



Public Document Pack

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23 November 2020

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held virtually on Tuesday 1 December 2020 **at 6.00 pm** and you are requested to attend.

Members: Councillors Northeast (Chairman), English (Vice-Chair), Bennett, Bicknell, B Blanchard-Cooper, Mrs Catterson, Mrs Cooper, Dendle, Dixon, Elkins, Gunner, Huntley, Miss Needs, Miss Seex and Tilbrook

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least **24 hours** before the meeting.*

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

For further information on the items to be discussed, please contact: committees@arun.gov.uk

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration 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 items 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 interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 10)

The Committee will be asked to approve as a correct record the Minutes of the Overview Select Committee held on 6 October 2020.

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. CORPORATE PLAN AND SERVICE DELIVERY PLAN QUARTER 2 PERFORMANCE OUTTURN

(Pages 11 - 18)

This report sets out the Q2 performance outturn for the Corporate Plan and Service Delivery Plan performance indicators for the period 1 July 2020 to 30 September 2020.

Overview Select Committee is requested to:

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A.
- b) Note the Council's Q2 performance against the targets for the Service Delivery Plan indicators as set out in this report and Appendix B.

6. COVID 19 REPORT TO CABINET ON 16 NOVEMBER 2020 & VERBAL UPDATE

(Pages 19 - 26)

This report was presented to Cabinet on 16 November 2020 by the Chief Executive, he will be providing a verbal update on this report to the Committee.

7. LOCAL COUNCIL TAX REDUCTION SCHEME 2021/2022

(Pages 27 - 28)

The minutes of the Council Tax Task and Support Working Party are attached for the Committee. Members are requested to recommend **Option 2**, which is to allow for an increase in the income banding widths within the Council Tax Support Scheme. (Year 9). To Cabinet on 14 December 2020 as supported by the Working Party.

Once Cabinet have reviewed the recommendation, will then go on to Full Council on 13 January 2021.

8. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 11 NOVEMBER 2020

A verbal update will be provided by Councillor Bennett for the HASC meeting he attended on 11 November 2020.

9. CABINET MEMBER QUESTIONS AND UPDATES

- (i) Cabinet Members will update the Committee on matters relevant to their Portfolio of responsibility.
- (ii) Members are invited to ask Cabinet Members questions and are encouraged to submit these to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

10. WORK PROGRAMME 2020/2021

(Pages 29 - 34)

The Group Head of Policy will present the Work Programme 2020/21 to the Committee.

Note : Reports are attached for all Members of the Committee 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.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed, or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – [Filming Policy](#)

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OVERVIEW SELECT COMMITTEE

6 October 2020 at 6.00 pm

Present: Councillors Northeast (Chairman), English (Vice-Chair), Bennett, Bicknell, B Blanchard-Cooper, Mrs Catterson, Mrs Cooper, Dendle, Dixon, Elkins, Gunner, Huntley, Miss Needs and Tilbrook

Councillors Bower, Charles, Clayden, Coster, Edwards, Mrs Gregory, Oppler, Mrs Pendleton, Mrs Staniforth, Stanley, Dr Walsh, Mrs Warr and Mrs Yeates were also in attendance for all or part of the meeting.

Apologies: Councillors Miss Seex

240. DECLARATIONS OF INTEREST

None.

241. MINUTES

The minutes of the Overview Select Meeting held on 1 September 2020, were approved by the Committee.

242. RESIDENTS SATISFACTION SURVEY RESULTS 2020

The Group Head of Policy provided Members with a brief overview of the survey results and referred Members to page 15 in the agenda for the detail of her report. She explained that the survey was carried out annually in the spring of each year and completed by BMG. She advised Members that BMG believed Covid did not negatively impact the survey and could have had a positive impact due to the number of people at home during this period.

The Committee had a full debate on this item a summary of discussions has been provided below;

- Members felt that simply posting the survey was an outdated approach and that the ability to have the survey completed online would potentially reach a wider audience. It was felt that this option should be researched and considered in time for the next survey in 2021. It was also commented that it was important to continue with the survey via post when considering the online approach as this would potentially stop a proportion of residents who do not have access to online facilities from taking part.
- There was concern raised regarding the integrity of the data when comparing the data to last year's results where it was evident that the weighting had been changed significantly in some cases

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It was then proposed by Councillor English that a Working Group be set up to take forward the suggestions that had been raised by the Committee; this was then seconded by Councillor Dendle.

The Chief Executive advised the Committee that the Local Government Association (LGA) look at two questions in particular, the general satisfaction question and the question around the cleanliness of the area, so whilst he appreciated what Members were saying, nationally these are the two areas focused on and the Council had done very well on those two particular questions.

The Chairman then returned to the proposal that had been put forward by Councillors English and Dendle. It was clarified if the proposal was for a Working Group (held in public) or a Working Party (held in private), it was agreed that a Working Party was what the Committee wanted to be resolved and on being put to the vote,

The Committee RESOLVED that;

A Working Party be established to take forward the suggestions that had been raised by the Committee and that the Membership of this Working Party would be, Councillors, Mrs Cooper, Dendle and Tilbrook

243. COVID 19 UPDATE FROM CEO

The Chief Executive advised Members that the figures in West Sussex had risen, the Arun District figure was 24.3 cases for every 100,000, but Arun's figures are still low in comparison to other areas. He further advised that currently the Track and Trace service had 96 hours to contact an individual to advise on their need to self-isolate, however the contact time would be being reduced to 48 hours and then reduced to 24 hours, he highlighted that it would create a significant amount of pressure on those undertaking this role and local Council's would need to ensure that they keep their eye on this. He then spoke to the changes to the self-isolation support payment of £500 from the Government. He concluded that large events were continuing to be discouraged and that the District had a number of events coming up e.g. Remembrance Sunday and Bonfire night where there would need to be serious thought given the current level of restrictions.

A summary of the debate had by Members is detailed below;

- A question raised to the Chief Executive was did he know if County Councils were having to pay to have access to the Track & Trace service? He confirmed that he was aware that private companies had to pay for access to the service but did not know if this also impacted County Councils, he advised he would find out and inform members
- It was confirmed that the Council was still waiting to have a response from central government in relation to support needed for the leisure industry.
- A concern regarding the enforcement of restrictions was raised, it was confirmed that extra monies had been received for extra officers for

Environmental Health which would help with this. Working in partnership with the Police would be required and ongoing discussions locally and nationally will see plans in place by 12 October 2020.

The Chief Executive then provided the Committee with an update from the Covid-19 Working Party meetings, that centred around 5 themes that had been agreed by the Working Party to take forward to Cabinet at the November 2020 meeting.

- A request for more information regarding the food strategy was made, it was confirmed that the proposal for this was put forward by Councillor Ms Thurston and seconded by Councillor Tilbrook. As more information was expected from central government on this topic, it was also confirmed that more detail would be given once this had been received.
- Overall comments were made that this Working Party was making a difference and it was agreed that there was much more work to do.

The Committee noted the update.

244. PROPOSED CORRECTION OF OSC MINUTES FROM 10 MARCH 2020

The Group Head of Policy introduced this report to the Committee and provided a brief outline of what was required from the Committee at this meeting in terms of Councillor Huntleys request. She drew Members attention to section 2 of the report that detailed the original minute against the new proposed wording for the minute. Members were also advised that there had been numerous opportunities for Councillor Huntley to have raised his concern with these minutes prior to their publication and approval by the Committee.

