefit our customers, improve back-office efficiencies, generate cashable savings, reduce organisational risk or meet statutory requirements.

2. PROPOSAL(S):

Following recent organisational restructures the membership of the AIP Programme Board has changed and the Terms of Reference updated. It has also been identified that the reporting lines of this Board are no longer listed within the Constitution. Cabinet is therefore asked to endorse the updated Terms of Reference and recommend to Full Council that the Constitution be updated to reflect the Board's reporting lines.

2. OPTIONS:

- a) Endorse the updated Terms of Reference and reporting lines
- b) Suggest amendments to the Terms of Reference and reporting lines
- c) Reject the updated Terms of Reference and seek alternative ways of approving business change projects

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		✓

Safeguarding		✓
Other (please explain)		✓
6. IMPLICATIONS:		
Not applicable		

7. REASON FOR THE DECISION:

To ensure the updated Terms of Reference for the Arun Improvement Programme (AIP) meet the Council's needs for managing new projects and the reporting lines of the Board are more transparent.

8. BACKGROUND PAPERS:

Cabinet 18 January 2016 (Agenda Item 6) - C/043/180116

Appendix A - Arun Improvement Programme Terms of Reference

Background

In 2001 Arun District Council introduced a corporate programme and project management approach for the way we deliver change and supporting technologies, this was highlighted by external auditors as an area of best practice in the council and more recently noted as working well by the DCLG.

Purpose

The Arun Improvement Programme's purpose is to ensure that corporately we invest in the right projects, resource is allocated on a priority need basis, outcomes are delivered and an environment is maintained to support successful delivery.

By having a corporate wide overview of all projects the Programme is better able to understand the wider context of change, manage project interdependencies, provide risk assurance, control costs, communicate with key delivery stakeholders, apply best practice principles, provide project management and support each individual project in achieving its outcomes.

Scope

The projects that fall into the scope of the Programme primarily, but not exclusively are those that require new or substantial changes to computer systems, this may also include new ways of working for staff. Substantial in this context is defined as requiring more than 15 days of ICT staff effort and / or £15,000 of budget.

The AIP also adopts other temporary programmes into its portfolio to ensure corporate oversight is maintained and outcomes delivered, for example the Councils 2020 Vision Programme forms part of the AIP portfolio.

If a project is being funded via an existing service budget or a new capital bid it will still fall within the scope of the AIP and any new capital bid should be considered by AIP prior to entering the bidding process.

The Programme scope does not include the IT environment (boxes and wires) supplied and managed by ICT to maintain day-to-day services unless this is directly changing due to an AIP project.

Prioritisation

Projects will be prioritised based on several factors including improvements for our customers, more efficient working, financial savings, risk reduction and opportunities to re-invest back into services.

Programme Board

The AIP is overseen by a Programme Board with membership made up of officers and elected members and this structure forms part of the Council's annual governance statement.

Membership of the Board:

- ICT & Service Improvement Manager ^{#1}
- IT Technical Manager
- Leader of the Council
- Deputy Leader of the Council and Cabinet Member for Corporate Support
- One other Councillor appointed by the Leader of the Council

^{#1} Programme Manager & chair

Meeting Cycles

The Board will meet every 3 months. If there are no substantive items for the agenda then the meeting may be postponed or cancelled. If there is an urgent need for the Board to meet outside of the meeting cycle an exception meeting may be called.

A programme board meeting agenda will be sent at least 3 clear working days ahead of any meeting to the Board members and a copy sent to Internal Audit. Notes will be taken at the meeting showing any key actions or decisions and then circulated within 10 working days to the Board members and a copy sent to Internal Audit.

Reporting

The Arun Improvement Programme will make decisions and recommendations around project and programme approvals which fall within the scope of the programme and established budget.

Where additional funding is required outside of the agreed AIP budget then the councils existing approval process will be used.

The Arun Improvement Programme has two members of Cabinet as board members and will provide annual reports to Cabinet.

Work-Plan

The ICT work-plan is the master schedule of all project work within ICT including a mixture of internal ICT projects and AIP projects. New AIP projects will not be added to this work-plan unless agreed by the AIP.

Project Approval Process

For simplification a three step process will be used for each project and the following steps will be used:

1. Project Brief
2. Business Case
3. Project Initiation Document (PID)

Step 1

Each new project will produce a Project Brief; this is a high level document giving an overview of what the project is trying to achieve, what work would be required, and what will be delivered.

The Programme Manager will consider the proposal and decide if the project should be adopted by the Programme. If so it will move to *Step 2*, otherwise the process ends (subject to *Appeal Route*).

Step 2

The project will produce a Business Case; this will detail the expected benefits that will be delivered compared to the risks, costs and resources required. It will normally show a payback model and as a general rule projects should have a payback period of not more than 5 years.

The Programme Manager will consider the benefits of the project as highlighted in the Business Case. If the Programme Manager believes the project should be adopted by the Programme then the Business Case will be sent to the Board for consideration.

If supported by the Board the project will then pass to *Step 3*.

Step 3

Each project will require a Project Initiation Document (PID); this will show the actual project delivery detail including resources, risk, budget and a schedule.

The Programme Manager will consider each PID to ensure it provides enough detail to manage the project. Once the Programme Manager is happy with the PID and agreed where this fits within the ICT work-plan the project will be considered as live.

Appeal Route

If the Programme Manager rejects any proposal the Project Sponsor has the option to appeal this decision and the escalation route will be via the (1) the Group Head of Corporate Support then (2) AIP Programme Board.

eVoting Process

Where timely decisions/approvals are required outside of meeting cycles then eVoting may be used, for example Business Case approval.

An email vote will be sent by the Programme Manager to all members of the Board explaining the matter, along with any supporting documents where appropriate.

Voters will be given **five clear working days** to respond and the responses collated by the Programme Manager with the result circulated at the end of the voting period.

There will be three vote options:

1. Agree – agree with the recommendation
2. Disagree – disagree with the recommendation
3. Defer – no vote cast

Each Board member has one vote.

- If there are at least 4 votes for “Agree” then the item will be deemed accepted and the requestor notified.
- If there are at least 4 votes for “Disagree” then the item will be deemed rejected and the requestor notified.

If none of the above conditions are met then the item will be scheduled for the next available meeting of the Board.

Variation to Process

The Board recognise that to encourage proposals and maintain an environment of continual service improvement, creativity and innovation the Programme Manager may use his professional judgment to vary the approval process and acceptance of changes.

To limit the exposure to risk the Programme Manager must follow the agreed process for any projects requiring more than 25 days ICT effort and/or budget of £25K (which must be an already approved budget).

Any variations will be reported to the Board at the next meeting as an information item.

Appendix B - Arun Improvement Programme Programme Summary 2016 - 2017

Shared Services

During 2016 the main focus of the Arun Improvement Programme (AIP) was a major review into the feasibility and business case for sharing a number of services with other councils (Chichester and Horsham District Councils).

The outcome was a fully costed business case setting out new operating models for the sharing of Audit, Customer Services, HR & Payroll, ICT, Legal, and Revenues & Benefits. Although there were good benefits that could be delivered from a number of these shared services it was decided that the risks and financial outlay outweighed the benefits.

The decision was taken to not proceed with shared services however the detailed work that was undertaken as part of these reviews gave valuable insight into how the services operate, what they cost to deliver and how they could be transformed. This work was not wasted and much of it fed into the 2020 Vision Programme and was used for internal service transformation.

2020 Vision

Although the 2020 Vision Programme is a corporate wide programme with a wider scope than the AIP it was adopted by the AIP for coordination and monitoring purposes. A number of AIP activities support the programme and this programme has secured approximately £3 million of annual savings. In addition through our contract management we have secured an additional £675,000 of external investment into our district.

Environmental Health

Business process mapping has been undertaken across the whole service and a new modern system has been procured which will introduce more efficient and effective ways of working.

Work is well underway on implementing this new solution which will see officers able to undertake mobile working. Not only will the new solution provide a better customer experience it will create around £60,000 of annual savings.

Corporate Telephony

The Council's main telephone system had reached end-of-life and a new telephony system procured and implemented. To ensure best value was achieved a joint procurement with Chichester District Council was undertaken and the same solution implemented for both councils.

We have been able to work together and share knowledge and having the same solution gives both councils additional business continuity capability in the event of a failure. The new system also uses an internet line (VoIP) to carry voice call traffic instead of traditional copper cable. One of the advantages of using this type of technology is that call costs are reduced significantly.

Arun Direct Telephony

Building on the new corporate telephony the Council's Contact Centre has implemented a new solution (their system was going end-of-life too). This has been built on using the same platform as the corporate telephony. The new solution has lower annual costs compared to the outgoing solution (£10,000 saving) and is able to provide more customer channels such as blended emails, web chat and SMS texts.

Financial Management System (FMS)

A new FMS system was procured and implemented to replace the old in-house system that had become unmaintainable. As part of the new solution a review of resources was undertaken and annual saving of around £40,000 achieved.

CIPFA Accounts Closedown

With statutory changes to the annual account closedown timetable (now 2 months earlier) a new accounts closedown solution has been procured which will automate part of the closedown process and assist the Accountants in closing down the accounts quicker.

Building Control Mobile Working

Work has now completed on implementing a mobile working solution. Building Control Officers are now less reliant of paper files and can work from any location including on-site with customers. The aim of the project was not direct cost savings, but to help the service be more competitive in an unpredictable market and be able to re-invest back into the service.

Carpark Appeals

Work has now completed on implementing an on-line carpark appeals solution with photographic evidence of offences, an electronic appeals portal and changes to back-office processes. The changes have made the process more efficient and less resource intensive helping the service to reduce staff resources.

Tree Management

Work has completed on implementing a mobile tree management solution to help the Council be more proactive in its tree stock management and mitigate risk identified by the Council's Insurers.

Estates Management

The Council outsourced its Estate Management function to Chichester District Council some time ago. Although it had met the original needs of the service it was felt that to meet future needs it would be better managed in-house and so this was bought back-in house and new systems setup to support ongoing management.

Housing Arrears Management

A new cloud based system was implemented that allows enhanced analysis of housing rent arrears using complex algorithms and patterns to identify genuine arrear cases versus technical arrears. This allows officers to target genuine cases, intervene earlier and reduce the amount of arrears accruing.

Home Exchanges

A very old paper based system to allow tenants to swap homes with other tenants (inside and outside of the district) has been implemented. The new system uses a web portal to allow tenants to sign-up and view a current list of potential swappable properties then initiate a potential swap.

Homelessness Act

The new Homelessness Act 2017 has introduced additional requirements on social landlords when dealing with homelessness or potential homelessness cases.

We have reached the final stages of the procurement for a new solution that will support the Homelessness Team in managing the additional work required and much larger numbers of eligible clients.

Cemeteries Records

The digitisation of our old cemeteries records has been completed. The cemeteries and plots have now been mapped and we are now looking at loading these to the system to ensure our cemeteries information is preserved for evermore.

Elections System

Since the introduction of individual electoral registration the Council's election management system had performed poorly and despite repeated meetings with the supplier and lobbying the Cabinet Office no resolution was achieved.

A new solution was been successfully procured and implemented (used by the other authorities in West Sussex) to replace the old system.

Performance Management System

The Council's Performance Management System (PMS) had started to become unreliable in terms of technical operation with the supplier unable to provide the level of support needed (we were one of the only local authorities still using it).

A new modern solution has now been implemented and work is currently underway to start setting this up ready for the 2018/19 reporting period.

AGENDA ITEM NO.9**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 21 MAY 2018****PART A: REPORT**

SUBJECT: Committees Management System – Budget Growth
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REPORT AUTHOR: Paul Symes – ICT and Service Improvement Manager
DATE: 20 March 2018 EXTN: 37585

EXECUTIVE SUMMARY:

This report seeks approval for a revenue budget increase to cover the annual cost of a new Committee Management System. Funding would be required from April 2019 onwards.

RECOMMENDATIONS:

Cabinet is being asked to recommend to Full Council (18 July 2018) that:-

- i. the annual revenue budget for Committee Services be increased by up to £25,000 (from 2019/20) to fund the ongoing costs of a new Committee Management System; and
- ii. authority be given to the Group Head of Corporate Support to release the required funding when the exact figure is known following procurement of the new system.

1. BACKGROUND:

Committees Services currently use an electronic document management system to prepare committee papers, publish agendas, minutes and decisions. This then feeds the Council's public website and uploads documents to the secure Members portal.

Committee Services also use a number of other separate systems to manage diaries, send meeting invitations, prepare forward/work plans and undertake other committee administration activities.

The current systems are not designed as a comprehensive or integrated committee management solution; instead they use a mixture of fragmented technologies and manual processes which has caused operational issues in the past.

A new system will provide:

- effective back-office committee administration
- improved website usability and features for the public
- better mobile access using a mobile app for the public

- dedicated website and mobile app for Councillors
- better digital tools such as annotation, notifications and off-line access
- improved searching and cross referencing of documents and reports
- automation of tasks such as committee timetables and meeting invitations
- greater transparency and availability of information

Members were offered an opportunity to see a demonstration of a potential committee management system in November 2017 to seek views to inform the project going forward. The feedback was that there was overwhelming support to the principle of a new system being introduced.

In accordance with its terms of reference, the Arun Improvement Programme (AIP) Board therefore approved the Business Case for a new Committee Management System in January 2018 and the programme is able to fund the one-off costs including the first year's revenue.

Agreement is being sought ahead of the 2019/20 budget cycle so that procurement of a new system can start.

2. PROPOSAL(S):

- i. Increase the annual revenue budget for Committee Services by up to £25,000 (from April 2019) to fund the ongoing costs of a new Committee Management System.
- ii. Delegate authority to the Group Head of Corporate Support to release the required funding when the exact figure is known following procurement of the new system.

3. OPTIONS:

- i. Increase the annual revenue budget for Committee Services by up to £25,000 (from 2019/20) to fund the ongoing costs of a new Committee Management System and delegate authority to the Group Head of Corporate Support to release the required funding when the exact figure is known following procurement of the new system.
- ii. Not agree the annual revenue budget and not procure a new Committee Management System.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons Chairman of the Members IT Working Party Councillors who attended a demonstration of a potential system on 6 November 2017	✓	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO	YES	NO
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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		✓
Other (please explain)		✓
6. IMPLICATIONS:		
Financial: Budget growth for Committee Services		
Technology: Implementation of new technology / system		

7. REASON FOR THE DECISION:

Although the AIP budget is able to fund the first year's revenue it does not have funds for years 2 onwards. A decision is being sought now on funding for 2019/20 onwards prior to procuring a solution.

8. BACKGROUND PAPERS:

None

AGENDA ITEM NO. 10**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 21 May 2018****PART A : REPORT**

SUBJECT: Housing Allocation Scheme Updates

REPORT AUTHOR: Judy Knapp, Housing Services Manager/Satnam Kaur, Group Head of Residential Services DATE: 10 April 2018 EXTN: 37740/37718
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EXECUTIVE SUMMARY:

The Housing Allocations Scheme requires updating in order to be compliant with the Homelessness Reduction Act 2017, which took effect from 3 April 2018 and the Armed Forces Community Covenant.

RECOMMENDATIONS:

It is recommended that the following updates to the Housing Allocation Scheme are approved:

- The 'reasonable preference' sections are amended to include those who are homeless or threatened with homelessness within 56 days, to those whom a prevention or relief duty is owed in accordance with the new Homeless Reduction Act (HRAct) duties (Section 3.3 of Appendix 1)
- Any young person owed the leaving care duty by West Sussex County Council (WSCC) may join the housing register of any district and borough within the county (Section 3.2.5 of Appendix 1)
- References to the HRAct
- Additional preference is given to the categories of people listed within paragraph 1.9 and who fall within a reasonable preference category and have an urgent housing need (Section 5.4.5 of Appendix 1)
- Delegated Authority is given to the Director of Services and Cabinet Member for Residential Services to make any further amendments to the scheme arising from the HRAct.

