

OVERVIEW SELECT COMMITTEE

20 November 2018 at 6.00 p.m.

Present: - Councillors Dingemans (Chairman), English (Vice-Chairman), Ambler (substituting for Councillor Mrs Bence), Blampied, Edwards, Elkins, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren, Dr Walsh and Wheal.

Councillors Brooks, Buckland, Charles, Clayden, Haymes, Northeast, Mrs Porter, Tyler and Wensley were in attendance for the Call-In item.

[Note: Councillor Elkins was absent from the meeting during the following items of business – Minute 270 to Minute 271 (Part); and Councillor Dr Walsh – Minute 270 to Minute 275].

270. WELCOME

The Chairman welcomed Members and Officers and members of the public and the press to the meeting.

271. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Bence [who was being substituted by Councillor Ambler], Hughes, Miss Rhodes and Stanley. Apologies for absence had also been received from the Leader of the Council, Councillor Mrs Brown [who was being substituted by Councillor Wensley as Deputy Leader of the Council and the Cabinet Member for Corporate Support] and from Councillor Bence as the Cabinet Member for Residential Services.

272. DECLARATIONS OF INTEREST

Councillors Warren and Dr Walsh declared their Personal Interests in Agenda Item 5 [Call-In of Cabinet Decision C/108/151118 – The Future Use of the Look & Sea Centre, Littlehampton] as they were Members of Littlehampton Town Council. They also confirmed that they had attended a recent meeting at Littlehampton Town Council on the issue of the Look & Sea Centre. Councillor Warren had not taken part in the debate - Councillor Dr Walsh confirmed that he had taken part in that discussion.

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273. MINUTES

The Minutes of the meeting of the Committee held on 18 September 2018 were approved by the Committee as a correct record and were signed by the Chairman.

274. CALL-IN OF CABINET DECISION C/018/151118 – THE FUTURE USE OF THE LOOK & SEA CENTRE, LITTLEHAMPTON

The Chairman reminded Members of the procedure to be followed for this item which had been clearly set out at Appendix 4 to the report.

The Group Head of Policy then introduced this item and confirmed that a valid request for a Call-In of the decision taken by Cabinet on 15 October 2018 relating to the future use of the Look & Sea Centre, Littlehampton, as per Cabinet Decision C/018/151118, had been received on 18 October 2018 from Councillors Dr Walsh, Purchase, Northeast, Buckland, Oppler, Smith and Stanley. Councillor Tyler had been added to this list on 22 October 2018.

The Group Head of Policy outlined that the report detailed the background to events from the Look & Sea going into administration on 31 August 2018; the position that the Council found itself in as freehold owner of the site; and the proposals that Cabinet had been asked to consider at its meeting held on 15 October 2018.

The outcome of 15 October 2018 Cabinet Meeting was that it had been agreed to seek an operator to provide a café/restaurant for the whole of the building. Decision Notice C/018/151118 had been published on 16 October 2018 which was due to take effect on 24 October 2018, after the Call-In period had expired.

The Call-In request had been received on 18 October 2018 well within the deadline [24 October 2018] and the report had set out the reasons for the Call-In. The Group Head of Policy stated that she had reviewed the Call-In against the criteria set out in the Scrutiny Procedure Rules of the Council’s Constitution with the Chairman and Vice-Chairman of the Committee and with the Group Head of Council Advice & Monitoring Officer. The Call-In criteria and the reasons provided had been set out at Paragraph 1.6.2 of the report. Having reviewed the reasons given against the criteria in Section 13.8 of the Procedure Rules for Scrutiny, the request for the Call-In was deemed to be valid on the basis of one or more of the criteria being accepted.

The Group Head of Policy outlined that the Lead Call-in Member and Members signed up to the Call-In and Cabinet Members had then been informed as well as all Councillors and no further steps were then taken to implement the decision made by Cabinet on 15 October 2018 until the Call-In procedure had been completed.

The Group Head of Policy reminded Members of the procedure that needed to be followed in determining the Call-In and the options that were available to the Committee.

