



Public Document Pack

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9 September 2020

CABINET

A virtual meeting of the Cabinet will be held on **Monday 21 September 2020 at 5.00 pm** and you are requested to attend.

Members: Councillors Dr Walsh (Chairman), Oppler (Vice-Chair), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates

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>

Any members of the public wishing to address the Cabinet meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Friday, 11 September 2020 in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

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

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period up to 15 minutes).

4. URGENT BUSINESS

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

5. MINUTES

(Pages 1 - 12)

To approve as a correct record the Minutes of the Cabinet meeting held on 20 July 2020 (as attached).

6. BUDGET VARIATION REPORTS

To consider any reports from the Head of Corporate Support.

7. BUDGET MONITORING REPORT TO 31 JULY 2020

(Pages 13 - 34)

The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of July 2020.

8. FINANCIAL PROSPECTS REPORT 2020/21 TO 2025/6 (Pages 35 - 42)
The Council's Medium Term Financial Strategy (MTFS) covering the period up to 2025/26 rolls forward the data in the existing approved MTFS. The strategy amends certain assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects.
9. FINANCIAL SUPPORT TO LEISURE OPERATING CONTRACT (Pages 43 - 50)
Freedom Leisure is in receipt of a support package to mitigate the impact of the COVID-19 pandemic on the Council's Leisure Operating Contract. This report sets out the current situation and recommendations for the future viability of the Contract.
10. COVID-19 RELIEF PAYMENT FOR JUNE 2020 TO OSBORNE PROPERTY SERVICES LIMITED (Pages 51 - 54)
This report seeks Cabinet approval to pay Osborne Property Services Limited (OPSL), the Council's contractor for undertaking responsive repairs and void works on council housing stock, Covid relief payment for June 2020.
11. VARIATION TO CAR PARKING CHARGES (Pages 55 - 66)
The Council's Medium Financial Strategy assumes that income from all charges should be reviewed. This therefore requires certain parking charges for 2020/21 and 2021/22 to be varied to find the additional income. The purpose of this report is not to make the decision on the charges but to ask for approval to commence the consultation.
In addition, this report reviews other car parks initiatives and services improvements.
12. OPTIONS TO PROGRESS WEBCAST IMPROVEMENT PROJECT (Pages 67 - 70)
Following previous reports, this report provides options to Cabinet for progressing the Webcast Improvement Project with associated costs.
13. ADVISORY GROUP TERMS OF REFERENCE (Pages 71 - 76)
In October 2017 a series of additional local Advisory Groups were established to consider the implementation of strategic development sites in Bersted, Aldwick, & Paghams and Ford/Yapton & Clymping. The terms of reference and membership of these Groups was agreed by Cabinet.

A request from the Chairman of the Bersted Group has been made to formally expand the membership of this Group. This report will ask Cabinet to consider expanding the membership of this Group through updated Term of Reference.

14. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION (Pages 77 - 86)

This report updates Cabinet on the Council's response to the Pandemic situation and possible proposals for economic recovery.

15. COVID-19 RECOVERY WORKING PARTY - 23 JULY AND 8 SEPTEMBER 2020 (Pages 87 - 92)

Attached are the Minutes from the meeting of the Covid-19 Recovery Working Party held on 23 July 2020. The minutes from the meeting of the Working Party held on 8 September 2020 will be circulated separately to this agenda. Both sets of minutes are to be considered in conjunction with Item 14 above.

ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

16. HOUSING & CUSTOMER SERVICES WORKING GROUP - 21 JULY 2020 (Pages 93 - 96)

Cabinet is asked to consider the recommendations from the meeting of the Housing & Customer Services Working Group held on 21 July 2020, as set out below:

- Minute 5 [Fire Policy and Management Plan] – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)
- Minute 6 [Void Lettable Standard 2020] – to view the Officer's report – please click on this link - [Report](#) and [Appendix](#)

17. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution:-

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 and Part 5 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

18. LONDON ROAD COACH, LORRY AND CAR PARK (Pages 97 - 160)
[EXEMPT - PARAGRAPH 3 - THE SUPPLY OF GOODS AND SERVICES]

Cabinet resolved on 23 July 2018 to market the disposal of freehold land at London Road, Bognor Regis for redevelopment to include student accommodation, whilst retaining public car parking. In accordance with the Cabinet resolution, the site was marketed and a preferred bidder was selected. A revision was made to the authorisation by Cabinet on 10 February 2020.

The report updates on progress and considers the options available to the Council.

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 [The Policy](#)

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Agenda Item 5

Subject to approval at the next Cabinet meeting

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CABINET

20 July 2020 at 5.00 pm

Present: Councillors Dr Walsh (Chairman), Oppler (Vice-Chairman), Coster, Mrs Gregory, Lury, Stanley, Mrs Staniforth and Mrs Yeates.

Councillors Bennett, Bicknell, Clayden, Mrs Cooper, Cooper, Dendle, Edwards, English, Gunner and Roberts were also in attendance for all or part of the meeting.

85. WELCOME

The Chairman welcomed Members, members of the public and Officers to what was the fourth virtual meeting of Cabinet. He provided a brief summary of how the meeting would be conducted and the protocol that would be followed and how any break in the proceedings due to technical difficulties would be managed.

86. DECLARATIONS OF INTEREST

Councillor Dr Walsh declared a Personal Interest in Agenda Item 4 [Urgent item] in respect on Pavement Licensing as a Member of West Sussex County Council as the Highway Authority.

87. QUESTION TIME

The Chairman confirmed that no questions had been submitted for this meeting.

88. URGENT BUSINESS

The Chairman confirmed that there were three urgent items that needed to be reported.

The first related to the Residents' Satisfactory Survey for 2020 and Councillor Dr Walsh confirmed that he felt that it was important to reveal some of the results that had been received. He explained that a report would be submitted to the Overview Select Committee and Cabinet later in the year, but that he wanted to pass on the headlines in terms of what local residents thought about the area they lived in and the services received from the Council.

Councillor Dr Walsh reported three highlights from the survey as detailed below:

- Overall satisfaction levels were high with 87% of residents saying that they were either very satisfied or satisfied with their local area, compared to 80% in 2019 and against a score of 81% for the Local Government Association (LGA) survey covering all Councils.

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- Satisfaction with the overall cleanliness of the district was high with 78% of residents either very satisfied or satisfied. Waste collection and recycling scored a satisfaction rate of 91%, against a figure of 85% for 2019. This saw a significant improvement from previous results.
- Satisfaction with the Council and its Services showed 77% of residents were either very satisfied or satisfied with the quality of service provided by Arun District Council, significantly up from 66% in 2019 and against the LGA survey with a figure of 70%.

Finally, Councillor Dr Walsh confirmed that whilst the survey also highlighted areas of concern, which would be reviewed by the Council in due course, he was delighted by the overall picture which showed very encouraging improvements over the last year. He paid tribute to all Council staff who had helped to deliver these outstanding results and in particular, the Council's refuse operatives who had continued to collect household waste throughout the Covid-19 pandemic so efficiently and with very few missed collections.

The Cabinet then noted the main features reported from the verbal updated provided.

Councillor Dr Walsh then alerted Cabinet to the next urgent matter which related to the Proposed Temporary Observation Wheel at Banjo Road, Littlehampton.

The Cabinet Member for Neighbourhood Services, Councillor Mrs Staniforth introduced this item and she explained that this report proposed that the Council endorsed the temporary location of an 'observation wheel' in Littlehampton at the Banjo Road car park in the area of the coach park which was currently underutilised. Councillor Mrs Staniforth outlined that this was an exciting opportunity for the Council as this would provide an enormous boost to the local economy and other tourism businesses that were struggling as a result of Covid-19. Councillor Mrs Staniforth explained that this was an urgent report as a decision on whether to accept the observation wheel in this location had to be taken today, otherwise there was the threat that the operator would consider other suitable locations outside of the District.

The Group Head of Neighbourhood Services then presented the report and reinforced what Councillor Mrs Staniforth had said in terms of outlining this as a great opportunity for Littlehampton and the District as a whole.

The Chairman commenced debate by confirming that the report set out the precise location of the wheel and finer details surrounding its operation which if approved tonight would commence on 24 July 2020. He confirmed that he had liaised with the Directors at Harbour Park who welcomed the wheel as they believed that it would provide a natural synergy between Harbour Park and the Town's other facilities.

The Chairman then invited questions from Cabinet Members. Cabinet confirmed its overwhelming support to this new facility stating that it provided something new and exciting for holiday makers, visitors and residents along the seafront.

It was felt that the observation wheel would provide another reason for visitors to come to Littlehampton. It was also agreed that this provided another positive advert for the area confirming that the District was well and truly open for tourism business. It was also pleasing to know that the wheel had received full support from other local tourism providers and Littlehampton Town Council.

The Cabinet then invited non-Cabinet Councillors to ask questions. They too supported the new initiative and the cross-business support this new venture had received. Questions were asked as to why the wheel had not been considered for Bognor Regis. The Group Head of Neighbourhood Services confirmed that this had been considered as an option but had not been possible to pursue further due to the construction of the promenade, which was not strong enough to support the weight of the wheel. It was also confirmed that a road closure order would have been necessary to locate the wheel on the promenade in Bognor Regis and this would have not been possible to organise in view of the timescales set by the wheel's operators.

Following some further debate, the Cabinet

RESOLVED

That the proposal to locate an Observation Wheel for temporary location at Banjo Road car park, Littlehampton from 22 July 2020 for an operating period of 28 days commencing 24 July 2020 be approved.

The Cabinet then confirmed its decision as per Decision Notice C/004(i)/200720, a copy of which is attached to the signed copy of the minutes.

The Chairman then alerted Members to the third urgent item regarding Pavement Licensing and the street licensing of tables. This was in line with legislation that was being rushed through Parliament this week making it necessary for local authorities to make urgent preparations to administer and enforce the new pavement licensing regime. The streamlined licensing regime was intended to support businesses in the hospitality sector to manage social distancing. The Chairman then invited the Cabinet Member for Technical Services, Councillor Stanley, to introduce the report.

Councillor Stanley explained that if passed, the Business and Planning Bill proposed to make it easier for businesses serving food and drink such as restaurants, cafes and pubs to seat and serve customers outdoors to assist them in managing social distancing to control the spread of Covid-19. To do this, a set of recommendations were before Cabinet to approve to allow the Council to accept and determine applications. The Bill had been established allowing such businesses to apply for a temporary pavement licence. The process in place had been streamlined making it easier for

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businesses to obtain a licence to place temporary seating areas outside of their premises.

Councillor Stanley explained that the new temporary pavement regime would be administered by the Council and a Pavement Licensing Policy had been drafted for approval so that as soon as the legislation was passed, the Council would be in a position to assist business with the processes in place.

Councillor Stanley outlined that the Council had worked with other District and Borough Councils to agree a consistent approach and he was pleased to be able to confirm that applicants would not be charged an application fee. He extended his thanks to the Group Head of Technical Services and his team for the speedy amount of work that had been undertaken to ensure that arrangements were in place prior to the Bill's enactment.

The Group Head of Technical Services presented the highlights of the report confirming that the current situation for businesses was they had to apply for a licence to place furniture and chairs on a pavement, on a highway, to the Highway Authority which was currently West Sussex County Council (WSSCC). This process entailed a 28 days consultation period and in addition businesses needed to apply for planning consent if their application exceeded a certain number of days. To provide much needed financial boost to the hospitality economy, the application process would be streamlined with the licensing process being administered by Arun District Council in two tier Districts such as Arun. This new temporary regime would be in place until the end of September 2021 and the Group Head of Technical Services explained that a much shorter consultation period of 7 days would be in place and he outlined the processes in place in terms of how applications would be considered. In order to provide some control over the process, a draft Policy had been prepared setting out how the Council sought to administer the new temporary regime and how issues such as public safety, highway safety and the suitability and accessibility of sites would be considered. He also outlined the consultees that would be involved in the process such as Ward Councillors; Town and Parish Councils; Trade Associations, the Chamber of Commerce and the Business Improvement District as well as emergency services. The enforcement provisions were also clearly outlined.

The Chairman in inviting debate, confirmed that this had been a very quick response to the Covid-19 emergency and at a time when the gradual easing of lockdown restrictions was in place and at the beginning of the school summer holidays. He therefore very much welcomed the proposals which would be a boost to local tourism and associated businesses. These comments were echoed by other Cabinet Members.

The Director of Place confirmed that it had just been brought to his attention that due to legislative requirements and as legislation was still passing through Parliament, in order for the recommendations to allow the Council to function and undertake the required work associated with pavement licensing, some amendments to the recommendations would need to be made. He explained that the authority that was being offered by Parliament through the Bill, had only been granted to the Leaders of

Councils. To make the recommendations workable for the Council, the Leader of the Council would be required to make a clear statement confirming that he was delegating the authority given to him onto Cabinet so that Cabinet could approve the decisions required allowing the functions in operating the pavement licensing to occur when the Business and Planning Bill came into force. If accepted by the Leader of the Council, he would need to confirm this by making a statement so that the recommendations set out in the report could be amended accordingly.

Councillor Dr Walsh confirmed that as he whole heartedly supported all the recommendations, he was happy to make such a statement. He then outlined that the delegated authority given to him, as Leader of the Council, under the Business and Planning Bill, be delegated onto the whole of Cabinet and that the recommendations set out in the report be amended accordingly.

The Chairman then invited Cabinet comment. One area of concern was around those businesses who might have already paid a pavement licensing fee to WSCC and whether they would be entitled to some form of refund as a result of the new regime. The Group Head of Technical Services confirmed that this would be for any such business to raise directly with WSCC.

The Chairman then raised the issue of non-smokers sitting outside and that they should be able to enjoy outside space in a smoke and vapour free environment. The Group Head of Technical Services outlined that non-smoking areas would have to be designated.

Non-Cabinet Councillors present were then invited to ask questions. They confirmed that they welcomed this Bill passing and hoped that designated non-smoking outside space would be provided.

The Cabinet

RESOLVED – That

- (1) The Pavement Licensing Policy be adopted;
- (2) The application fee be set at zero;
- (3) The authority given to the Leader of the Council in this instance be delegated and granted to the whole of Cabinet once the legislation is enacted and passed to the Group Head of Technical Services in consultation with the Chairman of the Licensing Committee to make any required amendments to the Policy;
- (4) The authority given to the Leader of the Council in this instance be delegated and granted to the whole of Cabinet once the legislation is enacted and passed to the Group Head of Technical Services so that Cabinet has delegated authority to determine licence revocations proposed by Officers;

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(5) The authority given to the Leader of the Council in this instance be delegated onto the whole of Cabinet once the legislation is enacted and passed to the Group Head of Technical Services, to allow the Council to revoke pavement licences where the matter is considered urgent; and

(6) The authority given to the Leader of the Council in this instance be delegated onto the whole of Cabinet once the legislation is enacted and passed onto the Group Head of Technical Services allowing the determination of applications, place conditions on licences and to serve enforcement notices.

89. MINUTES

The Minutes of the Cabinet meeting held on 22 June 2020 were approved by the Cabinet as a correct record and the Chairman confirmed that he would sign the minutes as soon as practically possible.

90. BUDGET VARIATION REPORTS

There were no matters discussed.

91. SUPPLEMENTARY ESTIMATE TO DEFEND APPEALS AT MIDDLETON POULTRY FARM [M/80/19/PL]; INGLENOOK HOTEL, PAGHAM [P/58/19/PL]; AND LAND EAST OF SHRIPNEY ROAD, SHRIPNEY [BE/109/19/OUT]

The Cabinet received a report from the Group Head of Planning which sought approval of a supplementary estimate of £40,000 to be able to present a case to defend three planning appeals for major development where planning permission had been refused by the Council. The three applications had been refused by the Development Control Committee contrary to Officer recommendation and related to:

- Middleton Poultry Farm
- Inglenook Hotel, Pagham
- Shripney Road, Shripney

The Group Head of Planning explained that Officers' current appeal workload was exceptionally high and had increased significantly since May 2019. The Planning Department had limited resources to deal with appeals. In the municipal year May 2019 to May 2020, 16 out of 81 applications that had been referred to the Development Control Committee had been overturned and refused planning permission. This had resulted in 14 appeals to defend - ten current appeals as four had already been determined. It was emphasised that the department had a very limited budget for this work and that Officers could not sustain such an increase in workload within existing resources. Some of the appeals were for major development proposals and so had more significant issues to address as well as there being an increased exposure to cost awards against the Council, this was why a supplementary estimate was being sought.

In considering the report Cabinet asked various questions. The Group Head of Planning was asked why it had been confirmed that Officers would be unable to fully articulate the case for the Council, especially as they were highly skilled in planning matters. It was explained that there were several reasons why the supplementary estimate has been requested. Officers had previously articulated decisions of the Committee particularly recently and had faced comments from Members about the quality of cases made at appeal and on issues where they would have genuinely struggled to have come up with a cogent case following the debate made at the Committee. It was felt that the best solution was to seek a supplementary estimate and to source outside help on these appeals for this reason and due to the workload pressures already explained.

The Chairman then invited non-Cabinet Councillors to ask questions. Several participated and outlined concern over the workload of the Officer team and whether the Council was looking to expand the number of Officers in the Planning team to consider the number of planning applications rejected at the Development Control Committee. Questions were also asked about what would be the supplementary cap before this issue was reviewed? The Chairman responded to part of this question reminding Councillors that any voting that took place against an Officer recommendation was entirely cross party reflecting the quasi-judicial nature of the Committee. A better education and briefing of Members with each application might assist. The Group Head of Planning could not confirm that a permanent solution in terms of extra funding or posts in Planning could resolve the current issue. If this situation continued to be a trend, then this would require the need for further investigation.