1. BACKGROUND:

- 1.1 The Allocation Scheme was reviewed in 2012 following the Localism Act 2011, which gave local authorities the powers to determine their own qualification criteria for their housing register
- 1.2 Further updates have been made in 2014, 2016 and 2017 in order to take account of changes in government Codes of Guidance, case law and the outcomes of Ombudsman decisions, which have developed good practice.
- 1.3 The Homelessness Reduction Act (HRA) has introduced additional statutory duties for housing authorities for applicants who are homeless or threatened with homelessness. These new duties have been incorporated into the proposed changes to the Allocation Scheme, highlighted in the Housing Allocations Scheme at Appendix 1.
- 1.4 The Equality Impact Assessment has also been updated, as shown at Appendix 2
- 1.5 The 'reasonable preference' sections of the Allocation Scheme require updating. These refer to the categories of applicant which must be allowed to join the housing register, irrespective of other qualifying criteria, such as local connection. This includes those who are homeless or threatened with homelessness within 56 days, as per the new HRA duties (as set out in section 3.3 of Appendix 1)
- 1.6 In addition, the HRA gives an additional right to young people who are care leavers to join any housing register within the area where they are owed 'leaving care' duties. In our area this means any young person owed the leaving care duty by WSCC may join the housing register of any district and borough within the county (as set out in section 3.2.5 of Appendix 1)
- 1.7 The current Housing Allocation Scheme supports current and former members of the armed forces in accordance with The Allocation of Housing (Qualification Criteria for Armed Forces Personnel) (England) Regulations 2012 which came into force August 2012. This provides that authorities must not disqualify certain serving or former member of the armed forces from applying for social housing on residency grounds. While applicants normally must have lived in the district for the past 5 years, this doesn't apply to veterans in the first 5 years after they have left the armed forces. (This is set out in section 3.2.7 of Appendix 1)
- 1.8 In addition, the current Allocation Scheme exempts any Armed Force compensation payments from calculations of applicants' financial resources, so that veterans are not prevented from joining the housing register due to these capital reserves (as set out in section 5.4.5 of Appendix 1).
- 1.9 In line with the Government's Armed Forces Covenant, local authorities are strongly encouraged to take account of the needs of all serving former Service personnel when

framing their allocations schemes. As such it is proposed to give additional preference (one Band higher than the assessed need) to the following categories of people who fall within a reasonable preference category and who have a urgent housing need:

- former members of the Regular Forces;
- serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service;
- bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; and
- serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

(Sections 6.1.1 and 6.1.2 of Appendix 1).

2. PROPOSAL(S):

2.1 It is proposed that the updates to the Housing Allocation Scheme are approved in order that the Scheme complies with the Homelessness Reduction Act and recognises the Armed Forces Community Covenant.

3. OPTIONS:

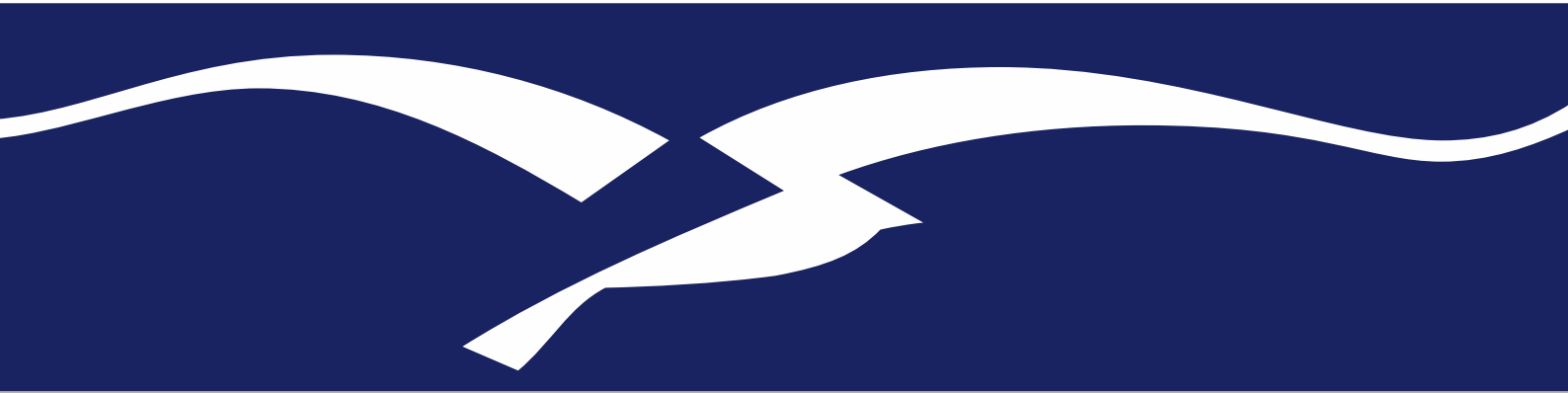
3.1 There are no alternative options to consider in relation to the changes required as a result of the HRA Act. Not to make the recommended changes will mean that the Council's Housing Allocation Scheme is unlawful.

3.2 Not to give additional preference for certain categories of Forces personnel. However, this is not considered a feasible option as it does not recognise the Council's support for the Armed Forces Covenant.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons: Cabinet Member for Residential Services	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	

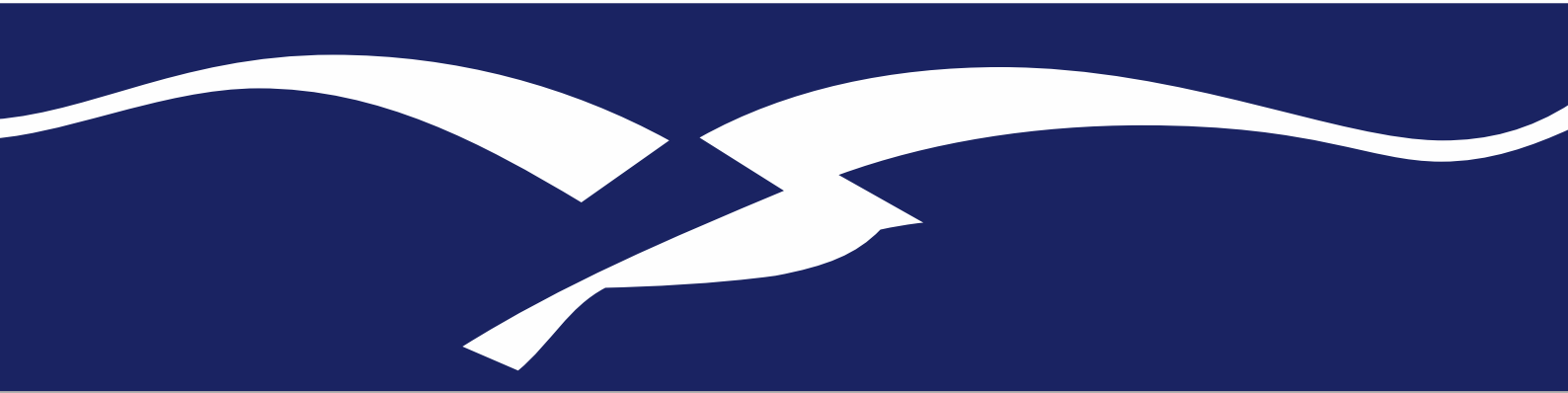
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Safeguarding	✓	
6. IMPLICATIONS:		
6.1 The changes will allow additional applicants to join the housing register if they meet criteria of the new duties within the Homelessness Reduction Act		
7. REASON FOR THE DECISION:		
7.1 To enable the Council to operate a lawful Housing Allocation Scheme in accordance with the new duties contained within the HRAct and in recognition of the Council's support for the Armed Forces Covenant.		
8. BACKGROUND PAPERS:		
None		



Arun Housing Services

Housing Allocations Scheme 2012 Amended 2014, 2016, 2017 & 2018

Approved by Cabinet on 10 September 2012
Decision Notice C/027/100912



CONTENTS

SECTION		PAGE
1.0	Introduction	3
2.0	Principles	3
3.0	Housing Register	5
3.2	Local Connection	5
3.3	Housing Need	6
3.4	Applications from under 18s	6
3.5	Joint applications	6
3.6	Applications from home owners	7
3.7	Transferring tenants	7
4.0	How to apply	7
4.1	Verifying and assessing housing need	7
4.2	Medical or care needs	8
4.3	Mobility needs	8
4.4	Registration of applications	9
4.5	Change of circumstances	9
4.6	Intentionally altering circumstances	10
4.7	False information	10
4.8	Renewing applications	11
5.0	Exclusions and removals from the Housing Register	11
5.4	Exclusions from the Housing Register	11
5.5	Removals from the Housing Register	13
6.0	The Priority Bands	13
6.2	Local Priority status	19
6.3	Band Registration date	19
6.4	Specific Qualification criteria	20
6.5	Bidding timescales	22
7.0	How vacant properties are advertised	22
8.0	How to bid	24
9.0	How applicants are selected	25
9.10	Direct allocations	26
10.0	Tenancy policy	26
11.0	Review and appeal procedures	27
12.0	Additional information	29
12.1	Consultation	28
12.2	Equalities Impact Assessment	29
12.3	Service standards	29
12.4	Information for applicants	30
12.5	Personal information	30
12.6	Implementation arrangements	30

Arun District Council – Allocations Scheme

1.0 Introduction

- 1.1 The Allocations Scheme sets out the priorities and procedures for the allocation of affordable (social) housing in the Arun District. The provision of an Allocations Scheme is a legal requirement: Section 167 of the Housing Act 1996 refers. The scheme has regard to relevant legislation and Government Codes of Guidance on social housing allocations.
- 1.2 The scheme has been developed in the context of the Localism Act 2011 which gives local authorities greater powers to determine the qualification criteria for social housing within their area and the priority given to applicants.
- 1.2 The scheme applies to applicants applying to join the housing register for the first time (referred to as ‘applicants’) and existing Council or Registered Provider tenants wanting to move (referred to as transfers).
- 1.3 The Council is committed to offering an element of choice to all those seeking housing, enabling people to make well-informed decisions about their housing options referred to as ‘Choice Based Lettings’. Available vacant properties are advertised for applicants to place ‘bids’ for properties which are suitable for their needs and in their desired location. Choice based lettings will help to improve the sustainability of the affordable housing stock across Arun by encouraging residents to have a stake in their community.
- 1.4 The Allocations Scheme has regard to the Council’s public sector equality duty, as defined in the Equality Act 2010 Section 149. It aims to ensure that the allocation of affordable homes and associated services is fair and that no service users are discriminated against on the grounds of their age, disability, race, colour, religion, ethnicity, gender, sexuality, family status, transgender or transexuality.
- 1.5 Access to the scheme may be more difficult for people with a disability, sight or hearing impairment and for those who do not speak English as a first language. The Council is committed to helping all those who need assistance to access the scheme particularly by working closely with other agencies and supported housing providers.
- 1.6 The scheme has been subject to an Equalities Impact Assessment. This is available on request and contains an action plan to ensure that the impact of the allocations policy is monitored and reported regularly.

2.0 Principles

The Allocations Scheme is based on the following key principles:

- 2.1 To allocate housing fairly, consistently and carefully and to ensure that allocation decisions are transparent.

- 2.2 To provide clear and easy to understand information to allow applicants to make informed choices, and ensure that the Allocations Scheme sets a clear framework by which to assess all applications, without fettering discretion.
- 2.3 To enable applicants to express choice in selecting their accommodation wherever possible.
- 2.4 To provide appropriate advice to applicants whom the Council is unable to house, including accurate and timely referrals to other agencies.
- 2.5 To provide a high quality service with clear standards. We expect staff to be able to do their jobs without fear of personal injury, abuse or discrimination.
- 2.6 To meet the requirements of **Part VI Housing Act 1996 (as amended); the Localism Act 2011; and the Homelessness Reduction Act 2017** giving 'reasonable preference', as defined by the housing legislation, to those applicants in greatest need (see section 3.3).
- 2.7 To have regard to the Codes of Guidance issued by the Government from time to time and best practice.
- 2.8 To take account of the Council's own published Housing, Tenancy and Homelessness Strategies and local priorities.
- 2.9 To create sustainable communities having regard for local circumstances.
- 2.10 To reduce the cost and use of emergency interim accommodation by providing advice and assistance to prevent homelessness and by making sure that homeless people and those threatened with homelessness are housed as soon as possible.
- 2.11 To make the best use of the affordable housing in the district ensuring that vacant homes are let quickly and efficiently.
- 2.12 The Allocations Scheme will be reviewed from time to time to reflect any changes in the law or Government Guidance and ensure continued improvement.

3.0 Housing Register

- 3.1 The main criteria for joining the Housing Register are:
- to have a local connection within the Arun district; **or**
 - **to be in one of the reasonable preference categories;** and
 - to be in housing need, as defined by the Allocation Scheme.

Other applicants who do not meet these two main criteria may join the housing register in exceptional circumstances as agreed by the Housing Services Manager.

3.2 Local connection

Local connection is defined as follows:-

- 3.2.1 The applicant or their partner are currently living in the Arun district and have lived in the Arun District permanently for at least 5 years immediately prior to the application date; or are currently living in the Arun district and have lived permanently in the Arun District for 10 years out of the last 15 years.
- 3.2.2 The applicant or their partner has worked on a full or part time basis (24 hours per week) in the Arun District for the past 2 years and remains in employment in the Arun District.
- 3.2.3 The applicant or their partner needs to be in the Arun District to give or receive regular daily support from or for a close relative (parents, adult children, brother and/or sister). This support must be required on an ongoing long term basis and cannot be provided by other family members or available support agencies. The family member must be permanently resident in Arun District and have lived here permanently for at least 10 years immediately prior to the application date.
- 3.2.4 An applicant has been accepted as being owed the main homeless duty. The Homelessness main duty is defined as the main duty under Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).
- 3.2.5 A young person who is owed 'leaving care' duties by West Sussex County Council (WSCC) under section 23C of the Children Act 1989.
- 3.2.6 Other exceptional circumstances that the local authority might reasonably consider constitutes a local connection as agreed with the Housing Services Manager.
- 3.2.7 The Council will not disqualify the following applicants on the grounds that they do not have a local connection with the Authority's district:
 - a) members of the Armed Forces and former Service personnel, where the application is made within five years of discharge
 - b) bereaved (or divorced or separated) spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of (or divorce or separation from) their spouse or partner
 - c) serving or former members of the Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service

3.3 Reasonable preference

The Council is required to give reasonable preference to the following categories of person:

- Those who are threatened with homelessness (to whom the Council owes a 'Prevention' duty); or homeless (to whom the Council owes a 'Relief' duty); or to whom a main homelessness duty has been accepted. These definitions are set

out within the Housing Act 1996 (as amended) and the Homelessness Reduction Act 2017. (These applicants are placed in Band B, as defined by Priorities B2 & B3; and Band C, as defined by C2)

- Those in unsanitary or overcrowded housing or living in unsatisfactory conditions. (These applicants are placed in Band A, as defined by Priority A7; and Band C, as defined by C8).
- Those who need to move on medical or welfare grounds, including a disability. (These applicants are placed in C1)
- Those who need to live in a particular locality in the district, where failure to meet that need would cause hardship to themselves or others. This includes social housing tenants who need to move for work-related reasons. (These applicants are placed in Band C, as defined by Priority C6).

Applicants may fall into one or more of these categories. In such cases, the highest Priority Band will apply.

3.4 Housing need

Housing need is defined as one of the criteria listed in the Priority Bands A, B & C. The Reasonable Preference categories are incorporated into these Priority Bands.

3.4 Applications from Under 18s

- 3.4.1 Anyone over the age of 16 can join the housing register, although accommodation is not usually offered until they are over 18. In the event that there is an urgent housing need, a further assessment will be carried out. Suitable accommodation will only be offered if the young person can live independently, can sustain a tenancy and has an identified package of support available to them.
- 3.4.2 A person under the age of 18 does not have the legal capacity to hold a tenancy. Therefore the Council or a Registered Provider partner will normally expect that any tenancy granted to a person who is under 18 will be held by Trustees until that person attains the age of 18.
- 3.4.3 If there is a joint application from a household which includes children and one or both of the applicants are under 18 a licence will be given until the youngest applicant reaches 18. The Council or Registered Provider will not unreasonably withhold granting a new joint tenancy to both parties when the youngest applicant reaches the age of 18.

3.5 Joint Applications

- 3.5.1 Applications from partners who are cohabiting may be registered as joint applications giving both parties joint and several rights and responsibilities for any future tenancy. Partners include same sex couples.
- 3.5.2 In some cases one partner may be ineligible due to their immigration status; in this case the other partner will be registered as the sole applicant.

- 3.5.3 Joint applicants will not be accepted where either applicant (or any person included on their application) meets the criteria for exclusion or removal from the housing register.
- 3.5.4 Dependents, family members or other adults who are not partners of the applicant (such as residential carers) cannot usually be joint applicants.
- 3.5.5 If joint applicants wish to change to sole applications (for example, due to relationship breakdown) but wish to remain registered, each sole applicant will retain the current application date as long as they are still eligible to join the housing register. The applicant with residency and parenting responsibilities for children may include them on the application. The other applicant may not include the children, even if there is shared custody or access arrangement.

3.6 Applications from Home Owners

- 3.6.1 Home owners who are in housing need and do not have the financial resources to resolve their housing situation will be accepted onto the housing register.
- 3.6.2 Where there are medical problems, applications will be accepted from Owners in the following circumstances:
- Where it is not possible to adapt the current accommodation to meet the needs of the owner occupier's medical condition
 - Where it is too expensive to adapt the existing accommodation to meet the needs of the owner occupier's medical condition and they cannot afford to buy or rent suitable alternative housing
 - The sale of the property would not allow the owner occupier to purchase or rent an alternative property suitable to their needs
 - Where there is low demand for a particular type of property e.g. some Sheltered Housing Schemes

3.7 Transferring tenants

- 3.7.1 Arun District Council tenants may apply to transfer to another property if they meet the criteria to join the housing register.
- 3.7.2 A reference will be provided by the Council's Neighbourhood housing team to verify that there are no grounds for exclusion, such as rent arrears or housing-related debt; anti-social behavior; or other breaches of the tenancy agreement such as deliberate damage, or failure to report repairs, or provide access to the Council's contractors.
- 3.7.3 Where there are breaches of tenancy related to property condition, the tenant will not be eligible to join the housing register until these matters have been resolved to the Council's satisfaction.