Councillor Huntley was then invited by the chairman to speak on this matter. At this point he requested further amendments be made to the previously agreed new wording at section 2.3 in the report. He advised the Committee that as a horticulturalist the original wording was “dangerously inaccurate”.

The Committee had a full debate on the request from Councillor Huntley, there was a large proportion of the Committee who were not in agreement with the request who stated that they felt as the minutes had already been approved by this Committee, they had already been agreed as an accurate reflection of the meeting that took place on 10 March 2020. It was also felt that this change should have been raised at Full Council (*date) as this process had not been followed, no change should be made.

The Committee RECOMMEND TO FULL COUNCIL;

The minutes from the Overview Select Committee Meeting of 10 March 2020 be approved with no change.

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245. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 9 SEPTEMBER 2020

Councillor Bennett advised the Committee that due to a last-minute change he was unable to attend the meeting held on 9 June 2020, he did however provide the Committee with some highlights from the minutes of that meeting that included;

- A good discussion was had regarding the Sussex Strategy Plan and West Sussex joint placed based response to the NHS long term plan from the CCG
- The new operating model for the new mental health response was explained
- A possible merger between Western Sussex and Brighton Hospital will be on the agenda soon.

246. FEEDBACK FROM MEETINGS OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 25 JUNE 2020

Councillor Mrs Yeates provided the Committee with an overview of the meeting held on 25 June 2020. She highlighted her visit to the Chichester Custody Centre and in particular the safety of Officers and quality of care for detainees.

A concern was raised regarding the amount of money that had been spent on the temporary refurbishment costs for the Chichester Custody Centre when it was only going to be used as a temporary unit. Cllr Mrs Yeates advised that she thought the figures would all be reported in the next review; however, she would ask the question at the next meeting of the Panel.

247. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman thanked the Cabinet Member for Residential Services and Cabinet Member for Neighbourhood services who provided an update to Members in advance of this meeting. He then proceeded to invite verbal updates on Portfolios from other Cabinet Members in attendance at the meeting.

Cabinet Member for Commercial Business and Development advised that nothing had changed since his last update regarding the recruitment of a Commercial Manager. He reiterated that he does need Officer support in order to get this moving and he felt that we just have to get on with it and that Officers were heavily distracted in dealing with the Councils response to the Pandemic he also said that he understood it was difficult for them at this time.

Cabinet Member for Community Wellbeing advised that it was the middle of Annual General Meeting (AGM) season and that unfortunately she missed the West Sussex Hospital Trust meeting as it had clashed with a Development Control Meeting at Arun. She did provide an update on the Voluntary Action Trust advising that a number of issues relating to the Pandemic had seen a rise in demand for mental health advice,

debt advice, domestic violence and support for carers. She explained that there was a shortage in volunteers for this area and that fundraising from events and trading had generally plummeted. However, she reiterated that there is still help there for those who need it.

The Chairman then invited questions from the Committee to Cabinet Members starting with the question submitted in writing by Councillor Bower ahead of the meeting.

The first question was to the Cabinet Member for Planning and the Cabinet Member for Community Wellbeing this was “given the fact that Planning Policy Sub was held on 22 September 2020 and *did not* include an item to agree the Council’s response to the Government Consultation on *Changes to the Current Planning System* (report circulated the day after the Press release issued) and the next Planning Policy Sub Committee is not until December, how was it proposed to ensure compliance with the Constitution Part 3, Section 5, 3.5 iv, *to approve consultation responses* before the Governments closing date on the *Planning for the Future* consultation on 29 October 2020?

I also note an email to members from the Group Head of Planning suggesting this item would be on the Agenda of the Cabinet meeting for 19 October 2020, however, the Constitution clearly states at Part 3, Section 2, 2.1, the Cabinet will exercise those functions which are **not** the responsibility of ... b: Committees, Sub-Committees and Panels of the Council.

Would Members agree that a single-issue Planning Policy Sub - Committee be held?
How do these Councillors propose compliance with the Constitution on this matter?

The Cabinet Member for Planning responded by stating that he thought to help members to understand both the question and his response it would be helpful to provide an explanation. Firstly, there are two consultations, issued at the same time. The first *Changes to the Current Planning System* had a closing date of the 1 October 2020 for responses. The second *Planning for the future – White Paper* has a closing date of the 29 October 2020.

For the first consultation paper there was considered insufficient time to prepare a report to the Planning Policy Sub Committee when you take into consideration when the report would have needed to be finalised. This issue was compounded by the work that was required on preparing a response to the other consultation- the Planning White Paper.

In consultation with Officers it was decided that the response to this first consultation paper could be submitted by myself as portfolio holder under a loose interpretation of the specific responsibilities of the post which includes - Liaison with all outside bodies, agencies and organisations responsible for matters relating to land use, planning, highways and public footpaths and - To represent the Council’s views where relevant to outside bodies and at other relevant meetings.

This approach was set out in the Forward Plan as early as August 2020. A copy of the proposed response was circulated to all the Group Leaders inviting any comments in late September 2020.

My intention will be to report the response to the next available meeting of the PPSC. I understand when you were portfolio holder you took a similar approach.

In respect of the second consultation paper the Cabinet has a broad range of functions including - to clarify the Council's position on issues of importance through appropriate internal and external communications. It would seem sensible for the Cabinet to put forward its view on these major changes to the planning system including the preparation of local plan since Cabinet as the Executive also has responsibility for the consideration and implementation of matters relating to the major plans, strategies and policies of the Council.

I would welcome comments from Councillor Bower during the consideration of this matter at Cabinet and we would be pleased to hear from him.

Councillor Bower was then invited by the Chairman to ask a supplementary question. He stated that, we have totally different Councillors from when I was the Planning Portfolio Holder, I did when and where possible try to include consultation through the Planning Policy Sub-Committee. I would like to draw the Cabinet Member for Planning and the Cabinet Member for Community Wellbeing's attention to the constitution and I advise I shall be seeking advice from the Monitoring Officer on this matter moving forward.

The Cabinet Member for Planning responded that this item had been on the Forward Plan since August, this question has taken two months to come to fruition. The Group Leaders were all written to on 18 September 2020 with the proposed response to the changes consultation and requested to submit a response by 1 October 2020. We did not receive a response from the Leader of the Opposition. If the white paper was to be taken to the Planning Policy Sub-Committee, a report would need to be prepared by 4 September 2020 and this was just not practical. It is also worth noting that Councillor Bower will not have seen the draft response yet, so it is probably worth waiting for that.

The Chairman then invited the Leader of the Opposition to ask his question to the Leader of the Council. He advised that last week he attended a meeting about the public realm work in Littlehampton from the train station through the High Street and down Beach road. At this meeting we learnt that this project is now in jeopardy and asked if the Leader of the Council would like to provide an update on this?

