

## ARUN DISTRICT COUNCIL

### DECISION NOTICES FROM THE MEETING HELD ON MONDAY 8 FEBRUARY 2021

REF NO.	DECISION
C/050/08022021	Urgent Business – Officer Decision Taken During the Coronavirus Emergency – Deferral of Rent from Qualifying Business Tenants
C/051/08022021	Budget Monitoring Report to 31 December 2020
C/052/08022021	Arun District Council Budget – 2021/22
C/053/08022021	Electricity Supply Contract for Corporate and Residential Sites
C/054/08022021	The Council's Response to the Covid-19 Pandemic Situation
C/055/08022021	Overview Select Committee – 26 January 2021 – Consideration of the Recommendations in Minute 438 – Update from the Residents' Satisfaction Survey Working Party

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00  
A.M. ON 17 FEBRUARY 2021 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/050/08022021**

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	YES
<b>SUBJECT:</b> URGENT BUSINESS – OFFICER DECISION TAKEN DURING THE CORONAVIRUS EMERGENCY – DEFERRAL OF RENT FROM QUALIFYING BUSINESS TENANTS	
<b>OFFICER CONTACT:</b> Nigel Lynn – Chief Executive Tel: 01903 737600 Email: nigel.lynn@arun.gov.uk	

**EXECUTIVE SUMMARY:**

In accordance with the provisions of the Officer Scheme of Delegation in the Council's Constitution, this report updates the Cabinet on a decision taken by Officers to incur expenditure or take urgent action in response to the Coronavirus emergency.

This has been included as an urgent item as the report was not prepared ahead of the agenda preparation timetable and this is the first opportunity to report the decision taken in line with the Council's Constitution.

To make available upon request a rent deferral scheme, in line with my delegated authority in connection with the peacetime emergency of the Covid 19 pandemic.

For SMEs\* within the retail, leisure and hospitality sectors that rent premises from Arun District Council, we will upon request make available a facility to defer the payments of rent invoiced during January, February and March 2021. Acceptance of the offer would entail agreeing to a repayment plan with repayments at quarterly intervals between July 2021 and March 2022.

\* We are to use a definition of small and medium-sized enterprises, (SMEs) for this purpose are defined as enterprises which: have fewer than 250 employees, and have either, an annual turnover not exceeding EUR 40 million, or an annual balance-sheet total not exceeding EUR 27 million (reference COMMISSION REGULATION (EC) No 70/2001 (Annex I)).

It does not extend to invoices sent in or prior to December 2020. The scope of this decision does not extend to collection of service charges which will continue as normal.

If all eligible businesses were to exercise the facility it would delay income of approx. £120K.

There is a risk of businesses failing before they are able to make the repayments. The risk of businesses failing would also exist, and may be increased, if no rent deferral facility were made available.

Note – this decision is not subject to Call-In.

**DECISION:**

The Cabinet

**RESOLVED**

The report be noted and the actions taken by Officers supported.

**REASON FOR THE DECISION:** To meet the requirements of the Council's Constitution and Section 138(1) of the Local Government Act 1972 confirms that "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent of there is reasonable ground for apprehending such an emergency or disaster, and a principle Council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the Council may ... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."

The Chief Executive has exercised his delegated authority at Part 4, Section 2, Paragraph 4.8 of the Officer Scheme of Delegation which confirms that he can incur this expenditure for meeting the purposes of the Local Government Act 1972, S 138 when it is in connection with peacetime emergencies and disasters.

This action has been reported to Cabinet at the first opportunity in line with the Constitution.

**OPTIONS CONSIDERED BUT REJECTED:** None

**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/051/08022021

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> BUDGET MONITORING REPORT TO 31 DECEMBER 2020	
<b>OFFICER CONTACT:</b> Carolin Martlew – Financial Services Manager Tel: 01903 737568 Email: <a href="mailto:carolin.martlew@arun.gov.uk">carolin.martlew@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue Budget performance to the end of December 2020.

**DECISION:**

The Cabinet

RESOLVED – That

- (1) The report in Appendix 1 be noted;
- (2) A transfer to earmarked reserves of £7.865 m for s31 Grant received in 2020/21 and £1.326m for in year Collection Fund losses be approved; and
- (3) The action taken to mitigate the Council's net expenditure due to the Covid-19 pandemic be noted.

**REASON FOR THE DECISION:**

To ensure that spending is in line with approved Council policies and that it is contained within overall budget limits.

**OPTIONS CONSIDERED BUT REJECTED:**

There were no other options to consider.

**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/052/08022021

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> ARUN DISTRICT COUNCIL BUDGET - 2021/22	
<b>OFFICER CONTACT:</b> Alan Peach – Group Head of Corporate Support Tel: 01903 737558 Email: <a href="mailto:alan.peach@arun.gov.uk">alan.peach@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

The report sets out the Revenue and Capital Budgets for 2021/22 for both the General Fund and the Housing Revenue Account.