In accordance with Scrutiny Procedure Rule 13.13, in deciding whether or not to refer a decision back to Cabinet or onto Full Council, Members needed to be mindful of a range of points that had been outlined in the report. If the Committee remained concerned, having considered the decision and all evidence presented, it could:

- Refer the decision back to Cabinet for reconsideration, providing the nature of its concerns; or
- Refer the matter onto Full Council, again setting out the nature of its concerns; or
- Reject the Call-In requested.

The Group Head of Policy then reminded Members of the procedure to be followed and stated that as witnesses had been called by the relevant Cabinet Member and the Lead Call-In Member, further documents had been supplied by that Cabinet Member and also by a member of the public, as the procedure allowed. These documents had been circulated to the meeting as they had been submitted by 14 November 2018, the deadline set by the Constitution.

The Chairman then introduced the Call-In Members; the Cabinet and the Director of Place.

The Chairman then invited Councillor Dr Walsh [as the Lead Call-In Member] to present his case as to why the Call-In was felt to be necessary.

Councillor Dr Walsh opened by stating the whole saga had started at the end of August when, without notice, it had been announced that the Look & Sea Centre would be closing with immediate effect. This had been announced by the placing of a notice to the entrance of the Look & Sea Centre and was the first that anyone had known this was likely to happen. Next had been the report then collated and put forward to Cabinet on 15 October 2018. What was very material to this was that there had been a

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meeting of the Council’s Littlehampton Regeneration Sub-Committee on 10 October 2018 yet no update report had been submitted to that Sub-Committee to suggest or outline the Council’s proposals in response to the sudden closure of the Look & Sea. The Sub-Committee had entered into a lengthy discussion on the matter but did not have a report to look at and so it expressed its dissatisfaction at not being consulted on the matter or being given an opportunity for comment to be made to the Cabinet meeting on 15 October 2018.

Councillor Dr Walsh confirmed that it was this that had spurred him into instituting the Call-In and as there had been a very clear lack of consultation with Members. Councillor Dr Walsh then explained his other reasons for the Call-In which were:

- The failure to consult with Ward Councillors; other interested parties and user groups and the Littlehampton Regeneration Sub-Committee;
- The decision made by Cabinet generated a huge flurry of social media activity in terms of those groups that would be affected by the decision; and
- There had been a substantial lack of clarity and material provided in the Cabinet report in terms of visitor numbers to the café and the Littlehampton Experience. There had been no financial returns for the Trustees of the Look & Sea, many of which were available but not circulated.

Councillor Dr Walsh then expanded on his reasons for the Call-In and referred to the following elements of the report:

- Public Question Time at Cabinet on 15 October 2018 – he referred to the questions that had been asked in relation to the cost/benefit of the visiting school’s spend to the Town. The response provided had stated that there was no evidence to suggest that the number of school visits to the Town would decrease and it inferred that the Littlehampton Museum would welcome the extra footfall. Councillor Dr Walsh outlined that there was a huge difference between extra footfall and accommodating a whole class of children. Further consultation and fact finding was required.
- Public Question Time – Cabinet – 15 October – Question 13 – reference was made to the £16k funding provided annually by the Council to support the provision of a Visitor Information Centre – what would happen in the future

- The Council had been approached by the Look & Sea Trustees in December 2017 and had been informed that they were in financial difficulty and needed financial support. The sum of £20k had been paid as a result. Did the Council not have any concerns on the trading position of the Look & Sea at that time? If it did, were these concerns followed up or were any conditions placed or confirmed following the award of the £20k?
- The proposed planning permission needed to convert the upper floors of the Look & Sea, had any work progressed since the Call-In confirmation?
- 80% business rate relief could have been applied for by the Look & Sea – were they not reminded of this?
- How much money did the now empty building need spending on it to make it an attractive proposition to an alternative operator?
- Why were consultations not undertaken with Littlehampton Town Council as soon as the Look & Sea closed and before Cabinet on 15 October?

Councillor Dr Walsh concluded by stating that the impact of the “decision” by Cabinet would massively jeopardise tourism in Littlehampton and so he requested the Committee to consider referring the matter back to Cabinet for reconsideration.

The Chairman then invited the remaining Call-In Members to speak.