The Leader of the Council. Cllr Dr Walsh advised that the project was grant funded from two external sources totalling £3.4million pounds, a request for tender went out and when it came back only one had been received. The Regeneration Committee received a presentation last week and contrary to the assertion that has been made, the scheme is not in doubt, it will go ahead. Because the monies did not match the sum of the original tender, it was decided to put out a slightly reduced scheme, detailing that work from Littlehampton train station to the south end of Arundel Road will not be completed at this first stage. It is hoped that on the reduced retendering we will receive more competitive tenders to enable the reinstatement of this work. Something similar happened in Bognor Regis under the last administration, due to funds not being available in the first instance, so the work was split into different stages, but it was completed. Littlehampton public realm work will start in March 2021, but it will now be completed in different stages at this point.

Leader of the Opposition, Councillor Gunner then asked his supplementary question which was, what we heard in the update last week was that this work would not start until after March 2021 and this could mean that we could lose all funding? And

is it time we relooked at the strategic targets of the Council as currently 8 are not being met – Do you agree with me?

The Leader of the Council, Councillor Dr Walsh responded that it took the last administration 10 years plus to agree the Local Plan and we are now looking to revise this plan. He also reminded Members that for the last 6 months the Council had been focusing on its response to the current Pandemic – we are not living in a business as usual situation. We will continue to work towards meeting the agreed strategic targets. He then drew Members attention back to the results of the residents' survey that had been discussed earlier in the meeting advising that based on these results the public are increasingly satisfied with the way things are going.

As there were no further questions from the Committee the Chairman then invited questions from non-Committee Members with the approval of the Committee. Councillor Mrs Pendleton asked a question to the Cabinet Member for Residential Services which was, as you are aware there has been a lot of concern raised about the living conditions at Flaxmean house in Felpham, the showering facilities are less than satisfactory. Flaxmean House is outdated and not fit for purpose. I would like to propose to you that we put into place an emergency plan to rectify the awful conditions for the residents living there. I propose the following as a plan of action;

- Engage with residents individually
- Assist those who will move to ensure the move is without stress and at no cost to themselves – do not subsequently backfill these spaces
- Put in place a timeline for residents to have been moved by and have a priority list
- For those residents who remain install internal shower cubicles and have these individually assigned to the remaining residents

Surely at a cost of £3,000 maximum per shower unit, this could be done? During the ensuing period of encouraging remaining residents to accept alternative accommodation, draw up plans to demolish the site and rebuild, I call upon you to support this proposal and actively deliver it within a year.

The Cabinet Member for Residential Services thanked Cllr Mrs Pendleton for her statement and proposal and replied that she agreed with the remarks she had made in terms of Flaxmean not being fit for purpose. In March 2020, when the Pandemic was announced we made a decision to install external showers, not ideal but we had no indication of how long the Pandemic would last, clearly with winter approaching the external showers are no longer viable, we have written to the affected residents providing them with options of additional cleaning of the external showers remaining. An estimated cost was also obtained to install showers in vacant flats. This was not a particularly good or cost-effective solution as tenants would still have to leave their flat in order to shower, plus there would be a significant lead in time. She stated that she had suggested to the Director of Services and the Group Head of Residential Services that the offer of alternative self-contained sheltered accommodation with either bathing or showering facilities should be considered. There are funds set aside to refurbish/update all of the Councils sheltered housing accommodation to meet modern day standards, but any progress had been hampered by the Pandemic, however she had encouraged feasibility studies of all the sheltered accommodation. In summary she stated that the proposal was quite an ask especially with the timeframe of a year. Whilst she does have experience of similar projects it would be a false promise that this could

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be completed in a year, however she admired Cllr Mrs Pendleton's expectations. She advised that she would, take her ideas to the relevant Officers for consideration.

The Chairman then invited Councillor Cooper to ask his question to the leader of the Council which was, regarding the Littlehampton Regeneration briefing, I am looking for the Leaders cast iron guarantee that we will not be seeing time slippages and his assurance that this scheme will go ahead.

The Leader of the Council, Councillor Dr Walsh advised that as he had explained in his earlier answers the scheme was going to go ahead, there is a slight delay, due to the funds available to us from the grant's fund. If the tender had come in at over £3.4 million we would be going ahead with the full plan, but we haven't got that, hopefully a further tender will be more competitive and we will be able to start in March 2020, with great benefit to the Town and District.

Councillor Cooper was then invited to ask a supplementary question which was, I would like a guarantee that as the new tender process goes forward that the quality will not slip and that Littlehampton gets the very best it deserves and we ensure that, that happens?

Councillor Dr Walsh responded giving his guarantee that there would be no sacrifice, the small section from the train station has had to be removed for the new tender, hopefully that will be reinstated at a later date. I am determined that it has the highest quality finish and appearance, we want to enhance the shopping experience, the food & drink facilities and all the other attractions that Littlehampton has to offer.

The Chairman then invited Councillor Roberts to ask his question to the Leader of the Council which was in reference to the strategic targets: would he be prepared to review these across the whole Chamber and concerning the Littlehampton Public Realm work, will he guarantee the work will start before March 2021 and will be fully funded?

The Leader of the Council responded: as Leader I am very happy to receive suggestions from anyone, any group at any time. Secondly the funding is limited, it was not that we have run out of funds. As I have previously explained the retendering process had to be followed to ensure that the scheme fits the Capital that is available. It is expected that work will start in March 2021, we are in talks with the Group Head of Economy and the funding bodies to ensure that if there is any further slippage, most of which has been directly related to the Pandemic, that these are resolved by March 2021.

The Chairman then invited Councillor Roberts to ask his supplementary question which was, is there an opportunity to have an extension on the timeframe for this funding and if not, it's very dangerous to say that it is absolutely going to happen.

The Leader of the Council responded that it is expected and hoped that once the retendering process has completed, we will be able to start the work in March 2021.

The Chairman then suggested that the Council don't do the paving that is planned, we have perfectly good paving down currently, he felt that the new paving wouldn't be as robust and then the rest of the scheme could be completed. He explained that he had spoken to traders and the disruption the traders would suffer when the paving would be completed was not something, they were overly happy about.

The Leader of the Council, Cllr Dr Walsh advised that it was a matter for the Sub-Committee to make and not for him on his own. The problem with this, was the whole scheme would need to be completely redesigned as the paving was an integral part of the current plan to improve the overall shopping experience. Equally the funding bodies would not be keen on an integrated scheme. I think therefore it would be unlikely the Sub-Committee would accept this suggestion.

The Chairman then invited Councillor English to ask his question the Cabinet Member for Residential Services which was, as there are a number Freedom of Information requests (FOI's) being sent in by the residents at Flaxmean House as they are very unhappy with the current suggested proposals, it was raised to me that on each floor there was a spare room that could be turned into shower rooms, why had this not been considered? And, what and how much consultation had been done by the Council with these residents?

The Leader of the Council answered on behalf of the Cabinet Member for Residential Services who had left the meeting. He advised he would relay the question over to Cllr Mrs Gregory for her to respond to.

Cllr Jacky Pendleton was then asked by the Chairman if she wanted to add anything at this point, she stated that she wanted to get some pressure behind this issue, to get it resolved for the residents. She felt that the residents could and should be involved whether it was a rebuild or a refurb. The environment at the moment was unacceptable in its current state, the residents want to stay within their community but not in the current environment.

The Leader of the Council, Cllr Dr Walsh then stated that it was important to understand that the issues raised with Flaxmean had not just turned up since the Lib Dem administration, it had been getting steadily worse over a number of years. The time has come to do something about it, and he would ensure that a full consultation with the residents was completed.