4.0 How to apply

All applicants must complete an application form to join the housing register.

Applicants are encouraged to apply on line at:

<https://www1.arun.gov.uk/ihousing/HousingApplication/appstart.asp>.

Help will be provided where requested to complete an application form.

If it is not possible for an application to be made online, paper applications can be made available by contacting the Housing Allocations Team. However a paper application form will only be provided if it is not possible for the applicant to apply on line.

4.1 Verifying and assessing housing need

4.1.1 Applicants will be assessed based on the information provided on the application form. It is the applicant's responsibility to ensure that the form has been completed accurately. Incorrect information could result in a change in priority at any stage of the process.

4.1.2 The Council will request additional information to clarify the applicant's circumstances and to verify the information that has been provided. Assessment of the application may be delayed while this is carried out. However, the Council will not delay the assessment of the application unreasonably.

4.1.3 The applicant will be asked to provide the following information:

- Personal ID for all members of the household (eg. birth certificate, passport, driving licence or similar)
- Proof of responsibility for any children in the household (eg. Child Benefit)
- Proof of current address, for all members of the household (eg. utility bills etc.)
- Proof of income and savings
- Proof of welfare benefits
- A copy of the present Tenancy Agreement, where applicable
- A Completion Statement if the applicants has sold a property within
the last 5 years
- Proof of Right to Reside in the UK

4.1.4 The Council may undertake further verification such as identity, address and income checks and it may be necessary to visit an applicant at home in order to assess the current housing circumstances.

4.1.5 No allocations will be made until the applicant has provided all verification requested. If this is not provided when required it may result in the applicant losing a potential offer of accommodation.

4.2 Medical or Care Needs

4.2.1 Applicants with medical or care needs which are affected by their current accommodation should include these details on the housing register application form.

4.2.2 The Council may require specialist advice to describe the impact of the applicant's current accommodation on their condition, and to determine their housing need as a

result. Specialist advice may include referral to a medical adviser, social services or other individuals or agencies as appropriate. The applicant will be asked to obtain this supporting evidence or advice from their healthcare or other specialist adviser. The Council will not pay for medical reports or assessments, but may seek its own specialist advice to determine medical or care needs. A home visit may be carried out to inform the assessment of medical or care needs.

4.2.3 The Council will assess the reported impact of the current accommodation and how that impact might be reduced by moving to alternative accommodation. This assessment will determine the medical priority of the application.

4.3 Mobility Needs

4.3.1 The Council may seek the advice of the Occupational Therapy service to assess housing needs when a member of the household has a substantial and permanent physical disability or other mobility needs.

4.3.2 One of the following mobility groups will be awarded, based upon the Occupational Therapy recommendations:

1. Wheelchair user indoors and outdoors.
2. People who cannot manage steps or stairs and may use a wheelchair some of the time.
3. Independent but can only manage one or two steps or stairs.

4.4 Registration of applications

4.4.1 Once an application is verified and needs are assessed, the Council will register the application and apply a registration date. The registration date is the date the application is received, or in the case of homeless applicants to whom a full duty is accepted, it is the date that the Council accepts a duty to accommodate, if this is earlier.

4.4.2 The applicant will receive written confirmation of their registration date, their priority status and reason for it, the property size for which they can bid and any mobility group if appropriate.

4.4.3 If an applicant disagrees with their registration date, their priority band or the assessment of their needs, they may request a review. If the applicant is dissatisfied with the review decision they have a final right of appeal to the Housing Appeals Panel, Section 11 refers.

4.5 Change of circumstances

4.5.1 All applicants are required to inform the Council immediately when their housing circumstances change. A change in circumstances may mean an application is moved up or down a band, or local connection or local priority is altered. If any change results in a band change the Council will write to inform the applicant of the new band, their new priority date if applicable and their right to request a review of the decision, see 9.7 above.

- 4.5.2 If an applicant is moved into a higher band, then their priority date will be the date they were accepted into the higher band. If an applicant is moved to a lower band then their priority date will be their original acceptance date. If an applicant disagrees with the assessment of need the applicant can request a review. If the applicant is dissatisfied with the review decision they have a final right of appeal to the Housing Appeals Panel, as per Section 11.
- 4.5.3 Additional adults will not be added to an application where this results in the need for larger accommodation than the applicant's household was originally eligible, other than if an overriding need such as ill health or disability can be evidenced. Simply wishing to be part of the household is not sufficient reason for inclusion on the application.
- 4.5.4 Adults requiring an extra bedroom will only be added to an application if they have a demonstrable need to live with the applicant and if they plan to make their sole home with the applicant on a permanent basis.
- 4.5.5 Applicants who require an additional bedroom to enable full time (24 hour) care, or couples who need to have separate bedrooms, may include this on their application. Proof of this requirement will be sought.
- 4.5.6 An expected child (or children) will be eligible to be included on the application from when the mother is 6 months into her pregnancy. At this date housing need and housing requirements will be assessed including the expected child as a member of the household.
- 4.6 Intentionally altering circumstances
- 4.6.1 Applicants have a responsibility not to intentionally worsen their circumstances to join the housing register or to progress to a higher band.
- 4.6.2 If an applicant has voluntarily given up accommodation which is suitable for their needs; or where a deliberate act results in the worsening of overcrowding or other housing circumstances without good reason; or the applicant has failed to take the Council's housing advice regarding their housing need, the Council may assess the application based on their previous circumstances. The Council will assess the applicant's housing need at their previous accommodation prior to the intentional act. This may result in the application being excluded or removed from the housing register for the duration which applies to that exclusion or removal.
- 4.7 False Information
- 4.7.1 It is an offence under section 171 of the Housing Act 1996 to:
- Intentionally provide false information or
 - Intentionally withhold information that should have been given to the Council

If an applicant intentionally provides false information or withholds information when applying to the Council for housing, the Council will exclude the application from the housing register for a period of 5 years. The Council may also take legal action against the applicant. This could include a fine of up to £5000.

- 4.7.2 If the applicant has already been granted a tenancy, and false information was used to obtain it, the Council may take action using the powers of the Housing Act 1996 and the Prevention of Social Housing Fraud Act 2013.
- 4.7.3 The Council will carry out occasional audits of allocation decisions to check for incorrect or fraudulent allocations.
- 4.7.4 Allocations of accommodation made to employees of Arun District Council or to Arun District Councillors, or to members of their family where these family links are known to the Council, will be checked and authorized by the Head of Housing to ensure these allocations comply fully with the Allocations Scheme.

4.8 Renewing Applications

- 4.8.1 The Council may write to an applicant on or after the anniversary of their application to establish whether an applicant wishes to remain on the housing register. If no response is received within 4 weeks a final letter will be sent advising the applicant that the application will be cancelled in one week if they fail to make contact. Where possible the Council will make additional contact with applicants who have a high a level of need.

5.0 **Exclusions and removals from the Housing Register**

- 5.1 If the Council decides that an applicant should be excluded or removed from the register, the Council will notify the applicant in writing setting out the reasons for the decision and the time period, where appropriate. Such a notice, if not received by the applicant, is treated as having been given if it is available at the Council's office for a reasonable period for collection either by the applicant or on the applicant's behalf.
- 5.2 If an applicant disagrees with the decision to exclude or remove their application from the register the applicant can request a review. If the applicant is dissatisfied with the review decision they have a final right of appeal to the Housing Appeals Panel, Section 11 refers.
- 5.3 Applicants who have been excluded or removed from the housing register may subsequently make a homelessness application to the Council, and the Council may accept a main (unintentional) duty to the applicant under **Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017)**. The duty to these previously excluded or suspended applicants may be discharged by an offer to private rented sector accommodation.

5.4 Exclusions from the Housing Register

Applicants will not qualify for entry on the Housing Register for the allocation of affordable housing if one or more of the following criteria apply to their household:

5.4.1 Persons from abroad

By virtue of the Housing Act 1996 (section 160a), the Council cannot allocate housing to a person who is subject to immigration control within the meaning of the Asylum and

Immigration Act 1996 unless that person falls within an exemption specified by the Secretary of State. The Allocations Scheme will abide by current eligibility criteria as in The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) regulations 2012. The scheme will also continue to abide by any future legislative changes to eligibility rules determining who may be allocated social housing in England.

5.4.2 Persons guilty of unacceptable behaviour

The Council will exclude an applicant from the register where the applicant, or a member of the household, has been guilty of unacceptable behaviour within the past 5 years, which if the applicant was a tenant of the council would entitle the Council to a possession order (Part 1 of Schedule 2 of the Housing Act 1985).

Unacceptable behaviour can include:-

- Serious proven breach of tenancy conditions including harassment, nuisance and violence including serious nuisance or annoyance to neighbours such as Demoted Tenancy, Notices upheld in respect of Environmental Protection Act or Noise Act.
- Conviction of using the accommodation or allowing its use for immoral or illegal purposes
- Allowing the property to be seriously damaged by the tenant or other residents or visitors which has resulted in an evidenced claim for the Council or other Landlord
- Conviction of an arrestable offence committed in the locality relating to violence or threats of violence
- Conviction of an arrestable offence relating to violence or threats of violence against Council staff
- Eviction from social housing for nuisance or harassment (racial or otherwise) where this behaviour is apparent at the time of application

Applicants excluded as a result of unacceptable behavior will remain excluded for a period of 5 years since the unacceptable behavior incident or offence. The applicants may re-apply to the housing register after this period of exclusion.

The Council will not exclude an applicant on the grounds of unacceptable behaviour where the events occurred more than 5 years ago, or for behaviours associated with a 'spent' criminal conviction.

5.4.3 Rent arrears and housing related debt

Applicants with rent arrears or housing related debts to the Council or other Registered Provider will not be accepted onto the register. Housing-related debt includes: rent bonds and deposits; any recoverable payments made on behalf of the applicant in respect of homelessness; debts in relation to previous tenancies with the Council or Registered Provider; Council Tax debt; and housing benefit overpayment. Applicants with housing debts, which are solely the result of the Social sector size criteria (or 'bedroom tax'), may qualify to join the housing register where there is a housing need to downsize to a right-size property, and where the debts will be cleared by qualification for the under-occupation incentive scheme.

Housing staff will carry out verification of housing related debts and will exempt any debts

which result from benefit delay.

The applicant will remain excluded from the housing register until the debt is cleared in full.

5.4.5 Applicants with sufficient income and/or savings to secure alternative housing

Applicants will be considered as having sufficient financial resources to meet their own housing need if their total household income is three times greater than the Local Housing Allowance for their household size, or they have savings of more than £16,000 (or equivalent to savings/capital/asset limit for welfare benefit entitlement), or £50,000 for applicants eligible for sheltered housing. This will be reviewed in April each year.

Armed Forces compensation payments may not be considered in calculations of financial resources.

If an applicant has the means to secure their own accommodation, the Council will assess their housing need on this basis. This may result in the application being excluded or removed from the housing register.

5.5 Removals from the housing register

An application may be removed from the Housing Register in the following circumstances:

- An applicant does not respond to correspondence within 28 days
- An applicant asks the Council to cancel their application
- An applicant accepts the tenancy of a property provided by the Council or another social housing landlord
- An applicant accepts the offer of a home purchase by shared ownership
- An applicant no longer qualifies for the Register
- An applicant successfully moves under the mutual exchange scheme
- An applicant is no longer eligible to be on the housing register

If an applicant disagrees with the decision to remove their application from the register, the applicant can request a review. If the applicant is dissatisfied with the review decision they can have a final right of appeal to the Housing Appeals Panel, Section 11 refers.

6.0 The Priority Bands

6.1 There are three priority bands: Band A, which is the highest priority band, Band B and Band C. To prioritise between applicants within the same band, the additional priority criteria of Local Priority Status and Registration date are applied. **Additional priority is awarded to ex Armed Forces personnel, as explained in Band categories A9 and B9.** Specific qualification criteria relating to the property, or area, or landlord may also be applied. In some areas a Local Lettings Plan may also apply. These are all explained and described below:

6.1.1 Band A

Band	Criteria	Definition	Bidding requirement
------	----------	------------	---------------------

code			
A1	Medical A	<p>The current housing conditions are having a serious or debilitating impact on a member of the household who has an emergency or life-threatening condition and it is essential to rectify the situation urgently.</p> <p>The emergency or life-threatening condition; <u>and</u> the serious or debilitating impact of the current accommodation; <u>and</u> an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.</p>	<p>The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.</p> <p>If this allocation is refused, the priority of the case will be reviewed and may be down-banded or removed from the housing register.</p>
A2	Under-occupying 1+ bedroom	Applicants living in Council or Registered Provider accommodation within the Arun District who are under-occupying one or more bedrooms.	No required timescale for bidding.
A3	Disabled adaptations	Applicants releasing an adapted property or to make best use of adapted stock where the tenant does not require adaptations.	No required timescale for bidding.
A4	Successors	Statutory and non-statutory successors living in Arun District Council properties, where the Council has agreed to rehouse an applicant to more suitable accommodation than that currently occupied by the applicant, as authorized by the Housing Services Manager.	Applicants required to bid within 12 weeks of being placed in Band A. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A5	Fixed term tenants	Applicants who have a fixed term tenancy with Arun District Council, where the fixed term is due to expire, and the current property is not the right size for the household or contains disabled adaptations which are no longer required.	Where an applicant fails to bid successfully for an alternative property within 6 months of being instructed to do so, the Council will make one offer of suitable alternative accommodation, on a fixed term tenancy.
A6	Decant	Arun District Council transfer applicants needing temporary rehousing where the property is imminently required for essential works and the tenant cannot remain in the property.	The Council will override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.
A7	Overcrowding Notice or Prohibition Order	An Overcrowding Notice or Prohibition Order has been served by the Council's Private Sector Housing Section as a result of overcrowding; or disrepair; and where there is an imminent risk to	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable

		the household; or it would be impossible to remain in the property whilst remedial works are carried out.	accommodation in the private rented sector, which will discharge the Council's main unintentional duty.
A8	Emergency priority	Severe housing need for exceptional circumstances, in crisis situations which warrant emergency priority as agreed by the Housing Services Manager. This excludes homeless applicants to whom the Council has a duty under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002).	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A9	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band B	The following categories will be awarded one Band higher priority than their assessed need: -former members of the Regular Forces; -serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; -bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; -serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service	No required timescale for bidding.

6.1.2 Band B

Band code	Criteria	Definition	Bidding requirement
B1	Medical B	The current housing conditions are	Where an applicant fails to bid

		<p>having a significant adverse effect on the medical condition or learning difficulties or care needs of a member of the household; <u>and</u> there is evidence that the condition will be significantly worsened over a period of time in the current accommodation; <u>and</u> there is evidence that this will be rectified or significantly improved by alternative suitable accommodation.</p> <p>The medical condition, learning difficulty, or care need; <u>and</u> the significant adverse effect of the current accommodation; <u>and</u> an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.</p>	<p>successfully within 3 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.</p> <p>However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.</p>
B2	Homeless (making own arrangements)	<p>Homeless households owed the main (unintentional) duty by Arun District Council, and making their own temporary arrangements. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B2 includes homeless applicants owed the main (unintentional) duty by Arun District Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B3	Homeless (owed the main duty)	<p>Homeless households owed the main (unintentional) duty by Arun District Council, and placed in emergency or temporary accommodation. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B3 includes homeless applicants owed the main (unintentional) duty by Arun District</p>	<p>For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>

		Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.	
B4	Returning homeless after accommodated in the private rented sector	Previously homeless households accommodated in the private rented sector (which discharged Arun District Council's main unintentional duty) who have become unintentionally homeless again within 2 years. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017). In these cases, the local connection criteria of the allocations scheme do not apply.	For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding. For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.
B5	Lacking rooms	Applicants with dependent children lacking 1 bedroom <u>and</u> lacking kitchen or bathroom; or sharing kitchen or bathroom with non-family members (as defined by S.113 Housing Act 1985); or lacking 2 bedrooms. This excludes households in interim or temporary accommodation provided by Arun District Council	No required timescale for bidding
B6	Fostering or adoption	To enable fostering or adoption where an assessed need and an agreement has been reached between Social Services and the Housing Services Manager to provide permanent accommodation prior to any placement taking place	No required timescale for bidding
B7	Returning from institution	Applicants who were previously tenants of Arun District Council, who are returning from institutions, when a housing commitment was made in order to secure the relinquishment of the Council tenancy on entering the institution	No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.
B8	From care or supported housing	Applicants moving on from care or supported housing, as authorised by the Housing Services Manager	No required timescale for bidding
B9	Additional priority for ex	The following categories will be awarded one Band higher priority	No required timescale for bidding.