Following further discussion,

The Cabinet

RECOMMEND TO FULL COUNCIL – That

A supplementary estimate of £40,000 is agreed in order to defend decisions taken on planning applications M/80/19/PL, P/58/19/PL and BE/109/19/OUT at planning appeal be approved.

[The Band D equivalent for £40 supplementary estimate is £0.64].

The Cabinet confirmed its decision as per Decision Notice C/005/200720, a copy of which is attached to the signed copy of the Minutes.

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92. REVENUE AND CAPITAL OUTTURN EXPENDITURE 2019/20

The Deputy Leader of the Council and Cabinet Member for Corporate Support introduced the revenue and capital outturn expenditure for 2019/20 explaining that the report set out the actual performance for Capital, Housing Revenue Account and General Fund Revenue against budget for 2019/20.

It was explained that despite the early effects of the Covid-19 pandemic the Council finished the financial year with some strong financial performance. The supplementary estimates approved during the year were effectively covered by underspends in other areas and a review of unrequired earmarked reserves enabled an addition transfer to the Funding Resilience Reserve which now stands close to £6m (£5.826m).

The Financial Services Manager, before commenting on the outturn report stated that she would like to take the opportunity to update Cabinet on the latest Covid-19 grant funding position. The allocation of the third tranche of £500m had been announced on 16 July 2020 and it was pleasing to confirm that the Council would be receiving a further £264,767. This was the highest amount for all the Districts in West Sussex and had been based on Round 2 and 3 spend, population and deprivation. This made the total of non-ringfenced support £1.939m, meaning that Arun had received the highest level of grant funding out of all Districts in West Sussex.

In addition, separate compensation was anticipated for fees and charges such as car parking under the Income Loss Scheme, however, Leisure Trusts were not covered by the scheme at this stage nor were commercial and rental income.

The Financial Services Manager then reported on the Revenue and Capital outturn 2019/20 report confirming that the draft accounts for the year ended 31 March 2020 were available to view on the Council's website. The Statements were currently being audited as originally planned for approval by the Audit and Governance Committee on 30 July 2020, however, achieving this deadline was subject to significant additional risk this year mainly due to the increased uncertainty due to Covid 19 including the issues that were completely out of the Council's control like the conclusion of the audit of the West Sussex County Council pension fund.

It was outlined that if there were any material changes specially to the usable reserve balances, then a full update would be provided to the next meeting of Cabinet on 21 September 2020.

Brief updates were then provided as follows:

- **General Fund Outturn 2019/20 - Section 2** - some of the variations against individual service budgets in appendix A were due to technical accounting requirements e.g. capital and special projects which were budgeted separately. Also, the requirement to split current and past pension fund liabilities.

The variations against original budget had been summarised in table 2.4 of the report. It was outlined that it should be noted that the outturn was made up of a significant number of over and underspends against budget. The outturn was generally favourable which allowed an additional contribution of £844k (balance £5.826m) to the Funding Resilience Reserve. This reserve was set up to allow the Council a planned reduction in net expenditure due to pressures from reduced funding. This included Recycling Credits (£826k 2019/20) as well as the reset of the Business Rates.

- **Capital and Asset Management C** – the review of GF assets in 2019/20 found these assets would require significant investment to keep them to the required standard for service delivery. £390k was identified and placed in an earmarked reserve to contribute towards these works in the future.
- **Appendix D Capital Receipts** – this showed £2.815m of capital receipts at 31 March 2020 of which £1.812m related to 1 for 1s to right to buy
- Earmarked reserves of £15.768m were shown in portfolios in **Appendix E**
- The total s106 developer contributions held on deposit at 1 March 2020 was £8.544m.

The Chairman thanked the Financial Services Manager for a most comprehensive report and extended Cabinet's thanks to the entire Finance team for their superb work in looking after the Council's financial resources and during such exceptional times.

The Cabinet

RESOLVED – That

- (1) The outturn report at Appendix 1 be noted;
- (2) The revenue and capital outturn expenditure for 2019/20 be noted;
- (3) The level of balances and unused Section 106 sums at 31 March be approved;
- (4) The additional contribution of £0.844m to the Funding Resilience Reserve be noted; and
- (5) The additional £249k required to complete the Housing Revenue Account (HRA) part of the Housing service restructure in 2020/21 be noted.

The Cabinet confirmed its decision as per Decision Notice C/006/200720, a copy of which is attached to the signed copy of the Minutes.

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93. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

The Leader of the Council, Councillor Dr Walsh, outlined that this formed another update report from the Chief Executive to bring Cabinet and other Members up to date with how the Council has been dealing with the Coronavirus over recent weeks. All Members had received a weekly update from the Chief Executive and himself and these briefings had also been sent to the Council's partners.

The first part of the report was a formal record of what the Council had done. The Covid-19 Recovery Working Party had met on the 2 July to help the Cabinet consider not only the economic impact on the Council, but also its local businesses and the community, but also how it should consider the social impacts. The report provided notes made at that meeting at Item 10 and the Chairman confirmed that these would be considered as part of this item.

The Chief Executive then worked through some of the detail of the report before moving onto the notes taken from the Working Party meeting, confirming that the Working Party notes set out ideas for the recovery stage of Covid-19. The Working Party had held its first initial meetings to establish ideas and would be meeting again on 23 July 2020 to prioritise some actions and make recommendations to the next meeting of Cabinet on 21 September 2020.

The Chairman invited Cabinet debate. The positive impact from the Bognor Regis Business Improvement District (BID) and the Council in terms of the parts they had played in communicating to the business community was sighted as a real positive. The role of the business wardens was also seen as a very useful tool used when lockdown restrictions had eased and as the High Street had started to reopen. It was felt that the business wardens would continue to play a valuable role in assisting with the new requirements for all to wear face masks in shops from 24 July 2020. It was hoped that most people would adhere to these new rules. Of concern were reports that there was an upturn in aggressive behaviour towards retail staff and how accessible would the police service be in assisting retail staff experiencing difficulties in the event that shoppers were refusing to wear face coverings. It was asked if the Arun Business Partnership could offer any support to avoid a new strain being placed onto the customer/employee relationship.

The Chief Executive responded stating that there needed to be a careful balance between encouraging people to come and use the District's shops versus trying to stimulate markets. He had been in touch with the Police on a regular basis and would raise this concern. In terms of trying to support the retail sector, the Council had employed some community officers through the High Street Fund to assist with the issues raised. The main priority was to support retail in the area whilst at the same time maintaining the safety of the District.

Congratulations were passed onto the Council's housing team who had worked exceptionally hard during the pandemic and had housed 44 homeless residents at Butlins. The Council had also successfully found alternative accommodation for those concerned. The Chief Executive concurred that the work of the housing team had been excellent, and he endorsed the Council's relationship with Butlins.

The Cabinet

RESOLVED - That

- (1) The actions outlined in the report and taken to date be noted; and
- (2) The minutes from the meeting of the Covid-19 Recovery Working Party held on 2 July 2020 be noted.

94. COVID-19 RECOVERY WORKING PARTY - 2 JULY 2020

This item had been considered as part of the last item, the Council's response to the Covid 19 Pandemic Situation.

95. ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

The Chairman confirmed that there were no items to report to this meeting.

(The meeting concluded at 6.30 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: Budget Monitoring Report to 31 July 2020

REPORT AUTHOR: Carolin Martlew, Financial Services Manager

DATE: August 2020

EXTN: 37568

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY: The Budget Monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of July 2020.

RECOMMENDATIONS

Cabinet is requested to:

- (i) Note the report in Appendix 1; and
- (ii) Note that the Council's Budget for 2020/21 is at risk of being exceeded because of the additional expenditure and loss of income due to the Covid-19 pandemic.

1. BACKGROUND:

The Council approved a General Fund revenue total net expenditure budget of £25.621 million; a Housing Revenue Account revenue total expenditure budget of £18.425 million; and a capital budget of £17.654 million for the year 2020/21. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 31 July 2020.

2. PROPOSAL(S):

The Cabinet is requested to note the budget monitoring report in Appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council within the context of the budget book summary. The report highlights the significant additional expenditure and loss of income due to the Covid-19 pandemic.

3. OPTIONS:

n/a

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS: <p>The Council had incurred significant additional expenditure and loss of income due to the Covid-19 pandemic and net expenditure will have to be monitored closely for the remainder of the financial year to ensure that corrective action is taken if necessary.</p>		

7. REASON FOR THE DECISION: <p>To ensure that spending is in line with approved Council policies, and that it is contained within overall budget limits.</p>
8. EFFECTIVE DATE OF THE DECISION: 30 September 2020

9. BACKGROUND PAPERS: <p>Revenue and Capital Estimates 2020-2021. http://www.arun.gov.uk/financial-information/</p>

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of July 2020

1. Introduction

- 1.1 The Budget Monitoring report is the first full report since the outbreak of the Covid-19 pandemic. The speed of the pandemic has led to unprecedented socioeconomic disruption globally. The financial challenges that the Council is facing are also unprecedented with significant loss of income and additional expenditure in 2020/21 and beyond.
- 1.2 The financial position and outlook for 2020/21 has changed significantly since the budget was approved by Full Council on 19th February 2020. Budget performance is presented after taking account of the following:
- Monitoring of additional Covid-19 related expenditure and reductions in income
 - Spend to date excluding commitments against profiled budgets.
 - Consultation with managers and budget holders on service performance.
 - Virements identified where possible from existing budgets to cover budget pressures.
- 1.3 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of July 2020 and presents performance information for all aspects of financial risk such as income and expenditure related to the covid-19 pandemic, including any mitigations.
- 1.4 The report links the latest Round 4 Covid-19 return submitted to the MHCLG (DELTA return) to the budget monitoring position and estimated outturn for 2020/21.
- 1.5 The Council has received £1.874m of non-ringfenced Covid-19 government support in 2020/21 (plus £65k in March), however this is not sufficient to cover the full additional net expenditure anticipated for the full financial year.
- 1.6 The government announced an income compensation scheme in July, which is designed to compensate Councils for 75% of income losses (after a 5% deduction to allow for normal fluctuations). However, the scheme will only compensate Councils for sales and fees and charges and excludes commercial income and rents. Full details of the scheme are not yet available but there is a risk that the 5% deducted will be applied to all fees and charges, not just those areas that are affected by Covid-19 which would result in a higher deduction (pro rata).

2. General Fund Summary

- 2.1 The General Fund performance to end of **July 2020** against profiled budget is given in the table below. The table presents only the variances on budget in excess of +/- £20k.

General Fund variance on profiled budget to end of July 2020	
	Variance on Budget July £'000
Service controllable spend	
Community Wellbeing	
Promenades & Foreshores concessions/rents	39
Recreation & Sport - management fee	268
Neighbourhood Services	
Car Parks fees and charges	188
Residential Services	
Homelessness	326
Technical Services	
Building Control - Fees and Charges	34
Land Charges - Fees and Charges	23
Sundry Properties - rents	104
Management & Support Services	
Computer Services - working from home	46
Other Variances less than +/- 20k	(110)
Total Service controllable budget variance	918
Corporate controllable budget	
Establishment against savings target	(225)
Corporate underspend (net)	(265)
General Fund net expenditure variance against profiled budget	428
* excluding Covid-19 non ringfenced grant funding of £1.874m (total £1.939m: £65k 2019/20)	

2.2 Table 2.2 above shows a general next expenditure variance of £428k (adverse) against expected (profiled budget) to the end of July 2020. This excludes the Covid-19 non-ringfenced government grants of £1.874m (total general purpose C-19 support received is £1.939m with £65k received in 2019/20). The variation is comprised of a large number of over and under spent budgets against expected. The variation is mainly due to the Covid-19 pandemic which has resulted in significant additional expenditure (with some smaller reductions in expenditure) and a significant variation to the expected income. Whilst the expenditure related variations are relatively straight forward to identify and predict (e.g. emergency accommodation) the loss of income is more complex by nature.

2.3 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of approximately £5m (please see section 6 for further details). Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique. Service income has reduced significantly due to the lockdown and subsequent social distancing measures. Income related variations can broadly be split into two types: the income forgone that cannot be recouped e.g. car parks; and income that is deferred e.g. rents, which can technically be recouped at a later date (resulting in a neutral outturn). However, deferred income has to be considered against the general negative economic outlook, which is likely to result in some impairment of the sums outstanding.

2.4 **Community Wellbeing**

2.4.1 Promenades and Foreshores promenades sundry properties income is currently £39k below expected to date. This is mainly Covid-19 related (£42k) and includes rent deferrals of £32k (explained in paragraph 2.6.3) and there is a small mitigation of £2k new income against budget.

2.4.2 The Council's leisure provider was severely affected by the pandemic with the centres forced to close by the government from 21 March 2020. Full Council approved a supplementary estimate of up to £406k on 15 July. The supplementary estimate regularises the situation in relation to expenditure to the end of September. The Council initially agreed to provide support for three months for agreed unmitigated cost (subject to open book accounting) towards the upkeep of the leisure facilities whilst they remained closed to a maximum of £136k. The Council also agreed to fund £270k for the re-opening phase to the end of September 2020. The decision was also taken to support the Leisure Provider by deferring the management fee resulting in an adverse variation of £268k to the end of July (£802k full year). The circumstances around reopening will result in a significant reduction in income for the Leisure Provider and additional costs. A Leisure Provider update report is included elsewhere on this agenda.

2.5 **Neighbourhood Services**

2.5.1 Car Park Pay & Display income is £188k below a profiled budget of £500k. Car Park charges ceased on 1st April due to the Covid-19 situation and were reinstated on the 15th May. The Town centre car parks have been worst affected.

Income from seasonal car parks remaining buoyant due to the exceptional weather and people remaining in the UK for their holidays, with the exception of Gloucester Road Bognor Regis. This car park is also used by Butlins day visitors, but Butlins remains closed for day visitors until 4th September.

2.5.2 It should also be noted that budgeted annual inflationary rise in charges of 2% has not been implemented (full year impact £30k).

2.5.3 There has been a small saving of £8k saving on the contractors (NSL) because of reduced core hours due to C-19.

2.6 Residential Services

2.6.1 Net expenditure on nightly paid accommodation for homeless households is £326k above profiled budget. The variation includes £271k directly due to additional placements made due to Covid-19. Furthermore, for those households where a negative decision has been made since the end of March 2020, who pre Covid-19 would have been asked to leave the accommodation up to 28 days after the decision, have been accommodated for longer in accordance with the government guidance to reduce the risk of the pandemic spreading. This has contributed to additional costs. The Covid-19 pandemic has delayed the planned restructure of the Housing Service. The 2020/21 budget for Homelessness was increased by £500k. This included a net budget increase for nightly paid accommodation of £240k and an increase in the establishment of £260k.

Nightly paid monitoring - July 2020				
	Actual July 2019 £'000	Outturn 2019/20 £'000	Original Budget £'000	Actual to Date £'000
Gross Expenditure	543	1,652	1,290	566
Income	(193)	(516)	(440)	(227)
Net Expenditure	350	1,136	850	339
Income including Housing Benefit recovered	36%	31%	34%	40%

Note : Net expenditure is gross expenditure less Housing Benefit (HB) recovered and a small amount of income paid by recipients. HB generally covers some 30% of gross expenditure but this will vary from month to month due to the phasing of the benefit payments.

2.6.2 At the beginning of the financial year, £1,055k was held in reserves in relation to General Fund Housing initiatives, which comprised of: £352k for unspent flexible homelessness grant, £151k unspent New Burdens funding and £552k from the Community Housing fund (of which, £240k is expected to be spent in the near future for the Angmering Community Land Trust). The original budget for 2020/21 assumed a flexible homelessness grant of £507k, which was being used as a one off contribution towards the increase in service costs for 2020/21. The actual grant of £705k includes £198k for homeless reduction initiatives.

2.6.3 The Council has been awarded £319k from the RSI (Rough Sleeping Initiative). In addition, a claim has been submitted for a further £21k for Rough Sleeping grant and £100k has been requested to fund the additional rough sleepers expenditure due to Covid-19.

2.7 Technical Services

2.7.1 Building Control income is £34k down on the profiled budget of £162k due to the Covid-19 situation. The service has managed to maintain the same market share as this time last year.

2.7.2 Overall Land Charges income is £23k below profiled budget, which is approximately 40% of expected income. (32% down on this period last year) The market predictably deteriorated sharply in March and the first quarter of the financial year due to the measures surrounding the Covid-19 pandemic. The government announced a stamp duty holiday from 8th July 2020 and this will apply to all residential purchases up to £500k until 31st March 2021. The number of searches requested in July was up 49% from the previous year.

2.7.3 Prior to COVID19 the Council had anticipated £452k of rental income for the first quarter of this financial year. The income related to a number of services including Promenades and Foreshores (2.4.1 above). In response to the unprecedented difficulties faced by businesses the Council offered financial support to its tenants that were operating in the hospitality or leisure sectors. The Council offered a 3 month rent deferral where payment of monies deferred will re-commence in October 2020 on a monthly basis. The budgeted income in relation to those that were eligible to the rent deferral was £163K. Not all tenants have responded to the rent deferral offer and some tenants declined. In respect of those that have signed up the financial impact against the Council's original budget is £71k. The adverse variation related to sundry properties is £28k. Rental income received for Bognor Regis Arcade is £77k below expected to date.

