



# Public Document Pack

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18 January 2021

## OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held virtually on Tuesday 26 January 2021 **at 6.00 pm** and you are requested to attend.

Members: Councillors Northeast (Chairman), English (Vice-Chair), Bennett, Bicknell, B Blanchard-Cooper, Mrs Catterson, Mrs Cooper, Dendle, Dixon, Elkins, Gunner, Huntley, Miss Needs, Miss Seex and Tilbrook

**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>*

*For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)*

## A G E N D A

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the items 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 interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES (Pages 1 - 8)

The Committee will be asked to approve as a correct record the Minutes of the Overview Select Committee held on 1 December 2020.

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. LEISURE OPERATING CONTRACT COVID-19 REVIEW (Pages 9 - 32)

This report update provides an overview of the actions taken to mitigate the impact of the COVID -19 pandemic on the Council's leisure operating contract since the 21 March 2020.

6. COUNCIL BUDGET - 2022 - 2023 (Pages 33 - 52)

The report sets out the General Fund Revenue, Housing Revenue Account and Capital Budget for 2021/22 (in appendix A,1,2 and 3). The Committee is requested to review and note the budget report before Cabinet on 8 February 2021.

7. COUNCILS RESPONSE TO THE COVID-19 PANDEMIC (Pages 53 - 62)

This report provides Members with an update on the Councils progress since the last Cabinet report on 14 December 2020 in relation to the Covid-19 response by the Council.

8. UPDATE FROM THE RESIDENTS SURVEY WORKING PARTY (Pages 63 - 72)

The Overview Select Committee at its 6 October 2020 meeting was presented with the 2020 Residents Satisfaction Survey Report. Following the debate, a Member Working Party was established to review the method used for carrying out the survey and how a wider response rate could be achieved.

9. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 13 JANUARY 2021 (Pages 73 - 74)

The attached report to be noted by the Committee has been provided by Councillor Bennett after his attendance at the HASC meeting on 13 January 2021.

10. CABINET MEMBER QUESTIONS AND UPDATES

- (i) Cabinet Members will update the Committee on matters relevant to their Portfolio of responsibility.
- (ii) Members are invited to ask Cabinet Members questions and are encouraged to submit these to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

11. WORK PROGRAMME 2019/2020 (Pages 75 - 80)

Any update will be provided by the Group Head of Policy.

Note : Reports are attached for all Members of the Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

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](#)

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## OVERVIEW SELECT COMMITTEE

1 December 2020 at 6.00 pm

Present: Councillors Northeast (Chairman), English (Vice-Chair), Bennett, Bicknell, B Blanchard-Cooper, Mrs Catterson, Mrs Cooper, Dendle, Dixon, Elkins, Gunner, Huntley, Miss Needs, Miss Seex and Tilbrook

Councillors Cooper, Coster, Mrs Gregory, Lury, Mrs Staniforth, Stanley, Dr Walsh and Mrs Yeates were also in attendance for all or part of the meeting.

Apologies: None.

### 328. DECLARATIONS OF INTEREST

Councillor Elkins declared a personal interest in item 7 [Local Council Tax Reduction Scheme 2021/2022] as a Member of West Sussex County Council.

Councillor Miss Seex declared a Pecuniary interest in item 7 [Local Council Tax Reduction Scheme 2021/2022] as she has applied for a reduction in her Council Tax bill.

Councillor Northeast declared a personal interest in item 7 [Local Council Tax Reduction Scheme 2021/2022] as a member of his family is in receipt of Council Tax benefit

### 329. MINUTES

The Chairman invited Councillor Huntly to make a statement prior to the minutes being approved by the Committee. His statement requested it be noted that he did not want to be identified with Minute 244 [Proposed correction of OSC minutes from 10 March].

The Committee Manager alerted the Committee to an inaccuracy to the resolution of Minute 244 [Proposed correction of OSC minutes from 10 March] where it was stated that the Committee made a recommendation to Full Council. This was incorrect as the Committee RESOLVED this item.

Then the minutes of the Overview Select Committee meeting held on 6 October were then approved by the Committee and they would be signed as soon as practicably possible.

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330. CORPORATE PLAN AND SERVICE DELIVERY PLAN QUARTER 2 PERFORMANCE OUTTURN

The Group Head of Policy introduced her report and advised the Committee that the performance of the Council was measured against high level Corporate Plan indicators and then against more detailed Service Delivery Plan indicators.

Performance reports are made quarterly to the Corporate Management Team and the Overview Select Committee and every 6 months and at the year end to Cabinet.

Corporate Plan Performance set out in Appendix A

- 11 Corporate Plan Indicators, 6 of which are measured at Q2.
- Of these 3 were achieving their target and 3 were not.
- Those not achieving their target were:
  - CP3 – Council Tax Collected
  - CP7 – Homelessness applications where homelessness is prevented
  - CP11 – Household waste sent for reuse, recycling and composting
- Reasons for being behind target were outlined in Appendix A. Whilst no action was required at present on these, they were all being monitored closely by the Director of Services.

Service Delivery Plan (SDP) Performance set out in Appendix B

- 23 SDP indicators, 13 of which are measured at Q2
  - Of these
    - 2 not achieving target
    - 2 behind target
    - 2 achieving
    - 6 overachieving
- Those not achieving were:
  - SDP17 – Housing Benefit overpayments recovered
  - SDP 18 – Cost of emergency accommodation

There was no action to be taken for these indicators and they were being monitored by the Director of Services

Those behind Target were:

- SDP4 – Occupied retail units in Littlehampton
- SDP5 – Occupied retail units in Bognor Regis

Currently no action to be taken as these were only just behind target and not something the Council could directly control

In summary she advised that she had focused on the targets that were not being achieved at Q2, mainly because of reasons relating to Covid-19, but members could also see that many of the targets were being achieved or are indeed overachieving.

The Chairman raised his concern due to the lack of Council tax that had been collected, whilst these numbers were concerning, he hoped that the Council would have a sympathetic approach for those people who had been furloughed and or had lost their jobs during the pandemic.

Discussion on SDP 17 and 18 was had with Members making the following comments;

- SDP17 housing benefit overpayment recovered whilst the report provided a percentage figure it was requested for the actual figure to be provided to Members. It was advised by the Revenues & Benefits Manager that while he did not have the actual figures to hand, he could confirm that all Housing Benefit recovery had stopped during the pandemic. He advised that he would, circulate the actual figures to Members after the meeting.
- Concern in relation to business rates collected was raised and it was stated that this area had been underperforming prior to the pandemic and that previous suggestions of incentivising larger businesses with a business rates holiday should be considered by the Council. It was advised that the majority of small business in the district do have business rate exemption. The Chairman was in support of this suggestion and made a request that this suggestion was referred to the regeneration team for further consideration.
- It was commented that the pandemic had clearly had an impact on many of the performance results, but what was unknown was if the Council had forecast how much it believed it would be able to collect and recover. It was confirmed that the Department for Work and Pensions (DWP) had frozen the route to collect monies until 2021.
- It was also suggested that with the number of current empty business units across the district had it been considered reaching out to business to offer use of these units with only small maintenance costs and a reduced or zero rent rate.
- It was felt that the Council needed a retail strategy that was twofold, comprising of incentives for business to move into the town centres as well as a considered approach to downsizing our town centres with a focus on making smaller more vibrant hubs.

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Further discussion was had on these service delivery plan results and Members felt a change in the measures may be needed. The Group Head of Planning and the Chief Executive advised and reminded Members that these measures were measures that Members had all agreed previously and they had been set for 4 years. He also confirmed that each of these measures would feed into the relevant Committee under the new structure that would be implemented in May 2021.

Following further discussion by Members on the following performance indicators;

- SDP 2 & 3, where it was asked how the Council was 'not' overachieving on these areas. The Chief Executive advised that these indicators had been picked up and referred to in the Shaun Hanerby Planning review, which was to be reviewed in the new year. There was also a request for these performance figures to be provided with a clear separation of the performance results minus any time extension added as this was felt to be the true figure.

The Committee then noted the report.

331. COVID 19 REPORT TO CABINET ON 16 NOVEMBER 2020 & VERBAL UPDATE

The Chief Executive introduced his report and provided Members with an update on the following;

- The District was now under tier 2 national restrictions as of 2 December 2020
- The Wave was re-opening at midnight tonight
- Most deprived areas are the most effected in terms of jobs lost
- Additional funding of £75k received to deal with the ongoing requirement so of the pandemic

The Chairman asked that as the District was now entering into tier 2 and there had been the guidance from central Government that should you go to the pub, you would be required to be seated, his concern was who was actually going to police this guidance. The Chief Executive explained that initially it would come down to the Environmental Health Team however, it was also the responsibility of members of the public to follow the guidelines put in place to ensure public safety.

It was stated that in light of the comments that had been made in reference to the economic recovery, what was the CEO's view on reconvening the Covid-19 Working Party again in the new year. The Chief Executive responded to Members that he thought this was a good idea as things do change daily and weekly in response to the pandemic. He also advised Members that the Council was running out of dates available to hold meetings in January, so this would need to be considered in line with



the capacity to do so and maybe it would be an idea to consider meeting in February instead.

Further questions were raised in relation to Members not having had updates on the recommendations put forward by the Covid-19 Working Party. The Chief Executive advised Members that it came back to capacity to get the work completed. The same officers that would work on these recommendations are also the ones who are completing the reactive work in relation to the pandemic. There had been no let up for Officers for 9 months and time needed to be given for Officers to be able to get to this work. He advised he expected an update in the new year.

In reference to the number of job losses across the District a Member of the Committee advised that the Coast to Capital Skills Strategy and Action Plan was a plan to identify the skills that would be required to help and enable people to attend courses so that they could re-train and re skill to obtain new jobs. The Chief Executive advised that the skills audit would provide some more local information to help with this. He further advised that the Council had been in discussion with Chichester College and the University of Chichester is bringing forward a nursing course to start next year (2021) in order to help assist with the need for people to re-skill. We were also working with Arun Business Partnership to see what local training could be made available for people.

The Chairman queried the usage of the community hub as he was unsure if it was being used at the moment. The Chief Executive advised that the community hubs had been used and had been widely promoted on Social Media and the Council's website, he also stated that West Sussex County Council were continuing to lead on that situation currently.

The Committee then noted the report and update.

### 332. LOCAL COUNCIL TAX REDUCTION SCHEME 2021/2022

*[Cllr Miss Seex – redeclared her interest and was moved to the waiting room, Cllr Bennett declared a personal interest due to family Member being in receipt of Council Tax Benefit.]*

The Chairman presented the minutes of the Council Tax Support Task & Finish Working Party meeting held on 17 November 2020, and asked members to endorse the recommendation made by the Working Party by recommending to Cabinet that option 2 be approved.

During the discussion Members asked for clarity on the number of residents that would be impacted. It was advised by the Revenues and Benefits Manager that a few households may be adversely affected and that there was a discretionary hardship fund that these households may apply for, should they qualify for additional assistance. It was also confirmed that until changes were made an exact number was unknown at this time.

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The Overview Select Committee agreed to;

RECOMMEND to CABINET that

**Option 2.** To retain the current scheme for 2021/2022 but allow for an increase in the income banding.

333. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 11 NOVEMBER 2020

Councillor Bennett advised the Committee that an excellent presentation was provided to the Members at the meeting held on 11 November 2020. He advised that it was expected that vaccinations for flu would be difficult this year in managing and reacting to the pandemic.

334. CABINET MEMBER QUESTIONS AND UPDATES

Councillor Mrs Yeates, Cabinet Member for Wellbeing, confirmed to the Committee that The Wave was re-opening from midnight tonight and that she and the Group Head of Community Wellbeing would be in attendance. She also advised that she had attended the hand over for the new digital shop in Littlehampton.

Councillor Gregory, Cabinet Member for Residential Services advised that her November updated had been circulated in advance of the meeting to all Members and that she was happy to take any questions.

Councillor Mrs Staniforth, Cabinet Member for Neighbourhood Services advised the Committee that her November update would be circulated after the meeting to all Members. She confirmed after a short period of absence that she was now back and getting caught up with all updates.

Councillor Lury, Cabinet Member for Planning reminded Members about the series of workshops coming up for Planning and urged Members to attend and watch the video that had also been circulated to all Members. He advised that Supplementary Planning Design Guide (SPD) would be presented to Full Council at the 13 January 2021 meeting for adoption.

Councillor Dr Walsh, Cabinet Member for Economy and Leader of the Council advised Members it had been confirmed today that, a Covid testing centre was being constructed at St Martins Car Park in Littlehampton. Attendance would be by appointment only.

Councillor Stanley, Cabinet Member for Technical Services advised that Environmental Health Officers were regularly meeting with the stakeholder board to ensure management of restrictions across the District continue well. Recruitment of two new Environmental Health Officers would help with balancing the reactive work in

relation the pandemic as well as a more proactive approach moving forward. He also advised that in the next few weeks he would be attending a meeting that focuses on coastal communities and suicide prevention, he would be able to update the Committee at the next meeting.

Following the updates from Cabinet members there were then a series of questions asked some of which have been briefly summarised below;

- Reasons to be provided on the logic for the Council having not purchased the upstairs of the Bognor Regis Arcade. A written answer was promised.
- Confirmation was sought as to what the Council could do in instances where members of the public were not following guidelines by wearing masks when shopping. It was advised there would be a number of people who fall into the exemption category and that also it was down to the retailers to challenge those who were not wearing masks. The Council and Members can help with education and advice on this matter only as shop are private premises.
- Confirmation of a private Members briefing regarding the London Road, Lorry Car Park was made.
- Request for further meetings of the Bognor Regeneration Sub-Committee was made as there were currently no more meetings planned for the rest of the municipal year.
- A request for Cabinet members to consider completing updates on their portfolios via social media was made.

### 335. WORK PROGRAMME 2020/2021

The Chairman requested an informal briefing for the Committee before the next Committee meeting on 26 January 2021.

The Group Head of Policy alerted Members to the fact that a Residents Satisfaction Survey Working Party had been set up and there would need to be a formal meeting of the Working Party held with enough time for the minutes of the that meeting to feed into the next Committee meeting on 26 January 2021. She advised that timescale was very tight and would really depend on capacity and availability in order to be held.

Further requests from Members of the Committee were made for additional items to be considered for the Work Programme these included;

- A request that a letter be written to invite members of the Arundel Chord now that individual contacts had been made with Members of the Committee. The Chairman agreed to draft a letter to be sent.
- A request that Southern Water was invited to speak with the Committee in relation to their performance. Concerns were raised about the quality and safety of the water. An agreement that as time was tight on the existing Work

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Programme, that this would be a focus for the relevant Committee under the new structure.

The Group Head of Policy advised the Committee that the meeting due to be held on 23 March 2021 was planned to be a substantial meeting, due to update on Equalities and Diversity Policy, then the Greenspace Management Contract and Combined Cleansing Contract all in the same meeting. She proposed that the Citizens Advice Bureau (CAB) item should therefore be moved to the next municipal year. It was also advised that this would work better for the CAB given their own response and workload during the pandemic. The Chairman advised he was in agreement and that moving it to the new municipal year was a good idea. Other Members felt that it was vitally important that the CAB item stayed on the Agenda for the March meeting, a vote was taken, and it was agreed to remain on the agenda for the March meeting. There were some further suggestions made by Members of the Committee to ensure the swift movement of agenda items during meetings, these were;

- The Health and Adult Social Care and the Police and Crime Panel updates to become reports that would be taken as read by the Committee
- A Potential split of the meeting into two parts, it was then advised by the Committee Manager that this would be an unlikely option due to the high number of meetings already confirmed for January 2021, the Calendar was full.

