



# Public Document Pack

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Committee Manager Jane Fulton (Ext 37611)

16 April 2020

## CABINET

A meeting of the Cabinet will be held on **Wednesday 29 April 2020 at 5.00 pm** and you are requested to attend.

**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' will be made available by 24 April 2020.*

*Any members of the public wishing to address the Cabinet meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on Friday, 17 April 2020 in line with current Cabinet Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.*

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

**Members:** Councillors Dr Walsh (Chairman), Oppler (Vice-Chair), Mrs Gregory, Lury, Purchase, Stanley and Mrs Yeates

## AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

(Pages 1 - 18)

To approve as a correct record the Minutes of the Cabinet meeting held on 9 March 2020 (as attached).

6. BUDGET VARIATION REPORTS

To consider any reports from the Head of Corporate Support.

7. OFFICER DECISIONS TAKEN DURING THE CORONAVIRUS PANDEMIC

(Pages 19 - 48)

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

8. UPDATE ON FINANCIAL CONSEQUENCES OF THE CORONAVIRUS PANDEMIC (Pages 49 - 54)

The coronavirus pandemic is a public health emergency as well as an economic emergency. The Council has a significant role in supporting those affected in the District, in addition to the effect on the Council's financial position. The purpose of the report is to raise awareness of the issues and to inform Councillors of the actions taken to date, whilst starting to evaluate the potential financial consequences.

9. ELECTRIC VEHICLE STRATEGY AND CHARGE POINT INSTALLATION (Pages 55 - 82)

This report seeks approval for an Electric Vehicle (EV) Strategy developed by West Sussex County Council. The Government has made it clear that a transition to EV's forms part of its approach to achieving net zero carbon by 2050. Sales of petrol and diesel engine cars have been banned from 2040 and there is a government consultation on bringing that date forward to 2035 or 2032. One of the barriers to this transition is the availability of charge points. The proposed Strategy suggests that the Council support the take up of EVs by installing charge points on suitable Council owned car parks.

The County Council wants to work in collaboration with District and Borough Councils, as well as Parish Councils to deliver a county wide network of charge points. To reduce the complexity of accessing the charge points the network would run by one supplier. The charge points would be powered by renewable energy. The collaboration with the County Council would be via an Inter Authority Agreement. This would commit Arun District Council to add its suitable car parks to a county wide portfolio of sites within a procurement process to select a supplier to install electric vehicle charge points on its land.

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

There are no items to bring to this meeting.

Note : Report is attached for all Members of the Council 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 - [The Policy](#)

# Agenda Item 5

Subject to approval at the next Cabinet meeting

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## CABINET

9 March 2020 at 5.00 pm

Present: Councillors Dr Walsh (Chairman), Oppler (Vice-Chairman), Mrs Gregory, Lury, Stanley and Mrs Yeates

Councillors Bicknell, B Blanchard-Cooper, Bower, Charles, Clayden, Mrs Cooper, Cooper, Coster, Gunner, Mrs Hamilton, Mrs Haywood and Huntley were also in attendance at the meeting.

### 489. WELCOME

The Chairman welcomed Members, members of the public and Officers to the meeting.

### 490. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Purchase, the Cabinet Member for Neighbourhood Services.

### 491. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 492. QUESTION TIME

The Chairman confirmed that one Public Question had been submitted in line with the Council's Constitution and that this was for him as Leader of the Council to respond to.

The questioner asked if an update on discussions with the Environment Agency (EA) on sea defences at Climping and beyond could be provided following the urgent update that had been provided by the Leader of the Council at the Special Meeting of the Council held on 19 February 2020. This was because since that time, there had been further significant deterioration of the sea wall.

The Leader of the Council, Councillor Dr Walsh, responded confirming that two Officers of the Council had met with representatives of the Environment Agency (EA) and had discussed recent events with other key partners. The Council would provide a full statement of its position once it was understood what the EA proposed to do, or not do. It was the Council's understanding that the EA had said that it would be undertaking an assessment of short-medium term interim measures that could be delivered to protect properties and infrastructure from a breach of the sea defences whilst working to identify options and funding for a long-term investment in flood defences in the Climping and Ropewalk area. Councillor Dr Walsh stated that the Council would endeavour to respond once this work had been completed but not before.

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The questioner asked a supplementary question. He stated that he appreciated the work that Climping Parish Council had done in hosting meetings and publishing minutes but who would be dealing with issues surrounding householders and the wider picture being Ropewalk. It was the questioner's view that a mechanism needed to be established between Arun and the EA and stakeholders in Ropewalk to ensure ongoing dialogue.

Councillor Dr Walsh responded reminding the questioner that it was the EA who was responsible as the lead agency. He invited the Director of Place to provide input and he outlined that this matter had been raised on Friday, 6 March 2020 where Officers of the Council had attended a meeting with the EA and other groups where it was clear that further dialogue was needed with the residents group for Ropewalk. Work had commenced on looking at emergency procedures should they need to be actioned making sure that communications were clear between all relevant parties.

493. URGENT BUSINESS - A27 ARUNDEL BY-PASS CONSULTATION FEBRUARY 2020 AND LITTLEHAMPTON HARBOUR BOARD

The Chairman confirmed that there were two urgent items that needed to be considered by Cabinet.

As both of these were key urgent items, with special urgency, the approval of the Chairman of the Overview Select Committee, Councillor Coster, had been sought and received in accordance with Part 3 (Responsibility for Functions), Section 2.0 – Paragraph 2.3 of the Constitution. Both items had therefore been published with less notice than the 'five clear days' and would not be subject to the Call-In procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

The first report was on the A27 Arundel By-Pass Consultation. The circumstances for presenting this report as urgent were to ensure that Members were aware of the response made by the Leader of the Council and the Chief Executive to the most recent consultation on the A27 Arundel By-Pass.

The second urgent item related to the Littlehampton Harbour Board which was proposing to change its governance through a Harbour Revision Order. The proposed changes would significantly reduce this Council's and West Sussex County Council's representation on the Board, reducing the Council's influence over the Board and its precept. The circumstances for presenting this report as urgent were because it would be helpful, if the Councils wished to proceed with any alternative options, for these to be discussed now, prior to the validation of the Board's application. As the Harbour Board was keen to avoid the HRO being unnecessarily delayed, a short time period had been provided for the Councils to consider their options at this stage. This report was being considered under Exempt business and so would be deferred to the end of the meeting.

The Chairman then introduced the first urgent item on the A27 Arundel Bypass Consultation February 2020. He announced that Highways England (HE) had confirmed a further four-week consultation period to end on 1 March 2020 in February 2020 as several errors had been identified in the underlying technical documents supplied. Having had discussions with the Chief Executive it was concluded that most corrections were technical and did not materially impact the previous decision made by the Council on its preferred route to support Magenta, as confirmed at a Special Meeting of the Council on 10 October 2019. Councillor Dr Walsh confirmed that he and the Chief Executive had taken part in a joint conference call with HE and its Contractors, WSP, on 2 March 2020 and had worked through the questions that the Council had relating to the Council's preferred route and whether it would alter any aspects of the Council's decision made on 10 October 2019. The conversation had concluded that there were no substantive changes as the matters raised were technical and mainly transcription errors caused by human error. Based on this, a formal response was sent to HE to confirm the Council's original Council decision made on 10 October 2019 and that this still stood. Links had been provided in the report setting out the response made in writing on 2 March 2020 to HE and to reconfirm the Council resolution made on 10 October 2019. Councillor Dr Walsh asked Cabinet to endorse the action taken by him and the Chief Executive on this matter.

The Chairman reconfirmed that in accordance with Part 3 (Responsibility for Functions) Section 2.0, Paragraph 2.3 of the Council's Constitution, the Cabinet was considering this item under Special Urgency as set out in Part 6 (Procedure Rules (Other) of the Constitution. In line with Constitutional requirements the agreement of the Chairman of the Overview Select Committee, Councillor Coster, had been sought and agreed in terms of the reason for its urgency which had been to comply with HE's latest consultation period. As this was being dealt with under special urgency rules, the report had been published with less notice than the 'five clear days' and would not be subject to the Call-In Procedure.

The Cabinet

RESOLVED

That the action taken by the Leader of the Council on 2 March 2020 be endorsed reconfirming the Council's decision on its preferred route for the proposed A27 Arundel By-Pass as agreed at the Special Meeting of the Council on 10 October 2019.

The Cabinet confirmed its decision as per Decision Notice C/039/090320, a copy of which is attached to the signed copy of the Minutes.

#### 494. MINUTES

The Minutes of the Cabinet meeting held on 10 February 2020 were approved by the Cabinet as a correct record and signed by the Chairman.

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495. BUDGET VARIATION REPORTS

There were no matters discussed.

496. EXTENSION OF EXISTING ELECTRICAL SUPPLY CONTRACTS FOR CORPORATE HOUSING SITES

The Cabinet Member for Technical Services, Councillor Stanley, presented this report confirming that it was asking Cabinet to authorise extending the existing electrical supply contract by twelve months and to regularise authority for the previous agreement ending 31 March 2020. The proposed supply would from 1 April 2020 be generated exclusively from renewable sources.