2.7.4 The true financial impact cannot be determined at this time. We are continuing to liaise with our tenants to assess the impact and whether additional support may be required. Some businesses outside of the retail and hospitality sector may also require financial support and each case will need to be considered on an individual basis.

2.8 Management & Support Services

There are some small reductions in expenditure due to less staff in the Civic Centre. Electricity is approximately £10k lower than for the same period last year. However, there has been significant additional expenditure associated with the initial set up costs of home working.

2.8.1 Computer Services have incurred £46k for the purchase of laptops and to upgrade the Council's IT infrastructure to enable staff to work from home effectively, which has become essential since the start of the pandemic.

2.9 Corporate Underspend

- 2.9.1 The budget has been assessed and £265k has been identified from unrequired contingency budgets, earmarked reserves and New Burdens government grants that are not required to directly support service expenditure and can be used to support the additional Covid-19 net expenditure. Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget. As these are identified, the surplus budget is vired to a corporate underspend and made available for resource re-allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium-Term Financial Strategy (MTFS). SMT (Senior Management Team) are expected to exercise their discretion in managing their budgets responsibly and prudently and wherever possible meeting additional cost pressures by virement from within existing budgets.

3. Externally Funded Services

- 3.1 Arun District Council hosts several services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team and Car Parking enforcement. There are no budgetary concerns to report on these services.

4. Establishment

- 4.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For the Financial Year 2020/21 the target is set at £500k, up from £450k in 2019/20 due to the increase in pension contributions on current contributions (reduction in the lump sum past service cost resulted in a net reduction in budgeted pension contributions).
- 4.2 The establishment vacancy target is currently over-achieved by (£225k). However, the variation excludes the effect of the latest offer of 2.75% made by the employers as part of the national pay bargaining process which if accepted will result in an additional 0.75% above the 2% assumed in the budget (£30k to date). There has been a reduction in recruitment due to lockdown and all vacancies require CMT approval before they are advertised with a view to making efficiency savings. This is due to the financial pressures that the Council is facing in future years as well as the Covid-19 net expenditure pressure in the current year.

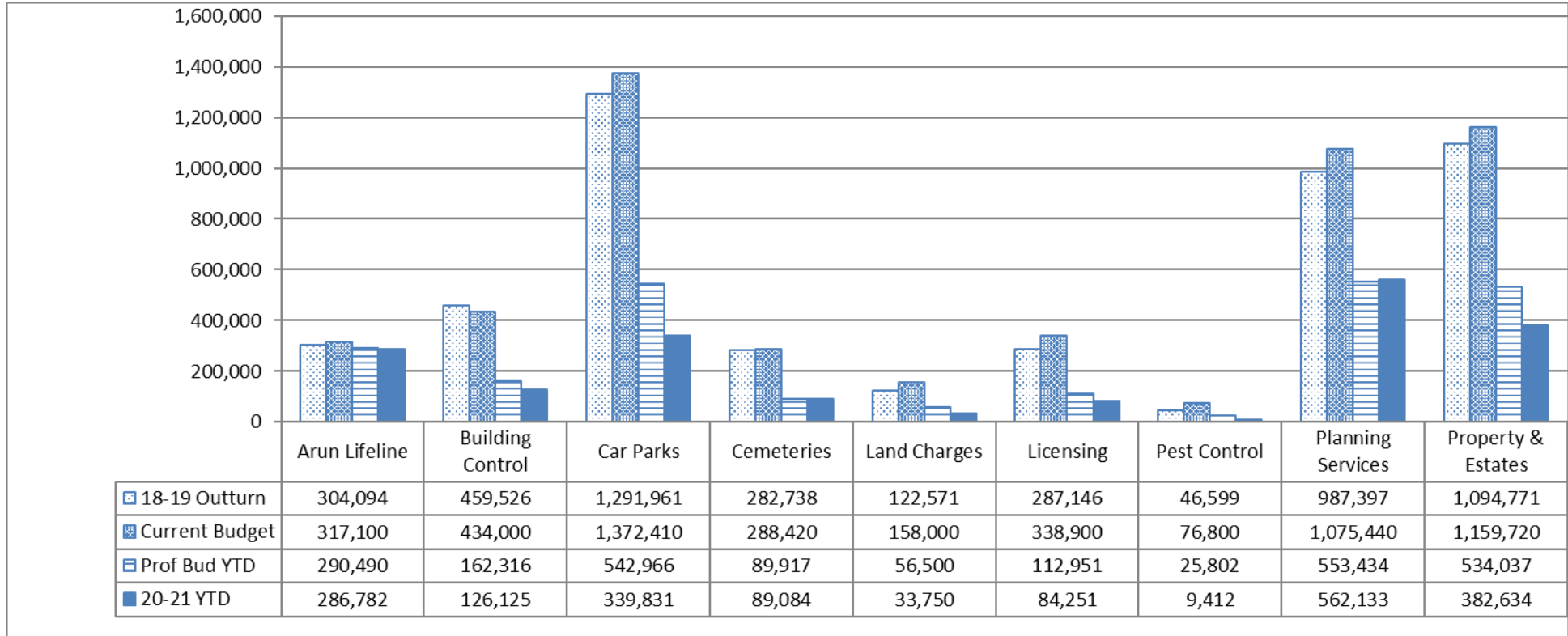
5. Income

- 5.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £5.214m (£5.205m original budget). Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is

unique. Service income has reduced significantly due to the lockdown and subsequent social distancing measures.

- 5.2 The income is currently £454k under achieved against expected to the end of July. The most significant loss of income is for Car Parks £203k (paragraph 2.4.2 relates to pay and display income) where the income lost cannot be recouped. However, the exceptionally good weather has resulted additional income for seasonal car parks which will help to mitigate the total annual loss. It is unlikely that losses in areas like Building Control £34k (paragraph 2.7.1), Land Charges £23k (paragraph 2.7.2), Licensing £29k can be recouped. However, Property & Estates is £151k lower than expected (Sundry Properties paragraph 2.7.4) but this consists of rents which could still be collected, over a longer period of time, or rent levels could be impaired by the anticipated economic downturn. The situation with regard to service income will continue to be monitored closely.
- 5.3 The graph on the following page shows income by source and value, achievement to end of July 2020 against profiled budget, full year budget and outturn last year.

General Fund Income



6 Covid-19 MHCLG Returns and estimated outturn

6.1 The Council has been providing the government with estimates of the adverse effect of the corona virus pandemic on services. The latest (R4) return related to the period ended July and the whole financial year estimated £4.5m additional net expenditure for 2020/21 (£2.9m with possible income support mitigation). The current government support of £1.8m is clearly insufficient to cover the net loss of between £1m and £2.7m. However, the prediction includes deferred income and it is too early to predict the level of impairment of areas like rents and the Leisure Provider. The budget monitoring position below does not take account of future loss of income or additional expenditure except for the Leisure Trust as the supplementary estimate is to fund support (expenditure) until the end of September. However, it is highly likely that the level of support will have to continue for the remainder of the year due to the change in operating conditions caused by the pandemic.

6.2 Estimated Outturn 2020/21

General Fund Reserve Movement estimated outturn 2020/21	Original Budget £'000	Current Budget £'000
Net Budget Requirement	26,238	26,732
Financed by:		
Government Grants and Retained Business Rates	(9,036)	(9,124)
Council Tax	(16,585)	(16,585)
Taken From / (Added to) Balances	617	1,023
General Fund Balance 01 April 2020	7,076	7,076
Budgeted draw down from GF Reserve	(617)	(617)
Supplementary Estimates	0	(406)
Current Budget Variation Estimated Outturn 2020/21	0	(428)
Covid-19 non-ringfenced grant funding (£1.874m pro rata)	0	625
General Fund Balance 31 March 2020	6,459	6,250

The original budget for 2020/21 assumed a reduction in the General Fund Reserves of £617k. The additional costs and loss of income associated with the Covid-19 pandemic has been highlighted throughout this report. The variance against budget is currently £428kin (table 2.1). Full Council on the 15th July approved a supplementary estimate of £406k for additional financial support for our Leisure provider. The Council is actively lobbying the Government to be reimbursed for all costs and loss of income that have or will have been incurred due to Covid-19. The Council has received a non-Ringfenced Covid-19 support

grant of £1.874m (£625k pro rata). The impact to date has resulted in an anticipated General Fund balance of around £6m at the 31 March 2021. However, this assumes that the current negative variation against budget continues and the situation is likely to get worsen (e.g. if a second wave occurs) unless further action is taken to mitigate the effects of the pandemic by examining expenditure plans for the remainder of the year and earmarked reserves.

- 6.3 In response to the coronavirus pandemic the Government has increased the Business Rates Retail Discount and extended it to include the leisure and hospitality sectors. The Government has also introduced a Nursery Discount to support the provision of the Early Years Foundation Stage. The Government has undertaken to fully reimburse local authorities for the loss of net business rate income attributable to these new reliefs. For Arun, the total cost of the new reliefs is estimated at £18m, of which Arun's share is £7.2m (40%). The loss of business rate income will not impact upon Arun's General Fund until 2021/22 when the current year's collection fund balance is distributed. However, the compensation for loss of income will impact upon the General Fund in the current financial year. To allow for this it is recommended that the Government compensation for the new reliefs (paid as a S.31 grant) is put into an earmarked reserve, to be drawn down in 2021/22 to offset Arun's share of the collection fund deficit.

7. Earmarked Reserves

- 7.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves are to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.
- 7.2 The earmarked reserve balances will have to be closely examined to determine if any planned expenditure can be deferred if this funding is required to support the Council's financial position in the short term due to the Corona Virus pandemic.

Earmarked Reserves 2019/20	Balance as at 31 Mar 2020 £'000	Expected Outturn balance as at 31 Mar 2021 £'000
Community Wellbeing	(418)	(406)
Littlehampton Wave	(212)	(0)
Corporate Support	(632)	(499)
Funding Resilience Reserve	(5,826)	(5,826)
Council Advice & Monitoring	(26)	(26)
Delayed capital & special projects	(2,358)	0
Enhanced AM & Other Schemes (2020/21 budget)	(1,390)	(50)
Unallocated Capital Schemes	(686)	(686)
Economy	(179)	(40)
Neighbourhood Services	(667)	(691)
Place St Maur Consultancy	(237)	(237)
Pension Deficit Financing	0	0
Planning	(285)	(121)
Planning LDF	(243)	(43)
Residential Services	0	(0)
Northgate Project Revs & Bens	(17)	0
Community Housing Fund	(552)	(312)
Flex Homelessness Grant	(352)	(552)
New Burdens	(151)	(87)
Private Rented Sector Accomodation	(25)	0
Technical Services	(407)	(381)
Community Flood Fund	(601)	(601)
Asset Management	(504)	(390)
Total	(15,768)	(10,947)

8. Housing Revenue Account

- 8.1 The estimated reserve movement for the HRA against original budget and the current estimated outturn reserve movement due to supplementary estimates and budget performance to end of July 2020 is shown in the table below:

Housing Revenue Account Reserve Movement estimated outturn 2020/21	Original Budget £'000	Current Budget £'000
HRA balance 01 April 2020	8,947	8,947
Budgeted deficit for 2020/21	(1,726)	(1,726)
Supplementary approvals		0
Capital slippage		(142)
Revenue slippage		0
Current Budget Variation Estimated Outturn 2020/21		0
HRA Balance at 31 March 2021	7,221	7,079

- 8.2 HRA revenue project slippage £142k for specialist fees related to IT work.
- 8.3 Repairs and maintenance (planned and responsive) expenditure – please refer to 9.2
- 8.4 HRA income consists almost entirely of rents. Current projections forecast rental income in line with the budget forecast.
- 8.5 Loss of income due to right to buy (RTB) disposals and void dwellings, still remain a key financial risk. The estimated number of RTB disposals for 2019/20 was set at 12 (there were 4 RTB disposals in 2019/20, 9 RTB disposals in 2018/19, 18 RTB disposals in 2017/18 and 24 in 2016/17). To date there has been 1 disposal in the current year.
- 8.6 Details of the HRA capital, improvements and repairs programmes are shown in paragraphs 8.6 Paragraph 9, covering Capital Receipts also has relevance for the Housing Revenue Account.

9. Capital, Asset Management and Other Project Programmes

- 9.1 The Council's budget for 2020/21 included several projects which although included in the Capital budget for project management and monitoring purposes cannot, under current accounting regulations, be charged to the capital accounts.
- 9.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget.
- 9.3 The table on the next page has been restated to include Capital and Revenue Expenditure for both General Fund and Housing Revenue Account.

General Fund

- 9.4 The current budget includes £5.6m related to delayed projects, £2.8m of this relates to Littlehampton Public Realm, this is grant funding which is due to be spent by 31 December 2020 and 31 March 2021, the Covid-19 pandemic has delayed this project, however, delivery is still anticipated within the agreed timescales. The works for this project have been tendered and we are awaiting the contract to be awarded in August.
- 9.5 A settlement has now been agreed with the contractor of the Bognor Regis public conveniences that will allow us to move forward and provide the much-needed facilities on the seafront. The first part of the settlement sum has now been paid to the contractor with the balance on completion
- 9.6 Planning for the new youth centre to replace the Keystone Centre is expected to be submitted by Littlehampton Town Council in September. The Council has been working with Littlehampton Town Council and is contributing £250k towards the project.

Housing Revenue Account

- 10.0 The current budget includes £10.5m related to delayed projects, £142k relating to housing IT and the balance stock development.
- 10.1 At the end of April Arun purchased 10 flats at the Old Maltravers Social Club in Littlehampton for affordable rent. Work has restarted after the lockdown at Windroos also in Littlehampton, once complete this will provide a further 14 units.
- 10.2 As a result of the Covid-19 pandemic the Council's newly appointed housing repairs contractor had been only undertaking emergency repairs, in June things started to return to normal. As a result of this, expenditure across repairs is currently under profile, as there is a back log of repairs, this will likely resolve itself over the coming months. In addition, this has also caused a delay in the interfacing of the housing system QL with the contractor's system and therefore QL commitments for orders raised until this is done are not included in the above figures which they had done previously.
- 10.3 There is £700k commitment for fire doors against the Windows & Doors budget carried over from 2019/20, a payment for the doors is anticipated in advance of the start of the installation programme as these have already been manufactured.

Asset management and other projects monitoring - July 2020

	Original Budget £'000	Current Budget £'000	Actual to date £'000
General Fund			
<i>Technical Services</i>			
Asset Management	903	1,788	105
Works to Public Conveniences	150	549	172
Cemetery Buildings & Walls	250	262	-
Fitzleet Car Park	250	310	70
Reactive Maintenance	295	295	33
Disabled Facilities Grants	1,500	1,500	356
<i>Corporate Support</i>			
Computer Services	180	245	-
GDPR	-	45	-
Storage Area Network (SAN)	350	350	25
Wireless Infrastructure	50	50	-
Digital Strategy	-	200	-
Arun Improvement Programme (AIP)	-	102	11
Web/Integration	-	118	1
EH System	-	61	-
Arun Improvement Programme (AIP)	-	80	3
<i>Community Wellbeing</i>			
Littlehampton Wave	-	212	66
<i>Economy</i>			
L'ton Public Realm Phases 1-2	-	2,285	16
L'ton Public Realm Phase 3	200	750	14
<i>Neighbourhood Services</i>			
Keystone Centre	-	250	-
Place St. Maur	-	237	-
Play Areas	100	185	-
Sea Road Skatepark	-	1	-
Sproule Close	-	1	-
Larksfield	-	4	-
Linden Rec	-	32	31
Canada Road	-	46	40
<i>Residential Services</i>			
Grants to Registered Social Landlords	-	-	-
Total General Fund	4,228	9,958	943

Housing Revenue Account

Stock Development	9,341	5,022	1
Longford Road	-	221	33
Windroos, Worthing Rd L'ton	-	2,320	114
Summer Lane, Pagham	-	5,631	267
Cinders Nursery, Yapton	-	1,800	-
Maltravers Old Social Club, Littlehampton	-	2,050	2,050
Quiet Waters, Angmering	-	1,250	1
Chichester Road, Bognor Regis	-	1,450	10
Housing IT	-	142	2
Housing Improvements	820	820	13
Domestic Boiler Installations	625	625	24
Commercial Boiler Rooms	100	100	-
Reroofing Programme	300	300	(3)
Kitchen & Bathroom Replacement Programme	400	400	(11)
Fire Compliance	300	300	(1)
Windows & Doors	1,200	1,200	7
Aids & Adaptations	250	250	3
Housing Repairs	1,850	1,850	306
Day to Day General Repairs	1,293	1,293	367
Voids	750	750	22
Total Housing Revenue Account	17,229	27,774	3,205
Total Programme	21,457	37,732	4,148

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

11. Capital Receipts

- 11.1 Arun has entered into an agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £30 of receipts with £70 of its own funding (the 70/30 rule). A further condition is that the receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate.
- 11.2 In June 2020 Arun signed an amendment to that agreement as the Government acknowledged that the Covid-19 crisis had halted or slowed down housing development. The amendment gives authorities time to catch up with their spending plans, by rolling up the next two deadlines (30/06/2020 & 30/09/2020) to the end of the calendar year 31 December 2020.