The Chairman was confident that with some more work between himself and the Officers that he could slim down the agendas for the remaining meetings of this municipal year.

The Chairman thanked the Committee and Officers for their support over the last year and wished everyone a Merry Christmas and Happy New Year.

The Committee noted the update.

(The meeting concluded at 8.14 pm)

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF OVERVIEW SELECT COMMITTEE ON 26 JANUARY 2021

#### PART A: REPORT

<b>SUBJECT: LEISURE OPERATING CONTRACT – COVID-19 REVIEW</b>
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<b>REPORT AUTHOR:</b> Robin Wickham (Group Head of Community Wellbeing)
<b>DATE:</b> January 2021
<b>EXTN:</b> 37835
<b>PORTFOLIO AREA:</b> Community Wellbeing

#### EXECUTIVE SUMMARY:

This report provides an overview of the actions taken to mitigate the impact of the COVID-19 pandemic on the Council's leisure operating contract since the 21 March 2020.

#### RECOMMENDATIONS:

The Overview Select Committee is requested to note this report and the current situation in relation to the Leisure Operating contract including the usage of the centres and the level of support agreed by the Council.

#### 1.0 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 costs associated with maintaining the buildings and the consequential impact on income generation threatened the 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 in the form of relief payments for the upkeep of leisure facilities whilst they remained closed.
- 1.3 The decision was based on the advice issued 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 health and wellbeing needs of the community.
- 1.4 The Council sought independent legal advice regarding the terms of support for the Leisure Operating Contract which were reflected in letters of variation agreed with Freedom Leisure (see background papers). The essence of the variations gives relief to Freedom Leisure in accordance with PPN 02/20 to ensure the leisure operating

contract remains viable. Freedom Leisure has accepted open book accounting and quarterly reconciliation for the duration of the relief period.

1.5 Freedom Leisure accepted the following relief:

- a deferral of the operating fee (£66,637 per month) for three months; and
- reimbursement of £45,436 for the upkeep of the buildings during the closure period subject to open book accounting (as per Policy Procurement advice 02/20 issued by the Cabinet Office).

1.6 On 15 July, Full Council reviewed the decision of the Chief Executive and approved the following additional relief measures for July, August and September (Quarter 2):

- 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;
- 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
- authority for the Group Head of Wellbeing to apply for and receive grant funding that may from time to time become available to support leisure and cultural services affected by COVID-19.

1.7 The purpose of the additional relief was to enable the facilities to open to the community and for Freedom Leisure to rebuild the operation as the restrictions imposed by the pandemic were lifted. The impact of the pandemic persisted, and further relief was supported by Cabinet on 20 July (C/009/21092020) and 14 December (C/037/14122020) for Quarter 3 and Quarter 4 respectively.

1.8 In terms of the context of the relief provided, Freedom Leisure has taken stringent steps to mitigate the impact of the pandemic on its business operations. At a local contract level, the workforce has been reduced by approximately a third through the termination of 'casual' employees and redundancy. Where appropriate the Job Retention Scheme (furloughing of employees) has been utilised. HM Government currently pays 80% of the salary of employees (capped at £2,500 per month) for hours not worked and confirmed this will remain until the end of April 2021. Freedom Leisure continues to pay National Insurance Contributions and pension contributions. Supply contracts have been reduced or renegotiated and local Covid-19 grants have been applied for. In addition, a staff pay award of 2% advised in February 2020 has not been implemented.

1.9 Central overhead costs have been reduced by 35%. The measures taken include the Head Office workforce being cut by 25% through redundancies. Corporate and Senior Management Team pay reduced by up to 30%. Employees have and continue to be furloughed. Central contracts have been negotiated down (e.g. insurance) and successful grants applications have helped keep down central costs (e.g. Welsh Resilience fund, Arts Council). Since April 2020 the impact on the Freedom Leisure reserve is a loss of £1.2M.

1.10 In July, the Council was advised by the Ministry of Housing, Communities and Local Government of a compensation scheme for lost sales, fees and charges. The scheme has allowed the Council to recover the lost income that has negatively impacted on its financial sustainability; specifically, in balancing the budget for the current financial year. The scheme requires the Council to absorb five percent of its planned income

and it can then claim 75 pence in every pound compensation of the remaining sum. The Council is in the process of claiming £572,000 of the £800,000 it had budgeted in the current financial year.

- 1.11 A second scheme was announced in October to support local authorities with the cost of keeping leisure centres open. The 'National Leisure Recovery Fund' was made available by the Department for Digital, Culture, Media and Sport working with the Ministry of Housing, Communities and Local Government (MHCLG) and Sport England. The fund is not retrospective but will provide support from 1 December to 31 March. If the Council's application is successful, the sum allocated to Arun is £310,000.
- 1.12 The costs associated with opening the centres are regularly reviewed and Freedom Leisure submits a quarterly forecast of the relief required based on sector intelligence, performance across its local authority contracts and local factors. These forecasts are the basis for the relief sums recommended to Cabinet.
- 1.13 The relief payments approved are summarised in Table 1. The first and second quarters (Q1 and Q2) have been reconciled with positive balances but it should be noted that the approved sum of £270,00 for Q2 assumed that the facilities would open in early July. As the centres opened on 25 July, the relief payments required in Q2 were significantly lower (£130,000) than forecast. In September, Q2 also realised an unexpected positive trading balance (£14,225) as operating income exceeded expenditure.

Table 1. Relief Payments

Period		Freedom Forecast	Approved Sum	Reconciled Sum	Balance
Q1	April to June	136,308	136,300	131,120	5,180
Q2	July to Sept	266,958	270,000	130,241	139,759
Q3	Oct to Dec	191,442	191,500	TBC	
Q4	Jan to March	177,740	177,740*	TBC	

\* Cabinet 14 December, subject to approval by Full Council

- 1.14 A second national lockdown between 5 November and 2 December was unanticipated and is set to have a further impact on Q3. The interruption to the service will affect both the forecast income and expenditure and will be considered when reconciling the actual costs against the approved sum at the end of the period. It is anticipated that more support will be required for Q3 (currently around £30k) which will be met from the favourable variation in Q2 (noted in 1.11 above).
- 1.15 Q4 was also forecast prior to the introduction of Tier 4 restrictions which compelled the Leisure Centres to close. The duration and impact of this closure is unknown at the time of writing this report.
- 1.16 When the leisure centres opened in July it was only possible to do so by applying Covid-secure building measures. Inevitably this required the capacity of activities to be reduced in line with HM Government guidelines and those of the Governing Bodies of Sport.

1.17 The reaction of customers to the new procedures put in place by Freedom Leisure was positive and has continued to be supportive despite the interruptions to the service. Maintaining the customer base is an important factor in realising a quick and sustained recovery and Freedom Leisure has continued to communicate with its customers throughout the pandemic.

1.18 Attendances at the centres have been encouraging as indicated in Table 2.

Table 2. Attendances		Month 1 15 July to 24 Aug	Month 2 25 Aug to 24 Sep	Month 3 25 Sep to 24 Oct	Lock Down 2	Month 4 2 Dec to 24 Dec
Arun Leisure Centre	Swimming	2,649	3,610	3,268		2,521
	Studio	1,344	1,494	1,801		1,533
	Gym	2,824	3,131	3,019		2,166
	Additional		492	368		166
Littlehampton Wave	Swimming	4,500	6,057	5,675		4,291
	Studio	1,746	2,437	3,096		2,377
	Gym	7,258	8,211	7,592		5,564
	Additional		695	712		414
Total		20,321	26,127	25,531		19,032

1.19 Between Month 1 and Month 2 attendances grew by 29%, which was reflected in September's positive financial balance (noted in 1.11 above) and represented 58% of the available capacity in the centres. A small drop in numbers (2%) was recorded in the Month 3 which anecdotally, has been attributed to heightened concerns of the spread of the virus in the lead up to the second national lockdown.

1.20 Unsurprisingly, attendances in Month 3 compared to the previous months were low. Month 3 amounted to only three-week's trading as West Sussex moved to Tier 4 restrictions on 26 December and HM Government required the Leisure Centres to close. This was compounded by December being a slow trading month for leisure centres; for example, when there were no restrictions the footfall in December 2019 was 20% lower (63,106) than the average monthly footfall (78,691) for the 2019/20 financial year. The footfall for the shortened month represents a 25% drop compared to the previous trading month.

1.21 There is also a contrast in the attendances at the centres. The Littlehampton Wave is a larger facility with greater capacity to accommodate customers. Members will also be aware that the Arun Leisure Centre is a Dual Use Facility and shares the accommodation with Felpham Community College. This relationship is governed by an agreement between West Sussex County Council, the College and Arun District Council that covers all matters relating to the management and maintenance of the building. During school hours public access is restricted, particularly the sports halls, studio, squash courts and indoor cycling studio. To a lesser extent, the school has access to the swimming pool. West Sussex County Council provide financial support for running costs associated with the building which in 2020/21 amount to £138,000.



- 1.22 Freedom Leisure has played a significant role in rebuilding its business in Arun. Having made the buildings COVID-secure it has provided customers with regular and timely information on the services it is able to offer. The frequent changes to guidelines and lockdowns have been a challenge to the rebuilding process, but Freedom Leisure remain positive and continues to work with officers to ensure that the business recovers as quickly as the restrictions permit with a wide range of activities (see Appendix 1: Re-opening and Recovery for examples).
- 1.23 Throughout the pandemic, Freedom Leisure has aimed to operate on a sustainable and cost-efficient basis, creating the conditions to open fully when conditions allow. Pre-COVID-19, all the facilities were well used and provided an important focus for the local community for physical activity, health and social wellbeing. The facilities achieved over 1.1M visits per year, served a diverse range of residents and were an essential resource for local sports clubs and organisations. Given the impact of COVID-19 it has never been more important for residents to have access to leisure facilities for their own physical and mental health and wellbeing.
- 1.24 The Council's leisure facilities and the activities they support are aligned with the forthcoming Sport England Strategy (January 2021):
- Recover and Reinvent – Emerge from COVID-19 a stronger and fairer District
  - An Active and Healthier Life – enable people to live an active life, strengthening the connection between physical activity and wellbeing
  - Fairer Access to Physical Activity – create a fairer Arun where no-one is less active because of who they are and where they live
  - Strengthen Communities – work in partnership to create active communities
  - Active Environments – make it easier for residents to be active in the space around them
- 1.25 Arun District Council has supported the leisure operating contract throughout this difficult period in recognition of the significant impact the restrictions have had on the operation of the leisure centres and in appreciation of the valuable role the facilities play in the physical and mental wellbeing of the community. The importance of the Public Sector has latterly been recognised by HM Government and the financial support now available to publicly owned and accessible health and fitness facilities will help in the rebuilding of our leisure services and the strengthening of our community.

## **2. OPTIONS:**

- a) To note the report as recommended.
- b) To propose an alternative recommendation.

<b>3. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>4. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		
<b>5. IMPLICATIONS:</b>		
<p><b>5.1 Financial:</b> When support for the Leisure provider was initially considered in March 2020 there was considerable uncertainty over the length and impact of any restrictions related to Covid-19. The continued support of the Leisure provider 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. The business model for delivery of the contract is dependent on a high volumes of usage, which is not possible due to the C-19 restrictions, and the closure of the centres for the second time has added increased uncertainty and risk in relation to the timescale for usage numbers to increase to the level to make the contract viable again without financial support. Whilst the Council's financial outlook for 2020/21 has improved slightly since the approval for the third quarter's support package (management fee and direct support) there are significant issues around sustainability. However, any decision inevitably involves an element of risk and the report shows how the risk is shared between the contractors and the Council. The report also sets out the steps that the Leisure provider has taken and will continue to take to mitigate financial losses. It is also increasingly likely that support will be required in 2021/22. The support given for 2020/21 would be mitigated by any successful claim to the National Leisure Recovery Fund but this is unlikely to be retrospective and will therefore be limited. It also should be noted that the level of support agreed in this report is the maximum amount, the actual level of support will depend on the outturn for 2020/21, which will be verified through open book accounting.</p> <p><b>5.2 Legal:</b> The leisure operating contract is subject to two Letters of Variation reflecting the Supplier Relief due to COVID-19.</p>		

**6. REASON FOR THE DECISION:**

- The Overview Select Committee is requested to note this report to ensure that members are fully informed about the current situation in relation to the Leisure Operating contract including the usage of the centres and the level of support agreed by the Council.

**7. BACKGROUND PAPERS:**

- Decision Taken under Officer Scheme of Delegation – Financial Support to Freedom Leisure (16 April 2020)
- Full Council Decision (15 July 2020)
- Cabinet Decision C/009/21092020 (21 September 2020)
- Cabinet Decision C/037/14122020 (14 December 2020)
- Letters of Variation - Supplier Relief due to COVID-19:

[Leisure Contract update - Link 1 - Contract Variation May 2020.pdf \[pdf\] 276KB](#)

[Leisure Contract update - Link 3 - Contract Variation Aug 2020.pdf \[pdf\] 216KB](#)

## **Appendix 1    Re-opening and Recovery**

The benefits of leisure and physical activity within communities has never been so important and access to physical activity will be a key factor in driving the recovery of our local community post Covid. Programming will be designed and targeted at those identified groups who have suffered most with mental or physical illness through these times to aid their recovery.

Freedom Leisure, supported by ADC, will introduce a multi-media strategy to engage and communicate with customers, encouraging them to come back to the facilities:

- Engaged with public – social media, links with ADC to advertise, newsletters.
- Campaigns – cleanliness of centres, Covid membership guarantee
- Confidence building
- Staff – personal calls to all GP referral and known vulnerable customers
- Offers – a range of offers will be widely promoted

### **Activities**

- Swimming is one of the most universally popular physical activities participated in and available to all age groups. As swimming is an essential life skill, particularly for children, it is seen as a priority to re-introduce swim lessons at the earliest opportunity. Provision of adult lane/casual swimming is also a priority given the benefits of swimming for those with life limiting conditions and disabilities.
- Activities such as gym and exercise classes are very popular for all age groups and the health and safety of customers can be managed effectively through pre-booking of sessions, social distancing control measures and enhanced cleaning regimes on site. The leisure pools are a particularly popular activity for young people, and it is important that the programme available on site is attractive to all age groups to encourage physical activity and mental wellbeing

**The Active Communities Programmes will recommence as soon as practicable and include:**

- Choir – initially via Zoom sessions (60 person existing choir group)
- Athletics sessions – delivered at both ALC and Wave to juniors as after school sessions
- Sports Camps – delivered during half term at ALC/Wave and Six Villages
- Active Play Sessions – Delivered in Littlehampton with funding from Littlehampton Town Council
- Schools Coaching – currently in 4 schools in the ADC area
- Healthy Walks – 8 out of 14 walks delivered per week – normally attended by those 60 plus and provides not only exercise but an important social interaction

**Funding will also support the re-introduction of:**

- Girls Kickboxing – Satellite Club Funding and in Partnership with Active Sussex – targeted session for girls 12-18
- Dance Project - Working in Partnership with ArtsWork, Youth Workers and ADC for young people with mental health issues
- Re-Boot Programme – Partnered with Active Sussex, Sussex Early Intervention Youth Programme, referrals via Police/social workers children at risk of being involved in crime
- Round the World – Mencap Scheme working with learning disability groups
- Talented Athlete Scheme – supporting those nationally selected athletes with free membership
- MIND Membership – Subsidised membership for those referred via MIND

- Active Aging Programme – Aimed at 60 plus and running once per week instructor lead session
- Just Play – Aimed at getting men aged 35+ active through football
- Friday Night Project – Youth programme allowing access to the centre for physical and social activities
- Walking Football –
- Walking Netball
- Xplorer Family Orienteering Sessions

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**www.arun.gov.uk**

David Talbut  
Finance Director  
Freedom Leisure  
Unit 1-6 The Paddocks  
Carriers Way  
East Hoathly BN8 6AG

8 May 2020

Please ask for:  
Robin Wickham

By email: david.talbut@freedom-leisure.co.uk

Dear David,

**Leisure Operating Contract dated 31<sup>st</sup> March 2016 (as amended by a Letter Variation dated 1<sup>st</sup> November 2017, Letter Variation dated 18<sup>th</sup> January 2018, Letter Variation dated 27<sup>th</sup> April 2018 and a Deed of Variation dated 23<sup>rd</sup> July 2019 ) between (1) Arun District Council (the "Authority") and (2) Wealden Leisure Ltd (the "Supplier") in respect of Littlehampton Swimming and Sports Centre, Arun Leisure Centre, Bersted Park Community Centre and Windmill Theatre & Cinema (the "Contract")**

**Supplier relief due to COVID-19 in accordance with Procurement Policy Note 02/20**

We refer to the Contract. Unless otherwise defined, terms defined in the Contract and used in this letter shall have the meaning set out in the Contract.