The Cabinet

RESOLVED – That

- (1) The appointment of the Council's existing electricity supplier via a broker until 31 March 2020 be approved;
- (2) The renewal of the existing contract for an additional twelve months to 31 March 2021 be approved;
- (3) Retrospective delegated authority be given to the Group Head of Corporate Support to enter into the existing agreement; and
- (4) Delegated authority be given to the Group Head of Technical Services to enter into the renewal contract.

The Cabinet confirmed its decision as per Decision Notice C/040/090320, a copy of which is attached to the signed copy of the Minutes.

497. CORPORATE PLAN 2018-2022 - QUARTER TWO PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

The Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Oppler, introduced this item confirming that the 2020 Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that were placed upon it. The three Council Priority themes and the 2020 Vision were outlined as:

1. Your services
2. Supporting you
3. Your future

Behind these priorities were a series of targets that were measurable and, ideally, in the control of the Council. These were the Corporate Plan indicators. Service targets (Service Delivery Plan indicators (SDP's)) sat beneath these corporate priorities to provide more detail about how the service was doing.

Performance of the indicators was reported to the Corporate Management Team every quarter and to the Overview Select Committee and Cabinet every six months and at year end.

The information within this report had been presented to the Overview Select Committee on 28 January 2020. The minutes from that meeting, and the recommendation needs to be considered by Cabinet at this meeting.

The Group Head of Policy then provided an overview of the report and confirmed that the indicator targets being reported were for 2019-20 not 2018-2022. There were 11 Corporate Plan Indicators and six of these were measured at Quarter four. A full commentary for each indicator had been provided in Appendix A to the report. It was explained that there was no data available for Indicator CP7 [Homelessness Applications where Homelessness is Prevented] because due to a change in how statistics were recorded as a result of the Homelessness Reduction Act, the percentage needed to be calculated on an annual basis rather than being measured quarterly. An indicator not achieving its target was CP11 [Household Waste Sent for Reuse, Recycling and Composting]. Whilst not achieving the 50% target figure for Q2, it was explained that this figure showed an increase of almost 1.26% on the rate at the corresponding period last year. This had mainly been attributed to a decrease in black bag waste taken to recycling centres whilst the tonnages for recycling and composting had remained similar to the previous year. It was noted that the target for this indicator had been increased from 40% to 50% for 2019/20 and it was expected that the target of 50% would be reached by the end of this year.

Indicator CP3 [Council Tax Collected] was over achieving its target at Q2. Customers now having the ability to pay their council tax over 12 months had helped. Targets CP6 [Time Taken to Process Housing Benefit/Council Tax Benefit New Claims], CP8 [Number of New Council Hoes Built or Purchased Per Annum] and CP10 [Total Rateable Business Value for the Arun District] were all over achieving their targets. The Group Head of Policy referred Cabinet to a recommendation from the Overview Select Committee at Minute 411 to amend the target figure for Indicator CP10 from £91m, to £99.138m with effect from Quarter 1 in 2020.

Finally, the Group Head of Policy confirmed that the Corporate Management Team (CMT) had provided their comments on the targets set out in the report and were happy that everything was working in the way that it should. It was therefore felt that no remedial action was required for all but one of the Corporate Plan Indicators at Q2 as most measured at this stage were either achieving or over achieving their target at this point in the year and the indicator that was not achieving was only just behind target with it being anticipated that it would be achieved by the end of the year.

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The Cabinet

RESOLVED – That

(1) The Council's Quarter Two performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A attached to the report be noted; and

(2) The minutes from the meeting of the Overview Select Committee held on 28 January 2020, be noted.

The Cabinet

RECOMMEND TO FULL COUNCIL

That approval be given to amend the target figure for Indicator CP10 from £91m to £99m with effect from Quarter One in 2020.

The Cabinet confirmed its decision as per Decision Notice C/041/090320, a copy of which is attached to the signed copy of the Minutes.

498. SERVICE DELIVERY PLAN 2018-2022 - QUARTER TWO PERFORMANCE REPORT FOR THE PERIOD 1 JULY TO 30 SEPTEMBER 2019

The Deputy Leader of the Council and Cabinet Member for Corporate Support, Councillor Oppler, introduced this item and stated that as mentioned previously in the Corporate Plan report, the service targets were the Service Delivery Plan indicators which sat beneath the corporate priorities to provide more detail about how services were performing.

The Group Head of Policy confirmed that there were 23 Service Delivery Plan (SDP) Indicators and that 13 of these were measured at Q2. The full commentary for each indicator had been set out in Appendix A to the report showing that 9 had been categorised as overachieving their targets with one being categorised as achieving its target. There were two indicators that were behind target at Q2 and one which had not achieved its target being SPD 18 [Cost of Emergency Accommodation Per Annum (net)]. This indicator was being closely monitored by the Director of Services and it was outlined that the Council was aware of the situation due to the Supplementary Estimate that had been agreed by the Council on 15 January 2020.

The Group Head of Policy outlined that the Corporate Management Team (CMT) had provided their comments and believed that no remedial action was required at Q2 as most indicators were measured at Q2 were either overachieving or achieving their target at this point in the year. The two indicators that were behind target were only slightly behind and were largely out of the Council's control. An updated position would be provided at Q4.

In discussing the report, the Cabinet Member for Residential Services, Councillor Mrs Gregory, outlined that the additional staff for the housing service as approved by Council on 15 January 2020 would see numbers reduce quite quickly as this would allow staff to deal with families and individuals more quickly and so would hopefully shorten the term of those placed into emergency accommodation. This was not a situation common to just Arun, as every District in the country was experiencing the same homelessness issues.

The Cabinet Member for Technical Services, Councillor Stanley, outlined that he wished to highlight some points in relation to SPD Indicator 4 [Occupied Retail Units in Littlehampton] and SPD 5 [Occupied Retail Units in Bognor Regis]. In Bognor Regis he outlined that the work that had been undertaken had been stretched to include the wider Bognor Regis Business Improvement District (BID) area and that the place branding work had been very effective. A presentation had been made to the last meeting of the Bognor Regis Regeneration Sub-Committee to outline this and in acknowledging that the vacancy rates in Town Centres were at their highest ever. Councillor Stanley stated that it was important not to underestimate the impact of place branding and the messages going out. At Littlehampton it was important not to underestimate the impact of public realm and the positives that this would bring. Good quality public realm work showed that the Council had confidence in its High Streets, and this would attract investment into the area. The work that was taking place would support vacancy rates. This was endorsed by the Chairman who stated that he eagerly awaited the start of public realm work in Littlehampton and as this had been supported by a vast majority of the traders. He highlighted that the vacancy rates in both Bognor Regis and Littlehampton were a lot lower than most seaside towns in the South East which had upwards of around 30% vacancies.

The Cabinet

RESOLVED – That

- (1) the Council's Quarter Two Performance against the targets for the Service Delivery Plan (SDP) indicators as set out in this report and Appendix B be noted;
- (2) the minutes from the meeting of the Overview Select Committee held on 28 January 2020 be noted.

The Cabinet confirmed its decision as per Decision Notice C/042/090320, a copy of which is attached to the signed copy of the Minutes.

499. PUBLIC REALM PROJECTS IN BOGNOR REGIS - THE SUNKEN GARDENS AND PLACE ST MAUR

The Chairman presented this report and outlined that it was originally seeking approval for the design brief and procurement strategy for both the Sunken Gardens project and the public realm at Place St Maur in Bognor Regis. Further options for the

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Sunken Gardens were still being worked upon therefore the Place St Maur was the project which had been identified as a priority to be taken forward. The recommendations within the report would enable consultants to be procured to prepare enhancement proposals for the site. The Sunken Gardens project would be reported to a future Cabinet meeting due to the complexity of the site.

The Principal Landscape Officer was then invited to outline the key highlights of the report. She stated that the Place St Maur was an important public space in Bognor Regis and was situated in a key location lying adjacent to the seafront. At the moment the site was not fulfilling its potential and so it was planned to appoint a Consultant to enhance this area. Full details of the design brief had been set out in Appendix 1 of the report. This confirmed the strategic objectives which were to complete the enhanced public realm link between the seafront and the Town Centre; to create a high quality, welcoming space for visitors to spend time in; and to create a flexible venue for outdoor events. The proposed features were to enhance hard surfacing; provide areas of soft landscaping; water jets; seating; and flexible space to accommodate a variety of events. The Consultants appointed would be for the duration of the whole project including concept design; public consultation and overseeing the work on site. It was outlined that the construction procurement would be a separate exercise. The capital cost for delivering this project was anticipated to be in the region of £1.5m and there was no budget set aside for this work. It was proposed to vire £235k from the Sunken Gardens budget to enable the procurement of the consultants and survey work to be undertaken.

The Chairman commenced the debate on this item acknowledging that the site, as it stood now, was untidy and unkept and was an uninspiring open space. He also outlined that any work undertaken on the Place St Maur would not be allowed to impact discussions taking place on the remainder of the Regis Centre site.

The views put forward by Cabinet were that the Place St Maur was well overdue a makeover given its key location. The objective to provide a flexible venue for outdoor events was especially welcomed and all were in favour of the provision of water jets. It was agreed that the project would provide a welcome addition for tourists visiting Bognor Regis to enjoy and in the right location. It was acknowledged that with the Christmas Ice Rink, the redeveloped site had the potential to be a real draw for the community and would provide the key link between the seafront and the rest of the Town. This was vital from an economic perspective and was a hugely exciting project. A request was made to consider adding coloured lighting to the proposed features.