	£'000
"1 for 1" receipts accrued to 30 June 2020	5,564
Arun's 70% contribution (70/30 X £5,564k)	12,983
Total investment requirement	18,547
Less amount already invested to 30 June 2020	14,694
Remaining investment requirement	<u>3,853</u>
By 30/06/2020	0
By 30/09/2020	0
By 31/12/2020	338
By 31/03/2021	1,321
By 30/06/2021	881
By 30/09/2021	703
By 31/12/2021	211
By 31/03/2022	0
By 30/06/2022	0
By 30/09/2022	343
By 31/12/2022	0
By 31/03/2023	8
By 30/06/2023	48
Total	<u>3,853</u>

- 11.3 One of the key priorities of Arun's HRA Business Plan is a development programme to enable the delivery of an additional 250 new Council dwellings over a ten-year period. In July the first payment was made in respect of a scheme for 27 new homes and a number of other schemes are progressing well. However, it will be extremely challenging to match the phasing of the payments for these and any other schemes with the investment requirement set out above.
- 11.4 In order to protect the Council's investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun's new dwellings in the current investment programme.
- 11.5 Exemption from pooling will be sought for all future newly built or acquired dwellings. This will enable Arun to retain 100% of the receipts from any future right to buy disposals in respect of these new dwellings (although it's worth noting that these receipts will be net of any discount entitlement).
- 11.6 Expenditure required for the quarter to 30/06/2020 before the agreement was signed to extend this and the following quarter's deadline to 31 December 2020 was £669k. Total eligible expenditure in this quarter was £2.2m, mainly due to the completion of the purchase of 10 units at the Old Maltravers Social Club in Littlehampton.

12. Section 106 sums

- 12.1 Section 106 (s106) agreements, also known as planning obligations, are agreements between developers and Arun District Council as the local planning authority that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.
- 12.2 The Council currently holds £8.507m on deposit for s106 agreements, plus £3.064m held on behalf of other organisations (e.g. the NHS and WSCC). The total held on deposit is £11.571m.
- 12.3 Most s106 sums are time limited in that the Council is required, under the terms of the agreement to spend the amount received on the project specified in the agreement within a set time scale. It should be noted that there are currently £18k of receipts that are required to be spent within the next 5 years.
- 12.4 Pagham Harbour is designated as a Special Protection Area and Ramsar site, meaning that it is recognised at an international level in terms of playing an important role linked to the movement of species, specifically waders and wildfowl. Arun and Chichester District Councils have jointly agreed that in order to provide mitigation measures they will jointly fund at least one Warden who will be employed by RSPB, who will help promote, protect and educate the community in relation to the birds in Pagham Harbour. Planning applications for new housing developments within the Pagham Harbour zone are required to pay a contribution under s106 towards this initiative. The first contributions from applications in the Arun District, in the sum of £339k have been paid to Chichester District Council towards the scheme.

13. Cash Flow and Treasury Management

- 13.1 The Council is not foreseeing any cashflow problems due to the significant grants that have been paid early or up front by the Government to aid Local Authority cash flow. However, the interest paid on new cash investments have dropped significantly since the start of the pandemic. Returns are mainly holding up due to investment decisions made in previous years and partly due to the significant cash injections by the government to aid cashflow. The estimated outturn is currently around £20k below original budget.

14. Risk Analysis

- 14.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. The single most significant risk, which has been highlighted throughout the report is the additional service expenditure and loss of income and the effect on the Collection Fund (Council Tax and Retained Business Rates which will have significant effects from 2021/22) due to the Covid-19 pandemic.

- 14.2 Other risks which are inherent within the overall budget are analysed below.
- 14.3 Paragraph 11.2 above outlines the situation with regard to the additional receipts generated by the relaxation of the Right to Buy discount rules (“1 for 1” receipts). The key risk here is that failure to make the necessary level of investment within the required timescale will lead to the Council having to repay to the Government some or all of these “1 for 1” receipts, together with interest at a penalty rate of base rate (currently 0.10%) plus 4%. We are experiencing a significant reduction in new “1 for 1” receipts, the sums repaid might not be replaced by new receipts. If the programme slips, this might lead to Arun having to borrow a greater proportion than 70% of the total cost of the schemes, leading to increased loan servicing costs.
- 14.4 Housing Benefit claims are gradually being transferred to the Universal Credit scheme (approximately 100 per month) which will eventually level out. There will be claims handled by the local authority which will not transfer to the Universal Credit scheme. These will include pensioners and claimants who require supported accommodation.

Following legislation in 1989, supported accommodation costs assist vulnerable people who require additional help within the community. Unfortunately, the valuation office does not take this additional cost into account which is left to the local authority to fund.

Costs can vary widely, for example, a hostel could charge £300 per week for a single person to include 24-hour security and relevant medical care as well as accommodation. The valuation office will state that the local authority may only claim £100 per week for the accommodation in subsidy. This leaves the local authority to fund the remaining £200 per week for this individual. In certain circumstances, for example, if the individual is a pensioner or has a dependant, the local authority is sometimes able to reclaim 60% of the supported accommodation charges.

The cost to the local authority will largely depend on how many landlords provide this service in the area, however, at present the cost to Arun District Council is steadily increasing, £323k 2018-19, £452k 2019-20 and current estimate £561k 2020-21.

- 14.5 Retailers have been reducing their presence on the high street. This trend has been exacerbated by the C-19 pandemic and the switch to online shopping. The negative impact on Non- Domestic Rate collections will continue to be monitored closely.
- 14.6 The United Kingdom has now left the European Union as of 31 January 2020. Further negotiations are continuing, and this could impact on the overall economy, in particular money market, property markets and inflation.
- 14.7 Nightly paid accommodation remains a risk of overspend depending on presentations each month.

15. Conclusions and Recommendations

- 15.1 The significant financial effect of the Covid-19 pandemic to the end of July is detailed in the report. These financial pressures are likely to continue and get worse for the current financial year and future years. The Council will continue to monitor its financial position closely and update its forecasts as more and better quality information becomes available.

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: Financial Prospects 2020/21 to 2025/26

REPORT AUTHOR: Alan Peach, Group Head of Corporate Support

DATE: August 2019

EXTN: 37558

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2025/26 rolls forward the data in the existing approved MTFS. The Strategy amends certain assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects.

RECOMMENDATIONS:

Cabinet is asked to:

1. Agree the core assumptions set out in the Medium-Term Financial Strategy and the current financial position;
2. Note and agree the significant risks to local government finance that have been clearly outlined in the report; and
3. Approve that the Medium-Term Financial Strategy is to be used to set the Budgetary framework in preparing the 2021/22 Budget.

1. BACKGROUND:

1.1. It should firstly be stressed that this report only covers the Council's General Fund and the Housing Revenue Account has its own business plan and financial model. The latest financial forecast has been prepared against a continuing backdrop of unprecedented uncertainty over Government funding and the economy which has, inevitably, been compounded by significant issues connected with the COVID-19 crisis. This report contains the latest version of the MTFS which uses the most recent information available to forecast the Council's income and expenditure over the next 5 years. The situation is even more fluid than last year as the COVID-19 crisis has created greater uncertainty. The Chancellor has announced that the spending review will be completed in the autumn and he has stated that there is no "spending envelope" in advance of the spending because of the "unprecedented uncertainty" caused by COVID19. He has, however, "confirmed that departmental

spending (both capital and resource) will grow in real terms across the CSR period”.

- 1.2. On the face of it, this suggests that there will be no return to austerity but the redirection of resources within the public sector means that there will still be cuts in lower-priority services. The Chancellor refers to the “tough choices in other areas of spending” and that “departments have been asked to identify opportunities to reprioritise and deliver savings”. Local government will certainly not be immune to these cuts, although we should expect funding increases (alongside reform) in adult social care. This doesn’t really provide any further information re the funding that will be available for shire districts but does give us some idea of the timetable.
- 1.3. The Fair Funding Review was anticipated to take effect from 2021/22 but it has been announced that this has been postponed. It was anticipated that this would coincide with a reset of business rates baseline which would have, effectively, wiped out the considerable business rates growth that has accrued to the Council since the inception of the scheme in 2013/14. There has been no explicit announcements regarding the postponement of the business rates reset but the government have stated “The Government will work closely with local councils as it determines how best to treat accumulated business rates growth and the local government finance settlement in 2021-22.” This leaves the whole situation extremely uncertain as this is an extremely significant source of funding for the Council and makes forecasting an inexact science. We have, inevitably, had to make an informed assumption on this key variable and have assumed that there will be no adjustment to the scheme in 2021/22, but will have to be aware that there will be a huge detrimental effect on the Council if the accumulated growth is distributed across the country in 2021/22. However, it is extremely probable that the overall level of rates across the district will reduce, anyway, as businesses struggle to recover, and this could partially offset any potential benefits of a delayed reset.
- 1.4. The financial effects of COVID have been severe for the Council, in common with other local authorities across the country. Whilst we have had to rely on a number of assumptions in many areas, especially losses from Council Tax and business, the latest return to the government estimates our income losses as £879k (after mitigation) and additional expenditure as approx. £1.8M. We have been given grants from government (currently £1,939,019) and there is an income compensation scheme whereby the Council bear 5% of losses and the government support 75% of the remainder. It is clear, however, that this funding will be inadequate, and in any case will just be a temporary one off allocation
- 1.5. A number of more detailed assumptions have also been reviewed and, have been input into the financial model. This uses a wide range of strategically important financial assumptions and variables to obtain an informed view on year end balances, and to quantify the potential of any capital programme resources whilst maintaining a minimum level of General Fund balances of £4million. The assessment of the various

assumptions is always considered carefully whilst taking a prudent view. An important point to appreciate with a financial strategy is that it consists of a series of assumptions using the best available information to inform a financial forecast. This year as explained above, is even more challenging than previous years.

- 1.6. It has been considered necessary to make changes/updates to some of the previous assumptions to address both announcements from government and wider economic factors which affect the Council. The principal assumptions made are:
 - Council Tax increases by £5 per annum which is currently the maximum allowed for District Councils in our position.
 - Salary costs increase by 2.5%, to reflect the trend in recent public sector pay awards, over the period of the strategy.
 - The model assumes inflation for goods and services of 2% for the period of the strategy
 - It has been assumed that there will be gradual decreases in the lump sum payable to the pension fund which was reflected in the latest report from the actuary.
- 1.7. It has been problematic to model enhancements to the capital programme as it has been difficult to calculate the resources that will be available due to the reasons outlined above. There is, inevitably, a requirement to allow for business-critical IT systems and infrastructure as systems fall out of maintenance/support and become life expired. It is clear that the Council will have to take a prudent approach regarding capital/one off schemes. This model has assumed that we continue with the enhanced capital programme, but this will have to be a subject for discussion given the financial challenges that the Council is facing. As in previous years the Council will underpin it's capital programme with the use of capital receipts to protect scarce revenue resources.
- 1.8. The most volatile and significant variable continue to be the Retention of Business Rates, as detailed above, but a further significant funding source is New Homes Bonus (NHB) which is dictated by housing growth within the District. However, the assumption made for NHB is that the government will only pay legacy payments i.e. the system will wind down and no new years will be taken into account which has severely depleted our funding from central government.
- 1.9. The following section outlines a number of risks that are associated with the MTFs and how these may be mitigated.

2. **PROPOSAL(S):**

2.1 Risks

- 2.1.1 The most serious financial risk that the Council is facing is the potential implications of changes in Local Government funding as outlined in the preceding section.
- 2.1.2 There are a number of risks around the retention of Business Rates which is the major funding source from central government and may, ultimately, be the sole source, although a review of business rates has been announced. The effect of COVID19 on the economy and on business rates has made fundamental changes to business rates or, even, replacement with a different business tax much more likely. Whilst we have used, what we consider to be, the best available information, as outlined above, there is also a risk that the level of business rate appeals will be more than has been anticipated and this risk lies with local government. As mitigation against this significant risk we have enhanced the Funding Resilience Reserve, as detailed at the last Cabinet meeting and this currently totals approx.£5.8M. This will provide a valuable buffer when the funding is anticipated to reduce and will act as a hedge against the economic effects of COVID19. However, this reserve should not, solely, be used for supporting the budget as it could also, potentially, be used to pump prime transformational projects. It does have to be accepted, however, that this is only a temporary measure and the underlying funding gap will have to be addressed by the Council. A further mitigation is the risk assessment data that we will be receiving from external consultants.
- 2.1.3 The proposals concerning NHB are a significant concern and the assumption that this will be confined to legacy payments is exactly that as there is no information currently available. Again, all that can be done is to monitor the situation closely and retain a reserve, as outlined above, to address the anticipated funding shortfall.
- 2.1.4 The income from Council Tax is generally relatively certain but the recession, resulting from COVID19, and the inevitable increase in unemployment has meant that there could be an adverse effect on the Council's taxbase (i.e. could offset or wipe out any gains from new dwellings). This would happen if the increase in unemployment caused an increased number of people to seek support from the Council Tax Reduction Scheme which reduces the taxbase. This creates greater risks and uncertainty in forecasting.
- 2.1.5 There are also other expenditure pressures in a number of areas, notably leisure, especially since reopening the leisure centres, and these will be monitored closely and the effect of these reflected in the financial strategy.
- 2.1.6 Whilst the extent of funding cuts on Arun remains unknown it is vitally important to mitigate, as much as possible, against such significant risks. The most effective mitigation against this is to hold sufficient balances to ensure that the Council has enough time to plan and implement any reductions in expenditure and are not obliged to make ill informed decisions. It is also important to ensure that we adopt a robust approach to any investment decisions and stipulate that all are accompanied by a thorough business plan which clearly outlines all costs and benefits. In

addition, we need to ensure that all decisions are prudent, affordable and sustainable and that any savings are retained.

2.2 Indicative Projections

The following table shows the current situation given all of the assumption and omissions outlined above. These will be, inevitably, be fine-tuned as more information becomes available and have to be read in conjunction with all of the caveats and uncertainties outlined earlier in the report. It should be stressed that the negative balances are purely indicative and show what the situation would be if no remedial action were to be take. In practice, the Council will need to fully assess the implications of any reductions in external funding and develop a strategy to make the necessary reductions in net expenditure to ensure a prudent level of balances is maintained.

2.2.1 The effects of the above assumptions are summarised in the table below:

	2020/21 £'000	Revised 2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
Net Expenditure	26,238	26,238	27,397	27,545	27,842	27,266	27,913
Surplus/ (Deficit)	(617)	(617)	(2,812)	(4,103)	(5,501)	(5,347)	(5,224)
Funding Resilience Reserve			353	4,103	1,370		
Balances	6,459	6,459	4,000	4,000	(132)	(5,479)	(10,702)

2.2.2 When considering the figures above it is important to consider the issues outlined earlier in the report and, especially, the uncertainty regarding central government funding and they can only be regarded as indicative at this stage. The underlying financial position is masked to a certain extent by the earmarked reserve contribution, from the Funding Resilience Reserve to cover the reduction in external funding, but the effect of that can be seen above. However, given the reduction in funding the trend of increasing deficits is not surprising. We are fortunate that the Council's prudent financial management has resulted in sufficient balances which will enable us to formulate a strategy with a measured approach. In addition, we will refresh the strategy once more as detail emerges at the earliest opportunity.

2.2.3 The Council are already taking positive steps to address the sizeable deficit outlined above and all vacant posts have to be approved by Corporate Management Team (CMT) before they are filled and managers are expected to make savings when recruiting. In addition to this, the Chief Executive is leading on a comprehensive savings exercise which will make significant reductions to the Council's base budget. However, given the huge additional problems caused by COVID19 it is not a practical proposition to address the entire deficit in the 2021/22 budget despite the vigorous efforts that are being made. Therefore, it is recommended that the Council should develop a strategy to address the savings target

<p>indicated in the table above. This strategy and savings should be implemented in time for inclusion in the 2022/23 budget which will mitigate the effect on the reserves. This strategy should be implemented regardless of the outcome of the business growth as outlined above in para. 1.3 and will require close working between officers and members.</p> <p>2.2.4 This will give us the opportunity to assess the lasting financial effects of the pandemic and fine tune the extent of the deficit as more detail emerges. Notwithstanding this it is clear that there will be a significant deficit in time for the 2022/23 budget.</p>		
<p>3. OPTIONS:</p> <p>1. To accept the assumptions outlined in the strategy</p> <p>2. To not accept the assumptions outlined in the strategy</p>		
<p>4. CONSULTATION:</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability	✓	
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
<p>6. IMPLICATIONS:</p> <p>To formulate the Council's Financial Strategy and to inform any consequent decisions on capital investment and revenue savings plans to be taken by Full Council and Cabinet.</p>		
<p>7. REASON FOR THE DECISION:</p> <p>To formulate the Council's Medium-Term Financial Strategy and set the financial context and framework for decisions to be taken by the Council</p>		

8. EFFECTIVE DATE OF THE DECISION: 30 September 2020

9. BACKGROUND PAPERS: None

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: FINANCIAL SUPPORT TO LEISURE OPERATING CONTRACT

REPORT AUTHOR: Robin Wickham, Group Head of Community Wellbeing

DATE: August 2020

EXTN: 37835

PORTFOLIO AREA: Community Wellbeing

EXECUTIVE SUMMARY:

Freedom Leisure is in receipt of a support package to mitigate the impact of the COVID-19 pandemic on the Council's Leisure Operating Contract. This report sets out the current situation and recommendations for the future viability of the contract.