**1 Background**

- 1.1 The purpose of this Variation is for the Authority to give relief to the Supplier on the terms of this Variation. The Authority and the Supplier acknowledge that the relief is given in accordance with the policy set out in PPN 02/20 and that both parties shall act in good faith and work together towards the principles set out in PPN 02/20. The Supplier acknowledges that any relief given to it is at the sole discretion of the Authority.
- 1.2 The Authority reasonably anticipates that the Procurement Regulations will apply to this Variation and the Parties shall ensure that there is lawful basis for agreeing the Variation under the Public Contracts Regulations 2015 and/or any applicable procurement rules. Due to the current COVID-19 pandemic, this may include in particular justifications under Regulation 72 and Regulation 32 of the Public Contracts Regulations 2015 or such other applicable or equivalent provision.
- 1.3 The Contract, including any previous variations, will remain effective and unaltered except as amended by this Variation.

## 2 Variation

2.1 The following terms shall have the meaning as set out below and shall be incorporated into the Contract:

- “Covid Related Hardship”** means that as a result of the COVID-19 pandemic the Supplier's ability to meet its contractual obligations under the Contract have been adversely affected.
- “Covid Relief Period”** means the period from the Variation Date until the Relief Expiry Date.
- “Covid Relief Proposals”** means the proposal to:
- waive payment obligations of the Supplier under the Contract in respect of Net Monthly Payment of the Annual Payment due under Clause 28 (Payment of Monthly Payment) of the Contract for the months of April, May and June 2020; and
  - amend the Expiry Date by 6 Months so that Contract expires on 30<sup>th</sup> September 2026; and
  - provide for the Supplier and the Authority to agree a profile for payment to the Authority during the period by which the Contract has been extended of an amount equal to the waived payments inflated by CPI to the date of payment in addition to the Net Monthly Payment of the Annual Payment due for that period; and
  - close the Facilities in accordance with Law and Guidance; and
  - make payment to the Supplier of up to £45,436 (or otherwise as agreed in writing between the parties) in respect of exceptional costs incurred or to be incurred by the Supplier in respect of the Covid Related Hardship (as the same have been detailed by the Supplier to the Authority in an Excel spreadsheet 'Partner Support – Basic 3) as further provided in clause 6 of this Variation.



**“Open Book Interim Data”**

means the complete and accurate financial and non-financial information to be provided to the Authority by the Supplier within ten (10) Business Days of the end of each month in addition to and not in substitution for the provisions of Clause 70 (Contractors Records and Open Book Accounting) to enable the Authority to understand all COVID-19 related relief, grants, interventions or other measures received by the Supplier in the operation of the Facilities in relation to the following items:

- repairs and maintenance;
- utilities;
- cleaning;
- telephone and ICT;
- insurance;
- finance;
- professional fees;
- irrecoverable VAT
- all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;
- full details of the payment of employee wages, and
- full details of the payment of Sub-Contractors.

**“Procurement Regulations”**

means the Public Contracts Regulations 2015.

**“PPN 02/20”**

means Procurement Policy Note 02/20 (as updated or amended from time to time) setting out information and guidance for public bodies on how they may amend payment provisions in contracts or consider other contractual relief in order to assist suppliers to combat the impact of COVID-19.

**“Variation”**

means the terms set out in this variation.

**“Variation Date”**

means the date the second party signs this Variation

- 3 Notwithstanding any other term of the Contract, the Parties agree to vary the Contract by incorporating the following terms into the Contract:
- 3.1 Where the Supplier is subject to Covid Related Hardship, the Supplier may at any time during the Covid Relief Period, propose a change to the Contract which has the aim of providing interim relief and support to the Supplier, pursuant to the aims and principles set out in PPN 02/20.
- 4 Pursuant to the aims and principles set out in PPN 02/20 and subject to this Variation, the Supplier and the Authority have at the effective date agreed the Covid Relief Proposals subject to the terms of this letter Variation.
- 5 The Parties have agreed the Covid Relief Proposals in substitution for and not in addition to any other relief or remedy which the Supplier may otherwise claim under the Contract for Covid Related Hardship. Further, the Supplier shall, subject to using reasonable endeavours to mitigate the consequences of Covid Related Hardship, be entitled to appropriate relief directly arising therefrom namely:
- relief against performance indicators;
  - relief and/or changes to relevant dates, targets or other requirements for performance;
  - relief against termination.
- 6 The Supplier shall:
- 6.1 promptly provide evidence of the Supplier's actual costs, expenses, cash flow, cash balances and profits of providing the Services over the 3 months prior to the date of this letter Variation;
- 6.2 make available to the Authority upon request any information and/or evidence (including the Open Interim Book Data) which the Authority may reasonably require in order to verify and assure that the Supplier:
- has incurred or will incur the costs and expenses specified in the Covid Relief Proposals
  - continues to meet its payment obligations to Sub-Contractors and supply chain immediately on receipt, including copies of accounts, ledgers, cash-flow forecasts and statements, balance sheets, profit and loss accounts and any other documentary evidence;
  - Makes proper and prompt payment of monies due to employees.
- 6.3 maintain full records and a written audit trail of all activity during the Interim Payment Deferral Proposal period in accordance with the general financial records provisions in the Contract (and such records shall be made available promptly to the Authority on reasonable request);

6.4 The Supplier shall not be entitled to combine the Covid Relief Proposals with any other government or public sector COVID-19 related relief, grant, intervention or other measure which results in the Supplier receiving more than one benefit/relief for the same underlying cash-flow issue.

7 The Authority may at any time and in its sole discretion designate one or more additional Covid Relief Periods by notice to the Supplier from time to time. Any such notice shall specify which, if any, PPN contains the applicable rules and principles for the relevant Covid Relief Period and provide for the Supplier's Covid Relief Proposals.

8 If, in the reasonable opinion of the Authority, the Supplier:

8.1 fails to meet any obligation set out in this Variation;

8.2 receives any payment and fails to apply it so as to meet its obligations under this Variation;

8.3 takes undue advantage of any relief; or

8.4 fails to act transparently and with integrity,

the Authority may take all action necessary to recover any payments made to the Supplier during the relevant Covid Relief Period, including without limitation recovering all or part of the amount waived or by retaining or setting-off payment of any amount it owes to the Supplier at any time under this Contract or any other contract, to the extent that clauses 7.1 – 7.4 apply to such payments.

9 Miscellaneous

9.1 The terms of this Variation shall be effective from the Variation Date.

9.2 Except to the extent set out in this Variation, this Variation shall not constitute a waiver of any right or remedy of the Authority or the Supplier arising before, during or after this Variation.

9.3 The Authority and the Supplier agree that without prejudice to any relief provided herein any event arising from COVID--19 shall not give rise to any force majeure, Compensation Event, Change in Law, Relief Event, Relevant Event or frustration rights set out in the Contract.

9.4 If there is an inconsistency between any of the provisions of this Variation and the provisions of the Contract, the provisions of this Variation shall prevail.

Please confirm your acceptance of the Variation countersigning this letter and returning a scanned copy to robin.wickham@arun.gov.uk.

If you have any queries, please contact Robin Wickham.

Yours faithfully,



Robin Wickham  
Group Head of Community Wellbeing  
Directorate of Services

For and on behalf of the Authority

---

We hereby acknowledge receipt and accept the terms of this Variation.

Signed: DAVID TARBUT DAVID TARBUT

For and on behalf of the Supplier

Position: FINANCE DIRECTOR

Date: 21 MARCH 2020.



Arun District Council  
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Tel: 01903 737500  
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Wealden Leisure Ltd (trading as Freedom)  
1-6 The Paddock  
Carriers Way  
East Hoathly  
East Sussex  
BN8 6AG

27 August 2020

Our Ref: RW/hp

Dear Sirs

**Leisure Operating Contract dated 31<sup>st</sup> March 2016 (as amended by a Letter Variation dated 8<sup>th</sup> May 2020 ("First Covid Variation"), Letter Variation dated 1<sup>st</sup> November 2017, Letter Variation dated 18<sup>th</sup> January 2018, Letter Variation dated 27<sup>th</sup> April 2018 and a Deed of Variation dated 23<sup>rd</sup> July 2019 ) between (1) Arun District Council (the "Authority) and (2) Wealden Leisure Ltd (the "Supplier") in respect of Littlehampton Swimming and Sports Centre, Arun Leisure Centre, Bersted Park Community Centre and Windmill Theatre & Cinema (the "Contract")**

We refer to the Contract. Unless otherwise defined, terms defined in the Contract and used in this letter variation ("Second Covid Variation") shall have the meaning set out in the Contract.

## 1 Background

- 1.1 The purpose of this Second Covid Variation is for the Authority to (i) give further relief to the Supplier to secure the orderly re-opening and operation of the facilities on the terms of this Variation and (ii) clarify and amend provisions in the Letter Variation of the 8<sup>th</sup> May 2020 with regard to waiver of payment of the Net Monthly Payment of the Annual Payment (as provided therein) which is not recoverable as provided for in the Contract amending as necessary the relief given under the First Covid Variation.
- 1.2 The Supplier has requested further financial support from the Authority to which the Authority is minded to agree on the terms of this Agreement estimated details of which are included in the Excel Spreadsheet 'Reactivation Summary' provided to the Authority by the Supplier which shows:

1.2.1 Month 1 (July) £67,326

1.2.2 Month 2 (August) £95,244

### 1.2.3 Month 3 (September) £104,388

Provided that the Authority shall be entitled to keep under review the basis of its agreement to provide such financial support including the performance of the Supplier in meeting the objectives of this Second Covid Variation and shall be entitled to seek recovery of any sums paid to the Supplier or any sums deferred or waived if the Supplier is in breach of its obligations to the Authority and the Authority shall not be obliged in any circumstance make payment in aggregate in respect of such period in excess of £270,000.

- 1.3 The Authority and the Supplier acknowledge that the relief is given in accordance with the policy set out in PPN 02/20 and that both parties shall act in good faith and work together towards the principles set out in PPN 02/20. The Supplier acknowledges that any relief given to it is subject to the terms of this Second Covid Variation and is at all times subject to the sole discretion of the Authority.
- 1.4 The Authority reasonably anticipates that the Procurement Regulations will apply to this Second Covid Variation and the Parties shall ensure that there is lawful basis for agreeing this further variation under the Public Contracts Regulations 2015 and/or any applicable procurement rules. Due to the current COVID-19 pandemic, this may include in particular justifications under Regulation 72 and Regulation 32 of the Public Contracts Regulations 2015 or such other applicable or equivalent provision.
- 1.5 The Contract, including any previous variations, will remain effective and unaltered except as further amended by or to give effect to this Second Covid Variation.

## 2 Variation

- 2.1 The following terms shall have the meaning as set out below and shall be incorporated into the Contract:

**“Covid Related Hardship”** means that as a result of the COVID-19 pandemic the Supplier’s ability to meet its contractual obligations under the Contract have been adversely affected.

**“Additional Covid Relief Period”** means the period from the Variation Date until the Relief Expiry Date.

**“Additional Covid Relief Proposals”** means the proposal to:

- waive payment obligations of the Supplier (as irrecoverable) under the Contract in respect of Net Monthly Payment of the Annual Payment due under Clause 28 (Payment of Monthly Payment) of the Contract from and including the month of July 2020 to and including the month of March 2021; and

- amend the Expiry Date by 6 Months so that Contract expires on 31<sup>st</sup> March 2027 and that all other obligations between the parties continue during that period; and
- provide for the Supplier and the Authority to agree, prior to the period of extension to the Contract provided for in the First Covid Variation and this Second Covid Variation, a profile for payment to the Authority (in addition to the Net Monthly Payment due in that period) of a supplementary payment ("Additional Net Monthly Payment") in aggregate equal to such part of the waived Net Monthly Payment (inflated by CPI to the date of actual payment) which the Authority has not recovered pursuant to any Covid related scheme operated by HM Government.

**“Open Book Interim Data”**

means the complete and accurate financial and non-financial information to be provided to the Authority to its reasonable satisfaction by the Supplier within ten (10) Business Days of the end of each month and subject to proper evidencing of invoices and accruals and prompt reconciliation on a quarterly basis or as required by the Authority in addition to and not in substitution for the provisions of Clause 70 (Contractors Records and Open Book Accounting) to enable the Authority to understand all COVID-19 related relief, grants, interventions or other measures received by the Supplier and the appropriateness of the relief given to the Supplier by the Authority in the operation of the Facilities in relation to the following items:

- repairs and maintenance;
- utilities;
- cleaning;
- telephone and ICT;
- insurance;
- finance;
- professional fees;
- irrecoverable VAT

- all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;
- full details of the payment of employee wages, and
- full details of the payment of Sub-Contractors.

**“Procurement Regulations”**

means the Public Contracts Regulations 2015.

**“PPN 02/20”**

means Procurement Policy Note 02/20 (as updated or amended from time to time) setting out information and guidance for public bodies on how they may amend payment provisions in contracts or consider other contractual relief in order to assist suppliers to combat the impact of COVID-19.

**“Relief Expiry Date”**

means 31<sup>st</sup> March 2021 or such other date as may be notified by the Authority to the Supplier prior to or on 31<sup>st</sup> March 2021.

**“Second Covid Variation”**

means the terms set out in this variation.

**“Variation Date”**

means the date the second party signs this Second Covid Variation.

3 Notwithstanding any other term of the Contract, the Parties agree to vary the Contract by incorporating the following terms into the Contract:

3.1 Where the Supplier is subject to Covid Related Hardship and evidences this to the reasonable satisfaction of the Authority, the Supplier may at any time during the Additional Covid Relief Period, propose a change to the Contract which has the aim of providing interim relief and support to the Supplier, pursuant to the aims and principles set out in PPN 02/20, and

3.2 The Supplier shall provide at the same time as any change proposed under 3.1 above all reasonable details justifying and explaining the basis of such proposal including but not limited to evidence (i) that the Supplier is not in breach of its obligations under the Contract as amended by the First Covid Variation and this Second Covid Variation and (ii) of mitigation by the Supplier.