The Chairman confirmed that Councillor Gunner had requested to speak, and this was approved by Cabinet. Councillor Gunner stated that he was pleased that this project was progressing but referred to the section of the project brief outlining stakeholder needs stating that the Council needed to be more collaborative in terms of the way it made decisions. He felt that this item should have been reported first to the Bognor Regis Regeneration Sub-Committee and he asked how other Members of the Council would be able to contribute to such an important item. It was outlined by the

Director of Services that the brief did detail the expected programme for the project and showed that there would be a full public consultation exercise which everyone would be welcome to take part in ensuring that an open and inclusive consultation exercise would be undertaken. The Chairman agreed and stated that he was sure that as the project developed reports would be submitted to the Bognor Regis Regeneration Sub-Committee and the Bognor Regis BID, the project brief had also set out when the Consultant would be required to report and update Members on each stage of the project.

The Cabinet

RECOMMEND TO FULL COUNCIL – That

- (1) the design brief for public realm improvement at Place St Maur, Bognor Regis be approved which will form the basis of the tender process for the project;
- (2) delegated authority be given to the Director of Services to procure consultants to undertake RIBA Stages 0-7 to enable the delivery of the Place St Maur project;
- (3) subject to the approval of Recommendation (2) above, funding of up to £235k be vired from the Sunken Gardens project to this project for the associated project costs;
- (4) enhancement proposals for Place St Maur are prepared for public consultation; and
- (5) these new proposals rescind all previous decisions taken on the Hothampton site.

The Cabinet confirmed its decision as per Decision Notice C/043/090320, a copy of which is attached to the signed copy of the Minutes.

500. REVIEW OF PLANNING SERVICES

The Chief Executive introduced this report stating that the Planning Service was a high profile important statutory function of the Council and so it was important to ensure that the service was fit for the future to meet both statutory requirements and to support strategic priorities and objectives.

The Chief Executive highlighted that the Development Control Committee had recently had a hiatus of issues, partly around the lack of acceptance of the Local Plan Strategic Sites and with the Planning section struggling to secure sufficiently experienced planning officers. A comprehensive review of the Planning service was therefore planned to confirm whether the Council's planning procedures were fully

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effective; legitimate and up to date. The areas that the review would focus on and cover had been outlined in sections 1.5 and 1.6 of the report.

The Chief Executive outlined that the specification for the work had been agreed with the Leader and Deputy Leader of the Council; the Cabinet Member for Planning; and the Chairman of the Development Control Committee. The recruitment process for suitable consultants was explained. The Chief Executive and the Cabinet Member for Planning, Councillor Lury, had interviewed two consultants on 31 January 2020 and one had been selected as the preferred consultant to undertake this review. The Chief Executive had used his delegated authority to engage the selected consultant's services in line with the Constitution and retrospective approval by noting the action taken was now needed from Cabinet so that the review could proceed.

In debating the item, Councillor Lury confirmed that he fully supported this process in view of the great challenges lying ahead for the service.

The Chairman confirmed that there were several Councillors in the Public Gallery who had indicated that they wished to speak. Cabinet approved this.

The points made were why was this review happening when an LGA Peer Review of the Planning Service had been undertaken only in 2018. It was felt that another review was a hasty action to take, particularly as the Council would be moving to a Committee structure in 2021. The Chief Executive responded stating that the request for the review had been driven by Officers. It was also acknowledged that not all the recommendations from the Peer Review had been implemented. The review would also address issues that Members were fully aware of such as vacancy management; and the quality of decision making. Waiting until after the Committee system was in place would be too long to wait.

The Cabinet

**RESOLVED**

That the delegated authority by the Chief Executive for the procurement of external consultancy services for the sum of approximately £40,000 (plus expenses) be noted in order to conduct an independent review of the Planning Service.

The Cabinet confirmed its decision as per Decision Notice C/044/090320, a copy of which is attached to the signed copy of the Minutes.

501. POP UP RETAIL PROJECT - BOGNOR REGIS AND LITTLEHAMPTON

The Group Head of Economy presented this report which proposed to provide Pop-Up Retail space in Bognor Regis and Littlehampton. It was outlined that this report followed on from the Innovating High Streets item that Cabinet had approved in the latter part of 2019. As both Towns were struggling with vacant units there was a need to find a way to respond to this. The initiative of providing pop-up retail space was a way of assisting the crisis in the High Street. It was explained that this would operate on a short-term basis with the exact maximum term to be agreed, to allow businesses to market test their product, or where they already had this confidence, to give them a start with High street trading. The report before Members provided an outline to this new project and sought agreement to proceed with it.

The report identified a vacant unit in Bognor Regis and Littlehampton and sought agreement to enter negotiations to take up leases to allow the project to proceed. It was explained that in respect of the lease proposals for Littlehampton, further negotiations needed to take place and so the premises highlighted in the report could not be confirmed yet. In view of this, a slight amendment was proposed to Recommendation 4 to now read as follows:

“Agree to enter into negotiations to take a lease, at a competitive price, on an appropriate property in Littlehampton, with delegated authority being given to the Leader of the Council and Cabinet Member for Economy in conjunction with the Director of Place to approve this”.

The Chairman outlined that he fully supported this project and that it would help revitalise the District’s High Streets at a time of experiencing challenging economic conditions. The scheme would help new start-up retail businesses test their viability and have a foothold in a retail property. Councillor Dr Walsh stated that he believed this intervention would bring more economic activity to the District’s Town Centres and would support local entrepreneurs.

Cabinet fully supported this project and referred to some of the discussion that had taken place earlier in the meeting on shop premises vacancy rates in both Towns. The Chairman confirmed that there were Members in the Public Gallery that had indicated a wish to speak on this item. Cabinet approved this.

Those speaking welcomed this proposal but asked if Unit 10 in the Bognor Regis Arcade would be rented or used on a rent-free basis. It was explained that funding for this project had been allocated by Cabinet on 7 October 2019 but that the project was dependent upon income which was difficult to estimate. The set-up costs had been outlined in the report and it was stated that the Council needed to focus on the retention of businesses not just the start-up of them. Rent would be paid as part of the business plan for the Arcade. Questions were asked in terms of what the measures of success would be for this project? The Group Head of Economy outlined that as the project moved forward, the measures of success would be moving small start-up businesses into their own premises and then occupying these for a reasonable amount of time.

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### The Cabinet

#### RESOLVED – That

- (1) the contents of the report be noted;
- (2) the funding set aside in the 2020/21 Budget for “New Start Up Business Town Centre Fund” be used for this project instead;
- (3) the use of Unit 10 Bognor Regis Arcade for the project be noted;
- (4) agreement be given to enter negotiations to take a lease, at a competitive price, on an appropriate property in Littlehampton, with delegated authority being given to the Leader of the Council and Cabinet Member for Economy in conjunction with the Director of Place to approve this; and
- (5) authority is delegated to the Leader of the Council and Cabinet Member for Economy and the Director of Place to determine the details of the scheme.

The Cabinet confirmed its decision as per Decision Notice C/045/090320, a copy of which is attached to the signed copy of the Minutes.

#### 502. JOINT AREA COMMITTEES

The Cabinet received and noted the Minutes of the meetings of the Joint Area Committees as follows: -

- (1) Joint Eastern Arun Area Committee – 5 November 2019; and
- (2) Joint Western Arun Area Committee – 27 November 2019

#### 503. OVERVIEW SELECT COMMITTEE - 28 JANUARY 2020

It was noted that Cabinet had already considered and approved the recommendation from the Overview Select Committee as part of the Agenda item on the Corporate Plan Quarter Two Performance Reports for the period 1 July to 30 September 2019 – this being Minute 411 - Corporate Plan 2018-2022 – Q2 Performance Outturn Report for the period 1 April 2019 to 30 September 2019

504. HOUSING & CUSTOMER SERVICES WORKING GROUP - 6 FEBRUARY 2020

The Chairman invited the relevant Cabinet Members to introduce the recommendations from the Minutes of the meeting of the Housing & Customer Services Working Group held on 6 February 2020 – these had been circulated to the meeting.

The first recommendation was at Minute 12 [Asbestos Policy and Management Plan] which would ensure that the Council was able to meet the regulations and requirements set out in the Control of Asbestos Regulations 2012.

The Cabinet

RESOLVED - That

- (1) The Asbestos Policy 2020 be adopted;
- (2) The Asbestos Management Plan be adopted;
- (3) Delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the Policy and Plan.

The next set of recommendations were at Minute 13 [Tenancy & Lettings Policy] where it had been explained that the Policy presented had been an amalgamation of the previous Tenancy Policy 2012 and Introductory Tenancy Policy 2016. The main driver of the introduction of flexible fixed term tenancies had been to improve better use of housing stock.

The Cabinet

RESOLVED – That

- (1) The Tenancy and Lettings Policy April 2020 be adopted;
- (2) All current flexible tenancies be converted to secure lifetime tenancies from April 2020;
- (3) Delegated authority be given to the Group Head of Residential Services to make minor changes to the Policy.

The next set of recommendations were at Minute 14 [Pets Policy] where approval was sought to adopt a Pets Policy in respect of the management of the Council's tenancies.