RECOMMENDATIONS:

Cabinet is asked to approve the following measures:

- a) to recover the forecast income for operating fees as budgeted using the local government income compensation scheme for lost sales, fees and charges as a result of COVID-19; and
- b) recommend to Full Council that a supplementary estimate for a sum up to £191,500 (Band D equivalent of £3.07) to support the Council's leisure operating contract from October to December 2020 be approved.

1. BACKGROUND:

- 1.1 On 21 March 2020 Arun's leisure centres closed in response to restrictions imposed by HM Government to contain the spread of COVID-19. The consequential and significant impact on income threatened the future viability of the Council's Leisure Operating Contract.
- 1.2 On 16 April 2020 the Chief Executive, in consultation with the S151 Officer and in accordance with the Constitution, exercised his delegated authority to defer Freedom Leisure's payment of contractual fees and provide financial support to maintain the upkeep of leisure facilities whilst they remained closed.
- 1.3 The decision was based on advice by the Cabinet Office in "Procurement Policy Note: Supplier Relief due to Covid-19" (March 2020), but also in recognition of the importance of working with Freedom Leisure to ensure the leisure operating contract could continue post the pandemic to meet the medium/long term welfare and social needs of the community.

- 1.4 Freedom Leisure accepted the following support:
- a) a deferral of the operating fee (£66,637 per month) for three months; and
 - b) reimbursement of £45,436 subject to open book accounting (as per Policy Procurement advice 02/20 issued by the Cabinet Office) for the upkeep of the buildings during the closure period.
- 1.5 On 15 July 2020, Full Council reviewed the decision of the Chief Executive and approved an extension to the relief available to Freedom Leisure for the re-opening phase of the leisure centres. This included:
- a) an extension of the payment holiday for the operating fee for the remainder of the financial year (to March 2021) and to extend the contract expiry date to 31 March 2027 to recover lost fees;
 - b) a supplementary estimate for a sum up to £270,000 to support the first three month of the reopening phase of the leisure centres; and
 - c) authority for the Group Head of Wellbeing to apply for and receive support funding that may from time to time become available to support leisure and cultural services affected by COVID-19.
- 1.6 The purpose of the financial support provided by the Council was to enable the facilities to open to the community and for Freedom Leisure to rebuild the service as the restrictions imposed by the pandemic were lifted.
- 1.7 Both decisions were taken in the absence of any support from HM Government. However, in the period since the Full Council meeting in July, the Ministry of Housing, Communities and Local Government has established a compensation scheme for lost sales, fees and charges. This income recovery scheme permits the Council to claim for lost income that has negatively impacted on its financial sustainability; specifically, in balancing budgets for the current financial year.
- 1.8 The scheme requires the Council to absorb five percent of its planned income and it may then claim 75 pence in every pound compensation of the remaining sum. It is proposed therefore that Arun seeks to claim against the income recovery scheme from April 2020 and each subsequent month that Freedom Leisure is unable to pay either the whole or part of the contracted operating fee.
- 1.9 The Council has sought independent legal advice regarding the terms of support for the Leisure Operating Contract and these are stated in Letters of Variation agreed with Freedom Leisure (see background papers). The essence of the Variations is to give relief to Freedom Leisure in accordance with PPN 02/20 to ensure the leisure operating contract remains viable until the COVID-19 restrictions are lifted. Freedom Leisure has agreed to open book accounting and quarterly reconciliation for the support it receives
- 1.10 With this support the Arun Leisure Centre and Littlehampton Wave opened on 25 July. The buildings have been made COVID Secure and an effective track and trace procedure has been operational through the leisure membership scheme.
- 1.11 Freedom Leisure has worked hard to build public confidence, regularly contacting its members and providing social media bulletins. The result has been a better than anticipated return of customers to the Centres with some sessions achieving 100% occupancy rates. Where possible Freedom Leisure has increased the number of sessions for popular activities and reduced others which were poorly attended.

Swimming has been boosted in recent weeks with the introduction of weekend family sessions and these are frequently fully booked. The popular Freedom Swim School will also open for lessons in September.

1.12 Between 25 July and 24 August over 20,000 visits were made to the leisure centres. The Arun Leisure Centre received 6,817 and the Littlehampton Wave 13,504. A breakdown of attendances for each of the available activities is detailed in Table 1.

Table 1. Attendances over 4 Week Period

		Capacity	Customers	%
Arun Leisure Centre	Swimming	8,735	2,649	30%
	Studio	1,536	1,344	88%
	Gym	7,980	2,824	35%
Littlehampton Wave	Swimming	8,848	4,500	51%
	Studio	2,161	1,746	81%
	Gym	10,829	7,258	67%
Total		40,089	20,321	51%

1.13 Despite this success, Freedom Leisure is limited in the numbers that can attend the facilities due to the requirement to social distance and to maintain strict cleaning regimes between sessions. However, there are plans to extend the opening hours and Freedom Leisure is continually adapting its programme to optimise activities whilst balancing the associated costs.

1.14 The agreed financial support for the leisure operating contract and the relief payments made to Freedom Leisure are summarised in Table 2.

Table 2. Relief Payments

	Agreed Support	Invoiced Sum*
April	45,436	45,436
May	45,436	45,436
June	45,436	45,436
July	67,326	45,436
August	95,244	-
September	104,388	-

*Subject to open book accounting

1.15 The months April to June represent the first quarter which is in the process of being reconciled with Freedom Leisure against actual expenditure in an open book environment. An early assessment indicates that these sums broadly reflect the position projected by Freedom Leisure. July's invoiced sum was lower than anticipated and is based on the previous closed period as the centres only opened on 25 July 2020.

- 1.16 In regard to the support payments, the Council is waiting for a decision from HM Government on whether a fund will be set up to assist Councils with the costs incurred maintaining and opening leisure facilities. It is recognised that Councils play a vital role in the health and wellbeing of the nation and for this reason a proposal has been made to HM Treasury to provide support for the costs incurred since March.
- 1.17 As previously stated, the reduction in income caused by COVID-19 has a temporary, but significant impact on the leisure operating contract. The opening of the leisure centres has been an important milestone, but Freedom Leisure will require ongoing support to run the Council's facilities until restrictions are fully lifted and the income builds to its pre-pandemic level. The risks of not supporting the contract are stated in the Financial Implications (Item 5 below).
- 1.18 Freedom Leisure has projected its loss of income with mitigation for the reduced expenditure. The challenge of income generation whilst operating a facility at reduced capacity is significant as the leisure operating model incurs substantial operating costs. The net cost of operating the leisure facilities with a reduced capacity under the current guidelines for a further three months (October to December) is an estimated sum of £191,441 (see Table 3).

Table 3. Estimated Net Operating Costs October to December

October	67,957
November	82,951
December	40,534
Total	191,441

- 1.19 At the onset of the pandemic the minimum cost for the upkeep of the closed facilities was calculated to be £45,436 per month. Leisure facilities, particularly swimming pools are complex buildings and these minimum monthly costs would need to be paid by the Council if the leisure centres were to close again to ensure that the functionality of the buildings is not compromised.
- 1.20 In supporting the facilities, the Council has provided a lifeline for the leisure operating contract to maintain its customer base and protect a crucial revenue stream for Arun. To put this in perspective, the estimated value of the contract support costs to be paid until the end of December 2020 is £594,700. In contrast, between 2016 and 2020 the leisure operating contract generated payments to the Council of £1,693,800 and the remaining five years of the original term (2021 to 2026) the contracted sum will result in payments to the Council in excess of £4,461,700, a sum that is inflated annually by the consumer price index and compounded back to 2016.
- 1.21 The health benefits of exercise and movement have been widely reported. The NHS and HM Government have stated the importance of personal weight management and the higher risk factors associated with obesity following a diagnosis of COVID-19. Clearly leisure centres play an important role in providing the opportunity for people to remain fit and active, particularly during the winter months.

1.22 Freedom has worked hard to provide activities for young people. It has maintained its places for young people in the gym at the expense of adult places, introduced family swims to overcome the guidelines for lane swimming which stipulate a minimum age of sixteen, run athletics and sports coaching in the sports halls, extended the availability of the pools to swim clubs and has been providing multisport activity play sessions in Wick (Littlehampton Town Council funded). As noted earlier, the Freedom Swim School which has a membership of over 1,400 will start again in September and plans to recommence walking sports and kickboxing imminently.

1.23 The situation remains uncertain and extremely unpredictable. A second wave of the virus is widely predicted by health professionals over the winter months. If HM Government introduces further restrictions Freedom Leisure will need to adapt or suspend its operating model accordingly. Support for the leisure contract has to be sustainable and further reports to Cabinet will reflect on the recovery phase and the Council's financial position in respect of ongoing relief for the contract.

1.24 In conclusion, the opening of our leisure centres has demonstrated the Council's commitment to supporting and improving the health and wellbeing of the community. The initial phase of opening the centres has proved popular and patronage has been better than expected. The recovery phase requires Freedom Leisure grow its offer and increase capacity in step with demand to improve income receipts, within the constraints of the guidelines. Further support for the leisure contract will ensure that it has the best prospect of recovering quickly as restrictions are lifted whilst providing the community as Autumn begins with the opportunity to maintain a healthy active lifestyle.

2. PROPOSAL(S):

It is proposed that Cabinet approves the following measures:

- a) to recover the forecast income for operating fees as budgeted using the local government income compensation scheme for lost sales, fees and charges as a result of COVID-19; and
- b) Cabinet recommends to Full Council that a supplementary estimate for a sum up to £191,500 (Band D equivalent of £3.07) to support the Council's leisure operating contract from October to December 2020 be approved.

3. OPTIONS:

3.1 To support the recommendations as set out in the report; or

3.2 Not to support the recommendations.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓

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

6. IMPLICATIONS:

6.2 **Financial:** The reopening and continued support of the Leisure Centres has to be viewed in the context of the financial situation we find ourselves in and the effect on the Council's overall financial strategy. Any decision, inevitably, involves an element of risk and we must be asking the contractors to share this business risk and assume responsibility for an element of the financial burden. Their reserves are obviously finite but that also applies to the Council's reserves which also have to support a wide range of essential services. There are too many uncertainties to accurately predict the Council's deficit for this year, but it will certainly be significant and considerably larger than the level of support currently provided by central government and we have a responsibility to mitigate this as much as possible. The negative effect on the Council's financial strategy is exacerbated by the contractor not currently paying their monthly fee which will, to an extent, be mitigated by the government's income compensation scheme. We must also be alert to other risks and one of the most severe would be a second wave of the virus which could cause the Centres to close again. The issues that I have outlined would be exacerbated and we would have to consider whether the situation would be sustainable and if the Council would be in the position to offer the same level of financial support.

6.3 **Legal:** The Leisure Operating Contract is subject to two Letters of Variation reflecting the Supplier Relief due to COVID-19.

7. REASON FOR THE DECISION:

To safeguard the Councils leisure operating contract

To serve the health and wellbeing needs of the community

8. EFFECTIVE DATE OF THE DECISION: 30 September 2020

9. BACKGROUND PAPERS:

- Decision Taken under Officer Scheme of Delegation – Financial Support to Freedom Leisure (16 April 2020)
- Contract Variation - Supplier Relief due to COVID-19
[Contract Variation – May 2020 – Covid 19](#)
[Contract Variation – August 2020 – Covid19](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: Covid-19 Relief Payment for June 2020 to Osborne Property Services Limited

REPORT AUTHOR: Satnam Kaur – Group Head of Residential Services
DATE: August 2020
EXTN: 37718
PORTFOLIO AREA: Residential Services

EXECUTIVE SUMMARY:

This report seeks Cabinet approval to pay Osborne Property Services Limited (OPSL), the Council's contractor for undertaking responsive repairs and void works on council housing stock, Covid relief payment for June 2020

RECOMMENDATIONS:

Cabinet approves:

- a) Payment of £55,057.37 exclusive of VAT to cover operating costs for June 2020 in response to the Covid-19 pandemic and in accordance with Cabinet Office issued guidance documents, Procurement Policy Note (PPN) 02/20 and 04/20

1. BACKGROUND:

- 1.1 OPSL took over the Responsive Repairs and Void Refurbishment contract for council owned housing stock on 1 April 2020. As lockdown was in place at the start of the contract OPSL were directed to undertake emergency repairs only. Emergency repairs are paid on a cost and materials only basis and the contractor's normal overheads and profit are usually covered by payment for ongoing routine maintenance and void property work. In addition to this, due to the fact that OPSL were required to T.U.P.E. staff from the outgoing contractor on the 1st April, those particular staff did not qualify for furlough through the government staff retention scheme. This put an exceptional burden on OPSL at the commencement of the contract. Advance payments were therefore calculated for April (£77,833 net) and May (£71,396 net) and approved by the Chief Executive, in consultation with the S151 Officer, under his delegated authority. This decision was made Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2 of the Council's constitution.
- 1.2 Void works and routine repairs were mobilised from mid May and June respectively. A further payment for June of £55,057.37 has been requested to allow for volume and value of works begin to reach more expected levels. This has been assessed

through open book accounting and OPSL has fully justified its request.

1.3 Given the continued uncertainty around the pandemic, in order to provide satisfactory value for money and certainty to both parties moving forward the payment of establishment costs will be invoiced separately to work costs. This is permitted with the basis parameters of the contract as it was tendered and let. It allows us to maintain the management cost level, whilst acknowledging that the repairs and void values are less as a result of the current situation. This will be reviewed in April 2021

2. PROPOSAL(S):

It is proposed that Cabinet approves the following measures:

- a) Payment of £55,057.37 exclusive of vat to cover operating costs for June 2020 in response to Covid 19 pandemic and in accordance with Cabinet Office issued guidance documents, Procurement Policy Note (PPN) 02/20 and 04/20

3. OPTIONS:

3.1 Not to support the recommendations.

4. CONSULTATION:

4.1 This report has been prepared in consultation with the Section 151 Officer.

4.2 Legal advice has been obtained from Faithorn Farrell Timms in respect of contractual and procurement matters.

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

6. IMPLICATIONS:

Financial: Contained within existing budget provision

7. REASON FOR THE DECISION:

To safeguard the Councils responsive repairs and voids contract ensuring the welfare, health and safety of our residents and maintenance of our assets.

8. EFFECTIVE DATE OF THE DECISION: 30 September 2020

8. BACKGROUND PAPERS:

- Decision Taken under Officer Scheme of Delegation – Contractual Payments to Osborne Property Services Limited (OPSL)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: Variation to Parking Charges

REPORT AUTHOR: Calvin Baylis – Customer and Parking Services Manager

DATE: September 2020

EXTN: 37649

PORTFOLIO AREA: Neighbourhood Services

EXECUTIVE SUMMARY:

The Councils Medium Financial Strategy assumes that income from all charges should be reviewed. This therefore requires certain parking charges for 2020/21 and 2021/22 to be varied to find the additional income. The purpose of this report is not to make the decision on the charges but to ask for approval to commence the consultation.

In addition, this report reviews other car parks initiatives and services improvements.

RECOMMENDATIONS:

Cabinet is asked to approve that:

1. The proposed charges in Appendix A are put out for consultation; and
2. delegated authority is given to the Cabinet Member for Neighbourhood Services to agree any increase following consultation.

1. BACKGROUND:

- 1.1. Arun District Council own and operate 22 Pay & Display car parks. These car parks are located in Bognor Regis, Littlehampton and Arundel.
- 1.2. The car parks are defined as short stay, long stay or seasonal depending upon their location and charging structure. The short stay and long stay car parks are within the town centre while the seasonal car parks are mainly on the seafront and have a summer and winter charging structure.
- 1.3. The Council operates a 2 free hour disc parking scheme in the Fitzleet, Hothampton and Lyon Street car parks in Bognor Regis and St Martins, Anchor Springs and Manor House car parks in Littlehampton. This is funded by the District Council, the Town Councils and the traders. Currently the scheme has been extended to 3 hours due to the pandemic to attract the public into the town centres.

1.4. The chargeable car parks all have ticket machines which accept coins. The smallest denomination that can be used is 5 pence. In 7 of our car parks the machines can also take contactless and credit and debit card payments. The Council have also partnered with a company called RingGo which allows our customers to purchase virtual tickets by using the phone or by going on to a website.

1.5. The Council participates in the Safer Parking Scheme which is operated by the British Parking Association and the Police. All 22 of our pay & display car parks and 3 free car parks plus a permit holder car park have been awarded the Safe Park mark award.

2. FINANCIAL POSITION

2.1. The Council's Financial Strategy requires discretionary charges to be increased by at least the retail price index to avoid income being eroded by inflation. This means that there is a requirement for the income in the car parks budget to increase by 2% in 20/21 and a further increase of 2% in 21/22.

2.2. The required increase of income equates to £30,000 in 20/21 and £32,000 in 21/22.

2.3. This year the Covid-19 pandemic is having a major effect on town centre car park income. Some of this is being offset by more people taking advantage of the good weather and spending more time parking in the seasonal car parks.

2.4. Due to the pandemic all parking charges were suspended in April and May. To encourage more shoppers, it has been agreed that the free parking period allowed by the disc parking schemes is increased from 2 to 3 hours until the 31st December 2020.

2.5. It is currently not possible to calculate the loss of parking income due to the pandemic or the free parking and extension to the disc scheme. Central Government are exploring methods of financial support for income losses experienced by Local Authorities as a result of Covid-19.

2.6. The support scheme that is being explored is designed to offset irrecoverable income losses that councils have been incurring so that they don't negatively impact on authority's financial sustainability in balancing budgets for the 2020/21 financial year. This is a one-off income loss scheme that will compensate councils for irrecoverable and unavoidable losses from sales, fees and charges income generated in the delivery of services in the financial year 2020/21.