- 4 Pursuant to the aims and principles set out in PPN 02/20 and subject to this Second Covid Variation, the Supplier and the Authority have at the effective date agreed the Covid Relief Proposals subject to the terms hereof.
- 5 The terms of the First Covid Variation shall be deemed amended from its effective date as follows:
- 5.1 The first bullet point shall be amended as follows:
- 5.2 "waive payment obligations of the Supplier (as irrecoverable) under the Contract in respect of Net Monthly Payment of the Annual Payment due under Clause 28 (Payment of Monthly Payment) of the Contract for the months of April, May and June 2020."
- 5.3 The third bullet shall be amended as follows:
- 5.4 "the Supplier and the Authority shall agree, prior to the period of extension to the Contract provided for in this Variation a profile for payment to the Authority (in addition to the Net Monthly Payment due in that period) of a supplementary payment ("Additional Net Monthly Payment") in aggregate equal to such part of the waived Net Monthly Payment (inflated by CPI to the date of actual payment) which the Authority has not recovered pursuant to any Covid related scheme operated by HM Government."
- 6 The Parties have agreed the Additional Covid Relief Proposals in substitution for and not in addition to any other relief or remedy which the Supplier may otherwise claim under the Contract for Covid Related Hardship. Further, the Supplier shall, subject to using reasonable endeavours to mitigate the consequences of Covid Related Hardship, be entitled to appropriate relief directly arising therefrom namely:
- relief against performance indicators;
  - relief and/or changes to relevant dates, targets or other requirements for performance;
  - relief against termination.
- 7 The Supplier shall:
- 7.1 promptly provide evidence to the reasonable satisfaction of the Authority of the Supplier's actual costs, expenses, cash flow, cash balances, profits and accruals relating to the provision of the Services at the written request of the Authority including without limitation at the end of Month 3 referred to at 1.2 above;
- 7.2 make available to the Authority upon request any information and/or evidence (including the Open Interim Book Data) which the Authority may reasonably require in order to verify and assure that the Supplier:
- has incurred or will incur the costs and expenses specified in the Additional Covid Relief Proposals

- continues to meet its payment obligations to Sub-Contractors and supply chain immediately on receipt, including copies of accounts, ledgers, cash--flow forecasts and statements, balance sheets, profit and loss accounts and any other documentary evidence;
- Makes proper and prompt payment of monies due to employees.

7.3 maintain full records and a written audit trail of all activity during the Additional Covid Relief Period in accordance with the general financial records provisions in the Contract (and such records shall be made available promptly to the Authority on reasonable request);

7.4 The Supplier shall not be entitled to combine the Additional Covid Relief Proposals with any other government or public sector COVID-19 related relief, grant, intervention or other measure which results in the Supplier receiving more than one benefit/relief for the same underlying cash-flow issue. The Supplier shall promptly give written notice to the Authority of any such reliefs which the Supplier considers may be available to it and shall use its best endeavours to secure such and regularly inform the Authority as to progress thereof.

8 The Authority may at any time and in its sole discretion designate one or more additional Covid Relief Periods (each an Additional Covid Relief Period) by notice to the Supplier from time to time. Any such notice shall specify which, if any, PPN contains the applicable rules and principles for the relevant Additional Covid Relief Period and provide for the Supplier's Additional Covid Relief Proposals.

9 If, in the reasonable opinion of the Authority, the Supplier:

9.1 fails to meet any obligation set out in this Second Covid Variation or the Contract;

9.2 receives any payment and fails to apply it so as to meet its obligations under this Second Covid Variation or Contract;

9.3 takes undue advantage of any relief; or

9.4 fails to act transparently and with integrity,

the Authority may take all action necessary to recover any payments made to the Supplier during the relevant Additional Covid Relief Period, including without limitation recovering all or part of the amount waived or by retaining or setting--off payment of any amount it owes to the Supplier at any time under the Contract or any other contract, to the extent that clauses 8.1 – 8.4 apply to such payments.

10 Miscellaneous

10.1 The terms of this Second Covid Variation shall be effective from the Variation Date.

- 10.2 Except to the extent set out in this Second Covid Variation, this Second Covid Variation shall not constitute a waiver of any right or remedy of the Authority or the Supplier arising before, during or after this Second Covid Variation.
- 10.3 The Authority and the Supplier agree that without prejudice to any relief provided herein any event arising from COVID--19 shall not give rise to any force majeure, Compensation Event, Change in Law, Relief Event, Relevant Event or frustration rights set out in the Contract.
- 10.4 If there is an inconsistency between any of the provisions of this Second Covid Variation and the provisions of the Contract, the provisions of this Second Covid Variation shall prevail.

Please confirm your acceptance of the Second Covid Variation countersigning this letter and returning a scanned copy to [robin.wickham@arun.gov.uk](mailto:robin.wickham@arun.gov.uk).

If you have any queries, please contact Robin Wickham.

Yours faithfully,



Robin Wickham  
Group Head of Community Wellbeing  
Directorate of Services

For and on behalf of the Authority

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We hereby acknowledge receipt and accept the terms of this Second Covid Variation.

Signed: Ian Morley

For and on behalf of the Supplier

Name: IAN MORLEY

Position: BUSINESS DEVELOPMENT DIRECTOR

Date: 2/9/2020.

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF THE OVERVIEW SELECT COMMITTEE ON 26 JANUARY 2021

#### PART A : REPORT

<b>SUBJECT:</b> Arun District Council Budget – 2021/22
--

<b>REPORT AUTHOR:</b> Alan Peach, Group Head of Corporate Support <b>DATE:</b> January 2020 <b>EXTN:</b> 37558 <b>PORTFOLIO AREA:</b> Corporate Support
--

<b>EXECUTIVE SUMMARY:</b> <p>The report sets out the General Fund Revenue, Housing Revenue Account and Capital Budget for 2021/22 (in appendix A,1,2 and 3). The committee is requested to review and note the budget report before Cabinet on 8 February 2021.</p>
--

<b>RECOMMENDATIONS:</b> <p>The committee is requested to review and note the Budget report for 2021/22 (contained in appendix A, 1,2 and 3).</p>
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<b>1. BACKGROUND:</b> <p>Prior to the start of each financial year, the Council sets its budget, Council Tax levels and housing rent levels for the year. The committee's role is to review the budget report before Cabinet and Full Council.</p>		
<b>2. PROPOSAL(S):</b> <p>The Committee is requested to consider the budget 2021/22 report.</p>		
<b>3. OPTIONS:</b> <p>Review the Budget 2021/22            Make comments</p>		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓

<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		✓
<b>6. IMPLICATIONS:</b> The budget will form the main reference point for financial decisions made in 2021/22.		

**7. REASON FOR THE DECISION:**

To review the Budget ahead of it being considered by Cabinet on 8 February 2021 and Special Council on 17 February 2021.

**8. BACKGROUND PAPERS:**

Financial Prospects 2020/21 to 2025/26 report link:

<http://www.arun.gov.uk/financial-information/>

Correspondence from the MHCLG (Ministry of Housing Communities and Local Government) and DWP (Department for Work and Pensions). Budget Working Papers (held by Accountancy).

# **ARUN DISTRICT COUNCIL BUDGET 2021/22**

## **REPORT BY THE GROUP HEAD OF CORPORATE SUPPORT**

### **1.0 Introduction**

- 1.1 The Covid-19 pandemic which hit at the end of the 2019/20 has had significant and far reaching consequences for the 2020/21 expected outturn and the budget for 2021/22. The wider reforms of local government funding (the Fair Funding Review) have been further delayed (until 2022/23 at the earliest).
- 1.2 The 2021/22 provisional local government finance settlement was issued on 17 December 2020 and introduced a significant number of changes to government funding, which are covered in detail in the report. The consultation period finishes on 16 January and the final settlement is anticipated late January or early February 2021.
- 1.3 This report sets out the Capital, Housing Revenue and General Fund Revenue budget for 2021/22. These budgets have been prepared taking account of the following:
  - The Medium Term Financial Strategy 2021/22 to 2025/26 considered at Cabinet on 21 September 2020.
  - Housing Revenue Account Business Plan update 2020 considered at Cabinet on 11 January 2021.
- 1.4 The Local Government Act 2003 requires the Chief Financial Officer to report on the robustness of the estimates made for the purposes of calculating Council Tax and housing rent levels, and the adequacy of the proposed financial balances. I am satisfied that the estimates, as presented in the draft budget, are sufficiently robust and that the reserve balances proposed for 2021/22 are adequate. However, there is a significant risk in the medium term for the General Fund when the Council's Funding Resilience reserve is anticipated to be depleted. In addition, the HRA Business Plan and future years budgets need to be closely monitored to ensure that the stock acquisition programme and enhanced repairs and improvements programme remain affordable.

### **2.0 Local Government Finance Settlement and Council Tax**

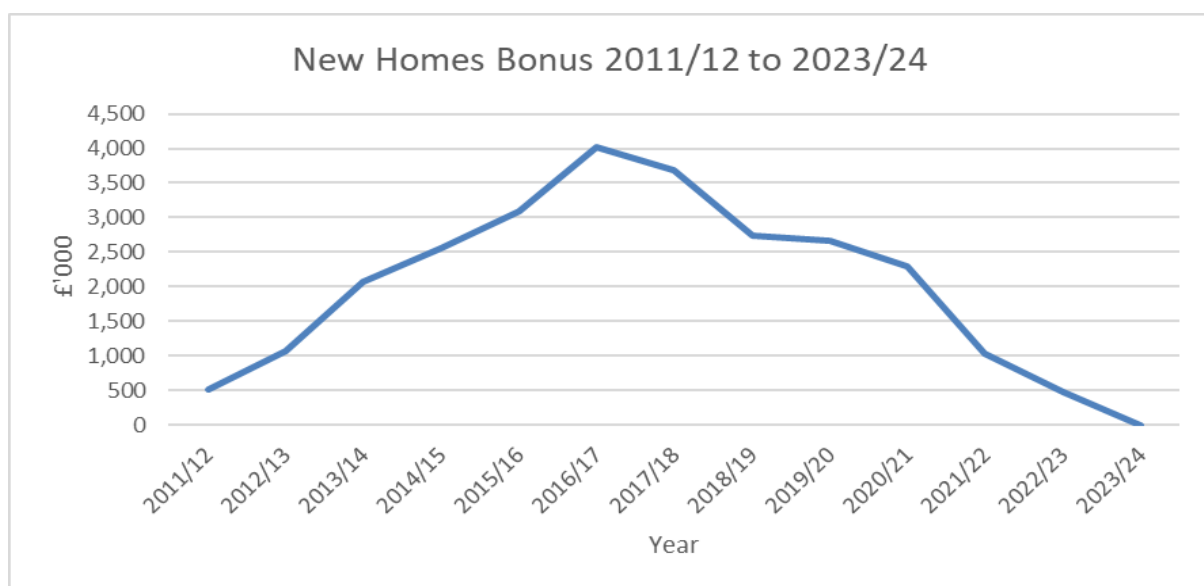
- 2.1 The provisional settlement for 2021/22 introduced a number of significant funding changes including the Lower Tier Services Grant, of £677k which is designed to ensure that no authority receives a reduction in CSP (Core Spending Power). This grant is heavily weighted towards district councils, like Arun, that are losing funding due to the changes in the New Homes Bonus (NHB). It is likely to be a one off grant that will be rolled up in the Better Funding Formula potentially from 2022/23.

2.2 The NHB was introduced in 2011/12. The aim of the grant was to create an incentive which rewards local authorities that deliver sustainable housing growth in their areas. The NHB is shared between Arun (80%) and WSCC (20%). The scheme has undergone major reviews and changes having started off with 6 years of payments, which was reduced to 4 years and now only guarantees legacy payments.

2.3 The NHB for 2021/22 is £1.040m and is based on year 8 and 9 legacy payments (reduction of £1.255m). The one off £30k NHB for 2021/22 is for the affordable homes premium. The Council did not qualify for any other one-off NHB because growth in properties (263 band D equivalent or 0.35%) was below the baseline or deadweight adjustment for growth deemed to have happened anyway set at 0.4 percent of tax base for 2021/22. The level of NHB is summarised in the table below and, again the withdrawal of this funding stream constitutes a significant depletion of the Council's finances:

NHB Payment relating to:	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
2011/12	509	509	509	509	509	509	0	0	0	0	0
2012/13		556	556	556	556	556	0	0	0	0	0
2013/14			1,000	1,000	1,000	1,000	1,000	0	0	0	0
2014/15				484	484	484	484	0	0	0	0
2015/16					539	539	539	539	0	0	0
2016/17						926	926	926	926	0	0
2017/18							728	728	728	728	0
2018/19								540	540	540	540
2019/20									470	470	470
2020/21										557	0
2021/22*											30
<b>Total</b>	<b>509</b>	<b>1,065</b>	<b>2,065</b>	<b>2,549</b>	<b>3,088</b>	<b>4,014</b>	<b>3,677</b>	<b>2,733</b>	<b>2,664</b>	<b>2,295</b>	<b>1,040</b>

2.4 The New Homes Bonus, which is anticipated to be zero by 2023/24 is summarised and projected in the chart below:





- 2.5 The settlement also announced the allocations for tranche 5 of the Covid-19 support grant of £831k.
- 2.6 The negative RSG of £430k (payment to the Government) anticipated from 2019/20 continues to be funded by Government
- 2.7 The Business Rate Retention scheme was introduced in April 2013. The scheme focuses on promoting economic growth through the local retention of business rates. The scheme has also transferred a considerable risk to the council by linking MHCLG support directly to the local economy. This is a strong incentive for the Council to ensure that the business ratings list is fully inclusive and to encourage a buoyant local economy. It is also important to note that any significant negative changes in the value of the ratings list will directly reduce the level of funding received in future, such as valuation appeals which can be backdated.
- 2.8 The Council has benefitted from, comparatively, large increases in its business rates base due to the substantial growth in the area. There has been a delay, due to Covid-19, in the introduction of the new system, which has significantly benefited the Council.
- 2.9 It should be noted that the Retained Business Rates budget for 2021/22 has been adjusted for a £7.865m earmarked reserve contribution in relation to a s31 grants received in 2020/21. This is to enable better comparison between budgets. The technical reason for this adjustment is the phasing of Government support for the loss of income due to additional business rate reliefs. In response to the COVID-19 pandemic the Government awarded new rate reliefs for the retail, leisure and hospitality sectors. These reliefs resulted in a significant reduction in business rate income and the Government compensated local authorities for this loss with grant payments. These grant payments are being made in the current financial year (2020/21) but the corresponding loss of income won't impact upon Arun's General Fund until 2021/22 when the collection fund deficit for 2020/21 is distributed. For Arun the grant payments are estimated to be £7.865m and it is recommended that this sum is put into a reserve in the current year and released in 2021/22 to offset the corresponding loss of business rate income. Once again it is worth noting that the proposed Business Rate reset will have significant adverse implications for future years.
- 2.10 The business rates pool consisting of West Sussex County Council, Adur, Arun and Horsham will not be continued into 2021/22 because of the increased risk due to the covid-19 pandemic.
- 2.11 The provisional allocation and methodology for the Local Council Tax Support (LCTS) grant was published on 18 December. The grant is based on the total number of working-age claimants. This grant is non-ringfenced.
- 2.12 The settlement also introduced a Local Tax Income Guarantee scheme. The Council may be able to claim some funding in 2020/21 under the scheme but the amount won't be known until the Accounts are closed as it will be influenced by changes in Council Tax and Business Rate liability between now and the end of the financial year.