Cabinet - 9.03.20

The Cabinet

RESOLVED – That

- (1) The Pets Policy April 2020 be adopted; and
- (2) Delegated authority be given to the Group Head of Residential Services in conjunction with the Cabinet Member for Residential Services to make minor changes to the Policy.

The next recommendations were at Minute 15 [Empty Homes Update] which sought approval to adopt an updated Enforced Sale Procedure and use of existing funds. Councillor Stanley provided a brief update on the work that had been undertaken in bringing empty homes back into use as a result of the Empty Homes Strategy which had been adopted by Cabinet in 2018 and he applauded the work of the Council's Empty Homes Officer who had just secured the Empty Homes Practitioner of the Year Award.

The Cabinet

RESOLVED – That

- (1) The updated Enforced Sale Procedure be noted; and
- (2) Delegated authority be given to the Group Head of Technical Services to make changes to the end Enforced Sale Procedure, with a review to take place by the end of 2022; and
- (3) Approval of the use of existing revenue funds identified below for Empty Homes Assistance Programme with any unspent funds to be earmarked at the end of the financial year for:
  - (a) £66k currently earmarked for Empty Homes
  - (b) Unspent receipts from discretionary housing grants repayments (current balance £20k)
  - (c) Unspent receipts up to £44k from disability facilities grant repayments.

Finally, Cabinet was alerted to the last set of recommendations at Minute 16 [Energy Efficiency Strategy].

The Cabinet

RESOLVED

That the Energy Efficiency and Fuel Poverty Strategy 2020-2025 be adopted.

The Cabinet confirmed its decision as per Decision Notice C/047/090320, a copy of which is attached to the signed copy of the Minutes.

505. ENVIRONMENT & LEISURE WORKING GROUP - 27 FEBRUARY 2020

The Chairman alerted Members to the Minutes of the Environment & Leisure Working Group held on 27 February 2020, which were circulated to the meeting. These also contained recommendations for Cabinet to consider.

The first was at Minute 16 [Cemeteries Policy] which sought approval for the Council to adopt the proposed Cemeteries Regulations and Procedures from 1 April 2020.

The Cabinet

RESOLVED – That

- (1) From 1 April 2020 Arun District Council adopts the proposed Cemeteries Regulations and all procedures as outlined in the report; #
- (2) The new associated fees & charges as outlined in the report are approved for implementation from April 2020;
- (3) The service enhancements & projects identified within the report are endorsed and where appropriate, delivery will be considered as part of the Council's future annual budget setting;
- (4) Future changes and amendments to the regulations, procedures and fees & charges, can be made in consultation with the Cabinet Member with delegated responsibility for Cemeteries;
- (5) Within 12 months following the Council's adoption of these regulations, the Cemeteries Service shall submit to the ICCM a request for Arun, as a burial authority, to become a member of the Charter for the Bereaved, which further enhances the Council's reputation as a modern, compassionate, lawfully and legally complaint Cemeteries Service provider.

Cabinet - 9.03.20

The Cabinet was then alerted to final recommendations at Minute 17 [Enforcement Contract Update] where the Council was being asked to approve extending its existing agreement with East Hampshire District Council for a further two years from 15 May 2020 to 14 May 2021 which would allow for the continued enforcement and educational patrols to continue against dog fouling, breaches of dog controls and other littering offences.

The Cabinet

RESOLVED – That

- (1) The agency agreement with East Hampshire District Council is extended for a further two years from 15 May 2020 until 14 May 2022;
- (2) The charging model of the agreement is amended, as outlined in the report, in order to provide the Council with greater flexibility and options for additional targeted enforcement activities.

The Cabinet confirmed its decision as per Decision Notice C/048/090320, a copy of which is attached to the signed copy of the Minutes.

506. LITTLEHAMPTON HARBOUR BOARD [EXEMPT PARAGRAPHS 5 & 6 - INFORMATION RELATING TO LEGAL PROCEEDINGS AND ENACTMENT]

The Chairman introduced this report stating that the Littlehampton Harbour Board (LHB) was proposing changes to its governance through a Littlehampton Revision Order (LRO).

The proposed changes would significantly reduce this Council's and West Sussex County Council's representation on the LHB, which in turn would significantly decrease the two Council's influence over the LHB. It was outlined that both Councils would have the opportunity to make formal representations on the LHB's HRO during the statutory consultation period when this commenced in due course.

The report presented, considered the draft LHB HRO and options available to the Council. As highlighted earlier, the Chairman confirmed that this was an urgent report which was being taken in accordance with Part 3 (Responsibility for Functions), Section 2.0, Paragraph 2.3 of the Council's Constitution. The circumstances for presenting this report as a matter of special urgency were because it would be helpful if the Councils wished to proceed with any alternative options, for these to be discussed now, prior to the validation of the LHB's application. The LHB was keen to avoid its HRO application being unnecessarily delayed and so a short time period had been provided for the Councils to consider their options at this stage.

As this was a key decision, the agreement of the Chairman of the Overview Select Committee, Councillor Coster, had been sought and he had agreed to this report being presented along with the reasons for its urgency. It was outlined that as this was being dealt with as an item of special urgency, the report had been published with less notice than the 'five clear days' and the call-in arrangements therefore did not apply.

It was highlighted that the reasons for presenting this item were largely financial. The Littlehampton Harbour Board was a unique piece of legislation which stated that the Council and West Sussex County Council shared any yearly deficit on a 50/50 basis. The cost to this Council in recent years were outlined and it was confirmed that this Council's share of the 2020/21 budget would be approximately £142k. The LHB's plans to change the democratic arrangement by reducing the Local Authority representatives to 2 had been highlighted earlier in terms of the impacts this would have. Further background information surrounding the LHB's proposed changes to its governance and changes to funding were explained. The options available to the Council were also highlighted as well as the costs involved.

In view of the options available to the Council, which were fully supported by the Cabinet, it was agreed that a further report would be brought to Cabinet during the statutory consultation period on the LHB HRO so that Cabinet could provide the Council's formal consultation response. The representations to possibly consider were outlined and the Chief Executive explained that if needed he would use his delegated authority as the Responsible Officer. This would be in line with Paragraph 5.2 of Part 6 (Contract Standing Orders) of the Council's Constitution.

The Chief Executive outlined that there were no conflicts of interest in considering this report, the resignations of Councillor Dr Walsh [as a West Sussex County Council nominated representative] and the Director of Place [as a District Council nominated representative] of the LHB had been confirmed.

The Cabinet

RESOLVED – That

- (1) A further report be brought back to Cabinet to consider representations to be made in response to a statutory consultation on Littlehampton Harbour Board's Harbour Revision Order; and
- (2) The Council make a formal proposal to West Sussex County Council for the two Councils to explore jointly commissioning an options appraisal.

The Cabinet confirmed its decision as per Decision Notice C/049/090320, a copy of which is attached to the signed copy of the Minutes.

(The meeting concluded at 6.38 pm)

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## ARUN DISTRICT COUNCIL

### REPORT TO CABINET ON 29 APRIL 2020

<b>SUBJECT:</b>	<b>Officer Decisions taken during Coronavirus Emergency</b>
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<b>REPORT AUTHOR:</b>	Nigel Lynn, Chief Executive
<b>DATE:</b>	16 April 2020
<b>EXTN:</b>	01903 737600
<b>PORTFOLIO AREA:</b>	Corporate Support

#### EXECUTIVE SUMMARY:

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

#### RECOMMENDATION:

The Cabinet is asked to note and support the actions taken by Officers.

#### 1.0 BACKGROUND

- 1.1 Responding to the Coronavirus pandemic is the first peacetime national emergency that the Council has had to face. It has brought unprecedented challenges that officers have been responding to, on behalf of the Council, since early March. The priority has been to focus on the most urgent decisions that needed to be taken to ensure that the Council could support the most vulnerable in its community and respond to directions issued by Central Government.
- 1.2 The Council had prepared for such a situation with the emergency provisions included within the Officer Scheme of Delegation in its Constitution. The two key provisions are:
  - Group Heads and above have the power, in an emergency, to take such action as is necessary within the law to protect life, health and safety, the economic, social or environmental well-being of the District and to preserve property belonging to the Council or others (Part 4, Section 1, paragraph 1.9); and
  - The Chief Executive, Director of Services and Director of Place have authority to incur expenditure for meeting the purposes of Local Government Act 1972, S.138 in connection with peacetime emergencies and disasters, subject to reporting their actions to the first subsequent meeting of Cabinet (Part 4, Section 2, paragraphs 2.11, 3.9 and 4.8).
- 1.3 The Officer Scheme of Delegation also gives the Chief Executive, Directors and Group Heads operational decision-making authority to maintain Council services as much as possible (Part 4, Sections 1 to 3).

1.4 Transparency in decision making has been maintained through regular consultation and briefings with the Leader of the Council and other Group Leaders, and with Cabinet Members where relevant and time allows. Arun's website has also been kept updated with the latest advice and guidance to the public and businesses.

## 2.0 PROPOSALS

2.1 This meeting is the first opportunity for officers to report on the emergency decisions taken in line with their delegated authority at Section 2, paragraphs 2.11, 3.9 and 4.8 of the Officer Scheme of Delegation. Appendix A provides a schedule of these decisions and includes the individual Records of Decisions that confirm the action and expenditure incurred. The schedule also confirms any other emergency decisions taken to safeguard the Council's interests or respond to Government direction.

