

**ARUN DISTRICT COUNCIL**

**DECISION NOTICES FROM THE MEETING HELD ON  
MONDAY 19 OCTOBER 2020**

<b>REF NO.</b>	<b>DECISION</b>
C/018/19102020	The Council's Future Financial Issues
C/019/19102020	Response to the Planning White Paper – Planning for the Future
C/020/19102020	Engineering Services Annual Review
C/021/19102020	Public Space Protection Order (PSPO) – Dog Controls
C/022/19102020	Renewal of the Maintenance Contract for the HR/Payroll IT System
C/023/19102020	Supplementary Estimate for the Procurement and Award of a New Housing Management IT System
C/024/19102020	The Council's Response to the Covid-19 Pandemic Situation
C/025/19102020	Standards Committee – 24 September 2020 – New Social Media Guidance for Councillors

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00  
A.M. ON 28 OCTOBER 2020 UNLESS  
THE CALL-IN PROCESS IS APPLIED**

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

They will need to:

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

REFERENCE NO: C/018/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> THE COUNCIL'S FUTURE FINANCIAL ISSUES	
<b>OFFICER CONTACT:</b> Nigel Lynn – Chief Executive Tel: 01903 737600 Email: nigel.lynn@arun.gov.uk	

**EXECUTIVE SUMMARY:**

The Council's 151 Officer has provided various reports over recent months highlighting the Council's current financial position and the scale of our financial issues for the future. Whilst acknowledging the lack of clarity (due to various uncertainties), this report provides an update on possible financial measures to help future deficits.

Officers request that Cabinet considers the items identified and advise on the way forward.

**DECISION:**

Cabinet

RESOLVED

That the report be noted and Officers be instructed to proceed with each proposal.

**REASON FOR THE DECISION:**

To enable Officers to investigate a series of measures to reduce the Council's revenue budget.

**OPTIONS CONSIDERED BUT REJECTED:** To suggest alternative proposals

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:** None

REFERENCE NO: C/019/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b>	RESPONSE TO THE PLANNING WHITE PAPER - PLANNING FOR THE FUTURE	
<b>OFFICER CONTACT:</b>	Neil Crowther – Group Head of Planning Tel: 01903 737839 Email: neil.crowther@arun.gov.uk	

**EXECUTIVE SUMMARY:**

On 6 August, the Government published a White Paper – Planning for the Future – for consultation. The consultation period expires on 29 October 2020.

Consultation description:

*‘The Planning for the future consultation proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed’.*

**DECISION:**

Cabinet

RESOLVED

To note the contents, of and proposals, within the White Paper, and agree to the responses to the consultation questions contained with Appendix 1, with the comments raised at the meeting being added to the responses by the Group Head of Planning in consultation with the Cabinet Member for Planning.

**REASON FOR THE DECISION:**

The Council should respond to such consultation containing such fundamental changes.

**OPTIONS CONSIDERED BUT REJECTED:**

To either amend the response or to submit no response.

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:** None

**REFERENCE NO: C/020/19102020**

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: ENGINEERING SERVICES ANNUAL REVIEW</b>	
<b>OFFICER CONTACT:</b> Roger Spencer – Engineering Services Manager Tel: 01903 737812 Email: roger.spencer@arun.gov.uk	

**EXECUTIVE SUMMARY:**

This report is presented as an update on the Council's Engineering Service Area and explores the issues addressed in the preceding year and outlines matters that have arisen, or are foreseen for the coming year, across the service area.

Specific matters relating to the Pagham coastal defences, River Arun Internal Drainage Board, Community Flood Fund and Defra/Environment Agency recently published document are included. This report also recommends that the Council considers designating a Coastal Change Management Area.

The report also seeks to request future budgetary provision for a number of these matters particularly proposed future expenditure at Pagham and a continuation of the Community Flood Fund.

**DECISION:**

Cabinet

RESOLVED - That

- (1) The report be noted;
- (2) the contributions from the Community Flood Fund noted at Paragraph 1.4.3 be approved;
- (3) a £50,000 'top-up' to the Community Flood Fund in the 2021/22 Budget be endorsed;
- (4) Support be given to the Council making a bid to the Defra/EA Innovative Flood and Coastal Resilience Programme;
- (5) the inclusion of £50,000 in each of 2021/22 and 2022/23 to be available for the purpose of beach material recycling at Pagham beach be endorsed;
- (6) the use of the Community Flood Fund to supplement the Coast Protection revenue budget, subject to approval in accordance with the scheme of delegation, not to exceed a total of £50,000 per annum be approved;
- (7) the Engineering Services Manager be given authorisation to undertake the necessary preparatory work relating to the three new schemes shown within Appendix 1 to the report, and to make funding applications to the Environment Agency; and
- (8) authorisation be given to Officers to enter discussions regarding new arrangements relating to the River Arun Internal Drainage Board in accordance with paragraph 1.10.5 of the report.