	Armed Forces personnel, where the assessed need falls within Band C	<p>than their assessed need:</p> <ul style="list-style-type: none"> -former members of the Regular Forces; -serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; -bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; -serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service 	
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6.1.3 Band C

Band code	Criteria	Definition	Bidding requirement
C1	Medical C	<p>The current housing conditions have a negative impact on the medical condition or learning difficulties of a member of the household; <u>and</u> either the condition, or the person's ability to cope with it, is likely to be improved by alternative suitable accommodation.</p> <p>Priority C1 includes applicants who qualify for a 'reasonable preference' on medical or welfare grounds, as per the <u>Housing Act 1996, Part 6</u> and the <u>Homelessness Reduction Act 2017</u>, and to whom the local connection criteria of the allocation scheme do not apply.</p>	<p>Where an applicant fails to bid successfully within 3 months, the priority of the case will be reviewed, which may result in the removal of the application. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.</p>
C2	Threatened with homelessness or homeless (Prevention & Relief stages)	Applicants who are defined as threatened with homelessness or homeless under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of</p>

		<p>Homelessness Reduction Act 2017), prior to the main (unintentional) homelessness duty being determined.</p> <p>Priority C2 includes homeless applicants who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
C3	Lacking 1 bedroom	Households lacking one bedroom.	No required timescale for bidding.
C4	Sharing kitchen/bathroom with family members	Applicants with dependent children living with, and sharing a kitchen or bathroom with, family members (as defined by S.113 Housing Act 1985) who are not part of the immediate household and not part of the housing application. This excludes households in interim or temporary accommodation provided by Arun District Council.	No required timescale for bidding.
C5	Management transfer	Applicants living in Arun District Council accommodation requiring a transfer to properties of the same size & type for significant reasons, as agreed by the Housing Services Manager.	No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation. Where such direct allocations are refused, the Council will review the priority of the case and consider removal of the priority and removal from the housing register.
C6	Give or receive support; or to take up employment	Applicants who need to move to a particular area within Arun to give support, which cannot be met by others; or to receive support or specialised medical treatment, which is not available in the current location; and where failure to meet that need would cause hardship; and where the distance from the applicant's current location is significantly impacting on the ability to deliver or receive that support. The housing need within Arun to be confirmed by a healthcare professional or other statutory agency.	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>

		<p>Existing social housing tenants who need to move into Arun, or to a particular area within Arun, for permanent employment and who cannot fulfil their contract of employment in their current accommodation after making reasonable adjustments.</p> <p>Before applying to the Arun housing register, applicants must make reasonable adjustments in order to remain in their current accommodation when taking up new employment. These may include arranging transport to work or organizing the care of dependents. Band C6 will only apply when the employment cannot be fulfilled, even after making such adjustments.</p> <p>Applicants will need to provide proof of their current social tenancy, their employment start date and work location and to demonstrate why reasonable adjustments are not possible.</p> <p>Priority C6 includes applicants who: i) qualify for a 'reasonable preference', as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017; or ii) need to move for employment reasons, as per the Qualification Criteria for Right to Move Regulations 2015; and iii) to whom the local connection criteria of the allocation scheme do not apply.</p>	
C7	Sheltered	Applicants for sheltered housing where there is no higher housing need.	No required timescale for bidding
C8	Insanitary or overcrowded housing	<p>Applicants living in insanitary or overcrowded housing.</p> <p>For C8 priority, 'insanitary housing' will contain Category 1 hazards as assessed under the Housing Health & Safety Rating System (HHSRS), as confirmed by the Council's Private Sector Housing team or the</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of</p>

		<p>Neighbourhood Housing team; and where there is no planned remedial or improvement works or enforcement action.</p> <p>‘Overcrowded housing’ is defined by the statutory standard set out in the Housing Act 1985, sections 324 to 326, as confirmed by the Council’s Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedy or enforcement action to resolve the overcrowding.</p> <p>Priority C8 includes applicants who qualify for a ‘reasonable preference’ on the grounds of insanitary or overcrowded housing, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation scheme do not apply.</p>	<p>suitable accommodation in the private rented sector, which will discharge the Council’s main unintentional duty.</p> <p>The priority of C8 cases will be reviewed regularly and applicants may be removed from the housing register if the insanitary conditions or overcrowding have been resolved.</p>
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6.2 Local Priority Status

6.2.1 Local priority status will be the first consideration when prioritising between applicants in the same band. The Local Priority classes have an equal status with each other.

6.2.2 Local Priority – Resident in Arun

The applicant is currently resident in the Arun district.

6.2.3 Local Priority - Economic Contribution

The applicant is currently making the following economic contribution:

- in paid employment in Arun (minimum of 24 hours per week); or
- attending a recognised vocational training course, leading to a qualification, which is likely to improve chances of employment; or
- undertaking voluntary work in Arun for a minimum of 8 hours per week, which has been verified;
- and has been carrying out one or more of these economic contributions for the last two years.

Applicants who are unable to work, or attend vocational training, or volunteer due to a disability, childcare constraints or another ‘protected characteristic’ of the Equalities Act, will not be disadvantaged by this Local Priority.

6.2.4 Local Priority – Move-on from Supported Housing

Applicants who need to move on from care or supported housing in Arun are placed in Band B with the agreement of the Housing Services Manager. Move-on accommodation is considered essential to ensure that limited supported housing resources are used most effectively.

6.3 Band Registration date

6.3.1 Registration date will be the second consideration, after Local Priority status, when prioritising between applicants in the same band.

6.4 Specific qualification criteria

6.4.1 Some advertised properties may have specific qualification criteria.

6.4.2 Property Qualification Criteria 1 (PQC1) - Transfer scheme

To promote mobility within the Council's housing stock, 1 in 4 (25%) of all vacancies of affordable homes (including first time lettings of new build homes) will be offered to existing tenants only, providing their landlord is participating on the transfer scheme. The Council will ensure that those properties offered to transfer applicants are a fair representation (property type and size) of all annual vacancies.

Note: both the Council and Registered Providers may suspend applications from transferring tenants where the tenant's current home requires repairs, cleaning, decorating and other general maintenance which are the tenant's responsibility, in accordance with the tenancy agreement. An application will be activated when the tenant has completed the necessary work. Exceptions may be made for vulnerable applicants, older residents and where an applicant is downsizing.

6.4.3 Property Qualification Criteria 2 (PQC2) – Rural Housing

To sustain and support rural communities, 100% of all vacancies (including first time lettings of new build homes) in the following rural parishes (as defined by the Rural Gazetteer 2002) will be allocated to applicants who have a substantial local connection with the parish:

Arundel, Findon, Clapham, Houghton, Patching, Slindon, Madehurst, Walberton, Fontwell, Burpham, Wepham, Warningcamp, Lyminster and Crossbush, South Stoke, Climping and Ford.

This will include households from the gypsy and traveller community who have established a connection with the Parish by virtue of resorting to the Parish in accordance with the Parish local connection criteria.

The Parish local connection criteria are one of the following:

- Applicants who have lived in the parish for at least 2 years

- Applicants who have previously lived in the parish for 3 years out of the last 5
- Applicants with close relatives generally defined as parents, adult children and siblings who have lived continuously in the parish for 5 years.
- People who have permanent full time employment or an offer of permanent employment which provides an important service to the local community and who need to live locally to carry out their duties.

Where there are no bids from applicants with a local connection to the rural parish, other applicants may be considered for the property.

6.4.4 Property Qualification Criteria 3 (PQC3) – Property for people aged 50+ and 60+

Property for people aged 50+ and 60+ (including sheltered housing) will be specifically advertised as such.

6.4.5 Property Qualification Criteria 4 (PQC4) - Property for people with mobility needs

Property for people with mobility needs will be advertised as suitable for applicants with the following three categories:

1. Properties suitable for wheelchair user indoors and outdoors
2. Properties suitable for people who cannot manage steps or stairs and may use a wheelchair some of the time
3. Properties suitable for people who are independent but can only manage one or two steps

6.4.6 Property Qualification Criteria 5 (PQC5) – Property subject to an Employment Condition

The Council may restrict the allocation of affordable homes in estates where the levels of unemployment are above average, when compared to other areas in the district, to applicants where at least one household member is either in full or part time work (minimum of 24 hours per week) and has been in work for the last two years.

6.4.7 Property Qualification Criteria 6 (PQC6) – Property subject to a Local Lettings Plan

6.4.8 A local lettings plan is an agreement between the Council or Registered Provider and local tenants and residents which restricts lettings in the area to certain households. This is done to tackle a specific issue or problem that has been identified locally at block, street, estate or neighbourhood level, or to achieve a sustainable community on a new development.

6.4.9 Local lettings plans allow the council or Registered Provider to deliver better outcomes and improve life chances for current tenants and future residents.

6.4.10 Recommendations for local lettings plans may include:

- Establishing and sustaining a mixed, stable and sustainable community on a new the development to foster a sense of ownership and community;
- Ensuring new tenants can sustain their tenancies;

- Setting a maximum or minimum age limit for certain properties;
- Giving preference to tenants/applicants with a local connection or who already live or work in that area or ward;
- Preference to tenants /applicants who are giving or receiving support to or from family/extended family, voluntary work, day care, playgroups or other support from locally-based organisations;
- Preference to people who are employed;
- Preference to other household types who would not normally be eligible under the council's letting policy – eg this could be couples without children, where there is a high density already in the area of families with children;
- Preference to people who are under occupying or who are overcrowded in their current home in the local vicinity;
- Sensitivity around the letting of homes to vulnerable people;
- Once adopted, a local lettings plan will override the Allocations Scheme. Any properties subject to a plan will be clearly labelled when advertised for lettings.

6.5 Bidding Timescales

- 6.5.1 The bidding requirements, which apply to each Band criteria, are set out within the Priority Bands. These requirements reflect the urgency of the housing need; the availability of temporary accommodation; ensuring the best use of housing stock; minimizing costs.
- 6.5.2 Some priority criteria will allow applicants the opportunity to bid for suitable properties on choice based lettings. Applicants are expected to maximize their opportunities for rehousing by bidding on all available properties of the right size in the Arun District.
- 6.5.3 For some Priority Bands the Council will override the choice based lettings system and make a reasonable direct allocation of suitable accommodation, particularly when there is an urgent need to rehouse.
- 6.5.4 For homeless applicants this reasonable direct allocation will discharge the Council's homelessness duty. If the offer is refused, the application will be reviewed and may be cancelled. If a homeless applicant disagrees with the offer or the discharge of duty, they have the right to request a review of the suitability of the accommodation offered and/or the Discharge of the Homelessness duty, under **Section 202 of the Housing Act 1996 (as amended by the Homelessness Reduction Act 2017)**. The allocated property will not remain available to the applicant pending the outcome of the review process.
- 6.5.5 Where the priority criteria allow applicants to bid for suitable properties within a designated period of time, the Council will review the application at the end of that time and determine whether the bidding period will be extended; whether a reasonable direct allocation of suitable accommodation is required; or whether the priority no longer applies to the application and it will be down-banded or removed from the housing register.

7.0 How vacant properties are advertised

- 7.1 Vacant properties will be advertised on the Choice Based Lettings website. A

freesheet describing the advertised properties is also available on request. Eligibility criteria will be included in the advertisement such as:

- Size of household
- Whether the property is suitable for children
- Age limitations
- The mobility group, if applicable
- The level of care and support available
- Whether pets are allowed
- Whether it is available for cross boundary bids (the Council may advertise properties outside the Arun district where there is little or no demand for a particular property)
- Whether it is sheltered accommodation
- Who owns the property i.e. council or housing association
- The weekly rent including any other charges
- An estimate of the date the property will be ready for occupation
- Whether a local lettings policy applies
- Whether it is a rural property and a local connection criteria applies

7.2 The property advert will state the rent charge, which will vary according to the landlord and whether an 'affordable' or a 'social' rent is being applied. Applicants may exercise choice regarding the properties for which they bid. However, if the applicant is subject to bidding time limits, they will be expected to bid for both social and affordable rented homes as both will be considered suitable.

7.3 The Council needs to ensure that all properties are used as effectively as possible therefore the Council will advertise and allocate Council owned properties subject to the following size criteria:

Property size	Suitable household size
Bedsit	<ul style="list-style-type: none"> • single person or • a couple
1 bedroom	<ul style="list-style-type: none"> • single person or • a couple
2 bedroom	<ul style="list-style-type: none"> • households with 1 child, or • households with 2 children, or • a couple with a medical need for separate bedrooms
3 bedroom	<ul style="list-style-type: none"> • households with 2 children of different gender where one or both is over the age of 10 years, or • households with up to 4 children of different gender aged 10 years or under, or • households with up to 4 children of the same gender aged 16 or under
4 bedroom (This includes 3 bedroom properties with 2 reception rooms, one of which can be used as a 4th bedroom)	<ul style="list-style-type: none"> • households with 4 or more children, with at least 1 child aged 10 or under without a sibling of 10 or under, or • households with 4 or more children aged 11 to 16 without a sibling of the same gender, or • households with 4 or more children with at least one child aged over 16
5 bedroom	<ul style="list-style-type: none"> • households with 5+ children

(This includes 4 bedroom properties with 2 reception rooms, one of which can be used as a 5th bedroom)	
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- 7.4 The Council may allocate properties outside these size criteria to larger households, or where a bedroom is too small for more than one occupant.
- 7.5 The Council may allocate properties outside these size criteria for households who are threatened with homelessness (to whom the Council owes a 'Prevention' duty); or homeless (to whom the Council owes a 'Relief' duty); or those to whom the Council owes the main duty; and where it has been assessed that the property is reasonable for the household's needs. This offer of accommodation will discharge the Council's duty under Part VII Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017). Homelessness decisions are subject to the right of review under Section 202 of the Housing Act 1996 (as amended by the Homelessness Reduction Act 2017). The allocated property will not remain available to the applicant pending the outcome of the review process.
- 7.6 The Council may allocate up to one additional bedroom above the size criteria where there is an overriding, proven medical need to support the request.
- 7.7 Housing Associations have their own size criteria for their properties, which may vary from the criteria stated above. This will be made clear in their advertisements.
- 7.8 Adapted properties will be advertised with a mobility classification as below, with additional information if there is the potential for further adaptation.
- a) Suitable for wheelchair- user indoors and outdoors.
 - b) Suitable for people who cannot manage steps or stairs and may use a wheelchair some of the time.
 - c) Suitable for people who are independent but can only manage one or two steps.
- 7.9 Transfer applicants may be entitled to the Under-Occupation Incentive Scheme if they move to a smaller property.
- 7.10 Where an age restriction applies and there are no eligible bidders, applicants without children may be considered.
- 7.11 Details of recent allocations, the number of bidders for each property and the band and priority date of the successful applicant are published on the choice based lettings Freesheet and on the Arun District Council website.

8.0 How to bid

- 8.1 The Council will advertise empty properties. Eligible applicants can make bids for properties by sending in a completed coupon, by telephone bidding, texting or by

bidding online via the choice based lettings website. Full details of how to bid are set out in the Scheme User Guide which will be sent out to all applicants upon registration.

- 8.2 The Council is aware that some vulnerable applicants may need assistance in order to complete the registration and bidding process. The Council seeks to address this issue in the following ways:
- i. By providing regular training and awareness events for agencies who support vulnerable people to help them guide their clients through the process of registration and bidding.
 - ii. By giving direct advice and assistance to applicants, support staff and agencies during office hours either in person or by phone and by providing information on the Council's website.
 - iii. By providing information in a variety of formats and languages on request.
 - iv. Where necessary bids can be made by Council staff on behalf of applicants, proxy bidding by support staff, friends or family of a vulnerable person is also possible on request.
- 8.3 All bids for property will be checked against the eligibility criteria. Ineligible bids are excluded from consideration. The Council will contact & advise applicants who regularly bid for properties for which they are not eligible.
- 8.4 The applicant has the choice to refuse an offer of accommodation if it has been allocated via the choice based lettings system. The applicant may bid for other properties in subsequent choice based lettings adverts.
- 8.5 Refusals of properties offered by a direct allocation may lead to a discharge of homelessness duty, or to a review of the priority banding, with the possibility of down-banding or removal from the housing register. Details of the bidding and direct allocation requirements are listed against each Priority Band criteria in section 6.
- 9.0 How applicants are selected**
- 9.1 Qualifying bids for each property are placed in priority order. Priority is decided first by band, secondly by local priority and finally by priority date within the band.
- 9.2 If there are no eligible bidders for a property the Council may decide to make a direct allocation or to re-advertise the property.
- 9.3 Offers will normally be made to the applicant at the top of the shortlist.
- 9.4 The Council may require applicants to provide further verification of their housing circumstances and/or carry out a property inspection of the applicant's current home prior to making the offer.
- 9.5 Registered Providers may also carry out their own further verification and apply their own criteria before accepting an applicant. Registered Providers may reject an applicant on

the top of the shortlist for a particular property if accepting the applicant would conflict with their own policies and procedures.