The first to speak was Councillor Northeast who agreed with everything that Councillor Dr Walsh had said. He stated that as a past Trustee he supported the Call-In of the Cabinet decision as this was a major departure to the discussions that had been had with the Trust prior to its closure. The fact was that what had been established years ago – with the catering and restaurant having to fund the heritage and education side of the building (run by volunteers) established as part of the Littlehampton 2000 Economic Regeneration push was relevant then but did not necessarily work well in that way now. It was fact that the heritage side of the operation promoting the Town and Littlehampton Experience with its excellent views over the River Arun did bring people into visiting the Town. The education side of the VIC had also seen increased numbers in terms of school visits - last year over 3,000 school children had attended the VIC. These visits were crucial as they often resulted in children then encouraging their families to come back to the Town to enjoy the other attractions that it had to offer such as the beach and other seafront activities. This was why all options needed to be explored.

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Councillor Tyler then spoke. He confirmed that he had been appointed to the Board of Trustees by the Council as an Outside Body representative. As part of this work he had been asked if he could look at the premises. He stated that he had been concerned about the financial state of the Board after the £20k grant had been provided by the Council and after just one visit to the Centre. He had reported his concerns back to the Council. He fully supported Cabinet’s decision in looking forward to finding a new operator but stated that he needed to bring to the surface what had happened leading up to the demise of the Centre and this was why he had chosen to support the Call-In.

Councillor Buckland was the final Call-In supporter to speak. He outlined that following his statement and questions asked at Cabinet on 15 October 2018, he had not received any response as to why the demise of the Look & Sea had been allowed to happen. He therefore stated that he wanted to know how the Look & Sea had been allowed to close and who was accountable. He referred to the £20k that had been granted by the Council to the Look & Sea and asked who had been monitoring the financial stability of the Centre since that time. Councillor Buckland confirmed how important the VIC was to the Town and to the people who lived and worked in Littlehampton and confirmed that he would do all that he could for it to continue to operate as it was the visits from schools that injected a large amount of tourism into the unique location where the Look & Sea Centre was. People who visited the Look & Sea often then went onto either the seafront or back into the Town Centre. Finally, Councillor Buckland asked if he could be provided with the answers that he did not receive at Cabinet on 15 October 2018 and that the prime location of the Look & Sea was a hotspot for tourism and so needed to continue to provide the facilities by those who enjoyed visiting the Town. This needed to be a café/restaurant with a VIC as both could run for people to enjoy.

As only one member of the public had indicated a wish to speak at the meeting, the Chairman invited Mr Chester to express his views.

Mr Chester referred to Pack 2 of information documents that had been circulated to the meeting.

He firstly stated that he did not believe that there was a massive difference between the decision of Cabinet and the wishes of most residents of Littlehampton as to the future of the Look & Sea Centre. What had struck him was that at the meeting of the Littlehampton Regeneration Sub-Committee on 10 October 2018, all Councillors present regretted the failure to use that meeting as a way of consulting Members. Mr Chester then referred to the witness evidence supplied by the Director of Place [Item 3 – of the

Deputy Leader of the Councils [Councillor Wensley’s evidence pack] this explained that as Officers were working to a very tight deadline to meet the reserve Cabinet date of 15 October 2018, there had not been the opportunity to submit any report earlier than this, as at that time matters were still under negotiation. This part of the Director of Place’s report also outlined that should this Committee decide to refer the matter back to Cabinet then any referral from Cabinet to the Regeneration Sub-Committee would take the work on this issue up to early February 2019 causing such a delay that the building could likely to not then be reopened for the 2019 Summer season. Mr Chester stated that it was not impossible for the Council to be able to call a Special meeting to finalise the decision and that this would be in everyone’s interest. Mr Chester stated that he supported the operation of the café going out to tender for a first class operator but that this should include opening into the late afternoon and evening to ensure more use of the building and perhaps using the viewing tower in the evenings. What had to be given further consideration was the Littlehampton Experience which provided a valuable service to school groups as well as attracting thousands of visitors each year. It was fact that these groups then visited other parts of the Town such as the RNL station and the Harbour Board – these visiting groups were a valuable contributor to the local economy and would be a massive loss to the Town. The biggest problem confronting these groups, if they were forced to use other establishments such as the Museum, to access the information provided by the Littlehampton Experience, was that of indoor space as well as the loss of being able to visit the viewing tower. The Littlehampton Museum had considerable space constraints and so to suggest this as a viable alternative to the VIC would not work on these grounds. Mr Chester stated that with regards to the VIC he had not been able to obtain any facts or figures on visitor numbers or revenue to allow him to form a firm opinion on the matter one way or another. What he did know was that the VIC fulfilled an information function at a time when staffed facilities for tourism were a rarity. Although many people used on-line facilities and other smart devices for the booking of hotels and other similar services, to replace the VIC in this way would not work. It was recognised that this method also disadvantaged smaller businesses such as local B&Bs as they relied upon verbal referrals from the VIC. Finally, Mr Chester asked if any new operator could be required to continue to cater for the range of evening events organised by the Look & Sea such as quiz nights, talks and dinners. He stated that the decision of Arun’s Cabinet needed to be amended to reflect a greater desire to retain some of the valuable community uses which existed before in addition to seeking to achieve the flexibility to attract a first class operator that could restore life into this wonderful facility.