Cabinet also

**RECOMMEND TO FULL COUNCIL**

- (9) to approve a supplementary estimate of £30,000 (which equates to a band D equivalent of £0.48) with underspends carried forward to future financial years, to investigate the introduction of a Coastal Change Management Area.

**REASON FOR THE DECISION:**

To ensure resources are used sustainably to manage flood and erosion risk in the District.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to accept the Report

**Community Flood Fund**

Not to approve the proposed scheme contributions (para 1.4.3) – the effect being that the schemes would be unlikely to proceed.

Not to make any further contributions and use up the fund over time (this removing the ability to make PF contributions and probably not see schemes progress);

Replenish and keep to previous target level (i.e. £750,000) by two further annual contributions of £250,000;

Replenish at an alternative level (higher or lower) with annual contributions greater or less than £250,00 – perhaps set annually as part of the budget setting process.

Not to approve the concept of using Community Flood Fund to augment the coast protection Revenue budget – the effect would be to allow the continued decline in the condition of the Council's coastal defence assets

Augment the coast protection Revenue budget by some other means

Not approve the investigation into the formation of a Coastal Change Management Area – this would lead to uncertainty regarding the unsustainable situation and a greater risk to life and property

Not to approve the new schemes within the proposed Coast Protection Capital Programme – the effect would be that there would be an increased risk of erosion and /or flooding to the areas concerned.

**River Arun Internal Drainage Board**

Instruct officers to negotiate the terms of any future Board funding based around the current funding arrangement, whereby there is an unbalanced geographic contribution/spend arrangement.

Instruct officers to negotiate the terms of any future Board that excluded Arun District involvement.

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S)  
RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:** None

REFERENCE NO: C/021/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b> PUBLIC SPACE PROTECTION ORDER (PSPO) - DOG CONTROLS		
<b>OFFICER CONTACT:</b> Nat Slade – Group Head of Technical Services Tel: 01903 737683 Email: nat.slade@arun.gov.uk		

**EXECUTIVE SUMMARY:**

This report informs Cabinet of the findings of a public consultation exercise to review the existing Public Spaces Protection Order (PSPO) Dog Controls which expires in October 2020 and recommends to Cabinet options for a new PSPOs to be effective from 6 November 2020.

**DECISION:**

Cabinet

**RESOLVED**

- (1) to adopt the proposed Public Space Protection Orders, to be effective from 6 November 2020;
- (2) the proposed Public Space Protection Orders be as shown in **Appendix A** – as:
  - a. The Fouling of Land by Dogs.
  - b. Dogs on Leads by Direction.
  - c. Dogs Exclusion.
  - d. Dogs on Leads.

**REASON FOR THE DECISION:**

To mitigate the expiration of Arun's current PSPOs by implementing new Orders which take into account the outcomes of a comprehensive consultation exercise, meet the needs of the district and enables the Council and partners to reduce anti-social behaviour from dogs and improve community safety.

**OPTIONS CONSIDERED BUT REJECTED:**

Alternative options available:

- Adopt the proposed PSPOs, effective from a later date
- Amend the proposed PSPOs and adopt
- Not to adopt PSPOs for dog controls. This will result in the current Orders expiring and being discharged leaving no PSPOs in place within the District and not have any dog controls to tackle anti-social behaviour and nuisance.

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN**

**RESPECT OF THIS DECISION: NONE**



**REFERENCE NO: C/022/19102020**

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		<b>NO</b>
<b>SUBJECT:</b>	RENEWAL OF THE MAINTENANCE CONTRACT FOR THE HR/PAYROLL IT SYSTEM	
<b>OFFICER CONTACT:</b>	Karen Pearce – Human Resources Manager Tel: 01903 737807 Email: karen.pearce@arun.gov.uk	

**EXECUTIVE SUMMARY:**

The maintenance contract for the Council's HR/Payroll IT system (SumTotal) is due for renewal. The Council has the option of agreeing an ongoing 'evergreen' maintenance contract without undertaking a tender process as permitted by Regulation 32(2)(b) of the Public Contract Regulations 2015.

**DECISION:**

Cabinet

RESOLVED - That

- (1) the renewal of the maintenance contract for the HR/Payroll IT system with SumTotal, on an 'Evergreen' basis, subject to the procurement requirements being met, as set out below; be agreed and
- (2) delegated authority be given to the Group Head of Corporate Support to sign and enter into the renewal contract on behalf of the Council.

