

**ARUN DISTRICT COUNCIL**

**DECISION NOTICES FROM THE MEETING HELD ON  
MONDAY 14 DECEMBER 2020**

<b>REF NO.</b>	<b>DECISION</b>
036/14122020	Urgent Decision – Representation on the Littlehampton Harbour Board
037/14122020	Financial Support to Leisure Operating Contract
038/14122020	The Council's Response to the Covid-19 Pandemic Situation
039/14122020	The Greater Brighton Economic Board – Draft Covid-19 Sustainable Recovery Plan
040/14122020	Standards Committee – 3 December 2020 – Recommendations
041/14122020	Planning Review Working Party – 8 December 2020 – Recommendations
042/14122020	Housing & Customer Services Working Group – 5 November 2020 – Recommendations
043/14122020	Overview Select Committee – 1 December 2020 - Recommendation

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00  
A.M. ON WEDNESDAY, 23 DECEMBER 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/036/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b> URGENT BUSINESS – REPRESENTATION ON LITTLEHAMPTON HARBOUR BOARD		
<b>OFFICER CONTACT:</b> Solomon Agutu – Locum Lawyer Tel: 01903 737611 Email: Solomon.agutu@arun.gov.uk		

**EXECUTIVE SUMMARY:**

To confirm that the current vacant seat on the Littlehampton Harbour Board has been filled by Councillor Dr Walsh.

**DECISION:**

The Cabinet

**RESOLVED**

That it be noted that Councillor Dr Walsh be confirmed as this Council's nominated Outside Body representative on the Littlehampton Harbour Board, filling the current vacant seat.

**REASON FOR THE DECISION:**

The decision has been made in line with constitutional requirements from both sides, Arun District Council and the Littlehampton Harbour Board.

**OPTIONS CONSIDERED BUT REJECTED:**

To not fill the vacancy at this time.

**CABINET MEMBER(S):**

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

None

**DISPENSATIONS GRANTED :**

None

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

REFERENCE NO: C/037/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> FINANCIAL SUPPORT TO LEISURE OPERATING CONTRACT	
<b>OFFICER CONTACT:</b> Robin Wickham – Group Head of Community Wellbeing Tel: 01903 737835 Email: Robin.Wickham@arun.gov.uk	

**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. The purpose of this report was to set out the current situation with recommendations for the period January to March 2021.

**DECISION:**

The Cabinet

**RESOLVED**

That approval be given to making a bid to the National Leisure Relief Fund towards the operating support costs paid to Freedom Leisure; and

The Cabinet

**RECOMMEND TO FULL COUNCIL**

That approval be given for a supplementary estimate for a sum of up to £177,740 (Band D equivalent of £2.86) to support the Council's leisure operating contract from January to March 2021 (Quarter 4).

**REASON FOR THE DECISION:**

To safeguard the Council's leisure operating contract and to serve the health and wellbeing needs of the community.

**OPTIONS CONSIDERED BUT REJECTED:**

**CABINET MEMBER(S):**

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

None

**DISPENSATIONS GRANTED :**

None

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

**REFERENCE NO: C/038/14122020**

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

**EXECUTIVE SUMMARY:**

To update the Cabinet on the Council's response to the pandemic situation and possible proposals for economic recovery.

**DECISION:**

The Cabinet

RESOLVED

To note the actions taken to date.

**REASON FOR THE DECISION:**

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

**OPTIONS CONSIDERED BUT REJECTED:**

To request further information.

**CABINET MEMBER(S):**

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

None

**DISPENSATIONS GRANTED :**

None

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

REFERENCE NO: C/039/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b> THE GREATER BRIGHTON ECONOMIC BOARD - DRAFT COVID-19 SUSTAINABLE RECOVERY PLAN		
<b>OFFICER CONTACT:</b> Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk		

<b>EXECUTIVE SUMMARY:</b>	
<b>DECISION:</b>  That the Greater Brighton Economic Board Sustainable Recovery Plan and Arun District Council's commitment to this be noted with the observation added that the Greater Brighton Economic Board be made aware that the Council would like to see greater reference in the future to electricity generation by sustainable means to include, wind, tidal and hydro in the Greater Brighton area.	
<b>REASON FOR THE DECISION:</b> For Cabinet to note the Greater Brighton Economic Board Sustainable Recovery Plan and Arun District Council's commitment to this.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> To request further information and defer this report.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

REFERENCE NO: C/040/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> STANDARDS COMMITTEE - 3 DECEMBER 2020	
<b>OFFICER CONTACT:</b> Solomon Agutu – Locum Lawyer Tel: 01903 737611 Email: <a href="mailto:Solomon.Agutu@arun.gov.uk">Solomon.Agutu@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

Having sought the further views from the Standards Committee at its meeting held on 3 December 2020, Cabinet was now being asked to approve the new Social Media Guidance for Councillors.

**DECISION:**

The Cabinet

RESOLVED – That

- (1) The new Social Media Guidance for Councillors, as amended by the Standards Committee, be endorsed, replacing the previous version endorsed by Cabinet on 31 May 2016; and
- (2) Authorisation be given to the Acting Monitoring Officer to make any consequential changes arising from the adoption of a new Members' Code of Conduct.

**REASON FOR THE DECISION:**

To provide updated guidance to Councillors as to how to approach social media communications and how the Code of Conduct may apply to those communications.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to endorse the new Social Media Guidance for Councillors.

