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Committee Manager - Jane Fulton (Ext 37611)

10 March 2021

## **CABINET**

A virtual meeting of the Cabinet will be held on **Monday 22 March 2021 at 5.00 pm** and you are requested to attend.

Members: Councillors Dr Walsh (Chair), 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](mailto:Committees@arun.gov.uk) by 5.15 pm on **Friday, 12 March 2021** 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](mailto: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 - 10)

To approve as a correct record the Minutes of the Cabinet meeting held on 8 February 2021 (as attached).

## 6. BUDGET VARIATION REPORTS

To consider any reports from the Head of Corporate Support.

## 7. ARUN IMPROVEMENT PROGRAMME - UPDATE

(Pages 11 - 18)

The Arun Improvement Programme (AIP) considers proposals for new projects that enable process redesigns and service improvements typically using ICT capability to facilitate that change.

This report provides a high-level summary of the activities of the AIP over the last year.

8. OPTIONS TO PROGRESS WEBCAST IMPROVEMENT PROJECT (Pages 19 - 24)

Following previous reports, this report provides options to cabinet for progressing the Webcast Improvement Project with associated costs and address the technical requirements to host hybrid meetings and extend the contract for the operation of our webcasting facility.

9. PLACE ST MAUR AND ESPLANADE PROJECT, BOGNOR REGIS (Pages 25 - 28)

This report provides an update on the Place St Maur and Esplanade scheme and seeks approval for the sign-off of the preferred design following public consultation, in order to progress with the delivery of the Place St Maur.

10. CUSTOMER SERVICES STRATEGY (Pages 29 - 44)

This report sets out the Customer Services Strategy 2021 – 2026 and includes the process for implementation to embed it into the organisation. This follows the report taken to the Housing and Customer Services Group in October 2020.

11. ANTI-GRAFFITI SYSTEMS LTD - TRADING AS AGS ONE - ADMISSIONS AGREEMENT TO LOCAL GOVERNMENT PENSION SCHEME (Pages 45 - 52)

On 13 January 2020 Cabinet resolved to outsource the Pest Control Service giving delegated authority to the Group Head of Technical Services, in consultation with the Cabinet Member for Technical Services and Section 151 Officer to award the contract. This decision was taken on 3 December 2020 to award the contract to Anti Graffiti Systems trading as AGS One.

The contract which will commence on 1 March 2021 involves the TUPE transfer of a member of staff. Approval is therefore sought to authorise entering into the required Guarantee in respect of pension liabilities in the event that these are not met by Anti Graffiti Systems Ltd trading as AGS One as the admitted body, and to approve the entering into the Admissions Agreement itself.

12. CONTRACT AWARD FOR PASSIVE FIRE WORKS FOR COUNCIL OWNED HOUSING STOCK (Pages 53 - 56)

This report supersedes ICM/182/18022021 which has been withdrawn.

Further to actions arising from fire risk assessments that are being undertaken within the Council's housing stock, approval is being sought to award a 3-year contract, to a specialist accredited contractor from the Central Housing Investment Consortium (CHIC) Framework to carry out passive fire works.

13. THE COUNCIL'S FUTURE FINANCIAL ISSUES (Pages 57 - 64)

The Council's 151 Officer has provided regular reports over recent months highlighting the Council's current financial position and the scale of our possible financial position for 2022/23. Whilst acknowledging 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

14. COMMERCIAL MANAGER POST (Pages 65 - 68)

Members agreed the principle of creating a new post of Commercial Manager for 2020/21. The report proposes, that due to the Coronavirus, the process of appointing to the position is delayed.

15. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION (Pages 69 - 78)

This report updates Cabinet on the Council's response to the pandemic situation.

16. PLANNING REVIEW WORKING PARTY - FEEDBACK FROM MEETING HELD ON 11 FEBRUARY 2021 (Pages 79 - 82)

Cabinet is asked to consider the recommendations from the meeting of the Planning Review Working Party held on 11 February 2021, which are attached.

## ITEMS PUT FORWARD BY THE OVERVIEW SELECT COMMITTEE AND WORKING GROUPS

17. HOUSING & CUSTOMER SERVICES WORKING GROUP - 4 (Pages 83 - 86)  
FEBRUARY 2021

The minutes from the meeting of the Housing & Customer Services Working Group held on 4 February 2021 are attached.

There is a recommendation for Cabinet to consider at Minute 22 [Gaining Access to Residents' Homes Policy]. To view the report and Appendix that was submitted to the Working Group – please click here - [Report](#) and [Appendix – The Policy](#)

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](#)