2.13 Non ringfenced grant income is summarised in the table below:

<b>Non-Ringfenced Grant Income</b>			
	<b>Budget 2020/21 £'000</b>	<b>Budget 2021/22 £'000</b>	<b>Change £'000</b>
<b>Retained Business Rates</b> including s31 grant from earmarked reserve*	<b>6,028</b>	<b>5,866</b>	<b>(162)</b>
<b>New Homes Bonus:</b>	<b>2,295</b>	<b>1,040</b>	<b>(1,255)</b>
<b>Other non-ringfenced grants:</b>			
Lower Tier Services Grant	0	677	677
Covid-19 Tranche 5	0	831	831
Local Council Tax Support (LCTS) Grant	0	209	209
Housing Benefits Administration Grant	360	373	13
Localising Council Tax Support Administration Grant	168	143	(25)
Business rates collection allowance	185	183	(2)
<b>Total Other Non-ringfenced grants:</b>	<b>713</b>	<b>2,416</b>	<b>1,703</b>
<b>Total non-ringfenced grant income</b>	<b>9,036</b>	<b>9,322</b>	<b>286</b>

\*restated: including s31 grants, Tariff and Levy and earmarked reserve contributions

2.14 An earmarked reserve contribution of £442K has also been included in the budget for 2021/22 to help smooth out the impact of the phasing of certain other elements of the collection fund deficit over 3 years (the phasing is a statutory requirement). A transfer of £1.326m to earmarked reserves will be actioned in 2020/21 to fund the contribution in 2021/22 and subsequent years.

2.15 Council Tax Income – Arun excluding Parish Councils is summarised below:

<b>Actual 2019/20</b>	<b>Arun excluding Parish Councils</b>	<b>Budget 2020/21</b>	<b>Budget 2021/22</b>	<b>Change</b>
61,281	Tax base *	62,244	62,628	384
£181.62	Band D Tax	£186.57	£191.52	£4.95
	Percentage increase			2.65%
£11,130,000	Council Tax Income (excluding parishes)	£11,613,000	£11,995,000	£382,000

\*the tax base represents the number of Band D equivalent dwellings in the district adjusted for exemptions, discounts, council tax reduction and the collection rate percentage

The Council Tax income of £11.995m for Arun (excluding Parish/town Councils) referred to in the General Fund Summary (appendix 1) is based on an Arun Band D Council Tax of £191.52, which represents an increase of £4.95 or 2.65% (£4.95 or

2.73% 2020/21). Arun's tax base for 2020/21 shows an increase of 384 from 2020/21 (963 previous year). This is mainly due to the completion of new dwellings in the District. The government's calculation of the Council's spending power is based on a £5 increase in band D Council Tax.

### 3.0 Budget Assumptions

- 3.1 The budget for 2021/22 assumes a pay freeze for basic pay above £24k and a 1% pay award for pay below this level. As in previous years, no provision has been made for price increases in goods, services and contracts except where there is clear evidence of the need for it.
- 3.2 With regard to fees and charges, increases have been applied either in accordance with statutory provisions, or, where the Council has discretion, by inflation, having regard to specific service circumstances. No allowance has been made in service budgets for any continuing impact of covid-19 on income in 2021/22. The government has announced that the sales, fees and charges compensation scheme would continue into the first quarter of 2021/22. However, there is no detail on how this would work in practice in relation to profiling of income and the 5% deductible.
- 3.3 HRA rents have been set at 1.5% (CPI plus 1%). Garage rents have been set at 5%.

### 4.0 General Fund Revenue Budget

- 4.1 A summary of the General Fund Revenue budget showing 2020/21 Original Budget and 2021/22 proposed budget, summarised by Service Portfolio is shown in **Appendix 1**. A summary of the projected movement on General Fund Reserve is shown in the table below:

<b>General Fund Reserve Movement</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>2021/22 Budget £'000</b>
<b>Net Budget Requirement</b>	26,238	27,155	25,733
<b>Financed by:</b>			
Government Grants and Retained Business Rates	(9,036)	(9,315)	(9,113)
Council Tax (including collection fund surplus/deficit)	(16,585)	(16,585)	(16,620)
<b>Taken From / (Added to) Balances</b>	<b>617</b>	<b>1,255</b>	<b>0</b>
<b>General Fund Balance 1 April</b>	<b>7,076</b>	<b>7,076</b>	<b>6,668</b>
Supplementary Estimates		(638)	
Current Budget Variation Estimated Outturn 2020/21*		847	
Original Budget addition to / (draw down from) General Fund	(617)	(617)	0
<b>Total (Taken From) / Added to Balances</b>	<b>(617)</b>	<b>(408)</b>	<b>0</b>
<b>General Fund Balance 31 March</b>	<b>6,459</b>	<b>6,668</b>	<b>6,668</b>

\* November 2020

- 4.2 The Covid-19 pandemic has caused a significant shift in the way the Council has had to utilise its resources during 2020/21. The continuing changes to the Covid-19 restrictions (made necessary by the spread of the virus) has made additional costs and loss of income extremely difficult to forecast. The most significant budget pressures for 2020/21 relate to the Leisure operator, expenditure on homelessness and rough sleeping and the loss of income. The timing of the announcements for government support has added to the level of uncertainty. The SFC (sales, fees and charges) compensation scheme has made a significant contribution to the Council's budget position as it covers 75% of any losses after a 5% deductible. However, the scheme does not cover loss of rents (£1.2m budget 2020/21).
- 4.3 The original budget for 2020/21 assumed a drawdown of £617k from General Fund Reserve. Full Council has approved supplementary estimates totalling £638k (table 4.4 below). Offsetting this is a favourable variation, as at November 2020, of (£847k) (providing this continues). However, the budget position is anticipated to worsen over the winter as further covid-19 restrictions are imposed. There are also supplementary estimates totalling £362k due to be considered by Full Council in January 2021, comprised of £184k for the Sunken Garden scheme in Bognor Regis (full cost £500k) and £178k for support for the Leisure operator for the fourth quarter. The centres have been subject to a number of closures during the year and social distancing rules has made their business model which relies on a high turnover unworkable. The Council has made a bid to the National Leisure Recovery Fund, which covers losses from December to March 2021. The Council may also be entitled to some funding under the Local Tax compensation scheme, announced with the Settlement, but this figure won't be known until the Accounts are finalised. These changes result in an anticipated General Fund balance of around £6.7m at the end of 2020/21, subject to the positive current budget variation continuing. The General Fund balance is anticipated to remain at this level until the end of 2021/22 (£4m minimum balance).
- 4.4 The table below summarises the supplementary estimates. These will be offset by the current budget variation as shown in table 4.1

<b>Reconciliation of Original to Current Budget Reserve Movement November 2020</b>	<b>Original Budget £'000</b>	<b>Current Budget £'000</b>	<b>Change £'000</b>
Taken from / (Added to) Balances	617	1,255	638
Leisure Contract Covid-19 Support Full Council 15/7/2020		406	
Leisure Contract Covid-19 Support Full Council 26/11/2020		192	
Planning Appeals Full Council 16/09/2020		<u>40</u>	
<b>Total Estimated Supplementary Approvals to end of November 2020</b>			<b>638</b>

- 4.5 The Council is anticipating the receipt of significant one-off s106 sums for maintenance in perpetuity in respect of a number of sites. However, the receipt of these sums will also lead to the requirement for additional revenue expenditure in respect of maintaining the relevant sites. These sums are not included in the budget for 2021/22

or the estimated outturn for 2020/21 as the timing of the receipts is not certain. These receipts will be used for the future development / maintenance of the Council's assets.

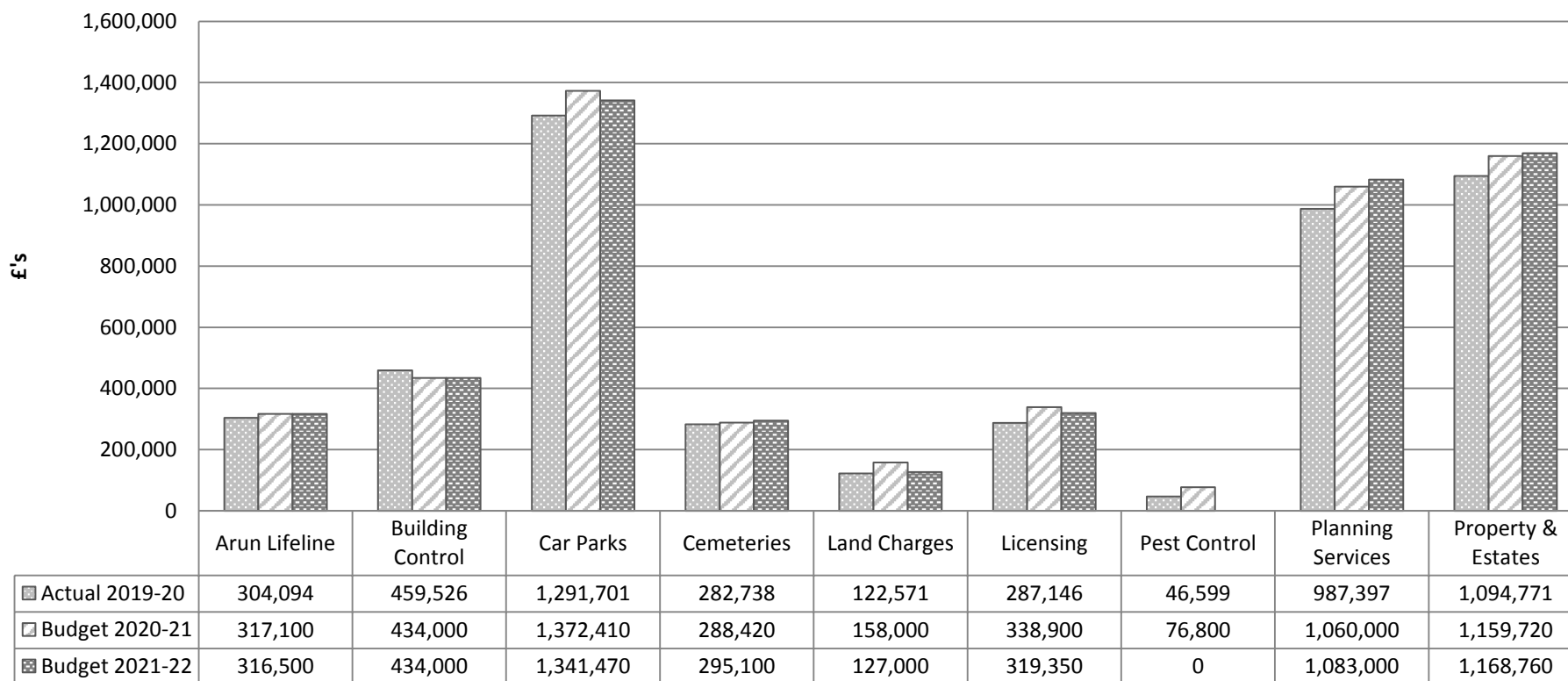
4.6 A summary of headline changes is given in the table below:

<b>General Fund Budget 2021/22</b>	<b>Changes +/- &gt; £ 80k</b>	<b>£'000</b>
Pay award (additional 0.75% from 2020/21)		98
Pay - increments (reduction)		(73)
Establishment savings (FTE post changes)		(122)
Better Care Fund (net)		(120)
Major Contracts inflation (including property growth)		154
Change in Local Plan Expenditure		127
Housing Benefit Increase in Rent Allowances (net)		172
Decrease in Interest and Investment Income		207
Decrease in fees and charges		120
Net Reduction in Contingency items		(336)
Reduction in Pension deficit contribution (second year)		(97)
Reduction in New Homes Bonus		1,255
Change in Retained Business Rates (including reserve contributions)		(245)
Lower Tier Services Grant		(677)
Covid 19 support grant - tranche 5		(831)
Local Council Tax Support Grant		(209)
Other changes +/- <£80k		(40)
<b>Net change in budgeted reserve movement</b>		<b>(617)</b>

- 4.7 The budget for 2020/21 was based on a pay award of 2% for all staff. The actual pay award of 2.75% has resulted in an additional £98k budget growth. It should be noted that there is a pay freeze anticipated for 2021/22 for basic salaries above £24k per annum, with a 1% pay award for pay below this level (anticipated cost £27k)
- 4.8 There are currently a significant number of vacancies which are budgeted at the bottom of grade resulting in a (£73k) budget reduction.
- 4.9 The reduction in the establishment of (£122k) is comprised of Revenues and Benefits (£78k); Planning (£19k) and Technical Services (£25k). The establishment and budget has also been increased by a total of £91k for Littlehampton Community Wardens. The community wardens initiative is scheduled to commence in March 2021 and run for 18 months. The cost of the project is funded by Littlehampton Town Council (£90k) and the Safer Arun Partnership (SAP) (£90) with Arun hosting the project and contributing £20k (£10k per annum).
- 4.10 Two posts have been added to the permanent establishment, which were previously agency staff funded from the Better Care Fund (BCF) to achieve better value for money. The remainder of the BCF has been utilised to fund existing establishment delivering adaptations, resulting in an overall saving of (£120k).

- 4.11 Major contracts are anticipated to increase by £154k (comprised of £84k inflation and £70k for an increase in the number of properties).
- 4.12 The budget for 2020/21 contained £194k for Local Plan review work. The budget for 2021/22 contains £321k for Local Plan review work, an increase of £127k. The total cost of the work is estimated to be around £959k (to 2023/24).
- 4.13 The continuing roll out of Universal Credit has resulted in lower recoveries from ongoing benefit as claimants transfer to the Department for Work and Pensions (DWP). There is also a continuing trend for the use of accommodation with additional services, for which the Council cannot claim subsidy. These factors have resulted in a £172k increase in the Rent Allowances budget
- 4.14 The reduction in interest and investment income £207k is mainly due to the collapse of interest rates and the gradual dropping out of longer term investments that have been made at slightly higher rates.
- 4.15 The General Fund budgeted pension deficit contribution has reduced by (£97k) (for the annual lump sum payment for past service costs). This is the second year of a three year phased reduction which resulted from the triennial valuation of the fund.
- 4.16 The increase in Government funding is summarised in table 2.13 with further detail in section 2.
- 4.17 The Contingencies and Special Items budget is assessed each year as a provision for known possible service changes that have not been sufficiently developed to fully cost into the budget. The budget contains a £538k for potential additional covid-19 related losses.
- 4.18 Income from fees, charges and rents are included within net cost of service. In total this amounts to overall financing of £5.085m (£5.205m 2020/21), a decrease of £120k. When comparing the two years it is important to note that the Pest control Service is planned to be outsourced from April 2021 with no income accruing to the Council from that date (£77k budget 2020/21), though with a corresponding reduction in expenditure. Income is a key risk area to the budget as it is predominantly externally influenced, without a direct link to service cost and each source is unique. It is anticipated that all discretionary fees and charges will be increased by at least the rate of inflation unless there is good reason not to in order for the Council to become more self-sufficient. However, the income does not reflect any continuing Covid-19 reductions as these will be mitigated by the governments SFC compensation scheme for the first quarter of 2021/22 (subject to the details of the scheme). The graph below shows income by source and value and demonstrates trend. The income estimates included in 2021/22 appear reasonable

## Income 2021-22



## 5.0 Earmarked Reserves

Earmarked Reserves are amounts of money specifically identified for operational purposes and held alongside the General Fund for drawdown as required. The total value of earmarked reserves at the end of 2019/20 financial year was £15.768m (£15.394m previous year), with approved in-year virements from reserves of £4.720m plus the Business Rate and Council Tax virements to earmarked reserve virements (paragraph ) of £9.191m during 2020/21. The carry forward balance into 2021/22 will therefore be a minimum of £20.239m, depending upon the amount of budget variation during 2020/21. It should be noted that the increase is mainly in relation to the S.31 grant which was received in 2020/21 which is required to cover the Collection Fund loss in 2021/22. Budget expenditure relating to these reserves is isolated from the cost of service for General Fund financing purposes. Earmarked reserves are drawn down into the budget as required through the virement approval process.