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The Chairman then invited Members of the Committee to question Mr Chester. As the Committee did not make a request to question Mr Chester, the Chairman reminded Members of the options that were available to them in considering the Call-In. This was that the Committee could not amend the decision taken by Cabinet, but that it had three options to consider as explained by the Group Head of Policy when she introduced her report.

In response to this statement, Mr Chester urged the Committee to consider calling a Special Meeting to resolve the issue.

The Chairman then invited the Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Wensley, to present the background to the Cabinet decision and to provide any subsequent written evidence.

Firstly, Councillor Wensley confirmed that he was speaking on behalf of the Leader of the Council who could not be in attendance. He stated that he had little to add as Members had been provided with all of the background papers in evidence [Pack 1]. Councillor Wensley stated that he therefore reserved his right to speak later.

As the Committee had not called any witnesses to attend, the Chairman invited Councillor Wensley to call his witness.

Councillor Northeast was questioned. He was asked to clarify numerous facts about the Look & Sea Limited and the Centre. Councillor Northeast, in response, provided a range of facts about the establishment of the Look & Sea and the role of Trustees. This covered the history from the establishment of the Centre back in 2002 to the present day.

The Committee was then invited to ask Councillor Northeast questions. These again focused on the financial side of how the Look & Sea operated. They focused on:

- Who would have been responsible for the demise of the Look & Sea Centre and why the true financial picture had not been known or made known until it was too late
- Why he had not declared an interest at the start of the meeting in view of his role
- Who else sat on the Board of Trustees; how often did they meet and what reports were given to Trustees on activities and viability



- At what stage did the Trust start to worry about its financial status
- How after such an excellent Summer could this sad tale of events occur?

The Chairman then invited Cabinet Members to question Councillor Northeast.

The Cabinet Member for Community Wellbeing, Councillor Clayden, asked if the Look & Sea had been a registered charity. Councillor Northeast confirmed that it not been. Councillor Clayden was asked if he should declare an interest as he had been on the Board of Trustees too. He confirmed that he had been an outside body representative for a while on behalf of the Council.

The Chairman then invited Councillor Dr Walsh [as the Lead Member to the Call-In] to question Councillor Northeast. He asked:

- If a list of Directors covering the period from January to August 2018 could be supplied. Councillor Northeast confirmed the names of Directors.
- When the £20k grant had been awarded by Arun District Council, whether any conditions had been attached to that grant in terms of update reports to the Council. It was confirmed that from January 2018 [when financial pressures were being experienced] the Council had an Outside Body representative on the Board of Trustees – that representative could have fed back information at any point.
- When did initial trading difficulties become apparent and why had no action been taken at that time to resolve the situation? During the first part of 2018 it had become apparent that the Trust’s financial position was heading down hill. A normal Board meeting had been held on 31 August 2018 with the administrator in attendance. This was when closure had been announced.

The Chairman then asked Councillor Dr Walsh, as the Lead Call-In Member, if he wished to ask Cabinet Members any questions.

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Councillor Dr Walsh asked the Deputy Leader of the Council and Cabinet Member for Corporate Support questions relating to the £20k grant made to the Look & Sea in December 2017. He asked if this had been granted with any conditions in place. Councillor Wensley responded stating that he had no knowledge of any conditions forming part of the agreed grant award which had been provided to alleviate temporary cash flow problems.