2.7. The detailed guidance and criteria for eligible losses has not yet been finalized but indications are that car parking fees and charges will be covered by the scheme, which will broadly compensate for 75% of eligible fees and charges after deduction of 5% from total fees and charges (this definition is yet to be determined) and any other mitigations.

3. FACTORS AFFECTING PROPOSED INCREASES

- 3.1. Due to the timing of this review it is practical to consider both the charges for the current financial year and the next financial year at the same time.
- 3.2. The Parking Charges were last increased in the town centre car parks in 2016 and in the seasonal car parks in 2018.
- 3.3. As to be expected most income from seasonal car parks is taken during the summer season. However, the amount of income can vary greatly depending upon the weather.
- 3.4. Town centre car park income in normal years remains constant throughout the year. However, going forward, we may see a reduction to income due to the effects of the Covid-19 pandemic.
- 3.5. Even though free parking is offered through the disc system ticket sales have shown that motorists still purchase 1 & 2 hour tickets.
- 3.6. Experience has shown that increases in charges in the past have not stopped the seasonal car parks from being full to capacity on a hot day during the holidays and at weekends.

4. COMPARISON WITH OTHER COUNCILS

- 4.1. Appendix B attached compares the most common tariff for Town Centre car parks in each District & Boroughs within West Sussex including charges in multi-storey car parks.
- 4.2. There is no seasonal charging in other Districts and Boroughs, so the comparison does not include our seasonal charged car parks.
- 4.3. The comparison shows that Arun has the third cheapest charges up to 4 hours in the short stay car parks.
- 4.4. Arun has the cheapest charges of the multi-storey car park.

5. PLANNED MAINTENANCE

- 5.1. The Council off street car parks require regular maintenance to ensure that they remain in a good and safe condition to be used by members of the public.
- 5.2. The Council Parking Services Manager together with the Senior Property & Estates Surveyor has recently carried out a Survey of all the car parks within the Councils car parks portfolio.
- 5.3. The surveys aim was to establish what works were required to enable a priority list of work to be done. The survey covered the surface, signage, furniture and planting within the car parks.

5.4. A priority list is currently being agreed so that works can be planned over the next 2 years.

5.5. Separate to the above, works have previously been identified for the Fitzleet multi-storey car park. These includes the refurbishment of the lifts which is nearly complete, a Fire Detection system and painting and decorating areas such as the stairwells.

5.6. In addition, various improvement works to car parks have been completed, such as landscape improvements, replacement of signs, and in the case of Mewsbrook car park the extension and complete refurbishment as work associated with the Wave Leisure Centre.

6. FUTURE DEVELOPMENTS

6.1. The Pay & Display machines in the Council's off-street car parks can be adapted to allow the option of cashless parking. This is a payment option that sits alongside cash and payment by phone. The Parking Services Manager is progressing this option and there are now contactless machines in Gloucester Road, the Regis Centre, West Green, East Green, Mewsbrook, West Beach and Crown Yard. It is envisaged that all the main car parks have a contactless option by the end of 2021.

6.2. The Council sells various types of Parking Permit and also provides parking permits to Arun District Council members and staff. Parking Services are in the process of procuring a new back office system for administering parking fines together with a permit system that will allow the Council to provide virtual permits. This work, which includes IT, is expected to be complete this financial year.

7. FREE CAR PARKS

7.1. The Parking Services Manager has been tasked with reviewing all the free car parks both within the car parks portfolio and the parks and greenspaces portfolio to see what opportunities there might be to generate future income. This does not form part of the current discussion on parking charges, but a report will be presented to Cabinet with future options within the next 6 months.

8. CONCLUSIONS

8.1. The benchmarking exercise shows the parking charges in the Arun District Council car parks are generally cheaper when compared with the parking charges in other local authorities in West Sussex. With the level of the proposed charges it would remain the case that ADC charges would compare favourably for those using ADC car parks.

8.2. The proposed charges are set out in Appendix A. As set out below (Item 9) a consultation process is required. Once complete it is anticipated that the new charges would be applicable from November or December this year.

8.3. As the increase of charges to the seasonal car parks falls after the summer season it will have a reduced impact of achieving the targeted income for the remainder of this year. However, the proposed increase to the town center charges, and the winter seasonal parking charges this financial year, together with the seasonal summer parking charges next year, will achieve the required increase in income.

9. CONSULTATION

9.1. Under Section 32- 44 of the Road Traffic Act 1984 the Council is required to consult on any proposed variation to the parking charges.

9.2. The proposed charges will be advertised as public notices in the Littlehampton Gazette and the Bognor Regis Observer as well as being advertised on the internet. Notices will be displayed in all the car parks affected. A consultation letter together with a schedule of the proposed changes will be sent to all District Councillors and bodies as listed in Appendix C inviting comments.

9.3. The consultation period will last for 4 weeks from the date that the public notices are published. All responses received will then be collated and passed to the Cabinet Member prior to making a decision as to whether to implement the proposals.

2. PROPOSAL(S):

As shown on Appendix A

3. OPTIONS:

3.1 Approve the charges as shown on Appendix A.

3.2 Do not approve the charges shown on Appendix A and accept that the value of income from the parking charges will not increase in line with the Councils financial strategy.

4. CONSULTATION:

As determined by Road Traffic Act 1984

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

Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

6. IMPLICATIONS:

Approval of the proposed charges to meet financial requirements

7. REASON FOR THE DECISION:

Financial – to meet the Council’s financial strategy
 Legal process required to increase parking charges

8. EFFECTIVE DATE OF THE DECISION: 30 September 2020

9. BACKGROUND PAPERS:

None

DAILY PARKING CHARGES

Parking Place	Period of Parking	Present Charge	Proposed Charge												
Regis Centre, BR	Up to 1 hour	£0.80	£0.90												
Hothamton, BR	Up to 2 hours	£1.60	£1.80												
Lyon Street, BR	Up to 3 hours	£2.40	£2.70												
Manor House, L'ton	Up to 4 hours	£3.20	£3.60												
Surrey Street, L'ton	Over 4 hours	£7.00	£7.00												
St. Martins, L'ton															
Anchor Springs, L'ton															
Crown Yard, Arundel	Up to 1 hour	£0.70	£0.80												
	Up to 2 hours	£1.40	£1.60												
	Up to 3 hours	£2.10	£2.40												
	Up to 4 hours	£3.50	£3.50												
	Over 4 hours	£7.00	£7.00												
Fitzleet, BR	Up to 2 hours	£0.40	£0.50												
	Up to 3 hours	£1.80	£2.00												
	Up to 4 hours	£2.40	£2.50												
	Over 4 hours	£5.00	£5.00												
London Road, BR	Up to 1 hour	£0.60	£0.70												
	Up to 2 hours	£1.00	£1.10												
	Over 2 hours	£3.00	£3.00												
Gloucester Road, BR	Winter Tariff (Nov to Feb)	£0.60	£0.70												
				West Green, Lton	Up to 1 hour	£1.20	£1.40								
								East Green, L'ton	Up to 2 hours	£2.40	£2.50				
												Sea Road, L'ton	Over 2 hours		
West Beach, L'ton															
Banjo Road, L'ton															
Culver Road, BR															
Rock Gardens, BR															
Gloucester Road, BR	Summer Tariff (Mar to Oct)	£1.50	£1.60												
				East Green, L'ton	£3.30										
						Sea Road, L'ton	Mar to June	£8.00							
									July & August	£10.00					
The Wall, L'ton	Sept & Oct	£8.00													
West Beach, L'ton															
West Green, Lton	Summer Tariff (Mar to Oct)	£1.50	£1.60												
				Up to 1 hour	£3.30										
						Up to 3 hour	Mar to June	£8.00							
									Over 3 hours	July & August	£10.00				
												Sept & Oct	£8.00		

Appendix A

Parking Place	Period of Parking	Present Charge	Proposed Charge
Banjo Road, L'ton Culver Road, BR Rock Gardens, BR	Up to 1 hour Up to 4 hours Over 4 hours	£1.00 £3.00 £7.00	£1.10 £3.20 £8.00

APPENDIX B

DISTRICT COUNCILS	Up to 1hr	Up to 2hrs	Up to 3hrs	Up to 4hrs	Over 4hrs	Up to 5 hrs	Up to 6hrs	6 to 8 hrs	to 8hrs	Over 8hrs	All Day
ARUN											
REGIS CENTRE BOGNOR	£0.80	£1.60	£2.40	£3.20	£7.00						
ST.MARTINS L'TON	£0.80	£1.60	£2.40	£3.20	£7.00						
WEST GREEN (NOV TO FEB)	£0.60	£1.40									£2.40
WEST GREEN (MAR TO JUN)	£1.50		£3.20		£7.40						
WEST GREEN (JULY & AUG)	£1.50		£3.20		£8.40						
WEST GREEN (SEP & OCT)	£1.50		£3.20		£7.40						
ADUR											
Southwark Square	£0.70	£1.50		£2.50	£4.00						
CHICHESTER											
SHORT STAY	£1.40	£2.70	£4.40	£6.90		£8.20					
AVE DE CHARTRES (long stay)	£0.90	£1.70	£2.50	£3.30		£4.10	£4.70				
LITTLE LONDON & BAFFINS	£1.50	£3.00	£4.90	£7.70		£9.20	£10.90		£12.90	£15.40	
CATTLE MARKET	£0.80	£1.60	£2.40	£3.20	£4.00	£4.60	Over 6 £5.60				
CRAWLEY											
ORCHARD STREET		£2.00	£2.50	Over3 3.60							
HORSHAM											
SWAN WALK		£2.40	£3.60	£4.80		£6.00	£7.20	£8.40		£12.00	
MID SUSSEX											
BURGESS HILL HAYWARDS HEATH & E.&GRINSTEAD	£0.80	£1.20	£2.00	£4.00	£6.00						
WORTHING											
HIGH STREET (Multi Storey)	£1.00	£2.30	£3.60	£4.80		£6.00					£10.00
GRAFTON (Multi Storey)	£1.00	£2.30	£3.60	£4.80		£6.00					£10.00
BUCKINGHAM (Multi Storey)	£1.00	£2.30	£3.60	£4.80		£6.00					£10.00

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APPENDIX C

All Parish & Town Councils and Parish Meetings within the Arun District						
The Secretary	Arundel Chamber of Commerce	PO Box 26	ARUNDEL	West Sussex	BN18 9QR	
The Secretary	Bognor Regis District Chamber	The Blue Print Business Centre	7-11 York Road	BOGNOR REGIS	West Sussex	PO21 1LW
The Secretary	Rustington Chamber of Commerce	c/o Granlee Secretarial Services	92 The Street	Rustington	LITTLEHAMPTON	West Sussex BN16 3NJ
	Littlehampton Traders Partnership		Beach Road	Littlehampton	West Sussex	
The Chief Inspector	Traffic Support	Sussex Police	Malling House	LEWES	East Sussex	BN7 2DT
The Secretary	Road Haulage Association	Roadway House	35 Monument Hill	WEYBRIDGE	Surrey	KT13 8RN
Head of Transport Planning Services	West Sussex County Council	County Hall	CHICHESTER	West Sussex	PO19 1RQ	
The Secretary	Freight Transport Association (SE Region)	St. John's Road	TUNBRIDGE WELLS	Kent	TN4 9UZ	

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ARUN DISTRICT COUNCIL REPORT TO CABINET ON 21 SEPTEMBER 2020

SUBJECT: Options to Progress Webcast Improvement Project

REPORT AUTHOR: Karl Roberts (Director Place)
DATE: 10 August 2020
EXTN: 37760
PORTFOLIO: Technical Services

EXECUTIVE SUMMARY:

Following previous reports, this report provides options to Cabinet for progressing the Webcast Improvement Project with associated costs.

RECOMMENDATION:

Cabinet is asked to make the following recommendations to Full Council:

- 1) To approve a supplementary estimate of £65k (option 2.1 (a)) for the one-off projects cost for the webcasting hardware installation. This equates to a band D equivalent Council Tax of £1.04; and
- 2) Subject to the approval of recommendation (1) to approve the additional on-going revenue costs for annual maintenance and broadband subscription of £21k per annum to be included in the Budget for 2021/22.

1.0 BACKGROUND

- 1.1 As a result of the webcasting issues reported to Cabinet on 8 July and 9 December 2019, a corporate group has been working to specify and prepare a procurement exercise for the purchase of a reliable, fully integrated, fit-for-purpose, and future proof webcasting presentation and conference system. A brief interim report was presented to Cabinet in June 2020. This report is a direct consequence of that interim report. An agreement for a supplementary estimate is required rather than to leave this for consideration in the 2021/22 budget because the latter option leaves insufficient time to tender for a new system and implement it in time to follow on from the existing short contract extension which was agreed in June.
- 1.2 Cabinet was updated on 9 December 2019 of the problems experienced in using more frequently the webcasting service. The last Civic Suite refurbishment was completed in 2015 having had numerous improvements made to the installed AV facilities, including the addition of the webcasting equipment. Alongside the installed systems, a service and maintenance agreement were entered into with the installer. From November 2018 onwards, webcasting has been used to a much greater extent highlighting deficiencies in

the installed system and indicating a number of faults. These problems have prevented Officers from delivering the intended level of service to Councillors, members of the public and the press.

- 1.3 Separately, a wireless conferencing system was purchased in two phases around 2010 to serve the Public Gallery and Committee Rooms, as well as being available for mobile deployment. This system is battery powered and is now obsolete with batteries being unavailable either from the original manufacturer or aftermarket sources. Batteries for the system are now failing to hold charge and are frequently not lasting the duration of meetings.
- 1.4 In respect of staffing, additional resources have been budgeted for to accommodate current arrangements post the 2019 strategic targets. However, this increased level of resourcing would be insufficient to service the webcasting of all of the new Committees (as per option 2c), particularly if that had to be done virtually as opposed to webcasting meetings in the Civic Centre.

2. PROPOSAL(S):

2.1 Following a soft market testing exercise, a full and comprehensive performance specification has been written, setting out expected functions and features of an upgraded, reliable, fully integrated, fit-for-purpose, and future proof webcasting, presentation, and conferencing system. Soft market testing has allowed the project group to engage with suppliers and ensure that the specification is realistic and thorough. In line with the specification previously presented to Cabinet, the project group have been asked to present the following costed (including contingency) options to Cabinet. Should Cabinet decide that all Committee meetings should be webcast then an additional post is considered necessary and this additional cost is reflected in the options below.

- a) To upgrade Council Chamber only (Cabinet [until May 2021] and the Overview Select Committee to use the Council Chamber along with Full Council and Development Control, all other Committees including those created post May 21 would not be webcast)

Option a	£k
One-off cost:	
Hardware install	65
On-going cost:	
Maint/serv	6
Broadcast subscription	15
Total on going costs	21
£128k over 3 years	

- b) To upgrade the Council Chamber only (Cabinet [until May 2021] and the Overview Select Committee to use the Council Chamber along with Full Council and Development Control, all other Committees including those created post May 21 would not be webcast) and to replace the portable wireless microphone system for use in the Committee Rooms (without extending the webcasting function to the Committee Rooms)

Option b	£k
One-off cost:	
Hardware install	120
On-going cost:	
Maint/serv	6
Broadcast subscription	15
Total on going costs	21
£183k over 3 years	

- c) To upgrade both the Council Chamber and Committee Rooms with full webcasting for all Committees

Option c	£k
One-off cost:	
Hardware install	130
On-going cost:	
Maint/serv	6
Broadcast subscription	15
Staff Costs	40
Total on going costs	21
£313k over 3 years	

- 2.2 It should be noted that whilst it is always desirable to bring Council meetings to as wide an audience as possible, it is also necessary to consider the Council's current financial position as a result of Covid-19. Currently any significant unnecessary expenditure should be avoided. As a consequence, the recommended option for Cabinet to recommend to Full Council is that set out in option 2.1(a). This would involve significantly more use of the Council Chamber for the webcasting of some designated meetings with the majority of the new Committees being created from May 2021 not being webcast. This option also does not include the replacement of the current portable wireless microphone system which has reached the end of its useable life. The use of this system will cease once the upgrade to the Chamber has been completed.
- 2.3 The main cost associated with webcasting are staff costs. Experience of operating webcasting successfully requires more than one person to administer the process. A lot of work is required in terms of setting up meetings and then ensuring they operate smoothly both technically and procedurally. To date the operation of virtual meeting has necessitated a combination of overtime and time off in lieu for staff.

3.0 OPTIONS:

1. To accept the officer recommendation; or
2. To propose an alternative option and increase the level of supplementary estimate accordingly.

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

6.0 IMPLICATIONS:

The ongoing use of webcasting and any expansion to include Committee Rooms will have both financial and staffing implications. Greater use of the Council Chamber is considered to be an appropriate solution to address any issues that arise from section 5 above.

7.0 REASON FOR THE DECISION:

To respond to Cabinet’s request for options to be presented on this project, and to allow the project group to progress with procuring an appropriate system.