2.2 Cabinet is asked to note and support the action taken by officers.

## 3.0 OPTIONS:

None, as the officers have responded to this national peacetime emergency in line with the delegated authority given to them by the Council.

## 4.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Group Leaders</li> <li>• Relevant Cabinet Member/Chairman</li> </ul>	✓	

5.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)	YES	NO
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)		✓

## 6.0 IMPLICATIONS:

### Financial Implications

A separate update on the financial consequences of the Coronavirus pandemic from the Group Head of Corporate Support and Section 151 Officer is included elsewhere on the agenda.

**Legal Implications**

Decisions taken by officers have followed the provisions of the Council's Constitution and any direction or law issued by Central Government

**7.0 REASON FOR THE DECISION:**

To meet the requirements of the Council's Constitution.

**8.0 EFFECTIVE DATE OF THE DECISION: 11 May 2020****8.0 BACKGROUND PAPERS:**

Council's Constitution - [Constitution](#)

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**Cabinet – 29 April 2020**  
**Log of Officer Records of Decisions**  
**Covid 19 Response 2020**

<b>Nigel Lynn, Chief Executive</b>				
Date of Decision	Decision	S138 decision Yes/No	SMT lead	Record of Decision attached
31.03.20	Treasury Management Investment decisions as a result of Covid 19 and the level of MHCLG grants to be received	No	Alan Peach	Yes
01.04.20	Payment of Suppliers on receipt on invoice	No	Alan Peach	Yes
TBC	Financial support to Freedom Leisure	Yes	Robin Wickham	To follow

<b>Philippa Dart, Director of Services</b>				
Date of Decision	Decision	S138 decision Yes/No	SMT lead	Record of Decision attached
20.03.20	Installation of portable showers at the Flaxmean sheltered housing scheme	Yes	Satnam Kaur	Yes
27.03.20	Contract with Butlins Bognor Regis for providing accommodation to rough sleepers	Yes	Satnam Kaur	Yes
01.04.20	Suspension of car parking charges for ADC car parks	Yes	Joe Russell-Wells	Yes
07.04.20	Distribution of the £945K Covid 19 Hardship Fund 2020-21 s31 grant to claimants of the Local Council Tax Support Scheme (LCTS)	Yes	Satnam Kaur	Yes
07.04.20	Waiver of part of Risk Based Verification Policy in relation to the processing of High Risk Housing Benefit and Council Tax Benefit Claims	No	Satnam Kaur	Yes
07.04.20	Distribution of the £29 million Business Support Grant as a result of Covid 19	Yes	Satnam Kaur	Yes

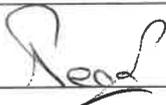
<b>Karl Roberts, Director of Place</b>				
Date of Decision	Decision	S138 decision Yes/No	SMT lead	Record of Decision attached
17.03.20	Construction of temporary reception partitions at Arun Civic Centre and Bognor Regis Town Hall	Yes	Nat Slade	Yes
24.03.20	Deferral of income from Pest Control Service	Yes	Nat Slade	Yes

**Cabinet – 29 April 2020  
Log of Officer Records of Decisions  
Covid 19 Response 2020**

30.03.20 & 09.04.20	Deferral of rent from qualifying business tenants	Yes	Karl Roberts	Yes
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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	31 <sup>st</sup> March 2020
<b>SUBJECT</b>	Treasury Management Investment decisions as a result of Covid 19 and the level of MHCLG grants to be received.
<b>DECISION TAKEN</b>	
<b>REASON FOR THE DECISION</b>	<p>As a result of Covid 19, the MHCLG will be issue various grants amounting to just under £41m. The majority of this £40m will be used to help businesses within Arun and Council Tax support and it will only be held for a short period of time (weeks). It is felt that if we put £20m in Money Market Funds (5 MMF's at £4m each) there is a risk of a delay in them releasing the funds as many Council's will be in the same position and the funds will be required immediately to pay to those that qualify. The decision was therefore taken to leave £40m in Arun's bank account (Lloyds) to ensure access. The treasury management strategy states;</p> <p><i>The current list of approved counterparties is included in Appendix 7. Lloyds being the incumbent bank, has no limit however the Council will only invest £11M in term deposits with them.</i></p> <p>This allows unlimited funds to be left in the current account.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	<p>Invest in MMF's – Risk of not having funds when required.</p> <p>Short term deposits – risk of not having funds when required.</p>
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	
<b>NAME OF THE DECISION TAKER</b>	Alan Peach
<b>SIGNATURE</b>	

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**ARUN DISTRICT COUNCIL  
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	1 April 2020
<b>SUBJECT</b>	Payment of suppliers on receipt of invoice
<b>DECISION TAKEN</b>	Emergency action to pay suppliers immediately on receipt of invoice during the Covid-19 pandemic instead of standard payment terms. This is recommended best practice guidance outlined by the Cabinet Office in the Procurement Policy Note – supplier relief due to COVID-19 issued in March 2020. This decision does not cover any additional action taken to support key suppliers, which will be subject to separate decisions.
<b>REASON FOR THE DECISION</b>	<p>Ensuring that invoices submitted by suppliers are paid immediately on receipt in order to maintain cash flow in the supply chain and to protect jobs. The C19 emergency has resulted in severe cash flow difficulties for many of the Council's suppliers. In order to help alleviate the situation the current policy to pay suppliers according to contractual payment terms (typically 28 days) has been waived. All suppliers will be paid on receipt of invoice subject to satisfactory receipt of goods or services and available cashflow.</p> <p>The Group Head of Corporate Support has the Proper Officer responsibilities contained in the Local Government Act 1972. The following sections apply to this decision: s115 (2) payment of money; and s151 proper financial administration; and</p> <p>Local Government Finance Act 1988 s 114 Proper Administration of Financial Affairs.</p> <p>I have exercised my delegated authority at Part 4, Section 1, paragraph 1.9 of the Officer Scheme of Delegation to take this emergency decision to protect life, health and safety, the economic, social or environmental well-being of the District and to preserve property belonging to the Council or others.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	The Cabinet Office Procurement Policy is recommended practice, the alternative would be to continue to adhere to the terms and conditions for suppliers, which would not help the maintain cash flow in the supply chain and protect jobs.

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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	None
<b>NAME OF THE DECISION TAKER</b>	Alan Peach, Head of Corporate Support
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	20 March 2020
<b>SUBJECT</b>	<b>Installation of portable showers at the Flaxmean sheltered housing scheme</b>
<b>DECISION TAKEN</b>	To incur expenditure of £20,000 to cover the cost of installation of portable showers at Flaxmean sheltered housing scheme in line with my delegated authority in connection with the peacetime emergency of the Covid 19 pandemic. This sheltered housing scheme has shared bathrooms and single units needed to be installed to ensure social distancing could be maintained in line with Government advice.
<b>REASON FOR THE DECISION</b>	<p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 3.9 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>The decision was taken to minimise the risk of Covid 19 infection to the residents of this sheltered housing scheme and ensure the Council supported the social distancing advice of the Government.</p> <p>This expenditure has been met from the Housing Revenue Account.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS</b>	To not install the portable units which would have resulted in residents continuing to share the facilities, not being able to maintain social distancing, and thereby bring risk of infection from Covid 19.

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with the relevant subject file***  
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**ARUN DISTRICT COUNCIL  
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>CONSIDERED OR REJECTED</b>	
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	None
<b>NAME OF THE DECISION TAKER</b>	Philippa Dart, Director of Services
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	27 March 2020
<b>SUBJECT</b>	<b>Contract with Butlins, Bognor Regis for providing accommodation to rough sleepers S138 CMT Record of Decision</b>
<b>DECISION TAKEN</b>	<p>To incur expenditure in line with my delegated authority to enter into this contract to secure emergency accommodation to protect the lives of rough sleepers and those who find themselves homeless in the Arun District during the current Covid 19 pandemic. This decision has been taken in response to a directive of the Government during the current nationwide lockdown.</p> <p>The contract will run from 27 March to 17 April 2020 at a cost of £52,500.</p>
<b>REASON FOR THE DECISION</b>	<p>Section 138(1) of the Local Government Act 1972 confirms that: “Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ....”</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 3.9 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>A waiver to Part 6, Section 6, paragraphs 4.2 and 5.2 of the Purchasing, Procurement, Contracts &amp; Disposals Procedure Rules has also been approved on the basis that this is a matter of extreme urgency given the very short notice given by Central Government. I am satisfied that these circumstances fulfil the criteria for extreme urgency set out in regulation 32(2)(c) of the Public Contracts Regulations 2015. Therefore I have been unable to follow the normal procurement processes and I have entered into a contract above my authorisation level of £50,000.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS</b>	To not follow the Government directive and endanger the lives of this vulnerable group.