The Chairman then invited Leader of the Opposition, Cllr Gunner to ask his next question to the Leader of the Council which was, Cllr Dr Walsh do you feel you have made any false promises to the residents of Arun? Cllr Dr Walsh responded by saying, no, we are living in difficult times and would ensure that any and all of the promises he had made would be seen through to fruition.

Cllr Gunner was then invited to ask a supplementary question which was, you have been in office for nearly 18 months, you've blamed the Government and the Pandemic, when are you going to start looking forwards and not backwards?

Cllr Dr Walsh stated that we are looking forward, we are developing the Littlehampton Public Realm, we are rolling out super-fast fibre broadband across Littlehampton, we are contributing to the Lyminster Bypass, the Sunken Gardens , the Place St Maur, all of these proposals will be coming forwards shortly.

The Chairman invited the Chief Executive to speak as he had indicated he wanted to do so. He then advised the Committee that he was unaware of FOI's that had not been responded to and he believed this was not the case. He also reminded Members that there was no need for them to put in FOI requests, as Members have the ability to ask for information and be given the information.

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As there were no further questions to be asked, the Chairman thanked all for their questions and updates.

248. WORK PROGRAMME 2020/2021

The Group Head of Policy advised that there had been a Call-in received, although it was not up for discussion tonight, it was expected that this meeting would potentially take place in early November 2020. She then advised members that funding had now been made available to commission an external organisation to complete the Equalities and Diversity work that had been referred to at the previous meeting.

The Chairman then drew Members attention back to the question that had come in at the last Full Council meeting from a member of the public which was, "Does the Chairman agree with me that there should be a full scrutiny of the way in which the Council has handled the application & regeneration proposals of the Sir Richard Hotham Project as an early and important item on this Committees Work Programme", he explained that as there had now been a motion agreed at the last full council meeting and did the Committee was to accept this proposal to review at a later date or if indeed at all?

Members were in agreement that it was not the right time to complete a review on this and therefore should be deferred to a later meeting of the Committee should it still be needed. The Committee then agreed to add it to their work programme but to delay looking at this until March 2021.

The Committee noted the Work Programme for 2020/21.

(The meeting concluded at 8.52 pm)

AGENDA ITEM NO.

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF OVERVIEW SELECT COMMITTEE ON TUESDAY 1 DECEMBER 2020

SUBJECT: Corporate Plan and Service Delivery Plan 2018-2022 – Quarter 2 performance report for the period 1 July 2020 to 30 September 2020

REPORT AUTHOR: Jackie Follis
DATE: 6 November 2020
EXTN: 37707

EXECUTIVE SUMMARY:

This report sets out the Q2 performance outturn for the Corporate Plan and Service Delivery Plan performance indicators for the period 1 July 2020 to 30 September 2020.

RECOMMENDATIONS:

Overview Select Committee is requested to:

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A which is **attached**.
- b) Note the Council's Q2 performance against the targets for the Service Delivery Plan indicators as set out in this report and Appendix B which is **attached**.

1. BACKGROUND:

1.1 The Corporate Plan forms a series of targets that are measurable and, ideally, in the control of the Council. These are 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. Performance of these indicators is reported to the Corporate Management Team every quarter and to Overview Select Committee and Cabinet every six months and at year end.

1.2 Thresholds are used to establish which category of performance each indicator is within:

Not achieving target	95% or less below target
Behind target	95% - 99% below target
Achieving target	100% of target (or achieving the anticipated target for the reporting period)
Over achieving target	1% above target

Q2 CORPORATE PLAN PERFORMANCE

1.3 There are 11 Corporate Plan indicators. Six Corporate Plan indicators are measured at

Q2.

Status	Number of Corporate Plan indicators in this category
Not achieving target	3
Behind target	0
Achieving target	3
Over Achieved target	0
TOTAL	6

1.3.1 Not achieving target

3 Corporate Plan indicators (CP3, CP7 and CP11) were not achieving their target at Q2. These three indicators will be monitored by the Director of Services. Full commentary for these indicators can be found within Appendix A which is **attached** to this report.

1.3.2 Achieving target

3 Corporate Plan indicators (CP6, CP8 and CP10) were achieving their target at Q2. Full commentary for these indicators can be found within Appendix A which is **attached** to this report.

1.4 Actions

The Director of Services will ensure that the three indicators which are not achieving their target are monitored.

Q2 SERVICE DELIVERY PLAN (SDP) PERFORMANCE

1.5 There are 23 Service Delivery Plan (SDP) indicators. 13 indicators are measured at Q2.

Status	Number of Service Delivery Plan indicators in this category
Not achieving target	2
Behind target	2
Achieving target	3
Over Achieved target	6
TOTAL	13

1.5.1 Not achieving target

2 SDP indicators (SDP17 and SDP18) were not achieving their target at Q2. These will be monitored by the Director of Services. Full commentary for these indicators can be found within Appendix B which is **attached** to this report.

1.5.2 Behind target

2 SDP indicators (SDP4 and SDP5) were behind target at Q2. Both are only just behind target and are both indicators that the Council can not directly control. Full commentary for

these indicators can be found within Appendix B which is **attached** to this report.

1.5.3 Achieving target

3 SDP indicators (SDP10, SDP16 and SDP22) were achieving their target at Q2. SDP10 will be monitored by all of CMT and SDP16 will be monitored by the Director of Services. Full commentary for these indicators can be found within Appendix B which is **attached** to this report.

1.5.4 Over Achieving target

6 Service Delivery Plan indicators (SDP1, SDP2, SDP3, SDP9, SDP12 and SDP19) were over achieving their target at Q2. Full commentary for these indicators can be found within Appendix B which is **attached** to this report.

1.6 Actions

CMT will ensure that the 2 SDP indicators (SDP17 and SDP18) which were not achieving their target and 2 of the 3 indicators which were achieving their target (SDP10 and SDP16) are monitored.

2. PROPOSAL(S):

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A which is **attached**.
- b) Note the Council's Q2 performance against the targets for the Service Delivery Plan indicators as set out in this report and Appendix B which is **attached**.

3. OPTIONS:

- i. To note the report
- ii. To request further information and/or remedial actions be undertaken

4. CONSULTATION:

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

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

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

Technology		√
Other (please explain)		√

6. IMPLICATIONS:

The Council may consider whether they wish to request that actions be taken by the relevant service area for some indicators.

7. REASON FOR THE DECISION:

In order for OSC to be updated with the Q2 Performance Outturn for the Corporate Plan and Service Delivery Plan indicators for the period 1 July 2020 to 30 September 2020.