8.0 BACKGROUND PAPERS:

[Cabinet report and decision from 8 July 2019](#)

[Cabinet report and decision from 9 December 2019](#)

[Cabinet report and decision from 22 June 2020](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 21 SEPTEMBER 2020

SUBJECT: Advisory Group Terms of Reference

REPORT AUTHOR: Neil Crowther, Group Head of Planning

DATE: 21 August 2020

EXTN: x 37839

PORTFOLIO AREA: Planning

EXECUTIVE SUMMARY:

In October 2017 a series of additional local Advisory Groups were established to consider the implementation of strategic development sites in Bersted, Aldwick, & Pagham and Ford/Yapton & Clymping. The terms of reference and membership of these Groups was agreed by Cabinet.

A request from the Chairman of the Bersted Group has been made to formally expand the membership of this Group. This report will ask Cabinet to consider expanding the membership of this Group through updated Term of Reference.

RECOMMENDATIONS:

- i. Should Cabinet agree to the proposed amendments to the Terms of Reference for the Bersted Advisory Group, then the revised Terms of Reference contained within Appendix 1 be adopted; and
- ii. That any further minor changes to the Terms of Reference for all Groups be delegated to the Cabinet Member for Planning and the Group Head of Planning.

1. BACKGROUND:

1. At Cabinet in October 2017, a series of new Advisory Groups were established to consider the implementation of strategic development sites in Bersted, Pagham and Ford/Yapton & Clymping. These followed the model of the previous groups such as Barnham, Eastergate Westergate, Angmering, North Littlehampton and Site 6.
2. It is important to stress that these bodies are all advisory groups. They do not have decision making powers. Their importance though is as a discussion group in relation to the implementation of the planning permissions and as suggesting the best way forward in terms of, for example, operating new community and recreational facilities. It has provided a forum for discussion with statutory bodies and developers over a large number of implementation delivery and infrastructure issues.

3. At Cabinet in October 2017, it was agreed that the composition of these Groups would follow that of previous Groups. Bersted Advisory Group would consist of;

- ADC and WSCC Councillors for Bersted
- A Parish Councillor for this area
- Officers from ADC and WSCC
- Infrastructure delivery providers such as NHS, Network Rail, Environment Agency and Highways Agency
- Developers associated with this site
- As appropriate, relevant portfolio holders from ADC or WSCC may be invited to join the Advisory Group to discuss matters which relate to their portfolio

3. The Chairman of this Group has requested that the composition of the Group be expanded to include;

- a Ward Member from Aldwick, and
- a representative from Aldwick Parish Council

Updated Terms of Reference for the Bersted Advisory Group to reflect this proposal are attached should Cabinet wish to amend them in line with this request.

4. It is also worth re-clarifying the composition of all of the Groups. They were established to provide elected councillors, Parish Council's and developers a forum for discussions on delivery. They have been beneficial because they are not public meetings and discussions can take place on a confidential and informal basis. There have been recent instances where a member of the public was invited (by the Chairman) to one of these meetings.

5. Under the Terms of Reference (under item 2), there are opportunities to invite '*when relevant, resident's groups and potential users of new facilities – as to the best way to proceed with the provision, management and use of the numerous community facilities.*' Where there are specific issues that arise around community facilities, it may be appropriate to invite certain groups to the meetings. However, inviting members of the public to these Groups as a permanent invitation is likely to result in less constructive and candid conversations taking place with developers and infrastructure providers to the detriment of the functioning of the Groups.

2. PROPOSAL(S):

Amend the Terms of Reference of the Bersted Advisory Group in line the with the amended Terms of Reference attached at Appendix 1.

3. OPTIONS:

To leave the composition of the Bersted Advisory Group unchanged as per the agreed Terms of Reference at Cabinet in October 2017.

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		
6. IMPLICATIONS:		
It is important to ensure that as an advisory group the invite list of attendees is kept to a limit to ensure that discussions can continue on a confidential and informal basis, remembering that Advisory Groups do not have decision making powers.		
7. REASON FOR THE DECISION:		
To extend the membership of the Bersted Advisory Group to include a Ward Member from Aldwick and a representative from Aldwick Parish Council to aid the discussion on the implementation of the planning permissions in this area.		
8. EFFECTIVE DATE OF THE DECISION: 30 September 2020		
9. BACKGROUND PAPERS:		
Cabinet Agenda 16 October 2017 https://democracy.arun.gov.uk/CeListDocuments.aspx?Committeeld=140&MeetingId=223&DF=16%2f10%2f2017&Ver=2		

Appendix 1

Terms of Reference for the Bersted Advisory Group

Purpose of Group and Terms of Reference

1. To discuss the implementation of development plan allocations and residential permissions in the Bersted area and accompanying section 106 agreements including longer term operational and management responsibilities; such discussions to give informal advice and guidance to the responsible planning and highway authorities when carrying out their statutory functions.
2. To provide a forum for discussion with other statutory bodies, developers and by invitation, when relevant, resident's groups and potential users of new facilities – as to the best way to proceed with the provision, management and use of the numerous community facilities embedded in the scheme and specifically provided for by way of the planning permission and section 106 agreement.

Membership

The Advisory Group will consist of the following elected members:

- Chairman should be a District Council ward member for the area to be appointed by the Leader of the Council. The chairman should not be a Chairman of another Advisory Group.
- 3 Ward Councillors (Bersted) from ADC
- 1 Councillors (Bersted) from WSCC
- 2 Parish Councillors (Bersted)
- a Ward Member from Aldwick, and
- a representative from Aldwick Parish Council
- Planning Portfolio Holder for Arun District Council

Officer Support

The Lead Officer will be from Arun District Council planning service. County and District Technical officers to attend and when necessary Arun will provide admin support and keep notes of any discussions. Parish officers will be welcome to attend to support their members.

Reporting Relationship & Roles

- The Advisory Group shall not meet in public and is not a decision making body and all discussions will be undertaken on a “without prejudice” basis to any formal consultation process and/or decision making by WSCC/ADC or Parish in respect of such sites/facilities. Members of the Advisory Group who may also have decision-making roles in relation to any formal applications etc. will need to seek legal advice so as not to prejudice their decision-making roles.

- Apart from reporting to the relevant Councils as an exempt report on the Advisory Group's views, the Advisory Group will also from time to time submit progress reports to the Local Plan Sub-Committee so that they are informed of issues/progress , and so that any necessary co-ordination with other regeneration projects can be facilitated.
- The Group can (& should be encouraged to) explore, discuss and make recommendations relating to the potential operational control and management of those public elements contained within the agreements. (eg Public Open Space, Playgrounds and Playspaces etc), and explore options and opportunities where flexibility and/or choices for amendments arise.
- The developers for each of the sites will be invited to all meetings to discuss progress, any issues in respect of implementation and infrastructure requirements / priorities. Through attendance at the Advisory Group there will be an opportunity for discussion but not negotiation with the developers.
- There is no defined timescale for the life span of the Advisory Group.

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ARUN DISTRICT COUNCIL

REPORT TO CABINET ON 21 SEPTEMBER 2020

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

REPORT AUTHOR: Nigel Lynn, Chief Executive
DATE: 10 August 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;
- (2) note the minutes and recommendations from the Coronavirus Recovery Working Party meetings held on 23 July 2020 and 8 September 2020 and identify any proposals it wishes to take forward.

1. BACKGROUND:

This report is divided into two main areas in the, now, usual manner. The first part provides an update on progress since the last Cabinet report of 20 July 2020 in relation to the Covid-19 response by the Council. The second part highlights the main themes discussed at the Covid-19 Recovery Working Party meetings which took place on 23 July 2020 and 8 September 2020. The minutes and any recommendations from these meetings will come to this Cabinet meeting for discussion and possible approval of any of the suggestions made by the Working Party.

Part one - Covid-19 update on the Council's response since the last Cabinet report on 20 July 2020

Welfare of Staff and Members

- 1.1.1. Restricted access to the civic buildings continues, with the majority of staff still working from home where they are able to, in line with Government guidance. Staff are permitted to return to the office from 27 July 2020 for 1 designated day a week sitting at an allocated desk, if they have agreed this with their line manager. The offices have been made Covid-secure and calculations for the volume of staff

permitted in the building, based on the 1 metre plus Government ruling, have been adhered to. One way routes through the building have been made and toilets are all unisex and only permit 1 user at a time. Plans for allowing staff to return to the office for more than 1 day a week is being considered by CMT in the future, with consideration being given to the safety and wellbeing of staff, Members and contractors.

The Council's Finances

1.1.2. The final picture regarding the Council's financial position will not be known until the emergency is over. The latest prediction, in our return to MHCLG is that the potential cost to the Council will be approximately £5m.

1.1.3. On 16 July 2020, Local Government Secretary Robert Jenrick confirmed allocations for individual councils from the £500 million of additional support for coronavirus-related spending pressures. The funding will help councils in England continue to deliver crucial frontline services, support those most in need and meet new spending pressures so they can deliver for residents.

1.1.4. Arun's confirmed allocation for the third tranche of funding is £264,767 as highlighted in the table below.

First Tranche of Covid-19 Funding	Second Tranche of Covid-19 Funding	Third Tranche of Covid-19 Funding	Total Covid-19 Additional Funding
£64,612	£1,609,640	£264,767	£1,939,019

1.1.5. On 23 July 2020, the Secretary of State for Business, Energy and Industrial Strategy (BEIS), Rt Hon Alok Sharma MP, has written to chief executives of billing authorities notifying them of his decision that the Small Business Grants Fund, the Retail, Hospitality and Leisure Grants Fund and the Discretionary Grants Fund should close by Friday 28 August (with all payments issued by 30 September 2020). The letter notes that local authorities have now made £10.76 billion grant payments to over 875,000 hereditaments, which equates to more than 92 per cent of those identified as in scope for the first two schemes. It also states that, once the final payments have been made on all schemes, it will be necessary for local authorities to return any unspent funds to BEIS. See below for the figures, as of 4.9.20 showing the amount received and paid for all three Funds:

Description	Amount received	Amount paid
	£	£
Business Support Grants Fund (SBGF) Retail, Hospitality and Leisure Business Grant Fund (RHLBG)	37,841,000	29,925,000

Local Authority Discretionary Grants Fund (Top-up to Local Business grant scheme)	1,539,000	1,525,000
Total	39,380,000	31,450,000

Communications

1.1.6. 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.

Homelessness

1.1.7. At the peak of the lock down period we offered 61 households emergency accommodation in line with government guidance and homeless people were housed in Butlins during the pandemic. During that period, 21 clients moved to more permanent accommodation. Of the remaining 40, we have provided more settled housing for 50 per cent of them and 50 per cent have chosen not to engage with the services offered. For those that have returned to their previous circumstances, we are working with partners and our out-reach teams to offer support where needed. Butlins re-opened its doors to the public on 24 July 2020. In preparation for this date, the housing team managed to home the remaining people in time for Butlins to re-open. The Council is very grateful for the partnership with Butlins to enable homeless people to be housed during the Coronavirus peak period.

1.1.8. On 18 July 2020, the Housing Secretary launched the Next Steps Accommodation Programme on 18 July 2020. Councils and their local partners can apply for funds from the government's Next Steps Accommodation Programme to cover property costs and support new tenancies for around 15,000 vulnerable people who were provided with emergency accommodation during the pandemic.

1.1.9. A total of £105 million is now available to ensure interim accommodation and support continues for those who need it and can be used to help people move into the private rented sector, extend or secure alternative interim accommodation or where possible help people to reconnect with friends or family.

1.1.10. In addition, first wave funding, totalling £161 million, is also available to provide 3,300 additional supported homes this year for those currently housed in emergency accommodation. This is part of a total of £433 million to provide 6,000 long term, safe homes for those in need.

1.1.11. Council officers will be looking into this further and taking the necessary actions.

Local outbreaks – local authority powers

- 1.1.12. The Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 came into force on Saturday 18 July. The new regulations give local and national government additional powers to stop local transmission of the virus.
- 1.1.13. These will allow them to restrict local public gatherings and events, and close local businesses premises and outdoor spaces.
- 1.1.14. The Department of Health and Social Care has published statutory guidance for Councils in England on what the new regulations allow them to do and how they should exercise those powers, how those powers should be enforced and guidance for those affected by local authority directions.
- 1.1.15. Council officers will be looking into this further and taking the necessary actions.

Parks & Open Spaces

- 1.1.16. From 4 July 2020 all playgrounds in the District reopened and these all have new signage which will include messages around social distancing.

Support to Local Businesses

- 1.1.17. The Business and Planning Bill proposes to make it easier for businesses serving food and drink such as restaurants, cafes and pubs to seat and serve customers outdoors, to assist them in managing social distancing to control the spread of Covid-19. The temporary pavement licences process introduces a streamlined consent route to allow businesses to obtain a licence to place temporary furniture, such as tables and chairs outside of cafes, bars and restaurants quickly.
- 1.1.18. As above, the Council has paid significant sums to local businesses by way of the three grant funds (Small Business Grants Fund, the Retail, Hospitality and Leisure Grants Fund and the Discretionary Grants Fund).
- 1.1.19. The reopening of the High Streets has gone smoothly and safely and no significant concerns have been reported. Customers are following guidelines and social distancing measures and shop owners have appreciated the support from wardens and the Council. The Community Information Officers (Wardens) have been extremely proactive in resolving some hot spots and pinch points in both busy locations.
- 1.1.20. Pier Road in Littlehampton has been closed temporarily to allow for social distancing in the area.
- 1.1.21. Cleansing continues at an advanced level including the regular cleaning of public seating/benches in Littlehampton due to high usage.

Leisure

1.1.22. Freedom Leisure opened its Leisure Centres in the District on 25 July 2020, in response to new Government guidance. Strict guidelines are being followed to ensure that the facilities are Covid-secure with booking systems, limited numbers and cleaning regimes.

Council Decision-Making

1.1.23. Since the last report to Cabinet on 20 July 2020, virtual Committee meetings have been held including:

- Full Council on 22 July 2020
- Covid Recovery Working Party on 23 July 2020
- Constitution Working Party on 17 August and 24 August 2020
- Overview Select Committee on 1 September 2020 – this meeting was provided with a Covid-19 Update and an extract of the Minutes in relation to this item is also attached
- Development Control on 2 September 2020
- Environment and Leisure Working Group on 3 September 2020
- Full Council on 16 September 2020

Part two – Covid-19 Recovery Working Party meetings on 23.7.20 and 8.9.20

1.1.24. Cabinet on 29 April, 1 and 22 June 2020 received detailed update reports on Covid-19. As part of its work in looking forward to the recovery stage of this pandemic, Cabinet agreed, at its meeting held on 22 June 2020, to establish this Working Party to investigate exactly how the Council should move forward into its recovery stage. It is recommended that this Working Party should continue to investigate five core themes that are being used by the Government Recovery Group, working with the Local Government Association (LGA) and the District Council Network (DCN) and County Council Network (CCN).

1.1.25. The core themes used by the Government for their “Recovery Cell” are set out below: The themes are the same as the Government’s Recovery Cell:

1. Business Communities, Sector and Innovation
2. Labour Markets, Unemployment and Skills
3. Visitor Economy and Rural Areas
4. Place Making, High Streets and City Centre
5. Green/Sustainable Recovery

1.1.26. The Covid Recovery Working Party held its first meeting on 2 July 2020 and on 20 July 2020, Cabinet Members noted the minutes from that meeting.

1.1.27. At the Covid Recovery Working Party meetings held on 23 July 2020 and 8 September 2020, Members of the Working Party were asked to consider the points raised at the last meeting, along with the added Officer comments and prioritise the future work to provide direction for Officers.

1.1.28. The minutes and recommendations from the Working Party meetings held on 23 July 2020 and 8 September 2020 are to be considered by this Cabinet meeting.

2. PROPOSAL(S):

Cabinet is requested to note the updates on actions taken thus far to respond to the crisis, and to note the minutes and recommendations from the Covid-19 Recovery Working Party meetings held on 23.7.20 and 8.9.20.

3. OPTIONS:

Not to support the actions taken or recommendations from the Covid-19 Recovery Working Party meetings held on 23.7.20 and 8.9.20.

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 final picture regarding the Council's financial position will not be known until the emergency is over. We predict that the potential cost to the Council could now be will be approximately £5m although the Council has received only £264,767 in the third tranche of funding, bringing the total Covid-19 funding received to just £1,939,019. Clearly the shortfall in funding against total costs to the Council will affect the Council's finances significantly going forward and therefore any proposed actions as a result of the Covid Recovery Working Party recommendations will need to be considered carefully.

7. REASON FOR THE DECISION:

For Cabinet to note the recommendations from the Covid-19 Working Party meetings of 23.7.20 and 8.9.20 and to note the ongoing recovery work of the Council.

8 EFFECTIVE DATE OF THE DECISION: 30 September 2020

9. BACKGROUND PAPERS:

[Arun Webpage - Covid-19](#)

[Cabinet report 1.6.20](#)

[OSC report 9.6.20](#)

[Cabinet report and minutes 22.6.20](#)

[Cabinet report and minutes 20.7.20](#)

[Covid-19 Recovery Working Party Minutes – 2 July 2020](#)

[Covid-19 Recovery Working Party Minutes – 23 July 2020](#)

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OVERVIEW SELECT COMMITTEE

1 September 2020 at 6.00 pm
Extract from the Minutes

170. COVID-19 UPDATE

The Group Head of Policy introduced this item in the absence of the Chief Executive and highlighted to the Committee that next update would be presented to Cabinet at their next meeting on 21 September 2020 and the minutes of this meeting would then be presented to the Overview Select Committee to be scrutinised at its next meeting on 6 October 2020. The reason that the process had seemingly changed was due to the additional Cabinet meetings that have been held and would be held at Members request due to the current and ongoing pandemic response and therefore meant that some meetings were out of sequence.