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with the relevant subject file*  
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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>CONSIDERED OR REJECTED</b>	To procure the accommodation through a formal contract process. This was not feasible in view of the emergency situation and the timescale set by the Government directive.
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	None
<b>NAME OF THE DECISION TAKER</b>	Philippa Dart, Director of Services
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	1 April 2020
<b>SUBJECT</b>	PD suspension of car parking charges for ADC car parks S138 CMT Record of Decision.
<b>DECISION TAKEN</b>	To incur expenditure through a loss of income as a result of suspending car parks charging in line with my delegated authority in connection with the peacetime emergency of the Covid 19 pandemic.
<b>REASON FOR THE DECISION</b>	<p>Parking charges are suspended in Arun District Council car parks to help our residents park safely, support key workers and avoid road congestion during the Covid-19 situation. These are difficult times for everyone but particularly for those who live in areas with limited space to park. Key workers who return home at night after work are struggling to find free spaces and we want to do all we can to support them.</p> <p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 3.9 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	<p>To continue charging for parking</p> <p>Decision rejected following consultation with the Leader of the Council – see attached</p>
<b>ANY CONFLICT OF INTEREST DECLARED BY</b>	None

*This record to be maintained for six years or such period as statute requires with the relevant subject file*

**ARUN DISTRICT COUNCIL  
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	
<b>NAME OF THE DECISION TAKER</b>	Philippa Dart, Director of Services
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	7 April 2020
<b>SUBJECT</b>	<b>Distribution of the £945k COVID-19 Hardship Fund 2020-21 s31 grant to claimants of the Local Council Tax Support Scheme (LCTS)</b>
<b>DECISION TAKEN</b>	<p>The Council has received £945k from the Ministry of Housing, Communities and Local Government (MHCLG) from the COVID-19 Hardship Fund 2020-21 for distribution to working age claimants of the Local Council Tax Support Scheme (LCTS). The minimum requirement on the Council is to reduce the Council Tax for each claimant by at least £150 (or the actual annual shortfall between the Council Tax charge and the LCTS if lower).</p> <p>There is concern that there will be a large increase in the number of applicants for LCTS in the coming weeks. The Council is therefore making the minimum £150 reduction in the bills of those receiving LCTS (unless the actual shortfall is lower) and holding back the rest to fund the new LCTS applicants.</p> <p>The Hardship Scheme is being used to reduce the council tax liability under section 13A of the Local Government Finance Act 1992. The amount of council tax reduction awarded has to be funded by the billing authority with a direct payment from the general fund into the collection fund. Thus, the full cost of the council tax reduction is fully funded, and will not create a deficit in the collection fund</p> <p>The amount of council tax reduction for working age claimants is in line with my delegated authority to incur expenditure in connection with the peacetime emergency of the Covid 19 pandemic.</p>
<b>REASON FOR THE DECISION</b>	Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."

*This record to be maintained for six years or such period as statute requires with the relevant subject file*

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

	<p>I have exercised my delegated authority at Part 4, Section 2, paragraph 3.9 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<p><b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b></p>	<p>The minimum requirement on the Council is to reduce the Council Tax for each claimant by at least £150 (or the actual annual shortfall between the Council Tax charge and the LCTS if lower).</p> <p>A reduction greater than £150 per claimant was considered but this option was rejected because this could leave a potential shortfall in funding as a significant increase in claimants is anticipated in the coming weeks.</p>
<p><b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b>  <i>Only needed if the decision is under an express authorisation</i></p>	<p>None</p>
<p><b>NAME OF THE DECISION TAKER</b></p>	<p>Philippa Dart, Director of Services</p>
<p><b>SIGNATURE</b></p>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	7 April 2020
<b>SUBJECT</b>	<b>Waiver of part of Risk Based Verification Policy in relation to the processing of High Risk Housing Benefit and Council Tax Benefit Claims</b>
<b>DECISION TAKEN</b>	<p>Emergency action to support the most vulnerable groups within the Arun District during the Covid 19 pandemic. The decision is to waive part of the Risk Based Verification Policy procedure where any claim that is deemed high risk requires sight of original documents to process the application and to allow the use of digital documentation in order that claims for Housing Benefit and Council Tax Benefit can be expedited and financial support offered as soon as practicable.</p> <p>The position will be reviewed at 30 June 2020.</p>
<b>REASON FOR THE DECISION</b>	<p>It has been necessary to waive the current requirements contained in the Risk Based Verification Policy, which requires sight of original documents to process the application. Whilst it is recognised that amendment of the policy requires Member approval, to delay this decision to obtain this would seriously impact the processing of these benefit claims. The Revenues and Benefits Team are not in a position to verify original documents so need to be able to reduce the evidence requirement of a high risk claim to that of a medium risk claim.</p> <p>The calculation of housing benefit derives from the Social Security Administration Act 1992 (consolidating Act) as amended and the Social Security Contributions and Benefits Act 1992 (consolidating Act) as amended. The housing benefit regulations are routinely updated and amended.</p> <p>The s151 Officer has been consulted and is in agreement with the change in evidence requirement from paper to digital. Local Government Finance Act 1988 s114 Proper Administration of Financial Affairs.</p> <p>I have exercised my delegated authority at Part 4, Section 1, paragraph 1.9 of the Officer Scheme of Delegation to take this emergency decision to protect life, health and safety, the economic, social or environmental well-being of the District and to preserve property belonging to the Council or others. The Cabinet Member for Residential Services, Councillor Pauline Gregory has supported this emergency action.</p>

*This record to be maintained for six years or such period as statute requires with the relevant subject file*

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	To not waive the Policy and seek Member approval which would impact significantly on the Council's ability to respond to the needs of this vulnerable group.
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	None
<b>NAME OF THE DECISION TAKER</b>	Satnam Kaur, Group Head of Residential Services
<b>SIGNATURE</b>	
<b>I agree to this emergency action</b>	Councillor Pauline Gregory, Cabinet Member for Residential Services
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	7 April 2020
<b>SUBJECT</b>	<b>Distribution of the £39 million Business Support Grant as a result of Covid 19.</b>
<b>DECISION TAKEN</b>	<p>The Council has received £39 million from the Ministry of Housing, Communities and Local Government (MHCLG) for Business Support Funding as a result of COVID-19. This is for distribution to Businesses eligible for Small Business Grants and Retail Hospitality and Leisure Grants, which is circa 3,600 businesses.</p> <p>These funds are being made available under section 31 of the Local Government Act 2003</p> <p>In order to avoid any further hardship to Businesses and minimise disruption to the Council's cash flow these grants, I have authorised that these grants be paid as soon as a Business has been verified and meets the audit checks for payment. My decision has recognised that it is not feasible to await the sign off by the Cabinet Member for each individual case in view of the number of claims being presented. The Cabinet Member has supported my decision.</p>
<b>REASON FOR THE DECISION</b>	<p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 3.9 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters. This is to ensure that these grants can be paid as soon as possible to support this business sector in the community</p> <p>The s151 Officer has been consulted and supports the action taken.</p>

***This record to be maintained for six years or such period as statute requires with the relevant subject file***

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

	As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	To delay payment and await the Cabinet Member's formal sign off which would have impacted on the timescale for issuing this grant aid.
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	None
<b>NAME OF THE DECISION TAKER</b>	Philippa Dart, Director of Services
<b>SIGNATURE</b>	
<b>I support this emergency action</b>	Councillor Pauline Gregory, Cabinet Member for Residential Services
<b>SIGNATURE</b>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	17 March 2020
<b>SUBJECT</b>	<b>Construction of temporary reception partitions at Arun Civic Centre &amp; Bognor Regis Town Hall</b>
<b>DECISION TAKEN</b>	To obtain purchase materials and appoint contractors to erect two temporary partitions to maintain sufficient protection of staff and customers in order to allow critical face to face services to continue. Cost £13,333.
<b>REASON FOR THE DECISION</b>	<p>The protective partitions were, following assessment of risk, considered a reasonable step to take to protect customer facing staff in order that they could continue to deliver critical services to the most vulnerable service users such as those facing homelessness. The protective measures also protect customers.</p> <p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 4.8 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	<p>PPE such as face masks for staff: government advice is that these do not offer effective protection for staff.</p> <p>Only providing ongoing reception facilities at one of the two office locations. Most vulnerable group more considered to be more likely to attend at Bognor Regis Town Hall, and ACC needed to be open for other services such as call</p>

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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

	<p>centre staff, print/post. Therefore closing BRTH reception would not have allowed ACC to have closed. This option to be kept under review.</p> <p>Stopping face to face services altogether: the emergency homelessness service needs to continue to be provided and the client group considered to need face to face access to service.</p>
<p><b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b>  <i>Only needed if the decision is under an express authorisation</i></p>	
<p><b>NAME OF THE DECISION TAKER</b></p>	<p>Karl Roberts, Director of Place</p>
<p><b>SIGNATURE</b></p>	

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	24 March 2020
<b>SUBJECT</b>	Deferral of income from Pest Control Service
<b>DECISION TAKEN</b>	Cease pest treatments, except for those where there is an overriding public health interest and the treatment can be conducted without putting the Pest Control Officer at significant risk.
<b>REASON FOR THE DECISION</b>	<p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 4.8 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	Continue with full service: contrary to outcome of risk assessment conducted in accordance with Health and Safety at Work etc Act 1974.
<b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b> <i>Only needed if the decision is under an express authorisation</i>	
<b>NAME OF THE DECISION TAKER</b>	Karl Roberts, Director of Place

*This record to be maintained for six years or such period as statute requires with the relevant subject file*

