

**ARUN DISTRICT COUNCIL**

**DECISION NOTICES FROM THE CABINET MEETING HELD ON  
10 DECEMBER 2018**

<b>REF NO.</b>	<b>DECISION</b>
C/029/101218	Housing & Homelessness Strategy – 2019-2021
C/030/101218	Award of Contract for Insurance Services
C/031/101218	Community Advice Services Contract
C/032/101218	Temporary Appointment to Patching Parish Council
C/033/101218	Special Overview Select Committee – 3 December 2018 – Minute 284 [Local Council Tax Reduction Scheme (Working Age)] and Minute 285 [Information and Communications Technology (ICT) Service Strategy – 2019-2023].
C/034/101218	Environment & Leisure Working Group – 27 November 2018 – Minute 27 [Events Policy and Procedure 2018].

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT  
FROM 10.00 A.M. ON WEDNESDAY 19 DECEMBER 2018 UNLESS  
THE CALL-IN PROCESS IS APPLIED**

If a Councillor wishes to request a call-in of any of the decisions taken above, they will need to take the following steps in line with the Scrutiny Procedure Rules at Part 6 of the Constitution – Scrutiny Procedure Rules (Other)

They will need to:

- Submit their request in writing for a Call-In to the Group Head of Policy & Scrutiny and identify who will act as the lead Member of the Call-In
- Specify which decision is to be the subject of the Call-In
- Explain which of the criteria for the Call-In apply

REFERENCE NO: C/029/101218

<b>FULL CABINET DECISION</b>	<b>NO</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Housing &amp; Homelessness Strategy – 2019-2021</b>	
<b>OFFICER CONTACT: Satnam Kaur – Group Head of Residential Services</b> Extn: 01903 37740 e.mail: satnam.kaur@arun.gov.uk	
<b>EXECUTIVE SUMMARY:</b> The Council's Housing and Homelessness Strategy 2019-2021 is a single over-arching document covering Arun's primary strategic housing functions of homelessness prevention, private sector housing renewal, housing development and enabling as well as the landlord duties. The accompanying action plan contains the specific actions which will be undertaken to deliver the objectives set out in the Strategy.	
<b>DECISION:</b>  The Cabinet  RECOMMEND TO FULL COUNCIL – That  (1) The Housing and Homelessness Strategy 2019-2021 and its supporting action plan are approved; and  (2) Delegated authority is given to the Group Head of Residential Services, in conjunction with the Cabinet Member for Residential Services, to make appropriate changes to the Strategy during its life span.	
<b>REASON FOR THE DECISION:</b> To meet the statutory requirement to have a Homelessness Strategy and to set out the objectives and actions to meet the Council's housing and homelessness duties and obligations.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> To not adopt the Housing and Homelessness Strategy 2019-2021 and Action Plan.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

REFERENCE NO: C/030/101218

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Award of Contract for Insurance Services</b>	
<b>OFFICER CONTACT: Rod Cooper – Insurance Officer</b> Extn: 01903 737606 e.mail: Rod.Cooper@arun.gov.uk	
<b>EXECUTIVE SUMMARY:</b> The Cabinet is requested to give delegated authority to the Group Head of Corporate Support, in consultation with the Cabinet Member for Corporate Support, for the award of the Insurance Services Contract.	
<b>DECISION:</b>  The Cabinet  RESOLVED  Delegated authority be given for the award of Contract for Insurance Services to the Group Head of Corporate Support, in consultation with the Cabinet Member for Corporate Support.	
<b>REASON FOR THE DECISION:</b> To facilitate orderly commencement of contract on 1 February 2019.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> Not to agree the recommendations.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	Councillors Mrs Brown and Wotherspoon
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

REFERENCE NO: C/031/101218

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Community Advice Services Contract</b>	
<b>OFFICER CONTACT: Robin Wickham – Group Head of Community Wellbeing</b> Extn: 01903 737835 e.mail: <a href="mailto:Robin.Wickham@arun.gov.uk">Robin.Wickham@arun.gov.uk</a>	
<b>EXECUTIVE SUMMARY:</b> The Community Advice Services Contract is procured by Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils. This report sets out proposals to commission a new Community Advice Services Contract from 1 April 2019.	
<b>DECISION:</b>  The Cabinet  RESOLVED - That  (1) Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procures by single tender an independent and comprehensive community advice service and enter into a Contract with Central and Southern Sussex Citizens Advice Bureau for three years from 1 April 2019; and  (2) A funding contribution of £117,0202 is provided for this services, subject to Full Council approving the 2019/20 Budget and uplift this sim in line with the consumer price index calculated on the anniversary of the agreement.	
<b>REASON FOR THE DECISION:</b> To provide an independent and comprehensive advise service for the community.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> Not to enter into a Contract for the provision of an independent and comprehensive community advice service.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