8. BACKGROUND PAPERS:

None

CP number	CP Performance Indicator	Council Priority Theme	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2020	Q2 data	Q2 Commentary	Q2 status	CMT comment
CP3	Council Tax collected	Your Council Services	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	98%	58.50%	Council Tax is collected over 10 months. The 6 monthly target is 60.82%. We are slightly below target due to Covid-19. In mitigation, more households have opted to pay over 12 months as opposed to 10. However, its is difficult to predict whether we will remain on target due to the current economic condition and Covid-19, which is impacting households ability to pay, as a result of Covid. Recovery action was extremely limited as the courts were not open during lockdown and for several months after. The courts have now reopened and the first court date for non-payment of Council Tax is on 23.11.20 were we have summonsed over 1000 accounts at this hearing. Further hearings will be scheduled.	Not achieving target	No action required - to be monitored by Director of Services
CP7	Homelessness applications where homelessness is prevented	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	70%	66%	This figure is based on the number of prevention cases closed with a positive outcome against the total amount of prevention decisions. This is slightly below target due to Covid 19 lockdown which impacted our ability to prevent homelessness through private rented sector offers.	Not achieving target	No action required - to be monitored by Director of Services
CP11	Household waste sent for reuse, recycling and composting	Your future	Neighbourhood Services	Councillor Samantha Staniforth	Philippa Dart - Director of Services	6-monthly	Higher is better	50%	44.77%	This is made up of a dry recycling rate of 25.3% and a composting rate of 19.47%. The overall effect of the pandemic on tonnages has seen a rise in both dry recycling but also the amount of waste going in black bag waste. This mirrors the picture across West Sussex as a result of lockdown.	Not achieving target	No action required - to be monitored by Director of Services
CP6	Time taken (in days) to process Housing Benefit/Council Tax Benefit new claims	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Lower is better	8	5.2	On target	Achieving target	No action required
CP8	Number of new Council homes built or purchased per annum	Supporting you	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6-monthly	Higher is better	35	14	On track for 36 completions in total by year end	Achieving target	No action required
CP10	Total rateable business value for the Arun District	Your future	Economy	Councillor Dr James Walsh	Karl Roberts - Director of Place	6-monthly	Higher is better	£99,000,000	£98,619,356	This indicator is on target.	Achieving target	No action required

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SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2020	Q1 data	Q1 Commentary	Q1 status	Q2 data	Q2 Commentary	Q2 status	CMT comment
SDP17	Housing Benefit overpayments recovered	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	Quarterly	Higher is better	110%	748.00%	Above target. Collection rates are dependent upon the level of debt raised against overpayments. All recovery action was suspended on 23 March 2020 and recommences on 13 July 2020 due to Covid 19.. As a result no new invoices were raised to offset against collection rates hence the 748% return.	Over achieved	-255.00%	All recovery action suspended due to Covid until end of August when all invoices raised between March - August raised.	Not achieving	To be monitored by Director of Services
SDP18	Cost of emergency accommodation per annum (net)	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Lower is better	£533,000	No data required	No commentary required		£485,000	Based on the 6 month outturn, we are profiling a overspend of £120k. This is due to placements being accommodated for a longer period as a result of government directive that local authorities do not ask people to leave during the first three months of Covid lockdown (April-June).	Not achieving	To be monitored by Director of Services
SDP4	Occupied retail units in Littlehampton	Economy	Councillor Dr Walsh	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	No data required	No commentary required		89%	Whilst Littlehampton is facing challenges set by the Covid-19 pandemic, a few new smaller units have opened bringing the vacancy rate down by number. Some of the leases for new ventures are more flexible, with short leases/ pop-up shops now a consideration. The larger units as previously occupied by Bon Marche and Hartleys remain closed, whilst the former Natwest Bank is now operating as restaurant bar Bar Saint and the former Bunces is now occupied by Casino.	Behind Target	No action required as only just behind target and not something the Council can directly control
SDP5	Occupied retail units in Bognor Regis	Economy	Councillor Dr Walsh	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	No data required	No commentary required		86.50%	Vacancy rates audited in September 2020 showed a small rise in vacant units since the pandemic started from 9.4% (25/266) in March to 10.9% (29 vacancies) for the core town centre and from 12.2% (49/402) in March to 13.5% (54 vacant) for the wider BID area. The closures have been predominantly national chains (Trespass, Carphone Warehouse), however there are signs that new independent service-related businesses like barbers are taking up vacant space. Less optimistically other independent outlets are known to be struggling and are likely to close. In the near future it is likely that the downturn caused by the pandemic, the cessation of furlough and the well-publicised continued demise of national chains will have a negative impact on these figures. During lockdown it was estimated by retail organisations that around 25% of retail outlets nationally may not reopen once lockdown is fully eased. Footfall has held up during the pandemic better than other similar towns but is still down on last year by 20-30%.	Behind Target	No action required as only just behind target and not something the Council can directly control
SDP15 Page 17	Number of stage 2 corporate complaints found to be justified or partially justified	Council Advice and Monitoring	Councillor Francis Oppler	Nigel Lynn - Chief Executive	Quarterly	Lower is better	10	3	9 x Stage 2 complaints determined in Q1 20/21: - 6 x Not Justified 3 x Partially Justified - 2 x Planning (same issue) and 1 x Housing Complaint levels are being monitored during an interim period by the Group Head of Corporate Support with both the Corporate Management Team and Group Heads. This includes reviewing trends in individual service areas and lessons learnt from both justified complaints and where the Ombudsman has found fault in the Councils actions.	Achieving target	5	6 x Stage 2 complaints determined in Q2 20/21: - 4 x Not Justified 2 x Partially Justified (Housing - same complainant) Complaint levels are being monitored during an interim period by the Group Head of Corporate Support with both the Corporate Management Team and Group Heads. This includes reviewing trends in individual service areas and lessons learnt from both justified complaints and where the Ombudsman has found fault in the Councils actions.	Achieving target	To be monitored by all of CMT
SDP16	Business rates collected	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	Quarterly	Higher is better	99%	24.90%	As the billing is spread over 10 months and scheduled to be collected by the end of January the target for the end of September is 59.41. Currently we are on target. This is due to the collectable debt being almost halved as a result of numerous reliefs.	Not achieving target	60.50%	As the billing is spread over 10 months and scheduled to be collected by the end of January, the target for the end of September is 59.41%. Currently we are on target. This is due to the collectable debt being almost halved as a result of numerous reliefs introduced by central government.	Achieving target	To be monitored by Director of Services
SDP22	Number of Council properties with a valid gas safety certificate	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Higher is better	100%	No data required	No commentary required		100%	On target	Achieving target	No action required
SDP1	Major applications determined in 13 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	80%	95%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 20 out of 21 or 95%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 7 out of 21 or 33% determined in 13 weeks. This performance is above the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and case loads are down. The Group Head of Planning has targeted performance again over the last couple of months on a one to one basis and performance is improving slowly.	Over achieved	93%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 28 out of 30 or 93%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 11 out of 30 or 37% determined in 13 weeks. This performance is above the targets set. The Group Head has been through a process of Performance Management with all staff over a three month period and new systems have been set up to ensure performance is improved. The first stage of this was to clear all of the old applications that were slowing all performance and these have now all but gone. Performance in this quarter was a significant improvement on Q1 (+11% of applications determined within the satutory time).	Over achieving	No action required

SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2020	Q1 data	Q1 Commentary	Q1 status	Q2 data	Q2 Commentary	Q2 status	CMT comment
SDP2	Minor applications determined in 8 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	97.00%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 72 out of 74 or 97%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 33 out of 74 or 45% determined in 8 weeks. This performance is above the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and case loads are down. The Group Head of Planning has targeted performance again over the last couple of months on a one to one basis and performance is improving slowly.	Over achieved	97%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 126 out of 130 or 97%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 65 out of 130 or 50% determined in 8 weeks. This performance is above the targets set. The Group Head has been through a process of Performance Management with all staff over a three month period and new systems have been set up to ensure performance is improved. The first stage of this was to clear all of the old applications that were slowing all performance and these have now all but gone. Performance in this quarter was a significant improvement on Q1 (+14% of applications determined within the statutory time).	Over achieving	No action required
SDP3	Other applications determined in 8 weeks	Planning	Councillor Martin Lury	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	96.00%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 156 out of 162 or 96%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 96 out of 162 or 59% determined in 8 weeks. This performance is above the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and case loads are down. The Group Head of Planning has targeted performance again over the last couple of months on a one to one basis and performance is improving slowly.	Over achieved	96%	The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Council's performance was 350 out of 365 or 96%. When not taking these agreements into consideration and just providing raw data on timescales, the Council's performance on these applications was 278 out of 365 or 76% determined in 8 weeks. This performance is above the targets set. The Group Head has been through a process of Performance Management with all staff over a three month period and new systems have been set up to ensure performance is improved. The first stage of this was to clear all of the old applications that were slowing all performance and these have now all but gone. Performance in this quarter was a significant improvement on Q1 (+31% on applications determined within the statutory times).	Over achieving	No action required
SDP9	Licence applications determined within the various statutory or service time limits	Technical Services	Councillor Matt Stanley	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	95.80%	Exceeding target. A number of matters remain undetermined due to Covid. This is because officers cannot meet with taxi drivers and because premises inspections cannot be undertaken so some types of licence cannot be granted. One application received around the start of lockdown required a hearing by Licensing Subcommittee via video-conference which resulted in delay but has now been determined. Outstanding matters are 5 tattooing applications, 2 animal applications & 15 taxi matters. All other outstanding applications were determined.	Over achieved	97.30%	Exceeding target. Current applications outstanding we have been unable to process due to Covid. Skin Piercing and Tattooing inspections have now recommenced, however we now have a backlog and 3 remain outstanding. We also have one street trading application which will be held until policy review is undertaken and a number of taxi matters require us to have face to face meetings with applicant drivers before we deem them to be fit and proper to drive.	Over achieving	No action required
SDP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Neighbourhood Services	Cllr Samantha Staniforth	Philippa Dart - Director of Services	6 Monthly	Lower is better	80	No data required	No commentary required		59	There has been a slight increase in the number of missed bins due to operational issues as a result of the pandemic and some disruption to rounds due to staffing changes. An action plan is being put in place by Biffa to improve supervision and drive service improvement.	Over achieving	No action required
SDP19	Rent collected on Council housing	Residential Services	Councillor Pauline Gregory	Philippa Dart - Director of Services	6 Monthly	Higher is better	94%	No data required	No commentary required		95.40%	Robust and consistent management of rent accounts continues to be applied during these unprecedented times as a result of Covid 19. Added focus has been given to low level arrears, as early intervention is key.	Over achieving	No action required

ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 16 NOVEMBER 2020

SUBJECT: THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

REPORT AUTHOR: Nigel Lynn, Chief Executive
DATE: 3 November 2020
EXTN: 37600
PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: This report updates Cabinet on the Council's response to the pandemic situation and possible proposals for economic recovery.

RECOMMENDATIONS:

Cabinet is requested to resolve to:

- (1) note the actions taken to date.

1. BACKGROUND:

- 1.1 This report provides an update on progress since the last Cabinet report of 19 October 2020 in relation to the Covid-19 response by the Council. Members are asked to note that due to the report being written in advance of the Cabinet meeting, the actual date range that this update is for, is from 22 September 2020 (the date of writing the report to Cabinet on 19 October 2020) to 3 November 2020 (the date of finalising this report).
- 1.2 From Thursday 5 November until Wednesday 2 December, the Government is requiring people to stay at home, except for specific purposes. In terms of the direct impact on the Council:
 - Staff will continue to work from home, unless they are unable to do so and they will be permitted to work from the Council offices. Further information is given on this under item 1.7.
 - We are on track to close our leisure centres and leisure facilities such as adventure golf as required by government.
 - Play areas will remain open.
 - There is no official shielding however we are providing support to Clinically Extremely Vulnerable (CEV) people in conjunction with WSCC via the community hub.

- We will be working with partners such as Stonepillow and Turning tides over rough sleepers.
- Business premises forced to close in England are to receive grants worth up to £3,000 per month under the Local Restrictions Support Grant and £1.1bn is being given to Local Authorities, distributed on the basis of £20 per head, for one-off payments to enable them to support businesses more broadly. The Council awaits further details of our funding allocation and officers will work to implement the scheme.

Covid-19 update on the Council's response since the last Cabinet report on 19 October 2020

Communications

- 1.3 Contact via social media continues to be a popular means of gathering information. Weekly reminders of our news bulletins and social media posts are issued including regular reminders about social distancing, avoiding busy places and considerate use of our beaches and town centres. The public are being kept well informed of all key messages.
- 1.4 Councillors, Partners of Arun and the Town and Parish Councils have been updated with new information from partners, other authorities and Government bodies via emailed briefing notes from the Leader of the Council and the Chief Executive since the start of the pandemic in March 2020. These moved to fortnightly briefings from mid-September however quickly changed back to weekly publications due to the rise in Covid-19 cases.
- 1.5 The Council is a member of the Greater Brighton Economic Board (GBEB). At a GBEB meeting on 19 October 2020, an update was given on the impact of Covid-19 on the area. Details given were as follows and a separate report will be presented to Cabinet on 14 December 2020 giving more information:
 - The Greater Brighton region has been impacted significantly by the COVID-19 pandemic, notably in the creative, arts, visitor economy, transport and education sectors. The Recovery Plan highlights the actions the Board can take to mitigate against the impacts and encourage the economy to grow in a sustainable way. The Board must work together and across geographical boundaries to make this happen. The Greater Brighton Economic Board continue to lobby government for support in the hard-hit sectors. The Board should consider the opportunities provided by new Government programmes and new funding streams; recognise national calls for a 'greener, fairer and more resilient' recovery and use this to frame recovery actions referring to Government narrative on 'levelling-up'.
 - The COVID 19 Sustainability Recovery Plan details a number of action points to enable the economic recovery of the Greater Brighton region. Amongst these action points are a number of financial actions including the continued lobbying of Government for financial support packages, the monitoring of opportunities for further public sector investment as well as the support of government financial initiatives such as the job Retention Scheme.
 - Evidence shows that the Covid-19 pandemic has widened some existing inequalities, opened new divides and is disproportionately affecting certain parts

of the region's population. National analysis indicates that: · The most deprived areas, where the most vulnerable live, will be where new jobs will be slowest to appear. They are the places where already fragile high streets are further threatened by online commerce. · Sector shutdowns and homeworking have hit low paid workers the hardest. Increased reliance on technology and home working favours the more highly educated, at the expense of others. · The self-employed and those with insecure work arrangements more likely to report negative impacts. · Young people and women are much more likely to work in shutdown sectors. In terms of gender inequalities, women have also been taking a disproportionate share of the childcare responsibilities' parents are shouldering, with likely longer-term impacts on earnings. This recovery plan is an important step in addressing some of these disparities and mitigating these impacts.