**ARUN DISTRICT COUNCIL  
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<b>SIGNATURE</b>	
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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	30 March 2020 and 9 April 2020
<b>SUBJECT</b>	Deferral of rent from qualifying business tenants
<b>DECISION TAKEN</b>	<p>To deferral income in line with my delegated authority in connection with the peacetime emergency of the Covid 19 pandemic.</p> <p>For SMEs* within the retail, leisure and hospitality sectors that rent premises from Arun District Council, we will offer a facility to defer the payments of rent due April, May and June. Acceptance of the offer would entail agreeing to a repayment plan of six payments at monthly intervals between October 2020 and March 2021.</p> <p>On 09 April a decision was taken to make available a second repayment plan option of seven payments at quarterly intervals with the first to be made in the July-Sep 2020 quarter, and the last to be made in the Jan-Mar 2022 quarter.</p> <p>* We are to use a definition of small and medium-sized enterprises, (SMEs) for this purpose are defined as enterprises which: have fewer than 250 employees, and have either, an annual turnover not exceeding EUR 40 million, or an annual balance-sheet total not exceeding EUR 27 million (reference COMMISSION REGULATION (EC) No 70/2001 (Annex I)).</p> <p>It does not extend to invoices sent in March. The scope of this decision does not extend to collection of service charges which will continue as normal.</p> <p>If all eligible businesses were to exercise the facility it would delay income of approx. 250k.</p> <p>There is a risk of businesses failing before they are able to make the repayments. The risk of businesses failing would also exist, and may be increased, if no rent deferral facility were made available.</p>
<b>REASON FOR THE DECISION</b>	Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of

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**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

	<p>their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ....”</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 4.8 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<p><b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b></p>	<p>Not providing a deferral facility. This was considered more likely to cause businesses cashflow problems, but the government has also stated that landlords of businesses should not undertake evictions, which would undermine efforts to collect rent during this period.</p> <p>Different qualifying criteria were considered. The business sectors, and smaller businesses were considered to be at highest risk of failing as a result of the covid-19 measures taken by the government. Targeting the deferral facility was considered to strike the balance between providing support where it is most needed, without unnecessarily foregoing timely income from tenants in a better position to pay.</p>
<p><b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b>  <i>Only needed if the decision is under an express authorisation</i></p>	
<p><b>NAME OF THE DECISION TAKER</b></p>	<p>Karl Roberts, Director of Place</p>
<p><b>SIGNATURE</b></p>	

**ARUN DISTRICT COUNCIL  
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF CABINET ON 29 APRIL 2020

**SUBJECT:** Update on the Financial Consequences of the Coronavirus pandemic

**REPORT AUTHOR:** Alan Peach, Group Head of Corporate Support

**DATE:** April 2020

**EXTN:** 37558

**PORTFOLIO AREA:** Corporate Support

#### **EXECUTIVE SUMMARY:**

The coronavirus pandemic is a public health emergency as well as an economic emergency. The Council has a significant role in supporting those affected in the District, in addition to the effect on the Council's financial position. The purpose of the report is to raise awareness of the issues and to inform members of the actions taken to date, whilst starting to evaluate the potential financial consequences.

#### **RECOMMENDATIONS:**

Cabinet is requested to **note**:

- i. The actions taken and likely financial consequences contained in the report; and
- ii. To endorse the continued lobbying of Central Government for additional funding.

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

The outbreak of the coronavirus was identified in Wuhan, China in December 2019 and recognised as a pandemic by the World Health Organisation on 11 March 2020. The speed of the pandemic has led to unprecedented socioeconomic disruption globally. The UK went into lock down on 20 March 2020. The Office for Budget Responsibility (OBR) has predicted that the economy could shrink by 13% if the lock down continues for 3 months, and this could increase to 35% if the lock down continues for a further 3 months.

The conditions that the Council are facing are unprecedented and has resulted in direct financial consequences as in the loss of income, additional expenditure and there have been significant cash flow implications including the receipt of Government support for businesses which the Council is distributing.

The Council has only received £64k of the £1.6b covid-19 emergency grant funding made available by central government.

## **2. PROPOSAL(S):**

The report focuses on the direct financial implications of the pandemic, focusing on service income reductions, additional expenditure, and the cashflow implications.

### **Service income reductions**

Income from fees, charges and rents amounts to an overall financing of £5.053 million in the budget for 2020/21. 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. Service income is anticipated to reduce significantly due to the lock down in the first quarter to the end of June. Uncertainty increases even more for the medium term as there may be a partial catch up or services may be further affected by the economic downturn. The Council stopped charging for car parking on 1 April 2020 and most other income streams are affected at different levels. The estimated effect of C19 on income for March, April and to the end of the year is summarised in Appendix 1. It has not been possible to calculate the effect of C19 on HRA rents as the information on which to base a reasonable estimate is currently unavailable.

### **Additional Expenditure**

The social distancing with government guidance to only go to work when absolutely necessary has resulted in significant additional IT costs to provide staff with the equipment (laptops) to work from home, the Council has also made health and safety adaptations to protect front line staff in the reception areas as well as increased cleaning. Significant additional costs have also been incurred to provide accommodation for rough sleepers during the emergency and to provide showers at sheltered housing.

The anticipated additional expenditure due to C19 for March and April and the first quarter of 2020/21 is summarised in Appendix 1.

### **Support for Suppliers**

The emergency actions taken by the Group Head of Corporate Support to pay suppliers immediately on receipt of invoice during the C19 pandemic is included in the previous report on this agenda. This action was taken to maintain the cashflow in the supply chain and thereby alleviate the severe cashflow difficulties that many of the Council's suppliers are experiencing. Cabinet Office guidance issued in March has requested that Councils behave in a flexible manner, where possible, to protect suppliers and jobs. This action has cashflow implications for the Council which are further explored in the section on cashflow below. Additional actions taken in relation to key suppliers are also included in the previous report and include support like interest free loans to cover the payroll for furloughed employees to be repaid when government reimbursement is received, deferring of income and shared of costs. These costs are included under additional expenditure and loss of income in the summary in Appendix 1.

## Cashflow

The Council currently foresees no immediate cashflow problems as £3.511m of s31 grants funding was received from the Government on 27 March 2020 to help Local Authorities with their cashflow. This funding would normally have been received in instalments during the year. £39.380m was received on 3 April 2020 to fund the Business Support grants that the Council is administering on behalf of the Government. The Council also received £945k Covid-19 Hardship grant on 3 April 2020, which is to be used to support council tax payers using the Local Council Tax Support scheme. These grants have contributed to a positive cashflow, however, the effect will be reduced dramatically as the grants are paid to businesses and the effect of reduced Business Rate income is starting to be felt. The Council has not been notified when the £18m in s31 grants will be received to compensate the Council for the loss of business rates due to the cancellation of Business rates for a significant proportion of Business Rate payers.

It has not been possible, due to the limited information available to date, to accurately forecast the effect of potential increases in Council Tax and HRA rent arrears on the cashflow.

The significant additional temporary cash has meant that in order to diversify the risk of holding these balances lower than normal return have been accepted.

The CCLA property fund has been frozen and the Council will not be able to access these funds in the foreseeable future. However, dividends are still expected.

### 3. OPTIONS:

n/a

### 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
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)		✓

**6. IMPLICATIONS:**

A summary of the anticipated short to medium term financial effect of the C19 is included in Appendix 1 which will be circulated separately to this report. It should be stressed that this is an initial assessment and will be subject to change as the forecast is heavily dependant upon assumptions around the length of the lock down and what will happen when the lock down is relaxed. This includes the severity of the predicted down-turn in the economy and collection rates etc. This document will be continually updated to provide the best possible information at any given point in time.

**7. REASON FOR THE DECISION:**

To ensure that the council has an initial understanding of the extremely volatile financial position it faces 2020/21.

**8. EFFECTIVE DATE OF THE DECISION: 11 May 2020**

**9. BACKGROUND PAPERS:**

Correspondence from the MHCLG (Ministry of Housing Communities and Local Government)

Cabinet Office Procurement Policy Note – Supplier Relief due to COVID19 March 2020

Office for Budget Responsibility (OBR) coronavirus analysis 14 April 2020

**Loss of Income and Additional Covid-19 Related costs March 2020 to June 2020 (Estimated)**

<b>Loss of Income Details</b>	<b>March</b>	<b>April</b>	<b>Full year*</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Arun Lifeline	1,900	800	2,400
Building Control	9,600	30,667	92,000
Car Parks	30,400	108,219	482,300
Local Land Charges	2,000	13,500	40,500
Licensing	17,800	11,292	33,900
Pest Control	4,500	5,599	18,500
Planning Services		26,500	79,500
Property and Estates		83,333	250,000
Leisure Contract	60,100	64,000	192,000
Arun Times		7,609	7,600
Print Unit		5,757	17,300
Other		3,000	3,000
Council Tax (2021/22 collection Fund)			245,000
Business Rates (2021/22 Collection Fund)			474,000
<b>Total Estimated Loss of Income</b>	<b>126,300</b>	<b>360,276</b>	<b>1,938,000</b>
<b>Expenditure Details</b>	<b>March</b>	<b>April</b>	<b>June**</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Homelessness - rough sleepers	10,417	62,500	175,000
Portable Showers for Flaxmean	0	19,412	25,000
Other Temporary Accommodation costs	3,500	25,000	65,000
Support for Leisure Provider	16,122	47,236	136,308
Covid-19 Help Postcards print & post costs	1,830		
Covid-19 Help Postcards print & post costs	6,678		
Enhanced cleaning/sanitation to 31/03	14,541		
additional security Bognor Regis Town Hall	437		
IT hardware/accessories/licences etc	18,232	38,635	38,635
Temporary receptions Arun Civic Centre and Bognor Regis Town Hall	13,333	0	0
Building materials for emergency works	0	1,400	1,400
PPE / Hand sanitiser / Disinfectant / Blue Roll (up to 9/4/20)	3,733	0	0
Avantguard extra duties Bognor Regis Town Hall	0	800	800
Enhanced cleaning/sanitation to 31/03	201	0	0
Additional security Bognor Regis Town Hall	437		0
Cost of cancelled PCC Election	0	22,760	22,760
4G internet dongle for Laptop	30	30	360
Tascomi text messages	0	600	600
WIFI expenses for staff member		20	20
Enhanced cleaning/sanitation to 31/03	7,170		
wellbeing booklets	497		
Delivery of postcards		6,678	6,678
<b>Total Estimated Additional Expenditure</b>	<b>97,158</b>	<b>225,071</b>	<b>472,561</b>
<b>Total</b>	<b>223,458</b>	<b>585,347</b>	<b>2,410,561</b>