## 6.0 Risk analysis

- 6.1 Corporate and Operational risk registers have been reviewed for financial implications as part of the budget process on the criteria of probability of occurrence and materiality of impact upon balances.
- 6.2 There continues to be huge uncertainty over the impact of the Covid-19 pandemic on the Councils income and expenditure. This includes the Leisure operator as mentioned in the report and Homelessness (6.9). This will have to continue to be monitored closely in 2021/22.
- 6.3 Income: the budget includes £5.085m (£5.205m previous year) from fees, charges and rents; these have been set on the basis of achievement of the level of predicted income and previous outturn, including known changes in environment. However, no account has been taken of the effect of the Covid-19 pandemic. This risk is mitigated by the SFC compensation scheme. However, there are additional risks like a poor summer resulting in lower car park income.
- 6.4 The budget contains an assumption of a pay freeze for staff earning £24k, with a 1% pay award for staff earning below this sum. Any increase above this level will place additional strain on the Council's budgets.
- 6.5 The future of the NHB is extremely uncertain.
- 6.6 The reset of the retained business rates baseline has been postponed again. This could effectively wipe out all or a proportion of the past gains through growth, built up since the inception of the scheme. The significant adverse effect of a full baseline reset is mentioned in 2.8 above. However, the magnitude of the change will be subject to potential damping.
- 6.7 No further significant risks have been identified relating to 2020/21. However, some lesser risks are inherent within the overall budget. These are discussed below.
- 6.8 The vacancy management factor has been kept at £500k.



- 6.9 The Homelessness Reduction Act, in addition to a general increase in homelessness, has had a significant impact on nightly paid accommodation since 2018/19. The budget has not been increased to allow for additional covid-19 related expenditure and there is the risk that demand continues to stay at or exceed current levels.

## **7.0 Housing Revenue Account Budget**

- 7.1 A summary of the Housing Revenue Account (HRA) budget, including Major Repairs Reserve, is shown at Appendix 2.
- 7.2 The 2021/22 budget reflects the priorities of the HRA Business Plan 2020 update. The HRA Business Plan identifies how the Council intends to deliver its strategic target of 250 new affordable homes over a ten year period. The additional properties will help improve the quality, supply and affordability of accommodation available to the residents on the Council's waiting list in urgent need of accommodation.
- 7.3 A budget of £15.000m was approved in 2018/19 for the acquisition/new build programme, with a further £9.341m being approved in 2020/21. This level of budgetary provision will allow the necessary amount of flexibility in terms of planning the programme of new affordable homes.
- 7.4 However, it should be noted that each new scheme will be subject to a full financial appraisal before it can proceed, and contractual commitments made. This is to ensure that the relevant schemes are affordable in terms of maintaining the minimum recommended level of HRA balance of £2m. The issue of affordability is critical especially in the light of the declining level of right-to-buy receipts which could lead to Arun meeting up to 100%, rather than 70%, of the cost of some of the new schemes.
- 7.5 For 2021/22 HRA rents will be increased by 1.5% (CPI plus 1.0%) in accordance with the provisions of the rent standard. Garage rents will be increased by 5%.

## **8.0 Capital, Asset Management and other projects Budget**

- 8.1 A summary of the Capital, Asset Management and other projects budget is shown at Appendix 3.

Full council will be asked to approve the capital strategy on 13 March 2021 (after consideration by Audit and Governance Committee on 25 February 2021). The capital strategy forms the policy framework for capital investment decision over the next three years informing the detailed annual capital budgets over this period. The strategy aims to balance capital expenditure needs and expectations with the scarcity of available resources

- 8.2 The new capital programme for 2021/22, together with the proposed method of financing, is set out in the table below.

<b>Capital Programme 2021/22</b>	<b>£'000</b>
<b>General Fund:</b>	
Capital/Project Programme 2021/22	827
Asset Management	1,001
Disabled Facilities Grants	1,400
<b>Total General Fund</b>	<b>3,228</b>
<b>Housing Revenue Account:</b>	
Improvements	4,632
Stock Development	100
<b>Total Housing Revenue Account</b>	<b>4,732</b>
<b>Total Programme</b>	<b>7,960</b>
<b>Financed by:</b>	
Capital Grants	1,400
Capital Receipts	117
Charge to General Fund (RCCO)	1,711
Charge to Housing Revenue Account	4,732
<b>Total Financing</b>	<b>7,960</b>

- 8.3 The capital budget for 2021/22 and future years is limited by the funding that is available. The Medium Term Financial Strategy (MTFS), approved by Cabinet on 21 September 2020 identified the requirement to allow for business-critical IT systems and infrastructure systems that fall out of maintenance/support and become life expired to be replaced. The capital budget for 2021/22 includes £120k (£580k previous year) for business critical IT. The funds that the Council has identified are clearly insufficient to cover all its capital expenditure requirements. The condition of the Council's General Fund assets was reviewed during 2019/20 and the schemes were ranked in order to establish a 5 year programme which would ensure that the Council's assets are maintained in an appropriate condition (prioritising expenditure on grounds of health and safety, service reliability etc.). The second year of the prioritised programme is summarised in table 8.4.
- 8.4 The capital budget for 2021/22 identifies £827k for high priority projects which are summarised below:

<b>Capital/Project Programme 2021/22 detail</b>			
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Fitzleat Car Park	<b>266</b>	49	327
Public Conveniences	<b>150</b>	165	20
Car Park Resurfacing	<b>165</b>	150	200
Play Areas	<b>100</b>	255	100
Essential IT Infrastructure	<b>120</b>	315	200
Chipper	<b>26</b>	0	0
<b>Total</b>	<b>827</b>	<b>934</b>	<b>847</b>

8.5 It should be noted that the the review of the Council's general fund assests in 2019/20 revealed that they require significant funding to ensure that they are maintained at an acceptable standard. This will require the use of capital receipts and s106 contributions.

## 9.0 Capital Receipts

9.1 Capital receipts are an important source of funding for the Council's capital programme. There are two categories of capital receipts: "1 for 1 replacement" receipts and general receipts. "1 for 1 replacement" receipts are those accrued under the terms of Arun's agreement with the Government to retain the additional receipts generated by the relaxation of the Right to Buy discount rules. Under the terms of this agreement these receipts can only be used for the provision of new social housing and Arun must match every £30 of receipts used with £70 of its own funding. A further condition of the agreement is that receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate. There are very few restrictions relating to the use of general receipts. On the whole these can be used for any capital purpose and there are no time constraints relating to their use.

9.2 The Council's available capital receipts totalled £2.815m at 31 March 2020 (£2.791m previous year). The total is comprised of £1.812m "1 for 1 replacement" receipts and £1.003m general receipts. The retained right-to- buy receipts ("1 for 1" receipts) can only be spent on the provision of new social housing, failing which they must be returned to the Government. One of the approved priorities of the Council's Housing Revenue Account Business Plan is a significant new development programme and the implementation and phasing of this programme will be a key factor in determining whether or not the Council spends its unused receipts within the required time scale. These receipts held, together with any new receipts accruing during 2020/21 and 2021/22 (net of amounts paid to the Government under pooling), will be used to support the Council's capital programme. The "1 for 1 replacement" receipts will be used towards funding the HRA acquisition/new build programme. General capital receipts can be applied for any capital purpose.

## 10.0 Conclusion

10.1 The General Fund revenue budget and Capital budgets are set within the medium term financial strategy. However, the budget for 2021/22 is subject to a significant level of uncertainty caused by the Covid-19 pandemic. The Council has significant reserves to ensure financial resilience, however, balances are anticipated to reduce significantly in the medium term. The Council's Corporate Management Team (CMT) are working with members to identify efficiencies and income generating ideas, which will continue to be worked on during 2021/22.

## 11.0 Recommendations:

11.1 Cabinet is requested to note 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.

11.2 Cabinet is requested to recommend to Full Council that:

- i. The General Fund Revenue budget as set out in **Appendix 1** is approved.
- ii. Arun's band D council tax for 2021/22 is set at £191.52, an increase of 2.65%.
- iii. 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.
- iv. The HRA budget as set out in **Appendix 2** is approved.
- v. The HRA rents for 2021/22 are increased by 1.5% (CPI plus 1%) in accordance with the provisions of the new rent standard.
- vi. 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.
- vii. The Capital budget as set out in **Appendix 3** is approved.

## General Fund Revenue Budget Summary

Actual 2019-20 £'000	Description	Budget 2020-21 £'000	Budget 2021-22 £'000
<b>Cost of Service</b>			
619	Community Wellbeing	(148)	(113)
399	Corporate Support - Direct	251	271
257	Economy	321	304
5,144	Neighbourhood Services	6,163	6,348
972	Planning	856	1,080
3,906	Residential Services	3,287	3,377
670	Technical Services	380	270
8,162	Management & Support Services	8,599	8,763
0	Vacancy Management	(500)	(500)
(1,396)	Recharges to Housing Revenue Account	(1,466)	(1,426)
<b>18,733</b>	<b>Total Cost of Service:</b>	<b>17,743</b>	<b>18,374</b>
<b>Corporate Cost</b>			
4,534	Parish Precepts	4,832	4,832
206	Other precepts and levies	208	278
(851)	Interest & investment income	(551)	(344)
0	Contingencies / miscellaneous	1,589	1,008
374	Contribution to/(from) earmarked reserves	(1,454)	(963) *
188	Capital expenditure financed from revenue	2,728	1,711
1,689	Pension deficit contributions	1,143	1,046
<b>6,140</b>	<b>Total Corporate Cost:</b>	<b>8,495</b>	<b>7,568</b>
<b>24,873</b>	<b>Total Net Budget Requirement</b>	<b>26,238</b>	<b>25,942</b>
<b>Financed By</b>			
(5,348)	Retained Business Rates	(6,028)	(5,866) **
(2,664)	New Homes Bonus	(2,295)	(1,040)
(1,151)	Other non ringfenced grants	(713)	(2,416)
(11,268)	Council Tax Income - Arun Excluding Parishes	(11,613)	(11,995)
(4,396)	Council Tax Income - Town & Parish Councils	(4,832)	(4,832)
(46)	Collection Fund deficit/(surplus)	(140)	207
<b>(24,873)</b>	<b>Total External Finance:</b>	<b>(25,621)</b>	<b>(25,942)</b>
<b>0</b>	<b>Transfer (to) / from General Fund Reserve</b>	<b>617</b>	<b>0</b>

\* Excluding £7.865m S31 Grant received in 2020/21

\*\* Including £7.865m S31 Grant received in 2020/21

## Housing Revenue Account Budget Summary

<b>Actual 2019-20 £'000</b>	<b>Description</b>	<b>Budget 2020-21 £'000</b>	<b>Budget 2021-22 £'000</b>
<b>Expenditure</b>			
4,944	Supervision and management	5,277	5,199
4,521	Repairs and maintenance	3,893	3,887
1,649	Financing of capital expenditure	4,095	4,732
5,172	Net loan charges	5,160	5,162
<b>16,286</b>	<b>Total Expenditure:</b>	<b>18,425</b>	<b>18,980</b>
<b>Income</b>			
(15,924)	Rents (dwellings, garages, hostels, other property)	(16,066)	(16,391)
(889)	Charges for services and facilities	(633)	(632)
(27)	Interest on Balance Payable / (Receivable)	(1)	10
<b>(16,840)</b>	<b>Total Income:</b>	<b>(16,700)</b>	<b>(17,013)</b>
<b>(554)</b>	<b>HRA (surplus) / deficit</b>	<b>1,725</b>	<b>1,967</b>
<b>Housing Revenue Account Reserves</b>			
(8,394)	Balance brought forward	(8,948)	(8,081)
(554)	HRA (surplus) / deficit	1,725	1,967
	Budget Changes (December 2019)	(858)	
<b>(8,948)</b>	<b>Balance carried forward</b>	<b>(8,081)</b>	<b>(6,114)</b>

## Appendix 3

### Capital, Asset Management and other projects Budget Summary

Actual 2019-20 £'000	Description	Budget 2020-21 £'000	Budget 2021-22 £'000
<b>Capital expenditure by portfolio</b>			
763	Community Wellbeing	0	0
175	Corporate Support	580	120
36	Economy	200	0
406	Neighbourhood Services	100	126
5,733	Residential Services	13,336	4,732
2,750	Technical Services	3,348	2,982
<b>9,863</b>	<b>Total Expenditure:</b>	<b>17,564</b>	<b>7,960</b>
<b>Summary</b>			
4,432	General Fund	4,228	3,228
5,431	Housing Revenue Account	13,336	4,732
<b>9,863</b>	<b>Total Expenditure</b>	<b>17,564</b>	<b>7,960</b>

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## ARUN DISTRICT COUNCIL

### REPORT TO OVERVIEW SELECT COMMITTEE ON 26 JANUARY 2021

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

**REPORT AUTHOR:** Nigel Lynn, Chief Executive  
**DATE:** 15 January 2021  
**EXTN:** 37600  
**PORTFOLIO AREA:** Corporate Support

#### **EXECUTIVE SUMMARY:**

This report updates Overview Select Committee Members on the Council's response to the pandemic situation and possible proposals for economic recovery.

#### **RECOMMENDATIONS:**

The Overview Select Committee is asked to:

- (1) note the actions taken to date.

#### **1. BACKGROUND:**

- This report provides an update on progress since the last Cabinet report of 14 December 2020 in relation to the Covid-19 response by the Council. Members are asked to note that due to the report being written in advance of the OSC meeting, the actual date range that this update is for, is from 17 November 2020 (the date of writing the report to Cabinet on 14 December 2020) to 15 January 2021 (the date of writing this report).
- A National Lockdown was declared by the Prime Minister on 4.1.21. The impact on the Council is (at the time of writing this report):
  - The weekly Emergency Management Team meetings started again from 11.1.21. The minutes of these meetings are fed into CMT meetings each Tuesday. RAG reports are produced by each Group Head from a variety of sources and feed into the EMT meetings.
  - Due to the new variant of Covid and how quickly this is being transmitted, CMT have agreed on 5.1.21 that staff attendance at the Council's buildings should be at an absolute minimum, with staff ONLY attending a Council building if they have agreed this with their manager.
  - Councillors are not permitted to enter any Council building at the current time.