REFERENCE NO: C/032/101218

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Temporary Appointment to Patching Parish Council</b>	
<b>OFFICER CONTACT: Liz Futchter – Group Head of Council Advice &amp; Monitoring Officer</b> <b>Extn: 01903 737610</b> <b>e.mail: <a href="mailto:Liz.Futchter@arun.gov.uk">Liz.Futchter@arun.gov.uk</a></b>	
<b>EXECUTIVE SUMMARY:</b> Patching Parish Council has a membership of five and has been running with three Councillors for some time. Following a resignation of one of the remaining Councillors, the Parish Council now finds itself no longer quorate. It contains less than the three Councillors necessary to be able to proceed with co-option or carry out any other business.  Under Section 91(1) of the Local Government Act 1972, Arun District Council as principal authority can make a temporary appointment to the Parish Council until such time as the current vacancies have been filled by election or co-option.  The report recommends that one of the Angmering & Findon Ward Members is appointed as a Parish Council under this legislation.	
<b>DECISION:</b>  The Cabinet  RESOLVED - That  (1) Under Section 91(1) of the Local Government Act 1972, Arun District Council as a principal authority under the Act, hereby appoints one District Councillor as a Parish Councillor with the Patching Parish Council until either 7 May 2019, or such earlier date when the vacancies at the Parish Council have been filled, by election or co-option, so that the Parish Council is quorate;  (2) the District Councillor to be appointed is Councillor Bicknell; and  (3) the Group Head of Council Advice and Monitoring Officer be given authority to instruct Legal Services to make the Order and confirm this to the Secretary of State.	
<b>REASON FOR THE DECISION:</b> To ensure that Patching Parish Council is quorate and able to return to full functionality.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> To refuse to exercise the provision of the Act leaving Patching Parish Council unable to act.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<p><b>SUBJECT: Special Overview Select Committee – 3 December 2018 - Minute 284 – Local Council Tax Reduction Scheme (Working Age) and Minute 285 – Information &amp; Communications Technology (ICT) Service Strategy – 2019-2023</b></p>	
<p><b>OFFICER CONTACT: Andrew Dale – Revenues and Benefits Manager (01903 737630) and Paul Symes – ICT &amp; Service Improvement Manager (01903 737605</b>  <b>e.mail: <a href="mailto:Andrew.Dale@arun.gov.uk">Andrew.Dale@arun.gov.uk</a> and <a href="mailto:Paul.Symes@arun.gov.uk">Paul.Symes@arun.gov.uk</a></b></p>	
<p><b>EXECUTIVE SUMMARY:</b> The Cabinet received the Minutes from the Special meeting of the Overview Select Committee held on 3 December 2018 and was alerted to recommendations at Minute 284 [Local Council Tax Reduction Scheme (Working Age) and Minute 285 – Information &amp; Communications Technology (ICT) Service Strategy – 2019-2023.</p>	
<p><b>DECISION:</b></p> <p>The Cabinet</p> <p>RECOMMEND TO FULL COUNCIL</p> <p>That Option 2 [to change the Council Tax Reduction Scheme to an income-banded scheme] be agreed as this Council’s Council Tax Reduction Scheme for 2019/2020.</p> <p>The Cabinet also</p> <p>RESOLVED - That</p> <p>(1) the Information Communications Technology (ICT) Service Strategy 2019-2023 is adopted; and</p> <p>(2) the Group Head of Corporate Support be given delegated authority to make any necessary consequential changes to the Information &amp; Communications Technology (ICT) Service Strategy as a result of new legislation or alternative practices.</p>	
<p><b>REASON FOR THE DECISION:</b></p> <p>For Minute 284 – The change to an income-banded scheme will be simpler to administer and easier for customers to understand. This scheme offers more support to lower-income families and gives more stability to people whose wages fluctuates each month. Adoption of this scheme moves away from the complex means testing that currently exists in the current scheme.</p> <p>For Minute 285 – To have an agreed strategic framework to ensure a co-ordinated and consistent approach is taken when designing and delivering ICT services.</p>	
<p><b>OPTIONS CONSIDERED BUT REJECTED:</b> To not accept the recommendations from the Special Meeting of the Overview Select Committee held on 3 December 2018.</p>	

<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None</b>	

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Environment &amp; Leisure Working Group – 27 November 2018 – Minute 27 – Events Policy &amp; Procedure 2018</b>	
<b>OFFICER CONTACT: Oliver Handson – Environmental Services &amp; Strategy Manager</b> Extn: 01903 737955 e.mail: <a href="mailto:Oliver.Handson@arun.gov.uk">Oliver.Handson@arun.gov.uk</a>	
<b>EXECUTIVE SUMMARY:</b> The Cabinet received the Minutes from the meeting of the Environment & Leisure Working Group held on 27 November 2018 and was alerted to recommendations at Minute 27 [Events Policy & Procedure 2018].	
<b>DECISION:</b>  The Cabinet  RESOLVED - That  (1) the Events Policy and Procedures be adopted; and  (2) future amendments or revisions, which do not constitute a wholesale change in Policy or procedure, can be made in consultation with the Cabinet Member for Neighbourhood Services.	
<b>REASON FOR THE DECISION:</b> To enable the Council to adopt transparent and consistent policies and procedures to enable comprehensive and successful event management.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> To not agree to adopt the draft Events Policy and Procedures.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	