- The UK government has committed to 'Build Back Better, Build Back Greener and Build Back Smarter'. It is supporting the development of national and regional recovery packages that support a green and resilient economy. A green and resilient recovery from the COVID-19 crisis will be at the heart of the UK's COP26 Presidency in 2021 alongside the move towards a zero-carbon economy. Clean growth has the potential to create jobs, provide cheaper power and stimulate economic recovery. Low-carbon transportation will reduce emissions and improve public health. Adapting and becoming more resilient to climate change through nature-based solutions will help all parts of society. The actions within this recovery plan focus on the region becoming more environmentally resilient. This is supported by the recent adoption of the region's energy and water plans and the GB10 pledges.

- 1.6 Coast to Capital have produced a Skills Strategy and Action Plan which was developed in response to the affect Covid-19 has had on our region, and details how Coast to Capital will work with the Board and partners to support skills for economic recovery, as well as their medium to longer term priorities. Alongside the Skills Strategy and Action Plan, Coast to Capital have also produced a Skills and Labour Market Impact Assessment providing valuable intelligence on how Covid-19 has impacted on the labour market, the availability of jobs and the skills needs in the Coast to Capital area. This information was circulated to all Councillors and senior officers by way of the Councillor Briefing Note on 27 October 2020.

Welfare of Staff, Members and the Public

- 1.7 Following the announcement of the new National Lockdown, Staff/Contractors must only work from the office (on their allocated day) *if* there is an operational reason why they can't work from home. Those staff whose circumstances have been assessed by HR can continue to work from the office. Otherwise staff must work from home. Field working can continue to take place in accordance with the Council's Safety Management Programme where; there has been a risk assessment undertaken and documented, agreed levels of PPE are supplied and used by staff, and for enclosed settings, if checks have been made in advance to establish if occupants have displayed covid-19 symptoms, have tested positive or are self-isolating. Staff more likely to become ill if they get Covid-19 fall into three categories and HR and the Senior Management Team will be ensuring that they work with staff who fall into these categories to ensure their continued safety:

1. Those over 60: should be especially careful to follow Government guidance, ADC procedures, practice spacing and frequent hand washing.
 2. Clinically vulnerable people include those over 70 years of age, pregnant people and those with health conditions: No guidance has yet been issued but line managers will identify any staff in this category and to takes steps to minimise risk to them, such as by avoiding field work, and record this.
 3. Clinically Extremely Vulnerable (CEV) people: CEV staff must work from home and if they are unable to work from home, they may be eligible for statutory sick pay. Those that are now considered CEV will now be written to by the government this week and if such members of staff receive such a letter, they have been instructed to tell their line manager.
- 1.8 Guidance has been received from MHCLG concerning advice and support for Clinically Extremely Vulnerable (CEV) individuals during the period of National Restrictions. On 2 November 2020, the Department for Health and Social Care (DHSC) will be issuing updated guidance to CEV individuals with important additional advice on how they can protect themselves during this 4-week period. Arun District Council will work with WSCC to ensure that CEV's are supported.
- 1.9 The Council has not opened its reception areas (apart from providing a service to homeless presentations), meeting rooms or communal areas in line with Government guidance and officers are working hard to ensure that the public can access all services either online or via our contact centre.
- 1.10 With the potential for an increase in residents seeking support or advice due to the new National Lockdown, Arun is continuing to liaise with the County Council so that assistance is coordinated via the West Sussex Community Hub. Directing enquiries to the Community Hub as a single point of contact will ensure that residents are properly identified and their issues logged so that their enquiry can be directed to the most appropriate service to meet their individual needs.

Covid-19 Prevalence

- 1.11 Councillors, Partners of Arun and the Town and Parish Councils have been updated on the prevalence of Covid-19 in West Sussex by way of the regular briefing notes.
- 1.12 Allocated officers are receiving regular updates from Government bodies, Public Health England and the Sussex Resilience Forum and local prevalence is being monitored. The Corporate Management Team, relevant Group Heads and our Communications Team are being informed of the numbers of Covid-19 cases in both Arun and the whole of West Sussex and will be advised should any local action be necessary.
- 1.13 Environmental Health (EH) teams are continuing to deliver advice to businesses on the steps they need to take to ensure workplaces are Covid-19 secure. This is mainly on a reactive basis on receipt of complaint from concerned members of staff/customers, or request for advice from the business. In accordance with our enforcement policies, these interventions are advisory, though formal enforcement action can be and is occasionally necessary to obtain compliance.

- 1.14 There has been a regional request to devolve the contact tracing element of Test and Trace to local authorities (the region being East and West Sussex, Kent and Brighton & Hove). The view is that local knowledge and contacts will make a big difference to improving contact tracing. This is still a national programme, so local authorities will be working with PHE on this and will need to use some of the national systems for the necessary contact recording (so local information will still go into one national system). In West Sussex, the Community Hub is going to play a key role in this, but quite a bit of work is still to be done on this and liaison is underway locally, but the role of districts/boroughs hasn't yet been firmed up and the operating model has not yet been developed. More information should be known by 5.11.20 following a meeting of the Health Protection Board. When more is known, this will be communicated to Arun District Council and officers will work to implement what is required.

Financial Impact of Covid-19

- 1.15 The financial effects of Covid-19 have been severe for the Council, in common with other local authorities across the country. The new lockdown will have further financial implications for the Council.
- 1.16 Government announced the funding allocations for the 4th tranche of Covid funding to local government to address wider cost pressures. Arun's allocation is £498,760.00.

First Tranche of Covid-19 Funding	Second Tranche of Covid-19 Funding	Third Tranche of Covid-19 Funding ²	Fourth Tranche of Covid-19 Funding	Total Covid-19 Additional Funding
£64,612	£1,609,640	£264,767	£498,760.00	£2,437,779

- 1.17 Following the announcement of the National Lockdown from 5 November 2020 and the need to close the leisure services in the District, the Council will be working with Freedom Leisure to address the further financial implications this Lockdown will have.
- 1.18 On 22 September the Prime Minister announced £60 million will be made available to local authorities and the police to support additional compliance and enforcement activities. On 8 October 2020, Arun District Council was informed that it has been allocated £75,314 allocated for Covid enforcement work and officers are currently reviewing the criteria and how it can best be used to Covid-19 enhance our prevention activities.
- 1.19 Following the announcement of the new National Lockdown, business premises forced to close in England are to receive grants worth up to £3,000 per month under the Local Restrictions Support Grant and £1.1bn is being given to Local Authorities, distributed on the basis of £20 per head, for one-off payments to enable them to support businesses more broadly. The Council awaits further details of our funding allocation and our officers will implement the grant scheme as they did previously.

1.20 People will be required by law to self-isolate from 28 September, supported by payment of £500 for those on lower incomes who cannot work from home and have lost income as a result. New fines for those breaching self-isolation rules will start at £1,000. Arun District Council, along with other local authorities, worked hard to ensure that the required self-isolation support schemes were in place by 12 October.

Council Decision-Making

1.21 Since the last report to Cabinet on 19 October 2020, virtual Committee meetings have been held including:

- Cabinet – 19 October 2020
- Bognor Regis Regeneration Sub Committee – 21 October 2020
- WS Chief Executive's Board – 23 October 2020
- Development Control Committee – 28 October 2020
- Cabinet Briefing for Cabinet on 16 November – 29 October 2020
- Development Control Committee – 28 October 2020
- Cabinet Briefing for Cabinet on 16 November – 29 October 2020
- Housing & Customer Services Working Group – 5 November 2020
- Full Council – 11 November 2020
- Planning Briefing Panel – 13 November 2020

2. PROPOSAL(S):

Cabinet is requested to note the actions taken to date.