- Work by Environmental Health continues advising and enforcing the business restrictions which have changed twice over the past two weeks and managing workplace-based outbreaks.
- The Council is working to ensure that all Government Guidance is adhered to in relation to other service areas and is ensuring that all procedures for dealing with Covid related matters including grants, enforcement etc are followed.
- Our leisure centres and leisure facilities such as adventure golf have been closed as required by government and the Council will work with Freedom Leisure to address the significant financial implications of this.
- Play areas remain open in line with Government guidance.
- We are providing the necessary support to the most vulnerable in conjunction with WSCC via the community hub.
- We are working with partners such as Stonepillow and Turning tides over rough sleepers.

### Communications

- 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. The public are being kept well informed of all key messages.
- Councillors, Partners of Arun and the Town and Parish Councils have been updated with new information from partners, other authorities and Government bodies via emailed briefing notes from the Leader of the Council and the Chief Executive since the start of the pandemic in March 2020. These are issued every week.

### Welfare of Staff, Members and the Public

- Following the announcement of the new National Lockdown, staff must work from home unless they have made specific arrangements with their Manager to attend the Council offices. Staff attending an office location must take all Covid precautions set out by the Council including attending the office for the minimum time, not being in contact with other staff and wearing face coverings.
- The Council has not opened its reception areas (apart from providing a service to homeless presentations), meeting rooms or communal areas in line with Government guidance and officers are working hard to ensure that the public can access all services either online or via our contact centre.
- With the potential for an increase in residents seeking support or advice due to the new National Lockdown, Arun is continuing to liaise with the County Council so that assistance is coordinated via the West Sussex Community Hub. Directing enquiries to the Community Hub as a single point of contact will ensure that residents are properly identified, and their issues logged so that their enquiry can be directed to the most appropriate service to meet their individual needs. The number of referrals into the WS Hub are relatively low and none have been referred to the Arun Hub for a local response.

### Covid-19 Prevalence

- Councillors, Partners of Arun and the Town and Parish Councils have been updated on the prevalence of Covid in West Sussex by way of the regular briefing notes.
- The West Sussex Covid Health Protection Board continues to monitor prevalence of Covid-19 cases. The Corporate Management Team, relevant Group Heads and our Communications Team are being informed of the numbers of Covid cases in both Arun and the whole of West Sussex and this is being communicated to officers and Councillors on a regular basis. Covid prevalence in the District is currently high with some areas in the District having the highest rates in the country (due to Care Home Covid outbreaks). Data is being collated and analysed every day to identify setting-based outbreaks. Where setting-based outbreaks are identified, interventions to support and guide the setting in managing the outbreak are delivered by WSCC Public Health or District and Borough Environmental Health
- In December, WSCC agreed to provide an additional £75k for each District & Borough (in addition to the £75k already received) in relation to the management of local outbreaks of COVID-19. This will be used to supplement the capacity of the Environmental Health team over the next twelve months. That team works with businesses and organisations where there appears to be a workplace-based outbreak. WSCC undertake the same role for care homes, clinical settings and schools.
- Public Health England gave their approval for local contact tracing to begin in West Sussex. A collaborative approach is being used to prepare to implement this service; West Sussex County Council is working in partnership with colleagues in East Sussex, and District and Borough Councils across the county with support from Public Health England. West Sussex County Council's Customer Experience Service are managing the Local Tracing process with dedicated Community Hub staff undertaking the contacts for both West Sussex and East Sussex. The Community Hub was established in response to the first wave of the pandemic and incorporates a full ranging customer service centre approach. To ensure a fully localised approach despite operating consistently across both Counties the phone number seen by the individual contacted will be a local number. Out of the positive cases referred to WSCC by NHS Track and Trace, some of these resulted in requests to District and Boroughs for Council tax contact information and this was provided.
- Arun's Environmental Health team has been working in collaboration with The Health and Safety Executive (HSE) to carry out Covid-secure spot checks on business premises where we are responsible for the enforcement of health and safety legislation. Since the start of the spot checks, the Council has assisted with follow up visits where required. The Council publicised this through our social media channels.
- West Sussex County Council has worked in partnership with the Department of Health and Social Care and our District and Borough Councils to implement a wide range of Covid testing sites across the County to control the Covid rate of reproduction (R), reduce the spread of infection and save lives. An NHS walk through testing facility was opened in St. Martins car park in Littlehampton in early December 2020 and Council officers assisted with the setup of this.

- The Council is ensuring that social media and our website communications are regularly updated with information relating to the roll out of the vaccination programme so that the public are aware that their GP surgeries will contact them directly to arrange for a vaccination to take place.

#### Financial Impact of Covid-19

- The financial effects of Covid-19 have been severe for the Council, in common with other local authorities across the country. The new lockdown will have further financial implications for the Council.
- Government announced the funding allocations for the 4th tranche of Covid funding to local government to address wider cost pressures. Arun's allocation to date is £498,760.00.

First Tranche of Covid-19 Funding	Second Tranche of Covid-19 Funding	Third Tranche of Covid-19 Funding <sup>2</sup>	Fourth Tranche of Covid-19 Funding	Total Covid-19 Additional Funding
£64,612	£1,609,640	£264,767	£498,760.00	£2,437,779

- Details of all funding received by the Council as a result of the Covid Pandemic are listed in Appendix A which is attached to this report.
- The Council will be working with Freedom Leisure to address the further financial implications this Lockdown and Cabinet approved further financial assistance to Freedom at their meeting on 14 December 2020.
- The Council is applying to a new £100 million National Leisure Recovery Fund in January to assist with the costs of keeping our leisure centres open. The fund will help meet the additional costs of operating the centres whilst the buildings have limited capacity due to Covid restrictions. This Fund is a most welcome development and will help to ensure that our Centres remain open so that the community can continue to access safe and warm facilities throughout the winter months to maintain and improve their physical and mental wellbeing.
- Business premises forced to close in England are to receive grants under the Local Restrictions Support Grant (LRSG) and Discretionary Grants via the Additional Restrictions Support Grant (ARG). The Local Restrictions Support Grants (LRSG - rateable value based mandatory grants) will be dealt with by the Revenues Team. The Additional Restrictions Support Grant (ARG - Discretionary Grants) will be dealt with by the Economic Development Team. In addition, people who have to self-isolate can receive a payment of £500 (for those on lower incomes who cannot work from home and have lost income as a result) and the Council continues to make payments receipt of a valid application. The Council will also be administering the new grants announced by Government on 5.1.21 which are grants for businesses in the retail, hospitality and leisure sectors. These one-off top-up grants will be provided on a per

property basis to businesses closed as a result of the latest restrictions. As of 5 January 2021, the following payments have been made:

**Self-Isolation Payments:**

- As of 28.12.20: Received 175, granted 49. On 5.1.21 a further 135 applications were received and are being processed.

**The Local Restrictions Support Grant (LRSG - rateable value based Mandatory Grants) and Christmas Support payment to Wet-Led Pubs:**

**Wet led Christmas support**

- Claims approved 40 totalling 40,000.00
- Pending 3

**National - November**

- Claims approved 567 totalling £901,602.00
- Claims denied 56
- Pending 13

**Closed Businesses (Tier 2) 02/12/20 to 15/02/20**

- Claims approved 52 totalling £42,676.00
- Claims denied 8
- Pending 8

**Closed Businesses (Tier 2) 16/12/20 to 30/12/20 now amended to 16/12/20 to 25/12/20 and payments pro-rated**

- Claims approved 31 totalling £11,431.50
- Denied 1
- Pending 15

**Closed Businesses (Tier 4) 26/12/20 to 04/01/21**

- Claims pending 208

**The Additional Restrictions Support Grant (ARG - Discretionary Grants):**

**Additional Restrictions Discretionary Grants:**

- Total applications = 355
- Approved = 192
- Approved since 4th January = 53
- Value = £81,527
- The application window will last until 15th February.

**Local Restriction Support Grants (Open):**

- Total Applications = 145
- Approved = 33
- Approved since 4th January = 27
- Value - £24,573.20
- Total paid £284,509.82.
- LRSG is still open but only taking applications for losses from 2<sup>nd</sup> – 25<sup>th</sup> December.

<ul style="list-style-type: none"> <li>Coast to Capital Local Enterprise Partnership announced further grants of between £1,000 and £3,000 (up to £5,000 in exceptional circumstances) for specialist advice or equipment to aid smaller businesses adapt to trading through the pandemic. Funding was provided by European Regional Development Fund (ERDF) as The Visitor Economy (Kickstart Tourism) and Wider Economy (Restart &amp; Recovery SME) grant and was subject to eligibility criteria. Applications were invited by 7 December 2020 and the Council publicised this scheme to local businesses.</li> </ul>		
<b>2. PROPOSAL(S):</b>  Overview Select Committee is requested to note the actions taken to date.		
<b>3. OPTIONS:</b>  To note this update report or To request further information		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Cabinet	✓	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		
<b>6. IMPLICATIONS:</b>  6.1 The Council also has very limited funds to be able to make direct interventions to assist the public and businesses. As a result, the Council has focussed on communication and Government grants that are available. The Council has been facilitating the recovery process and helping to provide community leadership.		

- 6.2 The Government has supported local government with grants to assist our budgets, which covers a proportion of our losses, but there remains a significant shortfall of our income. This shortfall will affect the Council's finances significantly going forward. Although the 2021/21 budget is likely to be balanced, this has been due to reduced spend rather than the government grant covering all our losses.
- 6.3 This new (January) Lockdown will undoubtedly have further implications on staff workload, capacity and mental health as we strive to continue to provide day to day services, whilst working from home, many with childcare issues (now that schools are closed).

**7. REASON FOR THE DECISION:**

For Overview Select Committee to note the Council's response to the Covid-19 Pandemic.

**8 EFFECTIVE DATE OF THE DECISION:** 26 January 2021

**9. BACKGROUND PAPERS:** None

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## **Appendix A – Covid Grants received by Arun District Council to 15.1.21**

	<b>Amount (£)</b>	<b>Comments</b>
<b>Grants announced Since October 2020</b>		
Local Restrictions Support Grants (Closed) Addendum (LRSG)	3,893,606	Mandatory
Local Restrictions Support Grants (Closed) Addendum (LRSG); national restrictions grant	2,583,864	Mandatory
Closed Business Lock down payments	7,749,000	Mandatory
Christmas Support Package	51,200	Mandatory
Local Restrictions Support Grants (Open) Addendum (LRSG)	359,011	Discretionary
Additional Restrictions Support Grant allocations.	4,643,182	Discretionary
Surge enforcement funding for local authorities (Ring fenced)	75,314	from MHCIG, Mandatory
Covid prevention planning	75,000	from WSCC
Covid prevention outbreak work	75,000	from WSCC
Test and Trace support grant (self-isolation)	162,800	£33,318.47 allocated, yet to be received
Sales, fees and services support grant	722,888	Up to 31/12/2020
<b>From March 2020 to September 2020</b>		
Council Tax - Hardship fund	945,239	
Covid-19 Support grant (2019/20) 1st trench	64,612	This was received in 2019/20
Covid-19 Support grant (2020/21) 2nd to 4th trench	2,373,167	5th Trench in April 2021
Rough sleeping Initiative	21,000	
New burdens payment associated with SBGF, RHLGF	270,463	
Re-opening the High Street Safely Fund	143,718	to be claimed
Business Support Grants Fund (SBGF) Retail, Hospitality and Leisure Business Grant Fund (RHLBG)	30,025,000	Finished
Local Authority Discretionary Grants Fund	1,523,500	Finished
BID Covid-19 support grant	6,990	Paid to Bognor Regis BID
Leisure Funding (Bid to the National Leisure Recovery fund)	310,000	Bid submitted
Lottery funding for Consultancy advice for Leisure services	4,980	
DWP Northgate Covid-19 changes	330	
Tax Income Compensation - up to 75% loss of Council Tax and NDR loss of income in 2020/21		To be calculated at year end
<b>Allocated for 2021/22</b>		
Local Council Tax Support Grant (LCTS)	209,000	for 2021/22; not directly Covid-19
Additional C-19 support grant	831,000	for 2021/22
<b>Total Covid-19 Grants</b>	<b>57,119,864</b>	

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## ARUN DISTRICT COUNCIL

### OVERVIEW SELECT COMMITTEE 26 JANUARY 2021

#### PART A : REPORT

<b>SUBJECT: Residents Satisfaction Survey Working Party</b>
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<b>REPORT AUTHOR: Jackie Follis, Group Head of Policy</b>
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<b>DATE: 14 January 2021</b>
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<b>EXTN: 37580</b>
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#### EXECUTIVE SUMMARY:

The Overview Select Committee on 6 October 2021 OSC was presented with the 2020 Residents Satisfaction Survey Report. Following the 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 paper sets out the background to the survey, the issues discussed by the Working Party and recommendations to OSC on 26 January 2021.

#### RECOMMENDATIONS:

1. That 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 are:
  - a) Increase number of surveys, potentially offsetting 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. That delegated authority be given to the Group Head of Policy to work with our 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
3. That the effectiveness of the changed methodology be reviewed in the 2021 survey report and developed for future years

**BACKGROUND:**

1. Arun District Council has a number of corporate and service level performance indicators. Performance against these indicators is reported to Overview Select Committee (OSC) and Cabinet every 6 months and at the year end.
2. The Residents Satisfaction Survey is carried out on an annual basis in order to measure two of Arun's Corporate Plan Indicators:
  - CP1 - The level of public satisfied or very satisfied with the overall quality of the Council's services
  - CP3 - The level of customer satisfaction with the cleanliness of the District
3. At its meeting on 6 October 2020 OSC was presented with the 2020 survey and the outcome report and asked to note the contents. There was an interesting debate on this and a number of suggestions were made. In particular, Members felt that simply posting the survey was an outdated approach and the ability to have the survey completed online would potentially reach a wider audience. It was felt that this option should be researched and considered in time for the next survey in 2021. It was commented that it was important to continue with the hard copy survey via post when considering the online approach as this would potentially stop a proportion of residents who do not have access to online facilities from taking part.
4. The Committee concluded that a Working Party (held in private) should be established and that the membership of this Working Party would be Councillors Mrs Cooper, Dendle and Tilbrook.
5. Informal discussions with members were held on 17 November and 21 December to consider the brief and take this forward so that a meeting of the Residents Satisfaction Working Party could be held in advance of the OSC meeting in January 2021. This would allow time for any changes to the survey process to be implemented for 2021.
6. Links to the most recent survey and report are attached as background papers.

**Current Survey Methodology**

7. Using the Royal Mail's Postal Address File (the most complete source of residential addresses available), 1,800 addresses were selected at random across the district to receive a short questionnaire by post. This questionnaire included details of how the survey could be completed online. The distribution of the selected addresses was checked against ward population data to ensure that the sample selection was spatially representative. Mid way through the survey period, any address that had not returned a survey to BMG Research was sent a reminder letter and a fresh version of the questionnaire in order to maximise the response rate. Overall, 611 questionnaires were completed and returned to BMG, representing a total response rate of 34%. This compared to a 32% response rate recorded in the equivalent residents' survey completed in 2019.