**CABINET MEMBER(S):**

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

None

**DISPENSATIONS GRANTED :**

None

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

REFERENCE NO: C/041/14122020

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: PLANNING REVIEW WORKING PARTY		
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: <a href="mailto:Nigel.Lynn@arun.gov.uk">Nigel.Lynn@arun.gov.uk</a>		

**EXECUTIVE SUMMARY:**

The Planning Review Working Party considered the Recommendations within the Planning Review report that related to Members and Members/Officers (only) so that it could agree a set of recommendations to be considered to be taken forward and approved by Cabinet.

**DECISION:**

The Cabinet

RESOLVED

That the terms of reference for the Planning Review Working Party be amended to read:

To consider the findings and examine the recommendations from the Planning Review (when presented) **to only include those that relate to Members, not Officers** so that the Council can agree which recommendations it wants to accept and establish a monitoring process to ensure that recommendations are followed through. The Working Party will report to Cabinet, who will report to Full Council.

The Cabinet

RESOLVED – That

- (1) A further meeting of the Planning Review Working Party be convened for February 2021; and
- (2) That the list of recommendations from the Planning Review Report, as attached to the report as Appendix A, be pursued with the exception of the amendments made at the meeting – being that:
  - Recommendation 52 (i) [Amend the ‘call-in’ procedure to require the planning reason to be agreed by the Director of Place, in consultation with the Chair] be removed along with points 3, 4 and 5, as set out in Appendix A; and
  - Recommendation 58 be referred back to the next meeting of the Planning Review Working Party for further consideration.

**REASON FOR THE DECISION:**

To allow the Working Party to present to Cabinet a list of recommendations to consider from the Planning Review.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to approve the list of recommendations presented or to make further amendments.

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

None

**DISPENSATIONS GRANTED :**

None

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



REFERENCE NO: C/042/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>		NO
<b>SUBJECT:</b>	HOUSING AND CUSTOMER SERVICES WORKING GROUP - 5 NOVEMBER 2020	
<b>OFFICER CONTACT:</b>	Satnam Kaur – Group Head of Residential Services Tel: 01903 737740 Email: <a href="mailto:Satnam.Kaur@arun.gov.uk">Satnam.Kaur@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

To consider a range of recommendation from the Housing & Customer Services Working Group held on 5 November 2020.

**DECISION:**

**Minute 12 – Additional and Selective Licensing Schemes for Houses in Multiple Occupation**

The Cabinet

RESOLVED

That Officers continue to research and gather further evidence to help support whether additional HMO Licensing (Housing Act 2004, s.56-60) or selective licensing of the private rented sector (Housing Act 2004, s 80-84) is justified.

The Cabinet also

RECOMMEND TO FULL COUNCIL

That approval be sought for a supplementary estimate of up to £20,000 (which equates to a Band D Council Tax equivalent of £0.32) to commission the services and expertise to undertake the appropriate research and collation of data in order to support whether additional HMO Licensing or selective licensing of the private rented sector is justified.

**Minute 14 – Water Hygiene Policy and Management Plan**

The Cabinet

RESOLVED – That

- (1) The Water Safety Policy 2020 be adopted; and
- (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 Policy and Plan.

## **Minute 15 – Gas Safety Policy and Management Plan**

The Cabinet

RESOLVED – That

(1) The Gas Safety Policy – October 2020 be approved; and

(2) Delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services and the Chairman and Vice-Chairman of the Housing & Customer Services Working Group to make minor changes to the Policy.

### **REASON FOR THE DECISION:**

To gain Cabinet approval to recommendations made at the meeting of the Housing & Customer Services Working Group held on 5 November 2020.

### **OPTIONS CONSIDERED BUT REJECTED:**

No alternative options were agreed as all of the recommendations were approved.

### **CABINET MEMBER(S):**

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

None

### **DISPENSATIONS GRANTED :**

None

### **CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:**

REFERENCE NO: C/043/14122020

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> OVERVIEW SELECT COMMITTEE - 1 DECEMBER 2020	
<b>OFFICER CONTACT:</b> Satnam Kaur – Group Head of Residential Services Tel: 01903 737630 Email: <a href="mailto:Satnam.Kaur@arun.gov.uk">Satnam.Kaur@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

A report was submitted to the Council Tax Reduction Working Party for its meetings held on 17 November 2020 which provided Working Party Members with an update on the Local Council Tax Reduction Scheme (LCTRS) for April 2020 – March 2021 (Year 8) and the options for consideration for the 2021/22 LCTRS. (Year 9).

The Working Party then made a recommendation to Cabinet to consider to then forward onto Full Council.

**DECISION:**

The Cabinet

RECOMMEND TO FULL COUNCIL

That Option 2 [to retain the current scheme for 2021 in respect of the Council Tax Reduction Scheme but to allow for an increase in the income banding] be approved.

**REASON FOR THE DECISION:**

To meet the requirements of the Welfare Reform Act 2012 and the Local Government Finance Act 2012 in that it abolished the national council tax benefit (CTB) scheme and put in place from 1 April 2013 a framework for local authorities to create their own local council tax reduction (LCTRS) schemes.

It is an annual requirement to consider if the Council wishes to amend its scheme in place.

**OPTIONS CONSIDERED BUT REJECTED:**

To not accept the recommendation from the Council Tax Support Working Party.

**CABINET MEMBER(S):**

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

None

**DISPENSATIONS GRANTED :**

None

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