- 9.6 The Council will arrange accompanied viewings, advise on any non-essential repairs to be completed after the tenancy start date and give a target date for the completion of these repairs.
- 9.7 The Council will offer the successful applicant the option to accept the offer of a property and arrange for them to sign for the tenancy agreement. If an applicant refuses the offer the Council will re-shortlist the existing bidders to allow an offer to be made to the next highest priority applicant.
- 9.8 Non-homeless applicants will generally not be penalised for refusing offers although enquiries will be made if applicants refuse several properties.

9.9 Exceptional need

Where the Housing Appeals Panel has agreed that an applicant's housing needs are immediate as well as exceptional, the Council may agree to offer an applicant accommodation ahead of other people on the Housing Register. Section 11 refers.

9.10 Direct allocations

- 9.10.1 Some properties will not be advertised or made available for bidding. The Council will directly allocate these properties where direct allocations are stipulated in the Priority Band or with the authorization of the Housing Services Manager.
- 9.10.2 Direct allocations will be a suitable offer, which as far as possible matches the size and type of property for which the applicant qualifies; and not in an area known to be unsafe for the household. The applicant must give their reasons for refusing. The property will not be held empty while the refusal is reviewed but will be let to another applicant.
- 9.10.3 The offer of properties by direct allocations will take place as set out on the Priority Bands in section 6.
- 9.10.4 In addition direct allocations will be made for bespoke mobility adapted properties which have been newly developed to meet the specific and serious needs of an applicant and for specialist supported housing schemes, including some Extra Care schemes which require applicants to be nominated, assessed and accepted prior to allocation.
- 9.10.5 If an applicant disagrees with the Council's direct letting decision they may request a review. If the applicant is dissatisfied with the review decision they have a final right of appeal to the Housing Appeals Panel, Section 11 refers.
- 9.10.6 The Council will publish waiting list numbers and lettings outcomes on its website at www.arun.gov.uk/housing/housingregisterlist

10.0 Tenancy Policy

- 10.1 The Allocations Scheme complies with the Council's Tenancy Strategy and Policy

adopted in accordance with the Localism Act 2011. The Tenancy Policy sets out arrangements to grant periodic 'lifetime' Secure Tenancies or to grant Fixed term (Flexible) Tenancies.

- 10.2 The tenancy type offered with each allocation complies with the Tenancy Policy and changes to that Policy will be reflected in the tenancy offers made in accordance with this Allocations Scheme.
- 10.3 At the end of a Fixed Term (Flexible) tenancy, the tenant's circumstances will be reviewed, leading to one of the following outcomes:
- a) A further fixed term tenancy of the existing property may be agreed;
 - b) The tenant may be given 12 months' notice that they will need to make arrangements to move to alternative accommodation. Officers will work with the household to help them identify suitable alternative accommodation, either in the private sector or within the social housing stock depending on circumstances.
 - c) An alternative suitable property may be offered where the household requires a different size property or no longer needs a property with adaptations (Priority A5)

For further information please refer to the Council's Tenancy Policy at www.arun.gov.uk

10.4 Ending a joint tenancy when one party to the tenancy leaves

- 10.4.1 Normally the Council or Registered Provider will grant a joint tenancy to partners applying together for housing. A joint tenancy remains in joint names until one or both joint tenants terminate the tenancy. In the case where one party to the joint tenancy has left the property and has no intention of returning, the Council or Registered Provider may agree to offer a new sole tenancy, either of the current property or of another suitable property, to the remaining partner should they terminate the joint tenancy. Conditions may be attached to granting a new sole tenancy, for example clearing any rent arrears relating to the current joint tenancy.

11.0 Review and Appeal Procedures

- 11.1 In certain circumstances an applicant may request a review of the Council's decision concerning their housing application. Following a decision, if an applicant remains dissatisfied, they can ask for the decision to be reviewed by the Housing Allocations Appeals Panel.
- 11.2 Applicants may only request a review in the following circumstances:
- i. Applicant disagrees with the decision to change their joint application to a sole application;
 - ii. Applicant disagrees with the decision to exclude, suspend or remove their application;
 - iii. Applicant disagrees with the assessment of their housing need, local priority

- and local connection;
- iv. Applicant disagrees with the assessment of need following a change in their housing circumstances;
 - v. Applicant disagrees with the Council's direct allocation to them.
- 11.3 A request for a review must be made within 21 days from the day on which the applicant received notification of the Council's decision. The Council has the discretion to extend the time limit if it considered that this would be reasonable.
- 11.4 Requests for a review may be made verbally or in writing. Applicants will be asked to explain why they consider the Council's decision to be unreasonable, and to provide any additional evidence as required.
- 11.5 At the first stage of the review a team leader will reassess the Council's decision by checking the actions taken by the Allocations team. The team leader will respond to the applicant within 2 weeks of the review request. Applicants will be advised if the decision is going to be delayed for any reason.
- 11.6 If the applicant disagrees with the team leader's reassessment, they can request a second stage review by the Housing Services Manager or another manager who is senior to the team leader.
- 11.7 The Housing Services Manager, or other manager, will carry out the second stage review and respond to the applicant within 8 weeks of the review request being received. Applicants will be advised if the decision is going to be delayed for any reason.
- 11.8 If the applicant disagrees with the second stage review decision, they have a final right of appeal to the Housing Appeals Panel which comprises three Arun District Councillors. The panel will be supported by a senior member of staff who has not been involved in the original decision.
- 11.9 A request for an appeal must be made within 21 days from the day on which the applicant received notification of the Council's second stage review decision. The Council has the discretion to extend the time limit if it considered that this would be reasonable.
- 11.10 Any request for an appeal must be on the basis that the published policy has not been applied correctly to the household's circumstances. If the applicant wishes to challenge the Allocations Scheme itself they are advised to seek independent legal advice.
- 11.11 Requests for an appeal may be made verbally or in writing. Applicants will be asked to explain why they consider the Council has misapplied the published policy. Applicants may present their case to the Panel in person and may be accompanied by a relative or friend but may not be formally represented by a third party.
- 11.12 The Council will aim to carry out an appeal hearing and respond to the applicant within 8 weeks of the appeal request being received. Applicants will be advised if for any reason the decision is going to be delayed

11.13 If the applicant remains dissatisfied with the Council's decision they will be advised that they have the right to refer their case to the Local Government Ombudsman service or equivalent and/or to seek specialist advice.

12.0 Additional information

12.1 Consultation

12.1.1 The Council recognises the importance of involving, consulting and raising awareness with local communities about housing allocations to reach agreement about an allocation scheme that balances housing needs from both national and local perspectives.

12.1.2 The Allocation Scheme 2012 was overseen by a group of 3 Councillors appointed by the Housing and Planning Working Group.

12.1.3 Extensive consultation was carried out by a questionnaire sent to stakeholders and a meeting with Registered Providers before the Allocation Scheme was implemented in 2012. Stakeholders' views were reflected in the Allocations Scheme 2012.

12.1.4 Further consultation has been carried out in 2014, by sending the draft amended Allocations Scheme to Registered Providers; to other internal and external partners and stakeholders; to applicants currently on the housing register; to customers living in the private rented sector who have been assisted with a Rent Deposit Bond; and by publication on the Arun District Council website.

12.1.5 A summary of responses to the consultation which lead to changes to the draft amendments will be published.

12.2 Equalities Impact Assessment

12.2.1 An equalities impact assessment was carried out when the Allocations Scheme was implemented in 2012. A further equalities impact assessment has been carried out in 2014. This has been further reviewed and updated in 2017.

12.3 Service Standards

12.3.1 The Council has service standards for the allocations scheme. These are included in the housing service standards agreed for and with Arun Council tenants. The Council will review and publicise its performance against these standards annually.

12.3.2 Arun District Council will aim to:

- Register applications within 14 working days
- Process change in circumstances within 14 working days
- Reply to letters within 10 working days
- Answer phone calls within 30 seconds
- Provide advice to applicants to help them with bidding choices by phone, e-mail and in

person

- Wear ID at all times including when visiting
- Deal with all enquiries in a fair and sensitive manner
- Advertise vacant properties for a minimum of 5 days
- Provide reliable information on when a property will be available to let
- Advise you of your right to request a review of a decision in accordance with the details contained within Appendix 3

12.3.3 An applicant is required to:-

- Keep the Council informed of any changes of circumstances
- Ensure that the Council have an up to date address
- Reply to requests for information as quickly as possible
- Treat Arun District Council staff with courtesy
- Give accurate information regarding personal circumstances

12.4 Information for applicants

12.4.1 The Council will provide a free summary of the Allocations Scheme known as the Scheme Users' Guide to any member of the public upon request. The guide is also issued to all applicants upon registration. The Council will provide a full copy of the Allocations scheme on its website and a copy can also be inspected at the Council offices. The Council will provide a full copy of the Allocations Scheme (at a reasonable cost) upon request.

12.4.2 Applicants who are vulnerable and unable to access the internet to view available properties or to make bids, will be sent a freesheet of available properties on request.

12.5 Personal Information

12.5.1 Applicants have the right to see the information held about them and receive a copy of the information held on computer, or on paper file. This is a 'subject access request' for which the Council charges a reasonable administration fee.

12.5.2 Personal information will be handled in accordance with the Data Protection Act and will be subject to appropriate confidentiality.

12.5.3 By submitting an application form to join the Housing Register an applicant consents to the processing of sensitive personal data about themselves. Where an applicant's household includes non-dependent adults, their consent will also be obtained. The Council may disclose information contained in an application and about associated bidding activity and rehousing prospects to agents and/or service providers and may also share this information with other relevant Council services as the law permits.

12.5.4 All information submitted in respect of an application will be verified. Verification may include credit checks, Electoral Register and Council Tax records checks, and other agencies.

12.6 Implementation arrangements

- 12.6.1 These amendments will come into force with effect from 1 April 2014.
- 12.6.2 Following approval by Cabinet, all new applications received will be assessed in accordance with the new scheme.
- 12.6.3 For applicants already on the Housing Register, a review process will be undertaken to consider those affected by the changes to the Allocations Scheme, to contact them to discuss the impact of the changes and to offer further housing advice.

2018

ARUN DISTRICT COUNCIL – INITIAL EQUALITY IMPACT ASSESSMENT**1. What is the name of the service/policy?**

Housing Allocations Scheme

2. Briefly describe the aims of the service/policy

The Housing Allocations Scheme sets out the priorities and procedures for the allocation of affordable (social) housing in the Arun District. The scheme applies to applicants applying to join the housing register for the first time and existing Council or registered provider tenants wanting to move.

3. Are the aims consistent with the Council's Equalities Policy (and on what basis?)

Yes: the Housing Allocation Scheme aims to meet the housing needs of all customers, regardless of age, gender, ethnicity, religion, sexual orientation or disability. The Scheme has regard to S.149 Equality Act 2010.

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.

	Positive Impact	Negative Impact	Reason e.g. access/ take-up
Gender	✓		The unborn child of pregnant applicants is added to the housing register application at 6 months gestation (section 4.5.6). Single parents with young children will not be disadvantaged by the Local Priority awarded to those who work, volunteer or undertaking training (section 6.2.3).

2018

Race	✓	✓	<p>Negative: those subject to immigration control within the meaning of the Asylum & Immigration Act 1996 may not be allocated social housing (section 5.4.1).</p> <p>Positive: if an applicant is ineligible to join the housing register due to their immigration status, their partner may be able to register as a sole applicant (section 3.5.2).</p>
Disability	✓		<p>Medical, mobility & care needs are met by assessing priority and registering applicants in A1, B1 or C1 (section 4.2).</p> <p>Reasonable preference is given to applicants who need to move on medical or welfare grounds, including a disability (section 2.6).</p> <p>Adapted properties are made available for disabled applicants by prioritising the transfer of those who no longer need their adapted property (category A3, section 6.1).</p> <p>Applicants will be assisted with an additional bedroom if needed for a carer or for couples who need separate bedrooms due to medical needs or a disability (section 4.5.4).</p> <p>Applicants with a disability will not be disadvantaged by the Local Priority awarded to those who work, volunteer or undertaking training (section 6.2.3).</p> <p>Ex Armed Forces personnel who need to move because of a serious injury, medical condition or disability sustained as a result of their service will be exempt from the local connection criteria (3.2.7); and will be awarded one Band in addition to their assessed need (6.1.1 and 6.1.2); and any Armed Forces medical compensation payments will be exempt from calculations of financial resources (5.4.5).</p>
Age	✓		<p>Housing needs of applicants with mobility issues are assessed and prioritised in A1, B1 or C1 (section 4.3).</p> <p>Housing for those with mobility needs is advertised and allocated with a Property Qualification Criteria (section 6.4.5).</p> <p>Housing for older residents is advertised and allocated with a Property Qualification Criteria (section 6.4.4).</p> <p>Applicants for sheltered housing may join the housing register at Band C7 where there is no higher housing need (section 6.1.3).</p> <p>Those under the age of 18 may not hold a tenancy, but those who require assistance may hold a licence or a tenancy held in Trust (section 3.4).</p> <p>Homeless 16 & 17 year olds are assisted by a protocol between ADC and West Sussex County Council (to meet the duties of the Children's Act 2004).</p> <p>A young person who is owed leaving care duties by WSCC under section 23C of the Children Act 1989 has a local connection to any district or borough within West Sussex.</p>
Belief	✓	✓	<p>Negative: those subject to immigration control within the meaning of the Asylum & Immigration Act 1996 may not be</p>

2018

			allocated social housing (section 5.4.1). Positive: if an applicant is ineligible to join the housing register due to their immigration status, their partner may be able to register as a sole applicant (section 3.5.2).
Sexuality	✓		Same sex couples may make joint applications and hold joint tenancies (section 3.5).

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?

Race & Religion: The negative impact which may result from not being able to join the housing register is justified because this is a requirement of the Asylum & Immigration Act 1996.

Age: The negative impact of under 18s not being able to hold a tenancy is justified because this is set out in Landlord & Tenant law, but alternative arrangements are available, by the use of a licence or a tenancy held in trust. Homeless 16 & 17 year olds are assisted by a separate protocol with WSCC.

Name of manager undertaking the assessment: Judy Knapp

Service Area: Residential Services

Date completed: April 2018

Requirement for a formal Equalities Impact Assessment: 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?

AGENDA ITEM NO. 11**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 21 MAY 2018****REPORT**

SUBJECT: Affordable housing – Extra Care Housing Scheme Westergate

REPORT AUTHOR: Andy Elder/Satnam Kaur	DATE: 3 April 2018	EXTN: 37714/37718
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EXECUTIVE SUMMARY:

This report seeks Cabinet approval for the Council to provide a capital grant of £600,000 to support the delivery of affordable housing at the extra care housing scheme at Nyton Nurseries development Westergate.

The grant will be funded from S.106 sums that the authority has received for the delivery of affordable housing and will help ensure financial viability of the scheme.

RECOMMENDATIONS

It is recommended that the Cabinet agrees to provide a capital grant of £600,000 towards the scheme to ensure it is financially viable, from S.106 sums received for affordable housing purposes.

1. BACKGROUND:**1.1 Strategic background**

Arun District Council's housing strategy Raise the Roof includes the Council's strategic housing priorities and sets out our approach for creating balanced and sustainable communities. The Council aims to ensure that older people in Arun have access and choice to appropriate housing, with support, to live independently if needed. Raise the Roof sets out a long term vision for the future of our community and paves the way for Arun to become an even better place for older people to live in.

This proposed extra care housing scheme would contribute towards many of the Council's strategic housing objectives including the provision of suitable accommodation for older people, improving choice and enabling people to live independently. This is particularly important in view of the significant increase in those in Arun aged over 80 currently, and forecast for the future.

To help achieve this objective the Council operates a development partnership with a number of Registered Partners (RP's) the purpose of which is to create a more sustainable and balanced housing market in the Arun District. Housing and Care 21 are one of Arun's preferred RP's and are in contract with Taylor Wimpey to acquire and develop a 60 dwelling extra care housing scheme at Nyton Nurseries in Westergate. The site will provide 240 homes with a mix of market (160) and affordable housing (80) dwellings, with 60 affordable dwellings as part of the extra care housing scheme and 20 additional Intermediate housing properties.

The extra care housing scheme will comprise of 31 x 1 bed homes for affordable rent, 11 x 1 bed homes for shared ownership and 18 x 2 bed homes for shared ownership, making a total of 60 dwellings. There will be no dwellings for outright sale. The council will devise a nominations agreement for the rented properties in partnership with Housing and Care 21 and West Sussex County Council as these properties will be for applicants with both a housing and care need.