8. It should be noted that direct e-mail contact with named residents is not a possible as any e-mail addresses we hold were not collected for the purpose of carrying out a survey under GDPR.
9. The data collected has been subsequently weighted by area and, within each area, by age and gender. The exact profile of the data prior to weighting and after weighting can be reviewed in the profile summary at the end of the BMG Report.
10. The data in the report is benchmarked against the Local Government Association's (LGA) national public polling on resident satisfaction with local councils. Although there is a difference in methodology, the LGA Survey is carried out by telephone, it is considered important that the local survey can be compared with national benchmarks.

#### Age Profile of Participants

11. One of the key concerns expressed by OSC about the outcomes was the age profile of those participating in the Survey (shown in section 4 of the survey report). This indicates that over 50% of the participants were in the 65+ age category, retired and own their property outright. Whilst this can be adjusted to give a fair representation statistically of age profiles across the District, it clearly indicates that the survey is either not reaching or is not of interest to many younger residents within the District, particularly those aged 25 – 44 who are also likely to be those with younger children. The 18 – 24 category is very under represented and it is likely that we need a very different approach to reach these members of the community. The profile of respondents is clearly more complicated than just age but given the limited time available before the 2021 survey needs to be done, age is being used as a start point for changes in 2021.

<b>Age</b>	<b>Unweighted</b>	<b>Weighted</b>
<b>18-24</b>	<0.5%	2%
<b>25 -34</b>	3%	16%
<b>35 -44</b>	8%	12%
<b>45 -54</b>	14%	16%
<b>55 -64</b>	18%	15%
<b>65+</b>	53%	33%
<b>Prefer not to say</b>	2%	4%
<b>Not provided</b>	<0.5%	1%

#### Additional Survey Methods

12. A number of options were discussed with our current survey provider, in summary they are:
  - Telephone interviews
  - Increase size of survey in terms of circulation
  - Increase size of survey in terms of number of questions
  - Target more surveys in areas with more young people/families

- Send invitation to participate in a more appealing format rather than a standard letter asking people to complete the survey online
- Make survey available to anyone
- Use of Social Media and website to encourage participation
- Should the survey questions be the same for 2021

13. The Working Party discussed the options taking into account a number of issues and their conclusions are set out below:

➤ Priority age group that should be targeted to increase responses

Since the prime purpose of the survey is to find out what local residents think of Arun District Council services it was decided that the age group to be targeted is residents aged 25-44 as this is the group currently most under-represented in the survey responses

➤ Number of questions

It was concluded that the questions should remain the same for 2021 to enable full comparability with previous surveys, given that the Corporate Plan Period runs from 2018-2022 and it is likely that the survey will be changed following this; to allow comparison with the national local government survey; to enable changes in methodology within budget as any increases to the length of the survey will cost more and limit this. The Working Party did comment that there may be a need for more targeted surveys corporately and at service level to better understand our community and improve engagement in the future.

➤ Which media is most likely to appeal to younger residents

There was agreement that the survey is not attractive or eye catching and that this needs to go out in a better physical format (colour, postcard sized flyers as follow up etc.). Social media and the website should be used to promote the survey, but it was recognised that social media is most likely to promote completion of an open survey (see below).

➤ The need to continue to provide access to a survey for residents whose preferred method of engagement is not digital

Agreed that this is very important

➤ Use of an open survey

This means that the same survey that is sent to targeted households is made available via a link on the Arun website. Such an open survey would need to be analysed separately as we would not be able to control for other issues such as duplicates, multiple people from the same household, people who are not residents of Arun, use of the survey for campaigning etc. We will not be able to combine this information with the targeting survey in a meaningful way, but it will be additional information which can be reported separately and will help us to structure future surveys.

<ul style="list-style-type: none"> <li>➤ <u>Benefits of a geographically targeted survey</u> Additional surveys could target areas with younger populations as identified by Arun. As in the previous point this would sit alongside the main survey. For the open survey this could also be done using Facebook and the relatively new 'Nextdoor' platform which Arun has just joined, but this would need to be managed and would be at additional cost.</li>   <li>➤ <u>Increase number of surveys sent out</u> There will be a cost to this, but this could be offset by not sending out the postal reminders. Only a small percentage of surveys were returned following reminders last year.</li> </ul>		
<b>2. PROPOSAL(S):</b>		
<p>a) A number of proposals were made:</p> <ul style="list-style-type: none"> <li>➤ Increase number of surveys, potentially offsetting this cost by not sending out follow up letters, numbers to be determined with the survey provider</li> <li>➤ Carry out an open online survey alongside the targeted survey</li> <li>➤ Explore options for incentives for survey completion to be vouchers for local businesses</li> <li>➤ Explore options for invitations to participate being sent in a more appealing format.</li> <li>➤ Carry out an additional sample geographically targeted survey to target younger respondents</li> </ul> <p>b) The Working Party was very aware of the need to balance improved participation of younger households in the survey with current financial constraints and the need to stay within budget. Budgets were discussed at the Working Party but have not been set out in this paper as while indicative costs are available, further quotations will be required and proposals may need to be prioritised.</p>		
<b>3. OPTIONS:</b>		
<p>a) To make changes to the survey methodology as recommended</p> <p>b) To carry out the survey using existing methodology</p>		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		<b>x</b>
Relevant District Ward Councillors		<b>x</b>
Other groups/persons (please specify)		<b>x</b>
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		<b>x</b>

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
Safeguarding		x
Other (please explain)		x
<b>6. IMPLICATIONS:</b>		

#### **7. REASON FOR THE DECISION:**

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

#### **8. BACKGROUND PAPERS:**

[Item 5 - Final - OSC Report Q2 Performance 20.10.20.docx \[docx\] 33KB](#)

[Item 5 - Final - Appendix A - Q2 Corporate Plan indicators.pdf \[pdf\] 391KB](#)

[Item 5 - Final - Appendix B - Q2 SDP indicators.pdf \[pdf\] 399KB](#)



## **APPENDIX 1**

### Residents Satisfaction Survey Briefing for Working Party 21 December 2021 Initial thoughts on increasing engagement, particularly with younger people

Whilst there are a number of different ways, we can increase engagement with a survey almost anything will cost more than we are spending at the moment. We discussed a number of approaches below with BMG – note this is only a brief summary:

#### Telephone interviews

Will require access to the Council databases which hold contact telephone numbers. We do not collect phone numbers for this purpose so that is likely to be something for the future. This would normally require 100% response, so replacements if people do not respond. Will require scripting and trained interviewers. Not sure if this will elicit a greater response from younger people who probably see telephone surveys as very old fashioned. Generally people concerned about any 'cold calling'.

#### Increase size of survey in terms of circulation

Currently 1800 sent out (including 1 reminder to non-responders which does not greatly increase the response) with 34% return – one of main costs is post, so quite a lot more expensive and may still not achieve responses from younger people. Ideally, we could ask all residents to complete the survey online via council tax bills – possible, but need to understand extra costs and would this get better response than direct invitation? Also, this will not reach young people living at home, but who are not council tax payers and don't open the post! Would 2021 be the year to do this?

#### Target more surveys in areas with more young people/families

We can demographic data to BMG. Will require more analysis, and questions about the statistical validity of applying this across the whole of Arun arise. It would however provide some data that could be used alongside the wider survey

#### Send invitation to participate in a more appealing format rather than a standard letter asking people to complete the survey online

More appealing and modern and hopefully therefore more likely to be read. Could be colourful letter/leaflet or even a postcard. More expensive in colour but may get better response. Colour seems to add half as much again to the cost, but postcards would not add this much

#### Make survey available to anyone

Then reliant on people providing postcode so that outcomes can be allocated to geographical areas – would need to keep outcomes separate as part of analysis and to see if these were statistically valid and to what extent the response was different – could then be combined with survey of those invited to participate to give larger database of outcomes with adjustments.

#### Use of Social Media and website to encourage participation

With links to online survey – as part of previous point – could also encourage people to 'share' link, maybe get press involved.

#### Will the Questions be the same

If we want to try out a different methodology it makes sense to leave the questions as close as they can be to our previous questions, which also reflect the LGA survey so that we can make valid comparisons. This will also allow us to compare outcomes in a covid and non-covid scenario.

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RESIDENTS SURVEY WORKING PARTY

14 January 2021 at 9.00 am

Present: Councillors Mrs Cooper (Chairman) and Tilbrook

1. APPOINTMENT OF CHAIRMAN

The Working Party

RESOLVED

That Councillor Mrs Cooper be appointed Chairman of the Residents Survey Working Party.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. START TIMES

The Working Party

RESOLVED

That its start times for meetings for the remainder of 2020/21 be 9.00 am.

4. AGREEMENT OF RECOMMENDATIONS TO THE OVERVIEW SELECT COMMITTEE

The Group Head of Policy provided the Working Party with a brief overview of the report that had been sent to Members separately to the agenda detailing their informal discussions.

The Working Group then discussed the recommendations that had been suggested by the Group Head of Policy. Discussion was centred around the detailed wording of the recommendations in line with the desire to allow flexibility to build on improving the survey further for 2021.

The Working Party

RECOMMENDS to the Overview Select Committee

1. That 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 are:

Residents Survey Working Party - 14.01.21

- a) Increase number of surveys, potentially offsetting 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. That delegated authority be given to the Group Head of Policy to work with our 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
3. That the effectiveness of the changed methodology be reviewed in the 2021 survey report and developed for future years

(The meeting concluded at 9.43 am)

## ARUN DISTRICT COUNCIL COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES

### Report to Overview Select Committee – 26 January 2021

<b>Name of Meeting:</b>	West Sussex County Council's Health & Adult Social Care Select Committee (HASC)
<b>Date of Meetings:</b>	13 January 2021
<b>Report by:</b>	Cllr Jamie Bennett – The Council's Nominated Representative
<b>Relevant Cabinet Member:</b>	Cllr Mrs Gill Yeates – Cabinet Member for Community Wellbeing

The main item of business was the Adult and Health – Service Planning overview, the key areas of discussion included:

- Suggested key performance indicators for Adult and Health directorate as part of the wider West Sussex reset plan.
- Areas to be explored relating to Adults and Health portfolio budget savings, including next steps and committee involvement.
- Reflections from the Covid-19 pandemic to include work with care and domiciliary care market in West Sussex.
- Planned areas for Adult social care improvement and integrated working with the NHS.

Covid has impacted this work but it has continued albeit at a slower speed than originally planned.

Large cost savings are proposed within this department in order to reduce the current WSCC budget, the current proposed cuts is in the region of £5.4M most of this coming from a reduction in care packages for adults who are still within their own home. The Director of Adult services informed the Committee that the aim was to help people remain in their home and help them to do more tasks for themselves.

**ARUN DISTRICT COUNCIL  
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

**Report to Overview Select Committee – 26 January 2021**

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OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2020/2021

<b>Date of Meeting: 09 JUNE 2020</b>			
Report Deadline for Agenda Prep: 27 April 2020			
Date of Agenda Prep: 12 May 2020			
Final Report Deadline: 25 May 2020			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
<b>Performance Reviews</b>			
1	Corporate Plan 2013-2018 – Q4 and End of Year Performance outturn for 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
2	Service Delivery Plan 2013-2018 – Q4 and End of Year Performance outturn 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
	There are no items for this meeting.		
<b>Holding Cabinet to account</b>			
3	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
4	To agree the work programme for 2020/21	Jackie Follis	<b>To be reported to Full Council on 15 July 2020</b>

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 01 September 2020</b>			
Report Deadline for Agenda Prep: 20 July 2020			
Date of Agenda Prep: 4 August 2020			
Final Report Deadline: 17 August 2020			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
	There are no items for this meeting		
<b>Performance Reviews</b>			
1	Covid-19 Update from CEO	Jackie Follis/Nigel Lynn	
<b>Contractor/Partner Performance Reviews</b>			
2	Chief Inspector Carter – Local Policing	Jackie Follis	
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
	Feedback from Police and Crime Panel Meeting held on 26 June 2020	Cllr Mrs Yeates	
	Feedback from HASC meeting held on 10 June 2020	Cllr Bennett	
<b>Holding Cabinet to account</b>			
3	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
<b>Work Programme</b>			
4	Work Programme – 2020/21 – Update	Jackie Follis – Group Head of Policy	



**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 06 October 2020</b>			
Report Deadline for Agenda Prep: 31 August			
Date of Agenda Prep: 8 September 2020			
Final Report Deadline: 21 September 2020			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Overpaid Housing Benefit Policy 2014 Review	Andrew Dale	TBC
2	Cust Sat Survey Results	Jackie Follis	
<b>Contractor/Partner Performance Reviews</b>			
3	Covid-19 Update from CEO	Jackie Follis/Nigel Lynn	
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
4	Feedback from Police and Crime Panel Meeting held on 26 June 2020 & 25 September 2020	Cllr Mrs Yeates	
5	Feedback from Meeting of HASC held on 9 September 2020	Cllr Bennett	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
7	Work Programme 2020/21 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 01 DECEMBER 2020</b>			
Report Deadline for Agenda Prep: 26 October 2020			
Date of Agenda Prep: 3 November 2020			
Final Report Deadline: 16 November 2020			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Local Council tax Reduction Scheme 2021/22	Andy Dale/Satnam Kaur	
<b>Performance Reviews</b>			
2	Corporate Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2020 – 30 September 2020	Gemma Stubbs – Executive Assistant to the Chief Executive	2 & 3 Now merged as 1 agenda item
3	Service Delivery Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2020 – 30 September 2020	Gemma Stubbs – Executive Assistant to the Chief Executive	2 & 3 Now merged as 1 agenda item
4	Covid 19 Update (inclusive of Cabinet report for 16 November)	Nigel Lynn/ Jackie Follis	
<b>Contractor/Partner Performance Reviews</b>			
<b>Partner Reviews</b>			
	There are no items for this meeting		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from Meeting of HASC held on 11 November 2020	Cllr Bennett	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
7	Work Programme 2020/21 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 26 January 2021</b>			
Report Deadline for Agenda Prep: 4 January 2021			
Date of Agenda Prep: 12 January 2021			
Final Report Deadline: 18 January 2021			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
	There are no items for this meeting		
<b>Performance Reviews</b>			
2	Council Budget – 22/23	Alan Peach – Group Head of Corporate Support	
3	Covid 19 Update (inclusive of Cabinet report for 8 February)	Nigel Lynn/ Jackie Follis	
<b>Contractor/Partner Performance Reviews</b>			
1	Leisure Contract Annual Report	Robin Wickham	
4	Update from the Residents Survey Working Party	Jackie Follis	
<b>Partner Reviews</b>			
	There are no items for this meeting		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from the Meeting of the HASC Panel held on 13 January 2021	Cllr Bennett	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
7	Work Programme 2020/21 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 23 MARCH 2021</b>			
Report Deadline for Agenda Prep: 8 February 2021			
Date of Agenda Prep: 23 February 2021			
Final Report Deadline: 8 March 2021			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
4	Equalities & Diversity	Jackie Follis	
<b>Performance Reviews</b>			
1	Greenspace Management Contract	Oliver Handson – Greenspace & Development Manager	
2	Combined Cleansing Services Contract – Biffa	Oliver Handson	
3	Covid-19 Update	Nigel Lynn/Jackie Follis	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from Sussex Police and Crime Panel Meeting held on 29 January & 15 February 2021	Cllr Mrs Yeates	
6	Feedback from the Meeting of the HASC Panel held on 24 February 2021	Cllr Bennett	
<b>Holding Cabinet to account</b>			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
<b>Work Programme</b>			
8	Work Programme 2020/21 – Update and Work Programme planning for 2021/22	Jackie Follis – Group Head of Policy	