**DECISION:**

The Cabinet

RECOMMEND TO FULL COUNCIL – That

- (1) The General Fund Revenue budget as set out in Appendix 1 is approved;
- (2) Arun’s Band D Council Tax for 2021/22 is set at £191.52, an increase of 2.65%;
- (3) Arun’s Council Tax Requirement for 2021/22, based on a Band D Council Tax of £191.52, is set at £11,994,514 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (4) The HRA Budget as set out in Appendix 2 is approved;
- (5) The HRA rents for 2021/22 are increased by 1.5% (CPI plus 1%) in accordance with the provisions of the new rent standard;
- (6) HRA garage rents are increased by 5% to give a standard charge of £12.93 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income; and
- (7) The Capital budget as set out in Appendix 3 is approved.

The Cabinet also

RESOLVED – That

- (1) It be noted that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Support, has approved a Council Tax base of 62,628 for 2021/22;
- (2) the budget report in **Appendix A, 1,2 and 3** be noted.

**REASON FOR THE DECISION:**

To ensure that the Council has a firm financial basis for conducting its business in 2021/22.

**OPTIONS CONSIDERED BUT REJECTED:**

There were no other options to consider.

**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/053/08022021

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> ELECTRICITY SUPPLY CONTRACT FOR CORPORATE AND RESIDENTIAL SITES	
<b>OFFICER CONTACT:</b> Nat Slade – Group Head of Technical Services Tel: 01903 737683 Email: <a href="mailto:nat.slade@arun.gov.uk">nat.slade@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

To authorise entering into a contract with LASER Framework Agreement for the procurement and managed service of electricity to the Council's corporate and residential sites.

**DECISION:**

The Cabinet

RESOLVED – That

- (1) The appointment of LASER for a new electricity supplier by running a Mini-Competition from an existing Framework Agreement be approved;
- (2) LASER be approved for the managing of the resulting contract with the supplier on behalf of the Council;
- (3) Following the initial contract, set up with a new supplier of 12 month fixed period, and to approve the continued appointment of LASER to negotiate an Evergreen contract for the year on year supply of electric rather than repeating the tender and appointment process every few years;
- (4) Approve the supply contract for an Evergreen Period via LASER; renewable energy 12 months following the initial 12 month fixed rate agreement period; and
- (5) Delegated authority be given to the Group Head of Corporate Support to enter into the necessary contracts.

**REASON FOR THE DECISION:**

To ensure the Council continues to pay the most advantageous unit price for its electric supply to corporate and housing sites. To contribute to the Council's resolution on 15 January 2020, alongside the declaration of a climate emergency, to work towards making the activities of the Council carbon neutral by 2030. If the contract is not renewed, the Council will also pay additional charges for billing and standing charges.

**OPTIONS CONSIDERED BUT REJECTED:**

- (1) Procure a new contract directly with electrical supplier. This was not pursued as Arun has less purchasing power acting alone than if it procures via a Framework which is expected to provide better rates.
- (2) To take no action and run the risk of variable rate supply which will be more expensive than an agreed contract rate.

**CABINET MEMBER(S):**

<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: None</b>	



REFERENCE NO: C/054/08022021

<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 updated Cabinet on the Council's response to the Covid-19 pandemic situation and outlined possible proposals for economic recovery.

**DECISION:**

Cabinet

RESOLVED

That the actions taken to date be noted.

**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/055/08022021

<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	NO
<b>SUBJECT:</b> OVERVIEW SELECT COMMITTEE - 26 JANUARY 2021	
<b>OFFICER CONTACT:</b> Jackie Follis – Group Head of Policy Tel: 01903 737600 Email: <a href="mailto:Jackie.follis@arun.gov.uk">Jackie.follis@arun.gov.uk</a>	

**EXECUTIVE SUMMARY:**

The Overview Select Committee on 6 October 2021 was presented with the 2020 Residents' Satisfaction Survey report. Following debate, a Member Working Party was established to review the method used for carrying out the survey and in particular how a wider response rate could be achieved. This report set out the background to the survey; the issues discussed by the Working Party; and recommendations to the Overview Select Committee on 26 January 2021.

The recommendation from the Overview Select Committee from its meeting held on 26 January 2021 – Minute 438 – were presented to Cabinet for approval.

**DECISION:**

The Cabinet

RESOLVED – That

- (1) The Council carries out its 2021 Residents' Satisfaction Survey using methods identified by the Working Party to improve participation across age groups which can be implemented within budget, these being:
  - a) Increase number of surveys, potentially offestting this cost by not sending out follow up letters, numbers to be determined with the survey provider;
  - b) Carry out an open online survey alongside the targeted survey;
  - c) Explore options for incentives for survey completion to be vouchers for local businesses;
  - d) Explore options for invitations to participate being sent in a more appealing format;
  - e) Carry out an additional sample geographically targeted survey to target younger respondents
- (2) Delegated authority be given to the Group Head of Policy to work with the Council's chosen provider to deliver the most representative survey for 2021, within existing budgets based on the recommendations of the Residents' Satisfaction Survey Working Party and in consultation with the Chairman of the Working Party; and
- (3) The effectiveness of the changed methodology be reviwed in the 2021 survey report and developed for future years.

**REASON FOR THE DECISION:**

To improve the response rate amongst younger households for the annual Residents' Satisfaction Survey.

**OPTIONS CONSIDERED BUT REJECTED:**

To discuss any further changes to the survey methodology – not listed in the report.

**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**