The Council grant towards the scheme is for £600,000 and would be payable from the unused balance of S.106 sums received for the delivery of affordable housing.

The construction costs of the 60-units extra care housing scheme are in excess of £10M, working in partnership with Housing and Care 21 the development has now attracted capital grant from both Homes England (formerly the Homes and Communities Agency) and West Sussex County Council.

1.2 Housing for older people in Arun

The 2011 Census information for Arun shows that there are 12,535 people (8% of the population) who are aged 80+, and 39,328 people (26% of the population) who are aged 65+. There has been a 13% increase in the number of persons living in Arun aged 60+ over the past 10 years. The demographic shifts in the Arun population puts pressure on the demand for support services that enable independent living.

Arun's emerging Local Plan will promote independent living through the adoption of the Lifetime Homes Standard for new affordable homes and the promotion of new developments close to local centres, facilities and transport routes. It also looks to increase the provision of extra care housing, residential and nursing care in the area for those who need these services.

1.3 Arun's extra care housing model

Extra care housing offers older people (55+) who need support the best of both worlds. It provides more support than conventional retirement housing, while offering more independence than a residential or nursing home. Residents gain the independence of their own apartment but with the peace of mind of having a care team on site providing regular support.

Extra care housing can be an ideal solution for couples who require different levels of care; they can continue to live together while each receiving the appropriate level of support. This support can be flexible as personal needs change.

The primary objective of this scheme is to provide high quality housing for older people in Arun that promotes independence, dignity and choice. It will also be designed to encourage people to engage in the social life of the community to help them maintain, increase or regain their individual potential.

Arun residents on the council's housing register fulfilling the care criteria will be prioritised and given first preference for the rented properties in accordance with the nominations agreement to be produced between Arun District Council, West Sussex County Council and Housing and Care 21. Additionally, Arun residents will also be prioritised for the shared ownership properties as part of the initial marketing to be carried out by Housing and Care 21.

1.4 Health and Social Care Benefits

A recent government review has shown that the type of Senior Living scheme being proposed at Westergate/Eastergate would have the following impacts on health and costs associated to health:

- Reduce, or delay the need for people to move into residential care
- Reduce the demand for temporary residential care
- Ensure that people are discharged from hospital into suitable accommodation instead of

<p>remaining in hospital in expensive acute hospital beds because their accommodation is unsuitable, and</p> <ul style="list-style-type: none"> • Reduce the need for home care for disabled people 		
<p>2. PROPOSAL(S):</p> <p>It is proposed that Council supports Housing and Care 21 for the delivery of a 60 dwelling extra care housing scheme.</p>		
<p>3. OPTIONS:</p> <p>There is an option for the Council not to provide a capital grant towards this development, however without this level of support the scheme is unlikely to be viable and Housing and Care 21 would not be able to contract with the developer Taylor Wimpey to acquire the extra care housing scheme.</p>		
<p>4. CONSULTATION:</p>		
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		✓
Community Safety including Section 17 of the Crime & Disorder Act		✓
Sustainability	✓	
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		
<p>6. IMPLICATIONS:</p> <p>The scheme will provide high quality housing for older people in Arun that meets their housing need and promotes independence, dignity and choice.</p> <p>The additional 60 affordable homes would generate around an extra £75,000 per annum for the Council in New Homes Bonus receipts.</p> <p>The Council will acquire nomination rights to the rented affordable homes via a nominations agreement with West Sussex County Council and Housing and Care 21. Arun residents will be prioritised and given first preference for both the rented and shared ownership homes.</p>		

7. REASON FOR THE DECISION:

To enable the delivery of additional affordable housing through the provision of an extra care housing scheme with Housing and Care 21 at the Nyton Nurseries site in Westergate.

8. BACKGROUND PAPERS:

None

AGENDA ITEM NO.12

ARUN DISTRICT COUNCIL
DRAFT
REPORT TO AND DECISION OF CABINET
ON 21st May 2018

PART A : REPORT

SUBJECT: WEST SUSSEX COUNTY COUNCIL & ARUN DISTRICT COUNCIL - ARUN GROWTH DEAL

REPORT AUTHOR: Denise Vine DATE: April 2018 EXTN: 737846

EXECUTIVE SUMMARY: The Arun Growth Deal sets out a joint commitment between Arun District Council and West Sussex County Council to align resources to deliver sustainable growth and unlock opportunities for new homes, infrastructure, employment floor space and rejuvenated town centres.

RECOMMENDATIONS:

- 1. It is recommended that Cabinet supports the proposal to sign the Arun Growth Deal agreement with West Sussex County Council.**

1. BACKGROUND:

In February 2016 Cabinet endorsed the publication of the Arun Place Plan. This document was prepared between Arun District Council and West Sussex County Council and sets out the agreed economic priorities for the district and how the councils will work together to progress these priorities.

Its purpose was to act as investment and delivery plan to deliver higher Gross Value Added (GVA), jobs, homes and employment space and assist with the co-ordination of investment decisions by relevant public bodies.

The objective of the Arun Place Plan was to identify the Arun 'economic growth offer' and ensure there was a clear and mutual understanding between the council's on what these should be. This document would then be the framework to:

- Ensure that cross county issues are addressed – e.g. strategic road, rail, transport, skills, utilities, National Health Service (NHS), South Downs National Park (SDNP);
- Identify cross authority/stakeholder funding opportunities, priorities and proposals; and
- Provide a clear lobbying tool that will secure funding.

Arun Growth Board was established in 2015 and meets regularly to co-ordinate the

relevant activity of both WSCC and Arun District Council. It has no formal decision making powers. This Board is attended by the Leader and a WSCC Councillor as well as officers from both organisations.

2. PROPOSAL(S):

Since the Arun Place Plan was prepared officers have been refining and developing the details of the document, and the action plan that accompanies it, ready for a joint signing of the agreement between the District and County Council. The document has evolved and to have consistency with similar documents prepared with other local district and borough councils it is now being called the Arun Growth Deal.

The Arun Growth Deal reflects much of what was in the original Arun Place Plan but has been developed to include further priorities that the District Council has identified as being important and that require support from the County Council to ensure their successful delivery.

Therefore, the Growth Deal (Appendix A) builds upon the priorities identified within the Arun Place Plan (2016) and supports the delivery of the Emerging Arun Local Plan (2011-2031) and the West Sussex Plan 2017 – 2022. The accompanying Action Plan sets out the key activities officers will be focusing on to progress the delivery of the priorities.

The Growth Deal strengthens accountability and identifies coherent ways of the Councils working together, improving communication, co-operation and efficiency. The Councils have agreed to work cooperatively and in partnership to deliver specific growth priorities.

The Deal will help the Councils to agree opportunities for aligning and prioritising funding from all available funding streams, and their own budgets/programmes when appropriate, to support, in a timely and constructive way, the delivery of the priorities identified.

There will naturally be other programmes and projects not covered by the Deal where the Councils will work together to achieve the most effective outcomes for communities. The principles established in the Growth Deal may be helpful in developing working practices in other areas in the future. The priorities and ways of working highlighted in this Growth Deal do not remove, or alter, the Councils' statutory duties and do not suggest or represent any pre-determination with respect to planning issues – the statutory planning process will be progressed as required for all proposals identified in the Growth Deal.

The Growth Deal will be reviewed initially after 6 months and then annually. Progressed will be measured against the Action Plan deliverables and milestones. Any proposed amendments will be agreed by the Leaders and Chief Executive Officers.

3. OPTIONS:

1. To support the signing of the Arun Growth Deal which will help to ensure there is a common understanding between the council's regarding their economic priorities and the support needed to progress these in a timely way.
2. Not to support the signing of the Arun Growth Deal which may jeopardise the progress of the council's economic priorities because there is no joint agreement and understanding with the county council on how their resources

should be focused in the future.		
4. CONSULTATION:		
Has consultation been undertaken with:		
Relevant Town/Parish Council		No
Relevant District Ward Councillors		No
Other groups/persons (please specify)		No
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		NO
Financial		No
Legal		No
Human Rights/Equality Impact Assessment		No
Community Safety including Section 17 of Crime & Disorder Act		No
Sustainability		No
Asset Management/Property/Land		No
Technology		No
Safeguarding		No
Other (please explain)		No
6. IMPLICATIONS:		
There are no implications as this is an informal agreement between ADC and WSCC.		

7. REASON FOR THE DECISION:
This agreement between WSCC and ADC will ensure that both councils fully understand and support the growth priorities for Arun as identified in the Deal.
Resources of both councils can then be allocated and planned to encourage the progression of the projects in a timely a way.

8. BACKGROUND PAPERS:
Cabinet Meeting 8 th February 2016 – Agenda item 12 – Arun Place Plan http://www1.arun.gov.uk/PublicViewer/Tempfiles/4e9ae679c25d428.pdf



Arun Growth Deal

2018 to 2023

Arun District Council and West Sussex County Council



Agreed by:

*Gill Brown
 Louise Goldsmith
 Nigel Lynn
 Nathan Elvery*

*(Leader Arun District Council)
 (Leader West Sussex County Council)
 (Chief Executive Arun District Council)
 (Chief Executive West Sussex County Council)*

May 2018

SUMMARY

Arun District presents a significant economic growth opportunity in coastal West Sussex, particularly at Bognor Regis and Littlehampton. This Growth Deal sets out a joint commitment between Arun District Council (ADC) and West Sussex County Council (WSCC) (the Councils) to align resources (both public and private sector) to deliver sustainable growth and unlock opportunities for new homes, infrastructure, employment floor space - preserving and creating new jobs, and rejuvenated town centres. By working in partnership, and aligning priorities and resources, the Councils will achieve the greatest economic growth impact. The Growth Deal priorities are:

- Bognor Regis
- Littlehampton
- Strategic Growth

Bognor Regis – This priority focuses on driving forward regeneration and economic growth in Bognor Regis. The Council's achievements to date on this priority and current committed investment are set out below followed by the priorities that will be the focus of this Growth Deal:

Achievements:

- Implementation of a suite of public realm improvements in the town centre
- Produced an Investment Prospectus for the town

Committed Investment:

- Establishing a 'Creative Digital Hub' at Bognor Regis railway station, to provide a co-working space and support for creative and digital businesses to start and grow. The County Council is the lead organisation, and will continue to work with Arun District Council and other local partners to establish and ensure the success of the Hub to achieve economic benefits.
- University of Chichester Bognor Regis campus expansion – provided support to the University for the development of the new £35m Engineering and Digital Technology Park.

Going forward both Council's will focus on, and prioritise resource towards, the following growth priorities for Bognor Regis:

- **Regis Centre Site** – drive forward the regeneration and redevelopment of this key seafront site
- **Hothampton Car Park** - deliver a new linear park and commercial and residential development at this strategic location in the town.
- **Enterprise Bognor Regis** – this 70ha, strategic employment site, north of the town, offers significant development opportunities and has the potential to provide space for businesses to relocate and expand and up to 4000 jobs. The Councils will continue to work together to encourage development in this location.

Littlehampton – This priority focuses on development and regeneration of Littlehampton Town with resources prioritised toward the following key areas:

- **Town centre and seafront regeneration** - continue to support the public realm improvements and regeneration of the Town Centre and take forward seafront regeneration initiatives.
- **Fitzalan/Maltravers Road and East Street** –optimising the publically owned sites and buildings in Littlehampton with a focus on assets currently located in Fitzalan/Maltravers Road and East Street.

- **West Bank development** – the Councils will work together to obtain funding for key infrastructure required to support the viability of this strategic site which has the potential to deliver 1000 new homes and new flood defences.
- **River Arun Cycleway** – To enhance the visitor economies of both Littlehampton and Arundel the Councils will work together on delivering a leisure orientated cycleway along the river bank between Arundel and Littlehampton.

Strategic Growth – delivering key infrastructure projects as early as possible across the District and supporting delivery of strategic housing sites. Key priorities are:

- **Local Plan** - work in partnership to support Local Plan Delivery of strategic development sites.
- **A284/A259 road improvements** – ensuring that these improvements are delivered as early as possible to support the delivery of homes identified in the Local Plan. To achieve this a complete funding package will need to be in place securing the £10.5m Coast to Capital Local Growth Funding grant, developer contributions and local authority capital programme commitments.
- **A29 road improvements** – ensuring that these improvements are delivered as early as possible to support the delivery of 3,000 homes identified in the Local Plan. To achieve this, a complete funding package will need to be in place securing a Coast to Capital Local Growth Funding grant, developer contributions and local authority capital programme commitments.
- **Arundel Bypass** – Both Council's will work collectively to secure the earliest possible delivery of the bypass or solutions that benefit the community.

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GROWTH DEAL PRINCIPLES

This Growth Deal builds upon the priorities identified within the Arun Place Plan (2016) which provides a joint growth narrative for Arun District Council and West Sussex County Council.

More widely, the Growth Deal supports the delivery of the Emerging Arun Local Plan (2011-2031) and the West Sussex Plan 2017 – 2022.

The Growth Deal strengthens accountability and identifies coherent ways of the Councils working together, improving communication, co-operation and efficiency. The Councils have agreed to work cooperatively and in partnership to deliver specific growth priorities (set out in Appendix A).

The Councils will agree opportunities for aligning and prioritising funding from all available funding streams and their own budgets/programmes when appropriate to support the delivery of priorities identified within the Arun Growth Deal.

The focus of the Growth Deal is the development and delivery of priorities identified in an action plan over the next 5 years (2018 to 2023). Both Councils will focus their resources to ensure timely and constructive input into the delivery of all Growth Deal priorities, and in particular the activities identified in Appendix A. The Council's will ensure that internal responses to development proposals are both substantive and made in a timely manner. There will be other programmes and projects, not covered by the Deal, where the Councils will work together to achieve the most effective outcomes for communities. The principles established in this Growth Deal may be helpful in developing working practices in other areas in the future. The priorities and ways of working highlighted in this Growth Deal do not remove, or alter, the Councils' statutory duties and do not suggest or represent any pre-determination with respect to planning issues – the statutory planning process will be progressed as required for all proposals identified in the Growth Deal.

The Councils will ensure where possible appropriate project management and quality management systems are in place to support the delivery of the Growth Deal priorities. Appropriate officer support will be assigned to the overall management of the Growth Programme to ensure the work is monitored and regular progress reports are provided to the Arun Growth Board. Some issues or items will be commercially and politically sensitive and in such instances, handled within each of the Councils' established internal procedures.

Should Arun District Council and West Sussex County Council agree that there would be benefit in developing additional Plans for Growth sites with Parish and Town Councils to identify local infrastructure needs and how these needs might be delivered, then the Council's will provide an advocacy role to support the Parish / Town Councils.

The Council's will work together to identify new opportunities and undertake pipe-line planning in relation to the development of business plans, programmes and projects to consider whether any exceptional issues should impact on the existing action plan commitments and consider longer term opportunities that may support the delivery of growth outcomes.

The Growth Deal will be reviewed initially after 6 months and then annually. Progress will be measured against the Action Plan deliverables and milestones. Any proposed amendments will be agreed by the Leaders and Chief Executive Officers.

The Growth Deal Governance Framework

The governance framework will ensure that the Growth Deal principles are achieved and the Growth Deal priorities are effectively delivered, with any risks or issues being escalated and resolved via the respective authorities' governance frameworks.

The Arun Growth Board

The Growth Board, comprising officers of the Councils, will usually meet monthly to:

- Provide strategic leadership and direction to the Growth Programme.
- Ensure the alignment of investment to support the delivery of the Growth Programme.
- Monitor growth projects, and priorities, considering progress made and if required agreeing remedial action to enhance delivery.
- Examine new opportunities to progress strategic growth projects, ensuring joint governance decisions and project initiation are taken as appropriate where projects involve a clear partnership approach.
- Be appraised of issues and obstacles affecting project delivery, agreeing action to boost progress where appropriate.
- Support the development of project teams to ensure the appropriate combination of officer input and expertise in key disciplines is achieved.

Senior elected members nominated by the Leaders, or the Leaders of the Councils will join the Board every 6 months if required and at least once a year.

WSSC Growth Programme Delivery Manager and ADC Group Head of Economy will:

- Consider the progress of projects across the Growth Programme to inform reporting to Growth Board.
- Make recommendations to the Growth Board on investment options and also individual project teams in relation to proposals during the design and development stages to provide direction and extra impetus for individual projects.

Individual project teams

Individual project teams will ensure delivery of the Growth Programme projects and will be established as projects reach an appropriate point and resources allow. Project Teams will involve a lead officer and other officers providing technical input. Stakeholder engagement and communication, also proportionate to individual projects, will enable effective communication, assist in timely decision making, support the Councils' statutory responsibilities, and input to other functions, where required.