This discussion developed into a further debate in terms of whether the £20k awarded to the Look & Sea Centre was a grant or a loan. At this point in the meeting, Councillor Clayden, spoke to provide clarity to the situation and questions being asked.

The Chairman then invited Councillor Dr Walsh to call his witnesses. Councillor Dr Walsh confirmed that he had two witnesses – they were Councillor Northeast and Rachel Stanford.

Councillor Dr Walsh confirmed that he had no further questions for Councillor Northeast. He therefore called upon Rachel Stanford.

Rachel Stanford explained to the Committee that she had been the Manager of the Look & Sea Centre and had managed the VIC and Littlehampton Visitor Experience. She stated that she was well aware that there were lessons to be learnt following the closure of the Centre but that she wanted to inform Members how important it was to have the VIC included as part of any new venture for the premises.

The Committee was advised that she managed the VIC alongside the Centre looking after the school visits and other events. She stated that she would love to see the Centre re-opened as a community hub accommodating school visits which had increased in her time to over 2,154 students. This had brought the total of school visits up to 3,054 in 2018. Prior to the Centre’s closure she had been in liaison with Girl Guiding UK to see if the Centre would be able to accommodate overnight sleeps for Guides. A programme was on the verge of being put into place at the time of closure at a time when school visits were increasing term to term. Prior to her arrival, school visiting numbers had been considerably low, however, as a result of working with the lifeboat station [resolving their space limiting issues] the school visits had increased massively resulting in coaches parking down on the seafront and visitors walking up to the Centre. This had boosted tourism.

Rachel Stanford, as a witness, was asked the following questions:

- By Councillor Dr Walsh [as Lead Call-In Member] – did she agree that the Littlehampton Museum would not be able to cope hosting school trips in the future. The response provided was that although the Museum had excellent facilities it could not cope with more than 15 people in attendance at any one time – it had not been designed to accommodate larger groups.
- By the Committee:
  - What financial contributions were made by visiting schools? A £2 fee per child was paid. Adults in assistance did not have to pay an entrance fee.
  - Other events – were they popular? The quiz nights were mostly sold out and were held once per month.
  - The Committee held concern that many people were able to access the viewing tower and Littlehampton Experience without paying an entrance fee and that this had not been monitored well. It was acknowledged that a change in layout would have helped overcome this problem. The entrance fee had been increased to cover any losses.
  - The Committee was interested on the profit and loss detail of these events – back in 2016 the balance book looked healthy but in 2018 profits had nose-dived.
  - More questions were asked about VIC operation and where income was paid to so that an understanding of the business structure could be achieved. The detail of the VIC agreement with the Council was explained.

Questions were then asked by the Committee to the Cabinet Member – Councillor Wensley. These were again focused on the finances/accounts of the Look & Sea as set out in the documents supplied by Councillor Wensley. The Cabinet Member was asked what due diligence was undertaken and by who? In response Councillor Wensley confirmed that the £20k provided to the Look & Sea was in the form of a grant. It has been provided to the Look & Sea as the Council had been approached by Look & Sea Directors stating that they had a temporary cash flow problem. The Council was not responsible for running the business but could provide a grant to overcome a temporary problem. Other similar questions were asked by the Committee.

The Committee then asked Councillor Dr Walsh questions as the Lead Call-In Member. These focused on the VIC as an education centre and whether there was any value in this being run as a charity alongside other areas of the premises as a commercial entity. Councillor Dr Walsh responded stating that due to this prime site location he could not see it being a problem

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in attracting a commercial operator that could run a successful business and the VIC and Littlehampton Experience. The building could be remodelled to hive off and separate out VIC visitors.

As a non-member of the Committee, Councillor Northeast had indicated that he wished to speak.

This further statement from Councillor Northeast referred to the £16k annual grant paid by the Council stating that this was insufficient to address the amount of opening time needed to make a profit. Further debate followed on the £20k grant paid which was related to the same matters minuted earlier.