Cllr Bennett raised a situation that the Parish and Town Councils have found themselves in during this pandemic in that, they seemingly have been forgotten in terms of financial support during the Pandemic and there appears to be very little ongoing support emerging. He said that they were suffering massively with a lost income of £22k due to no government funding.

The Director of Place explained that it was the upper tier authorities that had been encouraged by the Government to provide and make available grants/funding for Parish and Town Councils, he explained there had been an announcement recently regarding supporting these areas also, however, it would need to be checked that this applied to Parish and Town Council's too.

Cllr Bennett advised that he had checked this information and confirmed that Town and Parish Council's had not been included within these regulations. The director of Place then reconfirmed that it was for the upper tier authorities to provide financial support to Parish and Town Councils.

The Chairman then raised his concern regarding the Track and Trace workload that had been handed down to local authorities, he wanted to know if there had been a briefing on this that had included the financial support to complete this work and also what would this additional work impose on staff workload. The Director of Place confirmed that the principal authority for track and trace is the County Council. He further advised that Arun would be working closely with them on this matter, stating that there were a lot of ongoing conversations in relation to operational needs and it should be noted that we are all learning as we go on this matter, there currently is no rule book, we are working in very unusual circumstances currently.

Cllr Tony Dixon asked the Director of Place to clarify if the cost to the Council was being estimated at £5 million pounds and was this a gross or net figure? The Director of Place confirmed that it was a net figure, but he would recommend to all Members to read the financial report being presented to Cabinet on 21 September for a more up to date picture on the financial situation for the Council.

Overview Select Committee - 1.09.20

Cllr Mrs Cooper asked if there was an ongoing piece of work on the Council's emergency plans in terms of the pandemic and was it being updated with what had been learnt so far? And could it be confirmed who and where this work was being completed? It was vital for Town and Parish Councils to be able to feed off, of Arun's Emergency Plan.

The Director of Place explained that the Council was very much focused on reacting to the current needs of the pandemic as well as planning for any possible second peak during the winter months and or possible local lockdowns. He suggested that maybe the time to scrutinise is not yet, and that it might be worth waiting until after we are through the winter months that we are fast approaching. It was then advised by the Committee Manager that the Environment and Leisure Working Group were meeting on Thursday 3 September 2020 and the agenda for that meeting contained an emergency planning update.

Cllr Dixon was invited by the Chairman to ask the final question on this item and he wanted to understand what the footfall of the high-street was, since the high-street had been reopened. The Director of Place advised that whilst he did not have specific figures, he could only speak from his own experience and felt that the footfall figures were quite mixed, in that some pockets of people were only going out once or twice a week and completing bigger shops, whereas there had also been reports from traders that other pockets of people had returned to a more normal way of shopping like we had seen prior to the pandemic.

Public Document Pack Agenda Item 15

Subject to approval at the next Covid-19 Recovery Working Party meeting

1

COVID-19 RECOVERY WORKING PARTY

23 July 2020 at 6.00 pm

Present: Councillors Bennett, Chapman (Chairman), Cooper, Mrs Cooper, Dendle, Mrs Haywood, Mrs Staniforth, Ms Thurston, Tilbrook (Vice-Chair) and Dr Walsh

Councillors were also in attendance for all or part of the meeting.

Apologies: Councillors

6. WELCOME

The Chairman welcomed Councillors and Officers to the meeting. He provided a brief summary of how the meeting would be conducted and the protocol that would be followed and how any break in the proceedings due to technical difficulties would be managed.

7. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

8. MINUTES

The minutes of the Working Party held on 2 July 2020 were approved by the Working Party as a correct record true record of the meeting and would be signed by the Chairman when the offices were reopened.

9. THE COUNCIL'S ECONOMIC RECOVERY FROM COVID-19

At its first meeting held on 2 July 2020, the Working Party agreed to investigate five core themes that are being used by the Government Recovery Group, working with the Local Government Association (LGA) and the District Council Network (DCN) and County Council Network (CCN). The core themes used by the Government for their "Recovery Cell" are set out below: The themes are the same as the Government's Recovery Cell:

1. Business Communities, Sector and Innovation
2. Labour Markets, Unemployment and Skills
3. Hospitality, Visitor Economy and Rural Areas
4. Place Making and High Streets
5. Green Sustainable Recovery

The Chairman explained that the working party would use Appendix A of the notes of the meeting held on 2 July as the agenda for this part of the meeting. Accordingly, he opened the discussion to discuss each of the five themes in turn.

1. Business Communities, Sector and Innovation

The Chief Executive briefed the meeting on the intention to investigate the approximately 3,500 contacts obtained under the recent Government Business Grants Scheme with the database on Arun Business Partnership (ABP) members in order to create a sound business directory for future contact and advice. Miriam Nicholls then briefed the meeting on the ABP, its aims and objectives and present membership. In answer to questions from members, Miriam explained some of the present constraints associated with the “static” nature of its website and the difficulty in getting venues of suitable size for meetings. Members expressed their desire that the resources available to the ABP should be sufficient to ensure that it was fit for purpose so that ABP could play an effective role in assisting the economic recovery of the District. It was generally felt that this could form the nucleus of the first recommendation to Cabinet. It was agreed that this point of discussion had been wide enough to absorb items 1.1, 1.2, 1.3, 1.4 and 1.6 in Appendix A of the report.

The Working Party then considered item 1.5, the Horticultural Sector which was a significant employer within the District. Members were disappointed to note that there had, so far, been no specific proposals from Central Government on support measures for this important sector of our local economy.

With regard to the hospitality sector (item 1.7 Appendix A) Members noted that this would be discussed under section 3 of the Appendix.

Under item 1.8 “Culture” Members noted the recent Government announcement of a support package amounting to £1.57bn.

Moving then to item 1.9, Green Business and making businesses more aware of Green issues; Members noted the recent announcements of Central Government regarding the injection of funds to reduce the carbon impact of insulation and heating in homes, commercial premises and public buildings.

At item 1.10, Buying Local, Members noted that whilst there had been encouraging developments in this activity during “lockdown” the real issue was the extent that this would be continued given the current pressure for large Supermarket chains for suppliers to cut contract prices by 10%.

Moving then to 1.11 and 1.12 “promoting opportunities to graduates and employment opportunities for young people”, the Working Party discussed ways in which liaison with providers of Higher and Further Education in the District could be strengthened. One potential opportunity was to conduct a “skills shortage survey” across employers using the ABP in order to establish how the recently announced extra funding for Skills Academies and the “Kickstart Scheme” might be used most

effectively. This might form the basis for a recommendation to Cabinet. For future meetings this item will be amalgamated with Section 2, Labour Markets, Unemployment and Skills.

2. Labour markets, Unemployment and Skills

Cllr. Bennett re declared his interest in student accommodation.

The Working Party noted the discussion already taken under 1.7 above.

A Member raised the issue of Arun offering apprenticeship opportunities to young people. After discussion this was widened to include “internships” and might form the basis for a recommendation to Cabinet.

It was noted that significant local employment opportunities could follow the rollout of the Government scheme on “green” insulation and heating for homes, business premises and public buildings. It was noted that Arun had only recently upgraded gas heating in its properties and scope for “greening” our housing stock was, therefore, potentially limited. Nonetheless this might form the basis for a recommendation to Cabinet.

3. Hospitality/Visitor Economy and Rural Areas

The Working Party noted the recent announcement by the Chancellor that VAT would be temporarily reduced from 20% to 5% and the introduction of “eat out” vouchers.

On the strengthening of the hospitality sector and the visitor economy Members discussed the possibility of promoting the construction of more self-catering units for individuals and families. After discussion it was agreed that this would form the basis for a recommendation to Cabinet.

Under “not spots! (item 3.3), the Chief Executive informed the meeting that there were no “not spots” in the District and this item was therefore deleted from the schedule. However, previous discussion of item 3.3, students from disadvantaged backgrounds had suggested that the local Education Authority (WSCC) should be approached as to the plans to continue with the supply of IT equipment to qualifying students. After further discussion the working party agreed that this might form the basis for a recommendation to Cabinet.

On “package bundles” (Item 3.4) to make Arun more attractive to visit it was noted that this work was already in train through Experience West Sussex.

Transport links and discounts for public transport were discussed under item 3.5 of Appendix A. Members felt that there should be a recommendation to Cabinet to

Covid-19 Recovery Working Party - 23.07.20

“engage” with WSCC so that rural isolation issues could be better addressed for the economic and social benefit of disadvantaged and vulnerable elderly residents.

Under item 3.6, the Working Party then discussed the possibility of promoting a more localised form of AirBnB. It was agreed that further work was needed on this and it might form the basis for a recommendation to Cabinet.

The item at 4.5 of the Appendix (Sussex by the Sea) was then discussed under Section 3 as it was considered to be more appropriate under this section. The Chief Executive briefed on the meeting on the background to “Sussex by the Sea.” After discussion it was agreed that this would form the basis for a recommendation to Cabinet.

4. Place Making, High Streets

On items 4.1 and 4.2 of Appendix A it was noted that there was nothing to add at this time.

Item 4.3 the “Belgian Model” was briefly discussed and it was thought that this might form the basis for a recommendation to Cabinet and see also 4.4 below.

On item 4.4, an addition was introduced so that it included “having more restaurants that are sea facing in order to take advantage of our location”. It was also noted that the District had carried out considerable work on the potential “Zoning” of the sea fronts at Bognor Regis and Littlehampton and the Working Party expressed interest in gaining a better understanding of the potential benefits arising from the work. It was agreed that Denise Vine would be asked to circulate a briefing note to Members.

Item 4.5 (Sussex by the Sea) had been moved into Theme 3, item 3.5 above.

On item 4.6 and 4.8 building property in town centres and planning roles, Karl Roberts provided an update on current proposals from Central Government to ease or abolish planning restrictions/procedures. Future progress might be directed to consideration of these issues by the Planning Policy Sub Committee via a recommendation to Cabinet.

Item 4.9 concerned links to Experience West Sussex details of which had been circulated to the Working Party.

Items 4.10 and 4.11 covered improvements to High Streets and Town Centres. The salient issue that emerged was the need to maintain a “community hub” facility and in villages to explore, with Parish Councils, the possibility of maintaining hubs based around Village halls. One of the critical success factors would be the use of electronic media for inbound/outbound communication and one Member expressed reservations about local abilities to do this given that not all villages had access to “silver surfers.” The Chairman undertook to look further into this and report to her outside the meeting.

On the need to provide shelter for rainy days when queuing was necessary one Member expressed her absolute opposition to the provision of “poncho’s.”

5. Green/Sustainable Recovery

Under item 5.1 solar panels on properties, it was noted that the Government proposal also now covered the provision of carbon neutral insulation and heating to social housing. The recent upgrade to gas heating in the District’s housing stock meant that this would require detailed consideration.

On the electrical vehicle strategy (item 5.2), Members noted the recent decision of Cabinet to commit to the WSCC Strategy on provision of charging points for electrically propelled vehicles. It was also noted that when the Sustainability Manager was in place an action plan would be created to speed up the delivery of a green, carbon neutral, plan for the District including the provision of electric vehicles within the Arun fleet. This might also feature in a recommendation to Cabinet.

In discussing the sustainability of new houses (5.3), Members expressed the need to design new build to cater for a “design for life” so that as the population aged people to retain mobility and utility in their homes without the need for major alteration. More work was needed on this.

For item 5.4, discussion focussed on obtaining synergy from the various bio-diversity groups across the District. Philipps Dart had provided a list of groups. After discussion it was agreed that the means of obtaining better synergy might form the basis of a recommendation to Cabinet. It was also noted under 5.11 that cash flow should not impede our ability to encourage close working between these groups.

It was agreed that item 5.9 on geothermal boreholes would not be progressed further and neither would 5.10 on grants to the public.

10. DATE OF NEXT MEETING

The Working Party decided that a further meeting was needed in order to finalise recommendations to Cabinet on 21 September 2020. After discussion it was agreed that the meeting would take place on Tuesday, 8 September at 6.00 pm.

The Chairman closed the meeting and thanked Members and Officers for their input.

Subject to approval at the next Covid-19 Recovery Working Party meeting

6

Covid-19 Recovery Working Party - 23.07.20

(The meeting concluded at 8.00 pm)

Public Document Pack Agenda Item 16

Subject to approval at the next Housing & Customer Services Working Group meeting

1

HOUSING & CUSTOMER SERVICES WORKING GROUP

21 July 2020 at 6.00 pm

Present: Councillors Bennett (Chairman), Mrs Pendleton (Vice-Chair), Mrs Cooper, Mrs Haywood, Hughes and Ms Thurston

Councillors Bicknell and Mrs Gregory were also in attendance for all or part of the meeting.

Apologies: None

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTES

The Minutes of the meeting held on 6 February 2020 were approved as a correct record by the Working Group and will be signed by the Chairman as soon as practicably possible.

3. START TIMES

The Working Group

RESOLVED

That the start times of meetings for the remainder of 2019/20 be 6.00 p.m.

4. CUSTOMER SERVICES ANNUAL UPDATE

The Customer Services Manager introduced her report and gave the Working Group an overview of its detail for the last financial year. Arun Direct the Council's telephony service sees the team dealing with 10 different types of enquiries, for face to face customers the team provide a general enquiries service at both the Littlehampton Civic Office and Bognor Town Hall receptions as well as providing support for housing enquiries. Work is currently taking place on the customer access strategy alongside the digital strategy as it is a key part of improving the Councils services for customers.

During the last year a total number of calls dealt with was 169,463 which was decrease on the previous year's figures. This was assumed to be due to the improvements in the online self-serve services. A total of 37,620 customers visited reception services at both the Civic Centre and Bognor Regis Town Hall. As a result of the Covid-19 pandemic the offices were closed, only allowing service for any person presenting as homeless. A review was now being completed of future access to services provided as a result of the closure. A high

number of visits to the website showed that this method is by which, most customers access the Council services. In particular last year saw the Election pages have a significant increase from 43,187 in 2018/19 to 74,642 in 2019/20. This was due to the local Elections in May 2019 and the General Election in December 2019.

The Chairman thanked the team for the report and expressed thanks to the entire customer services teams for all their continued hard work.

The Working Group noted the report update.

5. FIRE POLICY & MANAGEMENT PLAN

The Repairs and Maintenance Manager introduced his report to the Working Group. It was explained that a Fire Safety Policy and Management Plan had been compiled that would enable the Council to comply with regulations and manage fire risk for all its properties and it clearly sets out the Council's responsibilities and the responsibilities of any Council contractors.

There were questions raised regarding the 'Stay Put' policy and whether this was the best advice. It was explained that the strategy for escape was driven by the Fire risk assessments that had been completed which comprised of several different factors. It was also explained that there are Fire Doors in place to help stop/delay the spread of Fire.

The Working Group recommend to Cabinet that;

- 1) the Fire Safety Policy 2020 be adopted
- 2) the Fire Safety Management Plan 2020 be adopted
- 3) delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the policy and plan

6. VOID LETTABLE STANDARD 2020

The Repairs and Maintenance Manger introduced his report to the Working Group. It was explained that the standard enables the Council to comply with health and safety and security requirements, it provides clarity to contractors on the expected performance from them and provides value for money.

The Working Group recommend to Cabinet that;

- 1) the Void Lettable Standard 2020 be adopted
- 2) delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the standard

7. HEALTH & SAFETY UPDATE

The Group Head of Residential Services introduced her report to the Working Group. She explained that the update set out the progress being made against in respect of health and safety compliance.

Members will remember that in 2018 it was determined by the regulator that the Council could not demonstrate that it could meet its statutory duties. An improvement plan was implemented, and highlighted four major themes that needed attention;

- 1) Systems – systematic approach to health and safety
- 2) Policy and procedures
- 3) Data – is it robust
- 4) Performance monitoring

For the last 18 months the Council had been providing monthly updates to the regulator and it will continue to do so. In respect of the progress that had been made, you see from the report that the Council is making significant progress to ensure that we are on the road to full compliance, from implementation of a new centralised data system to enable improved reporting, to the ongoing restructure of the housing service, additionally the Council had now mobilised contracts across all 7 disciplines in respect of Health and Safety regulations.

The Working Group asked several questions in relation to when it would be expected that the regulator would deem the Council as compliant and therefore no need to report to them so frequently. It was explained that currently the expectation based on the current progress made and the independent review suggest that it would be August 2021, the Council would be in a position to sign off with the regulator.

There was also concern raised in relation to any special provisions to be made for properties with multiple occupation/sheltered housing schemes and the communal areas that were closed due to Covid-19 pandemic and Government restrictions that were put in place. It was explained that the plan now, in line with the easing of Government restrictions was that these facilities were being phased back in.

The Working Group congratulated the Group Head of Residential Services for her team's dedication and hard work particularly throughout this pandemic.

The Working Group noted the report update.

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8. REPORT BACK FROM CABINET/FULL COUNCIL

The Chairman referred Members to the Agenda sheet for this item, and asked Members to note the recommendations put forward by the Working Group, in its last meeting on 6 February 2020 to the Cabinet. At the Cabinet meeting on 9 March 2020 these were all approved.

9. WORK PROGRAMME 2020/2021

The Group Head of Neighbourhood Services presented the Work Programme for 2019/20 to members.

The Working Group

RECOMMEND TO FULL COUNCIL

That the Housing & Customer Services Working Group Work Programme for 2019/20 be approved.

(The meeting concluded at 6.30 pm)

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