Other Boards, Committees and Partnership Forums

A range of other wider Boards, Committees and Partnership Forums are likely to have an interest, function or involvement in the progression of the growth projects identified within the Growth Programme (e.g. ADC Bognor Regis Regeneration Sub Committee, Littlehampton Regeneration Sub Committee*, CLCs and their Highways and Transport Sub Committees). *

Both Council's will support the Bognor Regis Regeneration Board which will be influential in driving forward growth deal priorities in Bognor Regis. **

Advisory Groups have been established for the key strategic development allocations which will bring together elected representatives of the County Council, District Council and relevant Parish and Town Councils, together with other key agencies, organisations, and developers to discuss individual proposals and

the timely delivery of key infrastructure. The Advisory Groups will consider delivery programmes, monitor progress and identify / resolve cross authority issues ensuring that risks are minimised.

All key issues arising from Boards, Committees and Partnership Forums on growth priorities in this deal will be escalated to and considered by the Arun Growth Board.

**To discuss the implementation of development plan allocations and residential permissions in the Littlehampton area and accompanying section 106 agreements including longer term operational and management responsibilities; such discussions to give informal advice and guidance to the responsible planning and highway authorities when carrying out their statutory functions.*

***To provide a forum for discussion with other statutory bodies, developers and by invitation, when relevant, resident's groups and potential users of new facilities – as to the best way to proceed with the provision, management and use of the numerous community facilities embedded in the scheme and specifically provided for by way of the planning permission and section 106 agreement.*

DRAFT

The Growth Deal Priorities

The Action Plan in **Appendix A** identifies key steps required to progress the priorities identified within this Growth Deal.

The overall aims of each priority are outlined in the Action Plan alongside the shared approach the Councils will take to support and, where appropriate, manage and monitor the progression of associated projects. If the council is the project lead they will ensure the timely progression of work and bring in subject matter expertise and specific technical input as required.

Where the Councils are not the lead partner and other external or private sector partners are leading, the Councils will provide support where appropriate to help deliver the Growth Deal priorities.

The Councils' professional services including Planning, Highways, Transport, Education, Estates and Legal and Finance will be required to provide support to the progression of projects. The Action Plan identifies key decision points – projects will only be progressed beyond key decision points when the appropriate governance processes have been completed within each authority.

The commitment that the Council's will make to each project will fall in to one of the following categories. The Action Plan identifies the agreed category for each of the actions and applies them to each Council where appropriate.

- A – Advocacy, publically supporting the work on the priority
- TS – Technical Support, providing business as usual technical support
- I – Intervention, intervening beyond business as usual to ensure the delivery of the priority
- D – Delivery

The Growth Deal priorities are:

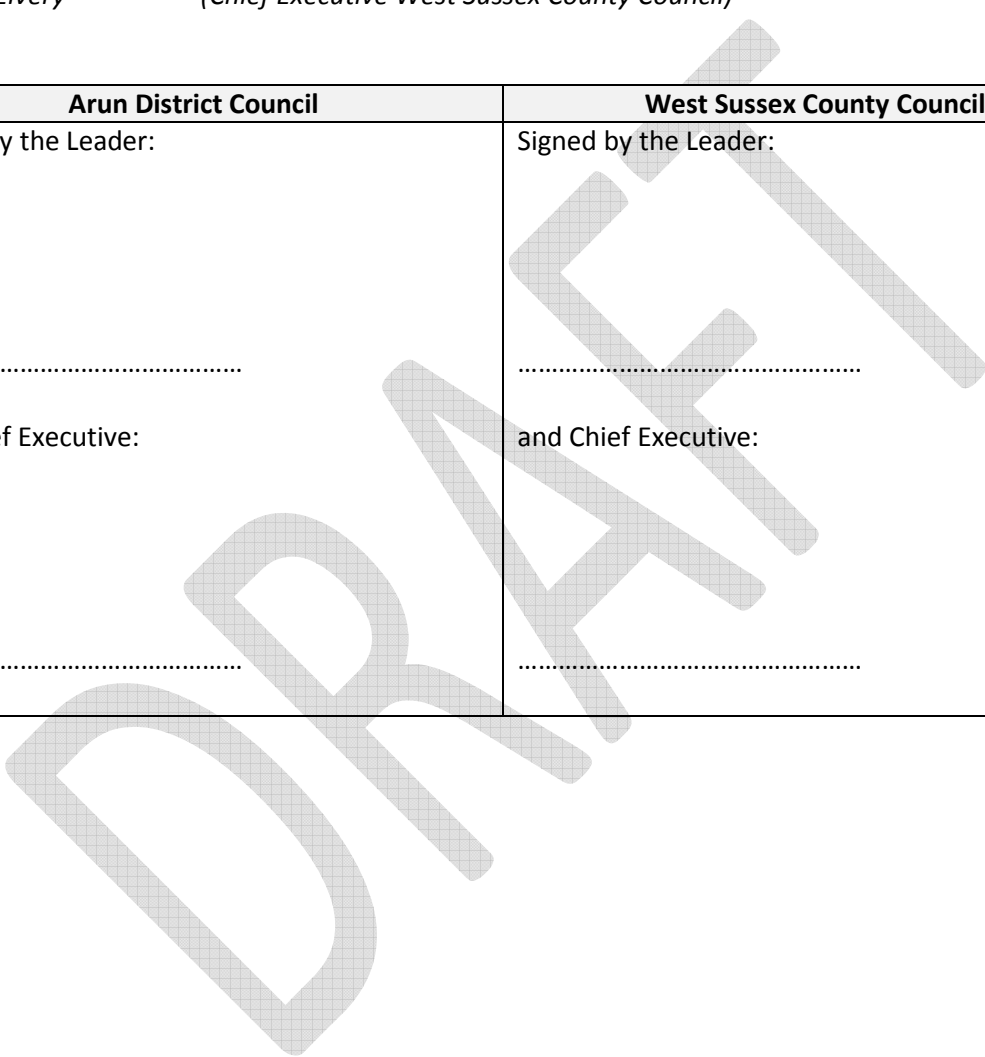
- **Bognor Regis**
 - Regis Centre site
 - Hothampton Car Park regeneration
 - Enterprise Bognor Regis
- **Littlehampton:**
 - Town centre and seafront regeneration.
 - Fitzalan/Maltravers Road and East Street
 - West Bank Development
 - River Arun Cycleway
- **Strategic Growth:**
 - Support the delivery of Local Plan
 - Deliver improvements to the A259.
 - Deliver improvements to the A284
 - Delivery of the A29 road improvements
 - Arundel Bypass



Growth Deal Agreement:

Gill Brown (Leader Arun District Council)
Louise Goldsmith (Leader West Sussex County Council)
Nigel Lynn (Chief Executive Arun District Council)
Nathan Elvery (Chief Executive West Sussex County Council)

Arun District Council	West Sussex County Council
<p>Signed by the Leader:</p> <p>.....</p> <p>and Chief Executive:</p> <p>.....</p>	<p>Signed by the Leader:</p> <p>.....</p> <p>and Chief Executive:</p> <p>.....</p>



APPENDIX A - Arun Growth Deal Action Plan**Priority: Bognor Regis**

To transform Bognor Regis into a dynamic and vibrant growth town through the delivery of ambitious regeneration projects. The Bognor Regis Investment Prospectus was produced to attract investment and set out priorities. A Creative Digital Hub is being developed at the railway station which is supported by both Councils who will continue to deliver its economic benefits in partnership. Public realm improvements have been delivered in the town centre, and both Council's provided support to the University of Chichester expand its Bognor Regis Campus. Going forward the key resources will be prioritised towards the following key areas:

- Regis Centre site - Work has already begun with some preliminary designs being produced for the redevelopment of this site. Arun District Council will lead the progression of this priority and WSCC will provide technical support and advocacy to support the development of a fully funded and deliverable proposal
- Hothampton Car Park regeneration – Initial plans and a viability assessment have been completed for the development of a public park in the centre of Bognor Regis. Arun District Council will lead the delivery of this priority and WSCC will provide technical support and advocacy to support the development of a fully funded and deliverable proposal
- Enterprise Bognor Regis - the strategic employment site, north of the town, offers significant commercial development opportunities and has the potential to provide space for businesses to relocate and expand and up to 4000 jobs. The Councils will work together to open up the site and encourage development in this location by progressing the delivery of infrastructure improvements.

Key deliverables and activities:	Partnership Lead	Technical Input
Regis Centre Site (ADC: D, TS WSCC: TS, A)	ADC	
1.Undertake land assembly through liaison with land owners and establishing lease agreement for hotel site	ADC	ADC WSCC Growth Programme Delivery Manager
2.Review Town Hall Use and establish future onsite requirements and provide influence and support for these	ADC	ADC WSCC Growth Programme Delivery Manager
3.Undertake feasibility work to establish potential for redevelopment	ADC	ADC WSCC Growth Programme Delivery Manage WSCC Economy
4. Identify funding sources including LEP and Arts Council to progress more detailed concept drawings	ADC	ADC WSCC Growth Programme

		Delivery Manager WSCC Economy
5. Prepare business case to support the development of a fully funded and deliverable proposal	ADC	ADC WSCC Growth Programme Delivery Manager
Subject to Governance Decision to proceed		
6. Agree development delivery approach	ADC	ADC WSCC Growth Programme Delivery Manager
7. Obtain Permissions and Approvals e.g. Planning	ADC	ADC WSCC Planning Services
Subject to Governance Decision to proceed		
8. Deliver Regeneration Project	ADC	ADC
Hothamton Car Park Regeneration (ADC: D, TS WSCC: TS, A)		
1. Approval of RIBA Stage 2 designs for new linear park and viability assessments for delivery and engage elected-members	ADC	ADC
2. Commission and develop detailed plans for new linear park.	ADC	ADC
3. Engage Elected Members and Key stakeholders to establish support for detailed plans (Consistency with Local Plan)	ADC	ADC WSCC Growth Programme Delivery Manager WSCC Economy
4. Prepare business case to support the development of a fully funded and deliverable proposal	ADC	ADC WSCC Growth Programme Delivery Manager WSCC Economy
Subject to Governance to Proceed		
5. Agree development approach for residential and commercial site	ADC	ADC WSCC Growth Programme Delivery Manager

6. Obtain Permissions and Approvals e.g. Planning	ADC	ADC WSCC Planning Services
Subject to Governance to Proceed		
7. Deliver Regeneration project	ADC	ADC
Enterprise Bognor Regis (WSCC: TS, I,D ADC: I,A)	Private Developer	
1. Identify and understand economic value of infrastructure improvements to support funding for growth and investment and allocation of development contribution funding	WSCC	ADC WSCC Growth Programme Delivery Manager
2. Complete LDO for sites	ADC	ADC WSCC Growth Programme Delivery Manager
3. Opportunities for improving access to Enterprise Bognor Regis are fully understood and feasibility plans developed	WSCC	WSCC Growth Programme Delivery Manager WSCC Planning Services
4. Opportunities for improving broadband infrastructure fully understood and feasibility plans developed	WSCC	WSCC Growth Programme Delivery Manager WSCC Better Connected ADC
5. Work with Landowners and strategic partners to support the development of a fully funded and deliverable proposal	WSCC/ADC	WSCC Growth Programme Delivery Manager ADC
Subject to Governance to Proceed (project may be longer term beyond 2023)		
6. Develop funding package for infrastructure improvements	WSCC/ADC	WSCC Growth Programme Manager
7. Deliver Infrastructure Improvements	WSCC	WSCC Planning Services
8. Assess Development Planning Applications	ADC	ADC WSCC Planning Services

Outcomes:**Regis Centre:**

- Up to 4,133 new jobs
- New hotel, leisure and restaurant facilities and jobs created
- New 3,000sqm theatre and cultural hub in centre of Bognor Regis

Hothampton Car Park Regeneration:

- Transformation of Bognor Seafront to unlock full potential of the town
- New significant seafront public realm with a variety of publicly available activities and facilities
- Increased leisure and tourist visitors to the town
- New residential dwellings or student accommodation in the town centre and commercial opportunities

Enterprise Bognor Regis:

- 108,500 sqm new employment space

<p>Priority: Littlehampton - development and regeneration of Littlehampton Town with resources directed toward the following key areas:</p> <ul style="list-style-type: none"> • Town centre and seafront regeneration – Delivering public realm improvements in the town centre and seafront • Fitzalan/Maltravers Road and East Street - Public Sector landowner redevelopment as part of the OPE project • West Bank development – Facilitate development through joint funding bid for infrastructure improvements • River Arun Cycleway – Deliver leisure route between Arundel and Littlehampton to grow visitor economy in each area 		
Key deliverables and activities:	Partnership Lead	Technical Input
Town Centre and Seafront Regeneration (ADC: D, TS WSCC: TS)	ADC	
1. Identify funding and resourcing gaps that constrain delivery of town centre and seafront public realm works.	ADC	ADC WSCC Growth Programme Delivery Manager
2. Develop detailed business case and bid proposal for external funding to support delivery of public realm improvements	ADC	ADC WSCC Growth Programme Delivery Manager
Subject to governance decision to proceed		
3. Deliver public realm development and promote investment in town centre and seafront.	ADC	ADC
Fitzalan/Maltravers Road and East Street (WSCC: D, TS ADC: TS,A)	WSCC/ADC	
1. Agreement on service requirements with relevant landowners to inform the comprehensive development at Maltravers Road/ Fitzalan Rd and East St	WSCC/ADC	WSCC Estates WSCC OPE WSCC Planning Services WSCC Other services as required ADC
2. Commission feasibility studies and options appraisal	WSCC	WSCC Estates WSCC OPE WSCC Planning Services

		WSSC Other services as required
3. Assess options and agree preferred option	WSSC	WSSC OPE ADC
4. Develop a masterplan for the sites	WSSC/ADC	WSSC OPE ADC
5. Procure Development partner if appropriate	WSSC	WSSC OPE ADC
6. Prepare and assess planning application	WSSC/ADC	WSSC OPE ADC
Subject to Governance to proceed		
7. Deliver development – Onsite construction	WSSC	WSSC Estates WSSC OPE WSSC Planning Services (Highways Implementation)
West Bank Development (ADC:TS, I WSSC: TS, I)	Private Developer/ADC	
1. Identify key infrastructure required to support the viability of developing the site	ADC	ADC WSSC Growth Programme Delivery Manager
2. Develop a joint business case for external funding to deliver key infrastructure requirements to facilitate development	ADC	ADC WSSC Growth Programme Delivery Manager
Subject to Governance Decision to proceed (project may be longer term beyond 2023)		
3. Work with landowners to agree delivery approach	ADC	ADC
4. Deliver Infrastructure Improvements	WSSC	ADC WSSC Planning Services
5. Assess Development Planning Applications	ADC	ADC

		WSSC Planning Services
River Arun Cycleway to support the visitor economy (ADC: D, TS WSSC: TS,A)	ADC	
1. Land assembly for proposed route	ADC	ADC
2. Pool Business Rate Bids and identify funding	ADC	ADC
2.Obtain relevant consent for preferred route	ADC	ADC WSSC Planning Services
Subject to Governance Decision to Proceed (project may be longer term beyond 2023)		
3.Deliver Cycleway	ADC	ADC
Outcomes: <ul style="list-style-type: none"> • This will support the delivery of 2,600 homes in north Littlehampton and Angmering and 1,000 on West Bank. • Deliver up to 1,204 jobs across all sites in 27,000 sqm of employment space. • Potential to deliver homes and improved, primary and secondary health facilities, employment space, whilst allowing Public Sector services to change operating models that meet current and future operational demands. • Town centre and seafront are sustainable and support future prosperity of the town • New leisure cycle route between Littlehampton and Arundel to enhance and grow visitor economy 		

<p>Priority: Strategic Growth - delivering key infrastructure projects across the District and supporting delivery of strategic housing sites. Key priorities are:</p> <ul style="list-style-type: none"> Local Plan strategic housing site development – Facilitating delivery of strategic housing allocation sites SD1, SD2, SD3, SD6, SD7, SD8, SD9, SD11 A259 road improvements – Facilitating growth including delivery of Angmering development sites and school. A284 road improvements – Facilitating growth including delivery of north Littlehampton sites A29 road improvements – Facilitating growth including delivery of strategic housing site SD5 Barnham/Eastergate/Westergate Arundel Bypass – Improving East-West connections to deliver further housing growth and connections between homes and employment across the area 		
Key deliverables and activities:	Partnership Lead	Technical Input
Local Plan (ADC: TS,A WSCC: TS,A)	ADC	
1. Providing timely business as usual support for the delivery of the Local Plan strategic housing sites SD1, SD2, SD3, SD4, SD5, SD6, SD7, SD8, SD9, SD10, SD11	ADC WSCC	ADC WSCC Planning Services
2. Assess Development Planning Applications	ADC WSCC	ADC WSCC Planning Services
A259 Road Improvements (WSCC: D, TS ADC: TS,A)	WSCC	
1. Secure developer contributions to support funding of project	ADC	ADC
2.Prepare business case to support the development of a fully funded and deliverable proposal to enable draw down LGF funding	WSCC	WSCC Planning Services WSCC Other services as required
3.Obtain Permissions and Approvals e.g. Planning	WSCC	ADC WSCC Highways and Transport WSCC Other services as required
Subject to Governance to Proceed		
4.Deliver road improvements	WSCC	WSCC Highway and Transport