The Chairman then invited Councillor Dr Walsh to make his concluding statement. He firstly thanked Members for taking part in the debate and referred to the options available to the Committee. He urged Members to refer the decision back in light of the debate undertaken and in view of how important the VIC and Littlehampton Experience were to the economy of Littlehampton and especially the Town Centre. Councillor Dr Walsh reconfirmed his view that this matter should have been referred to the Littlehampton Regeneration Sub-Committee on 10 October 2018 so that comments, concerns, ideas and recommendations could have been forwarded onto Cabinet on 15 October 2018. Moving forward, he asked the Committee to support looking to find a well-known commercial operator with a proven track record who would be able to make a real success of the Look & Sea Centre to include a VIC and Littlehampton Experience. This was a prime site on the River Arun and a superb viewing place to educate and entice people to come back to Littlehampton time and time again. However, the vital piece missing was the VIC and Littlehampton Experience. He again asked Members to support sending this matter back to Cabinet to reconsider which it could as its next meeting scheduled for 10 December 2018 and to allow consultation with other key user groups such as the RNLI and Littlehampton Town Council.

The Deputy Leader of the Council and Cabinet Member for Corporate Support was invited to make his concluding statement. He confirmed three issues. Firstly, that every Member of the Council had received a copy of the Cabinet agenda papers for 15 October 2018 – these had been despatched on 5 October 2018. Members with any concerns could have attended Cabinet on 15 October 2018. The Cabinet had decided that it wanted to have a building that was commercially viable and this needed to be the whole building. The provision of VIC services did not need to be located in that building. The Cabinet’s decision did not say that educational material would not be provided. Based on this fact, he endorsed the decision made and urged the Committee to reject the Call-in.

The Chairman then invited general debate by the Committee and reminded Members of the three Options available to it. These Options had been explained at the start of the debate on this item.

The view of the Committee was that this was a very difficult decision to have to make. This was because it endorsed everything that had been said in terms of how important it was to generate tourism in Littlehampton. At the same time, Members had to be mindful that the Council had provided an annual grant of £16k [for the VIC]; a subsidy [the £20k grant]; a peppercorn rent and rate exemptions to the Look & Sea Centre and that this was public money. The point was made that if the Centre had chosen not to check to see if it qualified for or did not look at applying for appropriate subsidies in other directions then it could be questioned if any potentially interested operator would do the same in terms of operating the café and VIC.

Other Members of the Committee stated that it would be very difficult to find an operator to invest the money required to relaunch the Centre whilst at the same time having to fund an education centre/visitor experience. Based on this, the Centre needed to be operated as one business in order to make it work – a ‘pick and mix’ option would not be viable.

Looking at the options open to it, there were Members of the Committee who were supportive of Cabinet’s decision to move quickly to seek the right operator for this facility and so that it could be up and running for the 2019 summer season. Members participated in a detailed discussion and, whilst there was support for referring the matter back, there was also the consensus of opinion that the decision made by Cabinet was the right one.

The Chairman in referring the Committee to the options available, outlined that considering the debate undertaken, the option to refer the Call-In to Full Council was not viable due to time constraints. The Committee agreed with this point.

A proposal was then put forward by Councillor Elkins “that the Call-In should be referred back to Cabinet for reconsideration and to allow for meaningful consultation to be undertaken”. This was seconded by Councillor Mrs Oakley. On this proposal being put to the vote it was declared LOST.

The Chairman stated that as the Committee had already rejected the option to refer the decision back to Full Council, this left just one option available to the Committee.

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Councillor Wheal then proposed “that the Call-In request be rejected”. This was seconded by Councillor Oliver-Redgate. On this proposal being put to the vote it was declared CARRIED.

The Committee then

RESOLVED

That the Call-In request be rejected.

275. CORPORATE PLAN 2018-2022 – QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2018

The Group Head of Policy presented the Corporate Plan 2018-2022 Quarter 2 Performance Report covering the period 1 April to 30 September 2018.

The Committee was advised that the Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet the future demands placed upon it. The three Council Priority themes were reconfirmed to the Committee as “Your services, Supporting You and Your future”.

Behind these priorities were a series of targets that were measurable and, ideally, in the control of the Council. These were the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP’s) lay beneath these corporate priorities to provide more detail about how the service is doing. All indicator targets for 2018-2019 were agreed at Cabinet on 12 February 2018.