**REASON FOR THE DECISION:**

The award of Contracts above the European tender threshold requires Cabinet approval.

**OPTIONS CONSIDERED BUT REJECTED:**

1. To agree to the renewal of the maintenance contract for the HR/Payroll IT system with SumTotal for a period of one year, accepting a 5% increase in cost and uncapped increase in future costs.
2. To procure a new HR/Payroll system, however, this is likely to be expensive, there is no in-house project management support available and probably unachievable in the timescale available.
3. To do nothing. However, this would leave the Council without any product support for a business-critical system, a situation which would become untenable very quickly.

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:** None

REFERENCE NO: C/023/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b>	SUPPLEMENTARY ESTIMATE FOR THE PROCUREMENT AND AWARD OF A NEW HOUSING MANAGEMENT IT SYSTEM	
<b>OFFICER CONTACT:</b>	Karen McGreal – Business Improvement Manager and Satnam Kaur – Group Head of Residential Services Tel: 01903 737718 Email: <a href="mailto:kare.McGreal@arun.gov.uk">kare.McGreal@arun.gov.uk</a> and <a href="mailto:Satnam.Kaur@arun.gov.uk">Satnam.Kaur@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

This report provides a budgetary update in respect of the procurement and award of a new Integrated Housing Management IT System contract for a period of four years. The project is anticipated to cost c£600k.

In order to commence the project in the current financial year a Housing Revenue Account (HRA) supplementary capital estimate of £160k and a virement of £240k from within existing 2020/21 HRA budgets is requested. Provision will be made in the 2021/22 Housing Revenue Account budget for the £200k balance.

**DECISION:**

Cabinet

**RECOMMEND TO FULL COUNCIL**

The approval of a Housing Revenue Account supplementary estimate of £160k (which equates to a weekly rent of 92p per dwelling) for the costs associated with the procurement and implementation of a new integrated housing management IT system.

Cabinet

**RESOLVED – That**

- (1) the virement of £240k be approved from existing budgets - £140k from capital budget x 25 and £100k from revenue contingency underspend;
- (2) the procurement and award of a 2+1+1 Contract be approved to a total value of £500k (inclusive of maintenance and support costs\_ of a new Integrated Housing Management System, subject to Full Council approving the above supplementary estimate;
- (3) the ongoing maintenance and support costs for the new system of £50k of which £15k is accounted for within existing budgets be noted.

**REASON FOR THE DECISION:**

To enable services to continue to be provided to our council housing tenants and leaseholders through the provision of a modern integrated housing management system and to regularise the budget position.

**OPTIONS CONSIDERED BUT REJECTED:** To not approve the supplementary estimate, virement or contract award. However, this is not considered to be a viable option. The current contract expires in November 2021 and the system limitations have shown it is not possible to meet our business requirement or our tenant and leaseholders' expectations of

a modern interactive housing service.

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S)  
RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN  
RESPECT OF THIS DECISION: None**

REFERENCE NO: C/024/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION	
<b>OFFICER CONTACT:</b> Nigel Lynn – Chief Executive Tel: 01903 737600 Email: <a href="mailto:nigel.lynn@arun.gov.uk">nigel.lynn@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

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

**DECISION:**

Cabinet

RESOLVED to:

- (1) note the actions taken to date;
- (2) note that following the discussion at Cabinet on 21 September 2020 in relation to the recommendations from the Covid-19 Recovery Working Party held on 8 September 2020, the Chief Executive will present a report to Cabinet on 16 November which will prioritise the recommendations and identify any costs.

**REASON FOR THE DECISION:**

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

**OPTIONS CONSIDERED BUT REJECTED:** None – further details were requested

**CABINET MEMBER(S):**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

None

**DISPENSATIONS GRANTED :**

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:** None

REFERENCE NO: C/024/19102020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b> STANDARDS COMMITTEE - 24 SEPTEMBER 2020 - NEW SOCIAL MEDIA GUIDANCE FOR COUNCILLORS		
<b>OFFICER CONTACT:</b> Nigel Lynn – Chief Executive Tel: 01903 737600 Email: <a href="mailto:nigel.lynn@arun.gov.uk">nigel.lynn@arun.gov.uk</a>		

<b>EXECUTIVE SUMMARY:</b> This report seeks the views of the Standards Committee relating to a new Social Media Guidance document for Councillors. It is open to Standards Committee to recommend that Cabinet endorse the Guidance in whole, or with amendments.	
<b>DECISION:</b> Cabinet  RESOLVED  That the Social Media Guidance for Councillors be referred back to the next meeting of the Standards Committee for further discussion.	
<b>REASON FOR THE DECISION:</b> To debate further sections of the guidance	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> None	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	N/A
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