3. OPTIONS:

To note this update report or
To request further information

4. CONSULTATION:

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

Technology		X
Other (please explain)		

6. IMPLICATIONS:

- 6.1 It must be recognised that the Council also has limited funds to be able to make direct interventions. Instead, it is likely that the Council will need to focus on providing local leadership and policy changes to provide an economic stimulus and facilitate any necessary structural change. This may require seeking out external funding wherever possible. In the main, therefore, this Council will be facilitating the recovery process and helping to provide community leadership.
- 6.2 The Council's financial position has been highlighted and it should be noted that the shortfall in funding against total costs to the Council will affect the Council's finances significantly going forward.

7. REASON FOR THE DECISION:

For Cabinet to note the Council's response to the Covid-19 Pandemic.

8 EFFECTIVE DATE OF THE DECISION: 16 November 2020 as this is a noting paper with no decision to be taken

8. BACKGROUND PAPERS:

None

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Public Document Pack Agenda Item 7

Subject to approval at the next Council Tax Support Task & Finish Working Party meeting

1

COUNCIL TAX SUPPORT TASK & FINISH WORKING PARTY

17 November 2020 at 6.00 pm

Present: Councillors Northeast (Chairman), Bennett (Substitute for Miss Seex), Elkins, Tilbrook, Dixon and Gunner

Apologies: Councillor Miss Seex

1. DECLARATIONS OF INTEREST

Cllr Elkins declared a personal interest in Item 5 [Local Council Tax Reduction Scheme 2020/21] as a Member of West Sussex County Council.

2. MINUTES

The Minutes from the last meeting of the Working Party held on 16 April 2019, were approved.

3. MEETING START TIMES

The Working Party

RESOLVED

The start times of any future meetings of the Working Party would be 6pm

4. LOCAL COUNCIL TAX REDUCTION SCHEME - 2020/21

The Residential Services Manager provided Members with an overview of his report. He outlined that the proposal for 2021/22 was to retain the existing scheme but increase the bandings by CPI, the reason for this was that the bandings had not increased in line with inflation.

During the discussion Members asked for clarity on the numbers of residents that could be affected by this change. It was explained that it was expected that a minimal number of residents would be adversely impacted.

The Working Party agreed to;

RECOMMEND to the Overview Select Committee

that option 2. To retain the current scheme 2021 scheme but allow for an increase in the Income banding be agreed.

(The meeting concluded at 6.16 pm)

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OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2020/2021

Date of Meeting: 09 JUNE 2020			
Report Deadline for Agenda Prep: 27 April 2020			
Date of Agenda Prep: 12 May 2020			
Final Report Deadline: 25 May 2020			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
Performance Reviews			
1	Corporate Plan 2013-2018 – Q4 and End of Year Performance outturn for 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
2	Service Delivery Plan 2013-2018 – Q4 and End of Year Performance outturn 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
	There are no items for this meeting.		
Holding Cabinet to account			
3	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
4	To agree the work programme for 2020/21	Jackie Follis	To be reported to Full Council on 15 July 2020

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2019/20**

Date of Meeting: 01 September 2020			
Report Deadline for Agenda Prep: 20 July 2020			
Date of Agenda Prep: 4 August 2020			
Final Report Deadline: 17 August 2020			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
	There are no items for this meeting		
Performance Reviews			
1	Covid-19 Update from CEO	Jackie Follis/Nigel Lynn	
Contractor/Partner Performance Reviews			
2	Chief Inspector Carter – Local Policing	Jackie Follis	
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
	Feedback from Police and Crime Panel Meeting held on 26 June 2020	Cllr Mrs Yeates	
	Feedback from HASC meeting held on 10 June 2020	Cllr Bennett	
Holding Cabinet to account			
3	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
Work Programme			
4	Work Programme – 2020/21 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2019/20**

Date of Meeting: 06 October 2020			
Report Deadline for Agenda Prep: 31 August			
Date of Agenda Prep: 8 September 2020			
Final Report Deadline: 21 September 2020			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Overpaid Housing Benefit Policy 2014 Review	Andrew Dale	TBC
2	Cust Sat Survey Results	Jackie Follis	
Contractor/Partner Performance Reviews			
3	Covid-19 Update from CEO	Jackie Follis/Nigel Lynn	
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Police and Crime Panel Meeting held on 26 June 2020 & 25 September 2020	Cllr Mrs Yeates	
5	Feedback from Meeting of HASC held on 9 September 2020	Cllr Bennett	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	Work Programme 2020/21 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2019/20**

Date of Meeting: 01 DECEMBER 2020			
Report Deadline for Agenda Prep: 26 October 2020			
Date of Agenda Prep: 3 November 2020			
Final Report Deadline: 16 November 2020			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Local Council tax Reduction Scheme 2021/22	Andy Dale/Satnam Kaur	
Performance Reviews			
2	Corporate Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2020 – 30 September 2020	Gemma Stubbs – Executive Assistant to the Chief Executive	2 & 3 Now merged as 1 agenda item
3	Service Delivery Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2020 – 30 September 2020	Gemma Stubbs – Executive Assistant to the Chief Executive	2 & 3 Now merged as 1 agenda item
4	Covid 19 Update (inclusive of Cabinet report for 16 November)	Nigel Lynn/ Jackie Follis	
Contractor/Partner Performance Reviews			
Partner Reviews			
	There are no items for this meeting		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Meeting of HASC held on 11 November 2020	Cllr Bennett	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	Work Programme 2020/21 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2019/20**

Date of Meeting: 26 January 2021			
Report Deadline for Agenda Prep: 30 November 2020			
Date of Agenda Prep: 15 December 2020			
Final Report Deadline: 11 January 2021			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
	There are no items for this meeting		
Performance Reviews			
1	Council Budget – 22/23	Alan Peach – Group Head of Corporate Support	
Contractor/Partner Performance Reviews			
2	Leisure Contract Annual Report	Robin Wickham	Do members have a particular aspect they want highlighted or focused on?
3	Update from the Residents Survey Working Party	Jackie Follis	
Partner Reviews			
	There are no items for this meeting		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from the Meeting of the HASC Panel held on 13 January 2021	Cllr Bennett	
Holding Cabinet to account			
5	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
6	Work Programme 2020/21 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2019/20**

Date of Meeting: 23 MARCH 2020			
Report Deadline for Agenda Prep: 8 February 2021			
Date of Agenda Prep: 23 February 2021			
Final Report Deadline: 8 March 2021			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Equalities & Diversity	Jackie Follis	
2	Citizens Advice Report	Robin Wickham	
Performance Reviews			
3	Greenspace Management Contract	Oliver Handson – Greenspace & Development Manager	
4	Combined Cleansing Services Contract – Biffa	Oliver Handson	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Sussex Police and Crime Panel Meeting held on 29 January & 15 February 2021	Cllr Mrs Yeates	
6	Feedback from the Meeting of the HASC Panel held on 24 February 2021	Cllr Bennett	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
8	Work Programme 2020/21 – Update and Work Programme planning for 2021/22	Jackie Follis – Group Head of Policy	