Members were reminded that the performance of these indicators were reported to the Corporate Management Team every quarter and to this Committee and Cabinet every six months and at year end.

There were 11 Corporate Plan indicators with six being measured at the Quarter two stage. Five had been categorised as overachieving their targets and one had been categorised as achieving its target. The full commentary for each indicator had been set out within Appendix A attached to the report.

In view of this, the Group Head of Policy confirmed that CMT believed that no remedial action was required at Q2 as all indicators measured were either over achieving or on target to achieve their target.

The Committee

RESOLVED

That the Council's Quarter 2 Performance against the targets for the Corporate Plan indicators as set out in the report and Appendix A attached to the report be noted.

276. SERVICE DELIVERY PLAN 2018-2022 – QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2018

The Group Head of Policy presented the Service Delivery Plan 2018-2022 Quarter 2 Performance Report covering the period 1 April to 30 September 2018.

The Committee was advised that the Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet the future demands placed upon it. The three Council Priority themes were reconfirmed to the Committee as "Your services, Supporting You and Your future".

Behind these priorities were a series of targets that were measurable and, ideally, in the control of the Council. These were the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP's) that layed beneath these corporate priorities to provide more detail about how the service was doing. All indicator targets for 2018-2019 were agreed at Cabinet on 12 February 2018.

Members were reminded that the performance of these indicators were reported to the Corporate Management Team every quarter and to this Committee and Cabinet every six months and at year end.

The Group Head of Policy outlined that there were 22 Service Delivery Plan (SDP) indicators and that out of these, thirteen were measured at this time. Seven had been categorised as overachieving their targets, five categorised as not achieving their targets and one had no data available at Q2. The full commentary for each indicator had been attached to the report as Appendix A. CMT had confirmed that action was required for two indicators which were not achieving their target at Q2 – these were:

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**SDP22 - Number of Council properties with a valid gas safety certificate.** There were 2350 properties which needed a valid certificate. Officers were unable to gain access to 1 property however since the data had been supplied, access had now been gained into the property and the necessary gas safety check undertaken.

**SDP18 Cost of emergency accommodation per annum (net).** This year had seen an unprecedented demand for temporary accommodation due to a combination of factors including the implementation of the Homelessness Reduction Act and the increase in homelessness generally, which was reflective of the national picture. More robust management control processes have recently been adopted. The objective was to ensure that households only occupied temporary accommodation for the shortest period of time. Members were advised that at Cabinet on 12 November 2018, a supplementary estimate of an additional £600k had been approved, though this was subject to Full Council approval on 9 January 2019.

Having received this information, some Members of the Committee expressed concern at the level of supplementary estimate required to tackle homelessness and asked if this was a topic that the Committee should look into as part of its Work Programme for 2019/2020. The Group Head of Policy noted this so that this matter could be discussed early in 2019 and when the Committee would agree on what it might light to review in the new Municipal Year.

Councillor Dr Walsh provided Members with an update on the situation and in light of decisions that would need to be made by the West Sussex County Council’s Health and Adult Social Care Committee on 12 December 2018. The cuts proposed to the supported housing grant, would affect the nineteen charities who currently received it. They had formed a coalition to oppose it and would be giving evidence to the meeting of HASC on 12 December 2018. If approved, the results of these cuts in grant would have an impact on Arun as it would inevitably increase homelessness. A full update following this meeting would be reported to the Committee’s meeting in January 2019 via the usual feedback report following meetings of HASC.

*(During the course of the discussion on this item, Councillors Elkins and Dr Walsh declared their Personal Interests as Members of West Sussex County Council.)*



277. CABINET MEMBER QUESTIONS AND UPDATES

As no Cabinet Members had remained present for this part of the meeting, the Chairman was asked to write to Cabinet Members to reconfirm how important it was for them to be present for this item; to allow Committee Members to ask them questions; and also to allow Cabinet Members to update Committee Members on matters of importance.

278. WORK PROGRAMME UPDATE – 2018/2019

The Group Head of Policy reminded Members of the items that had been deferred from this meeting to the Special Meeting of the Committee to be held on 3 December 2018.

(The meeting concluded at 8.18 p.m.)