A284 Road Improvements (WSCC: D, TS ADC: TS,A)	WSCC	
1. Secure developer contributions to support funding of project	ADC	ADC
2.Prepare business case to support the development of a fully funded and deliverable proposal to enable draw down LGF funding	WSCC	WSCC Planning Services WSCC Other services as required
3.Obtain Permissions and Approvals e.g. Planning	WSCC	ADC WSCC Planning Services WSCC Other services as required
Subject to Governance to Proceed		
4.Deliver road improvements	WSCC	WSCC Highways and Transport
A29 Road Improvements (WSCC: D ADC: TS,A)		
1.Undertake feasibility studies and modelling work for A29 improvements	WSCC	WSCC Planning Services WSCC Estates WSCC Other services as required
2. Secure developer contributions to support funding of project	ADC	ADC
3. Prepare business case to support the development of a fully funded and deliverable proposal to enable draw down LGF funding	WSCC	WSCC Planning Services WSCC Other services as required
4. Obtain Permissions and Approvals e.g. Planning	WSCC	ADC WSCC Highways and Transport WSCC Other services as required
Subject to Governance to Proceed		
5.Establish Delivery Route	WSCC	WSCC Planning Services WSCC Other services as required ADC

6.Deliver Phase 1 road improvements maximising LGF funding	WSCC	WSCC Highways and Transport
7Deliver Phase 2 Road Improvements maximising developer contributions and other external funding sources	Developer	ADC WSCC Highways and transport
Arundel Bypass (ADC: A WSCC: A)		
1.Liaise with Highways England to ensure central government funding is secured and utilised in a timely way to deliver the Arundel Bypass	WSCC/ADC	WSCC Planning Services WSCC Highways and Transport
2.Support the facilitation of a bypass or identify other solutions to benefit the community	WSCC/ ADC	WSCC Planning Services WSCC Highways and Transport ADC
3.Political and economic advocacy to ensure support across both Council's	WSCC /ADC	WSCC Growth Programme Delivery Manager ADC
Subject to Governance to Proceed (project may be longer term beyond 2023)		
3.Once Bypass is in place undertake feasibility studies and identify funding for Ford railway crossing	ADC	ADC
<p>Outcomes:</p> <ul style="list-style-type: none"> • New Homes: 20,000 over life of Arun Local plan period (to 2031) • New Jobs: Proportionate employment space outlined within the emerging Local Plan sites • Sufficient infrastructure that supports successful places • A strategic approach to place shaping that creates sustainable communities, where people want to live that is well-connected to employment, leisure and amenities and is more self-sufficient. • Planned growth and new infrastructure meets the needs of the Districts' demographic profile and improves district wide health outcomes. 		

Unconfirmed minutes

Joint Western Arun Area Committee

27 February 2018– At a meeting of the Committee held at 7.00 p.m. at The Regis School, Bognor Regis

Present:

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

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

Town/Parish Council representatives: Councillors Mr Beaton (Aldingbourne), Mrs Richardson (Aldwick), Mr Robinson (Barnham), Mr Knight (Bersted), Mr Allington (Eastergate), Mrs Wild (Felpham), Mr Allsopp (Middleton), Mr Camerer Cuss (Walberton) and Mr Pickthall (Yapton)

Officers: Monique Smart, Democratic Services Officer (WSCC), Benjamin Whiffin, Area Highways Manager (WSCC) and Jackie Follis, Head of Policy (ADC).

Chairman's Welcome

54. The Chairman welcomed everyone to the meeting.

55. Apologies had been received from Councillors Mr Oppler, Mr Brown, Mrs Bence, Mr Cunard and Mrs Brimblecombe.

56. The Chairman stated that he would bring forward agenda item 9 'Transforming Grants' so that it was prior to Talk With Us.

Declarations of Interest

57. The following declarations were declared:

- Councillor Mr Dillon declared a personal interest in agenda item 10 application158.
- Mr Pendleton declared a personal interest in agenda item 10 application191

Minutes

58. Resolved – that the minutes of the Joint Western Arun Area Committee (JWAAC) held on 1 November 2017 be confirmed as a correct record and that they are signed by the Chairman.

Urgent Matters

59. The Chairman announced that an additional Authority Governor nomination for Slindon Primary School had been received after the agenda was first published. This had been added to the online report and circulated to all Members and would be considered at Agenda Item 12.

Progress Statement

60. Councillor Mrs Richardson expressed disappointment that Arun District Council would not be prosecuting following a developer removing Trees with Preservation Orders (TPOs). She felt this sent the wrong message to developers. She was also disappointed that there was still no decision about the size, type or location of the replacement trees. The Chairman confirmed this was being followed up by his officers at Arun District Council and he would undertake to update JWAAC when decisions had been made.

Transforming Grants: Crowdfunding

61. The Chairman welcomed Rachel North, Director of Communities, West Sussex County Council. Rachel North provided a powerpoint presentation, attached to the signed minutes, detailing the County Councils new approach to community funding using a crowdfunding model.

62. Rachel North confirmed that the new approach would mean organisations having to apply for Community Initiative Funding (CIF) via a new internet based system. Advice and guidance from the Communities Team and Democratic Services at West Sussex County Council would continue. Applications would still be discussed with local Members and at pre agenda and sub group meetings, prior to coming to JWAAC for final decision as they do now.

63. It was hoped the new approach would start in April and there would be the opportunity to review the process after a full year.

Talk with us – public question time

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

- Mr Goodheart asked for confirmation of whether the final decision for CIF would be as now and just for County Councillors or would the decision be extended to the whole of JWAAC. *It was confirmed it would be as now where decisions are debated by the whole Committee but the final decision would still be for County Councillors.*
- A resident asked if projects have to have match funding. It was confirmed that that the County Council will not fund 100% of any project and it was therefore expected that local businesses and residents as well as other funding organisations such as the National Lottery would contribute to projects.

Community Police Update

65. The Chairman welcomed Sgt Ian Cheesman who provided an update on neighbourhood policing in the JWAAC Area. A number of issues were discussed including those set out below:

- Revised crime data was tabled and circulated.
- It was confirmed that the local policing programme and restructure was now complete.

- A lot of work and achievements had happened around areas such as child exploitation, scams, low level anti-social behaviour and drug dealing.
- Some Members expressed disappointment about the increases in crimes.
- It was stressed that any incidences should be reported using 101 for non emergencies and 999 for emergencies.

Coastal Care: 'Inspiring Healthier Communities Together' – Local Community Networks (LCNs)

66. The Chairman confirmed that due to the presenter not being able to attend, this item would be postponed to a future meeting.

Community Initiative Funding

67. 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.

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

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

The following applications were approved: -

109/JWAAC - Felpham Sailing Club, £2,700.00 towards 1 RS Tera Dinghy

118/JWAAC - Home-Start Arun, £362.50 towards training

123/JWAAC - TS Montrose, Nautical Training Corps, £1,500.00 towards storage.

This award is dependent on confirmation of planning permission.

125/JWAAC - Bognor Regis Camera Club, £1,000.00 towards a new projector.

126/JWAAC - Southdowns Folk Festival, £1,500.00 towards setting up Making your mark

150/JWAAC - Aldingbourne Trust, £1,750.00 towards No 73, Aldwick Road.

158/JWAAC - Bognor Regis Armed Forces Committee, £1,569.33 towards Regis Armed Forces Day 2018.

161/JWAAC - Pagham Cricket Club, £1,500.00 towards Cricket Nets.

183/JWAAC - International Birdman, £1,000.00 towards International Birdman 2018.

191/JWAAC - Middleton on Sea Pond & Village Green, £1,000.00 towards footpaths and seating

The following application was declined: -

103/JWAAC- BluePrint22 –declined as the applicant has recently received other West Sussex County Council funding for similar projects.

70. Following the decisions the process for reviewing and approving the CIF applications was discussed. It was agreed that the current CIF Sub Group could be more effective if they met in person rather than virtually. It was agreed that Monique Smart would look to make those arrangements prior to the next meeting.

Highways and Transport Sub Group

71. 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 issue was discussed:

- Members debated the merits of the H&T Sub Group over bringing all items directly to JWAAC. Some Members suggested that issues such as the Arun Local Plan should take priority at JWAAC. Others spoke in favour of the current arrangements and the benefits of the H&T Sub Group and JWAAC.

Nominations to School and Academy Governing Bodies

72. The Committee considered a report by the Executive Director of Education & Skills (copy attached to the minutes).

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

- Miss Katherine Eccles for a four year term to Bognor Regis Nursery School
- Mr D Lind for a four year term to Bishop Tufnell C.E. Junior and Infant Federation
- Mr Johnson for a four year term to Slindon CE Primary School

Items to be raised by Town and Parish Council representatives.

74. No issues were raised.

Items for Future Meetings

75. 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.
- Sussex Community Housing Hub
- Arun Local Plan update – to include CIL and S106.
- Arun District Councils proposals for future arrangements with Town and Parish Councils.

Date of Next Meeting

76. The Chairman confirmed that the next scheduled meeting of the Committee was due to be on Wednesday 13 June 2018 at a venue to be confirmed.

The meeting closed at 9pm

Chairman

Unconfirmed minutes

Joint Eastern Arun Area Committee

6 March 2018– At a meeting of the Committee held at 7 pm at The Millennium Chamber, Littlehampton

Present:

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

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

Town / Parish Council representatives Councillors: Mr Oldfield (Angmering), Mr Phillips (Arundel), Mr Allen (Clapham), Mr Toney (East Preston), Mr Carr (Findon), Mr Bennett (Rustington), Mrs Walker (Kingston), Ms Frampton (Lyminster & Crossbush).

In attendance:

West Sussex County Council: Monique Smart (Democratic Services Officer), Benjamin Whiffin (Area Highways Manager), Tracey Light (Principal Community Officer)

Arun District Council: Jackie Follis (Head of Policy)

Chairman's Welcome

77. The Chairman welcomed everyone to the meeting.

78. Apologies had been received from Councillors Mr Purchase and Mr Blanchard-Cooper.

Declarations of Interest

79. Councillor Mr Cooper declared an interest as a member of Rustington Parish Council.

Minutes

80. **Resolved** that the minutes of the Joint Eastern Arun Area Committee, held on 14 November 2017 be confirmed as a correct record and that they be signed by the Chairman.

Progress Statement

81. The progress statement was noted.

'Talk with Us' – Public Questions

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

- A resident asked for confirmation about Police attendance at Parish, neighbourhood and community meetings and events. *Acting Inspector Danny West responded stated they attend if a need and resources allow. He said that requests could be submitted via email to aron@sussex.pnn.police.uk*
- The Mayor of Arundel spoke in support of the proposal for 20mph speed limits in Arundel and hoped County Councillors would approve the decision to implement the scheme.
- A resident from Arundel asked for Ford Road to be included in the 20mph speed limit. *This was noted and a response would be included at agenda item 10.*
- A resident of Angmering asked for progress regarding his request for new bus stops in Angmering. *Deborah Urquhart responded stating that the Parish Council are looking into where they are needed and how to fund them.*

Community Police Issues

83. 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:

- Revised crime data was tabled. It was noted that there was a 10% rise across the board but this was lower than the nation increase.
- It was confirmed that the local policing programme and restructure was now complete.
- An acknowledgement of the Anti-Social Behaviour problems in Littlehampton and reassurance that resources are being targeted towards this and the police are working closely with case workers at Arun District Council.
- It was stressed that any non-emergency incidences should be reported using 101 and for emergencies 999. To contact the local team the following email can be used: aron@sussex.pnn.police.uk.
- A Member suggested a future update about the improvements to the 101 telephone reporting issues.
- Some Members expressed concern that the Police are not visible in communities and suggested the recent hub opened in Selsey should be replicated across the District and dedicated PCSOs should be reinstated.

84. Ian Buckland left the meeting at 8.05pm

Coastal Care: 'Inspiring Healthier Communities Together' – Local Community Networks (LCNs)

85. The Chairman welcomed Tina Favier and Dr Mark Lee who provided a presentation about Local Community Networks which aim to bring primary care partners together for better outcomes for patients. Dr Lee also referred to the issues around GP and hospital provision in Littlehampton and that local GP leaders are working hard towards a solution.

86. Dr James Walsh raised concern about duplicating work. He stated that feasibility studies had been done before and he questioned the high cost involved in doing this again. He was sceptical of anything being resolved with regard to building new facilities due to lack of capital funding. It was suggested that the LCN speak to West Sussex County Council and Arun District Council about the 'one public estate' project.

Highways and Transport Sub Group

87. 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).

88. 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**:

- That JEAAC lobby and support the consideration of road widths and parking standards on new housing developments.
- That the WSCC presentation about the Highways Authority in the Planning Process be made to the ADC Development Control Committee. It was confirmed that this had been taken forward.

89. A number of Members expressed concern and disappointment that the proposed slip road to East Preston on the A259/A280 roundabout was not being taken forward. Members asked for clarification about the traffic information that had resulted in the recommendation to remove this slip road. JEAAC **agreed** that the Chairman of the H&T Sub Group should write to the Project Manager stressing that JEAAC continue to support this slip road being part of the A259 improvement scheme.

Arundel and Tortington: Proposed 20mph Speed Limits in residential Area

90. The Committee considered a report by 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 on whether to implement Traffic Regulation Order for 20mph speed limits in various roads in Arundel.

91. Ian Moorey, Principal Engineer, West Sussex County Council, introduced the report and explained that following a public consultation 45 messages of support and 11 objections were received. Officer responses to these comments were included in the previously circulated report.

92. In response to the public question about Ford Road not being included in the proposals, Ian Moorey confirmed that 20 mph limits are most suited to residential roads and non through roads. Ford Road is considered to be a through road and therefore not suitable for this scheme.

93. Councillor Mr Mark Phillips confirmed that Arundel Town Council welcome the scheme and also welcome working with West Sussex County Council to consider alternative options for Ford Road.

94. **Resolved** that the County Council Members of the Joint Eastern Arun Area Committee, having considered the resulting benefits to the community and accepting that these outweigh the objections raised, authorised the Director of Law and Assurance to make the Order as advertised.

Community Initiative Funding

95. 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.

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

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

The following applications were approved: -

112/JEAAC - 1st Preston Scout Group, £1,712.00 towards an ISO Container

113/JEAAC - Arun and Chichester Citizens Advice, £1,800.00 towards promoting Amber House

117/JEACC - Home-Start Arun, £362.50 towards training

186/JEACC - Angmering Village Preschool, £1,312.98 towards forest school training.

190/JEAAC - Angmering in Bloom Association, £888.00 towards Angmering Conservation Area Historical Map.

The following application was declined: -

195/JEAAC - Rustington in Bloom, £2,000.00 towards floral enhancement. This was declined as the applicant had received funding in previous years for the same purpose.

98. It was noted that the remaining £1892.00 would be rolled over to next year's fund.

99. For the benefit of anyone who had not been able to attend the pre event, Mrs Deborah Urquhart confirmed that the County Council was proposing to change its approach to grant funding to voluntary and community groups from 2018/19. She explained that currently there are three member funds: Members' Big Society Fund, Community Initiative Fund, and Small Grants Fund and the proposal was to move to one scheme and use an online crowdfunding model. The process for reviewing and deciding upon applications will remain very similar for JEAAC with the local County Councillor still having to support applications coming forward.

100. Dr James Walsh expressed his reservations about the new approach; particularly that applicants will need to build in an additional 5% to their bid to cover the online costs. He also stated that if anyone donated with using a credit card they would be charged for that transaction. Officers confirmed that there were many options for payment including debit cards and pay pal that had no charge attached.

101. Councillor Mr Andy Cooper said that he had been sceptical of the new approach but having heard the additional information from officers at the pre event he had been

reassured. He urged that this information be communicated to the wider public as soon as possible.

Nominations of Authority School Governors

102. The Committee considered a report by the Executive Director of Education and Skills (copy attached to the signed minutes).

103. Resolved –That the County Council Members of the Committee approved the following nominations:-

Nomination for Reappointment:

Anne Prior for a 4 year term to St John the Baptist C.E. Primary School

Nomination for Appointment:

Mr Ian Buckland for a four year term to Cornfield, Oak Grove, Palatine & Herons Dale Federation

Items to be raised by Town and Parish Council representatives

104. No items were raised.

Items for future meetings.

105. The following items were agreed for consideration:

- Community Military Covenant
- Arun Business Partnership
- Sussex Housing Hub/Community Land Trusts

Date of next meeting

106. The Chairman reminded Members that the next meeting of the Committee would be held on Tuesday 19 June 2018 at The Millennium Chamber, Littlehampton Town Council. 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 8.52pm

Chairman