\* Full year cumulative \*\*April to June cumulative

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF CABINET ON 29 APRIL 2020

**SUBJECT: Electric Vehicle Strategy and Charge Point Installation**

**REPORT AUTHOR:** Nat Slade, Group Head of Technical Services

**DATE:** 14 April 2020

**EXTN:** 37683

**PORTFOLIO AREA:** Technical Services & Neighbourhoods

#### **EXECUTIVE SUMMARY:**

This report seeks approval for an Electric Vehicle (EV) Strategy developed by West Sussex County Council. The Government has made it clear that a transition to EV's forms part of its approach to achieving net zero carbon by 2050. Sales of petrol and diesel engine cars have been banned from 2040 and there is a government consultation on bringing that date forward to 2035 or 2032. One of the barriers to this transition is the availability of charge points. The proposed Strategy suggests that the Council support the take up of EVs by installing charge points on suitable Council owned car parks.

The County Council wants to work in collaboration with District and Borough Councils, as well as Parish Councils to deliver a county wide network of charge points. To reduce the complexity of accessing the charge points the network would be run by one supplier. The charge points would be powered by renewable energy. The collaboration with the County Council would be via an Inter Authority Agreement. This would commit Arun District Council to add its suitable car parks to a county wide portfolio of sites within a procurement process to select a supplier to install electric vehicle charge points on its land.

#### **RECOMMENDATIONS:**

Cabinet is asked to:

- Approve the Electric Vehicle Strategy 2019-2030;
- Agree to participate in the partnership approach to installing electric vehicle charge points on Arun District Council owned land; and
- Delegate Authority to the Group Head of Technical Services, in consultation with the Cabinet Members for Technical Services and Neighbourhoods, to enter into the Inter Authority Agreement, and contract with a supplier following satisfactory completion of a West Sussex County Council led procurement process, and to agree other matters in concluding the process of installing electric vehicle charge points on Arun District Council owned land.

## **1. BACKGROUND:**

- 1.1 The Government has committed the UK to becoming net zero carbon by 2050. A transition to electric vehicles will be required to achieve this target. The Government reinforced this in the Road to Zero Strategy (July 2018). This states that a minimum of 50%, and as many as 70% of new cars, should be ultra-low emission. Ultra-low includes pure electric vehicles, electric range extended vehicles and plug-in hybrids. Nationally there will be a move to electric powered cars and vans over the next decade. This will require the implementation of new charging infrastructure.
- 1.2 Some private sector organisations are commencing this process, in petrol stations for example. However, parts of the District are less likely to be commercially attractive to charge point installers, particularly in the short term. The lack of infrastructure will hold back some residents from using electric vehicles (EV) and this might also be a barrier for visitors to the District. The Council can, therefore, play a part in providing charge points in its car parks, which are situated throughout the District.
- 1.3 The main focus of the Strategy is to provide a network of EV charge points across the County for those residents who do not have the ability to charge their vehicles at home, as they are without access to off-street parking. These would be provided via hubs of charge points in Council car parks. The points could then be used for destination charge points during the day. Rapid charge points (that can fully charge a vehicle within 30 minutes) will also be required adjacent to the strategic road network and some destination car parking. The location of these will be confirmed after further analysis.
- 1.4 An important part of the overall vision for charge points in the District is that they are part of a cohesive network using the same network provider. Ideally this network should also form part of wider network beyond the District. This will make accessing charge points more straight-forward for users until the market has found a solution to the current issue of incompatibility between different network providers. The latter can be a barrier to EV take up as there are currently several providers in the market and users are faced with different methods for accessing the charge points.
- 1.5 The Strategy uses data from modelling completed by a consultant working for West Sussex County Council. It indicates the number of charge points that will be required in the County with 70% of new vehicles being EV by 2030. The installation targets are ambitious given how few charge points currently exist. In the Arun District there are approximately 21 EV charge points which are to some extent publicly available, 4 of which are on Council owned land. However, not all of the charge points that need to be provided will be installed on District Council owned land. Some will be installed on Highway land, and there is the potential to collaborate with other organisation that want to install charge points on their land. For example, several Parish Councils across West Sussex have shown an interest in installing charge points on their land. Private landowners such as petrol stations and supermarkets will also continue to play a role.
- 1.6 As well as the direct installation of charge points the Strategy includes actions the Council can take to influence this. Arun District Council adopted Parking Standards Supplementary Planning Document in January 2020 which requires a proportion of new homes to be provided with EV charge points. The proportion increases every five years to 2033.

Work will also be required with the taxi trade and County Council to ascertain what charging infrastructure is required to support electric taxis and private hire vehicles. Finally, the Council will promote the charge point network as it develops, as well as the advantages of EV's.

- 1.7 The Strategy includes a no cost model for installing a coordinated network of EV charge points across the County.
- 1.8 West Sussex County Council will shortly commence inviting tenders in an OJEU compliant procurement process with a portfolio of land owned by the County and participating District and Borough Councils offering a concession contract to install, own, maintain and operate EV charge points at nil cost to the landowners.
- 1.9 The car parking spaces will be leased for nil consideration to the successful supplier for 7+1+1+1 years. The landowner maintains the ability to levy car parking charges on those spaces, and is obliged to undertake enforcement to minimise use by non-electric vehicles. EV charge point users would pay a fee for the use of the electricity which will be supplied with 100% renewable sourced electricity. This is most likely to be supplied via the electricity distribution network, but could include use of photovoltaics on site.
- 2.0 The proposal involves a profit share arrangement in order to motivate the supplier to keep the equipment updated and meet evolving consumer needs. The profit share is split equally between the supplier and the partnership. The portfolio approach means that the share of profit issued to the partnership is divided between the partners dependent on the number of EV charge points on each partner's land.
- 2.1 Adur & Worthing Councils, Horsham District Council and Crawley Borough Council all intend to participate in this partnership approach to procuring, installing and developing a EV charge point network. Mid Sussex District Council remain interested in joining. Chichester District Council already consider they have a sufficient number of EV charge points for current levels of demand and do not intend to participate at this stage.
- 2.2 The governance of the proposed partnership would be formalised by way of an Inter Authority Agreement, which is currently being drawn up. There will be two officer boards overseeing the partnership work; the first is a Strategic Board (Director/Senior Manager level) to agree the network plan including how many charge points will be provided in each district and their approximate locations. The second is a Delivery Board overseeing implementation. Each partner would have its own individual contract with the supplier.
- 2.3 In order for Arun to participate in the procurement process, which would assist in obtaining best terms from the market by increasing the certainty and size of the portfolio of sites, the Council will need to sign the Inter Authority Agreement.
- 2.4 A list of potential sites for EV charge points on Council land will need to be provided to the County to be included within its tender invitation. Not all of the car parks will be suitable for charge points. For example, with some car parks the cost of the grid connection will be prohibitive.

2.5 Once a commercial partner has been secured the first task will be to review the potential sites across the County. This will include County Council land and any public sector organisations that join the partnership. Much of the first year will focus on collating the sites into a network and to survey the sites to determine which ones can be connected to the electricity grid. The latter will be carried out by the commercial partner. There is also the potential for some District Council sites to have charged points in the early phases of the project. This work will be overseen by the two Boards.

## **2. PROPOSAL(S):**

That Cabinet:

- 2.1 Approve the Electric Vehicle Strategy 2019-2030.
- 2.2 Agree to participate in the partnership approach to installing electric vehicle charge points on Arun District Council owned land.
- 2.3 Delegate Authority to the Group Head of Technical Services, in consultation with the Cabinet Members for Technical Services and Neighbourhoods, to enter into the Inter Authority Agreement, and contract with a supplier following satisfactory completion of a West Sussex County Council led procurement process, and to agree other matters in concluding the process of installing electric vehicle charge points on Arun District Council owned land.

## **3. OPTIONS:**

- 3.1 The do-nothing option would leave the market to install charge points in the District. However, most areas of the District are not commercially attractive at present. Cities are attracting the most interest from private sector suppliers/installers. The latter are also less likely to provide charge points for residents in areas without the ability to charge at home. This is the main thrust of the proposed Strategy.
- 3.2 The Council could seek to both own and manage any new EV charge points. However, it does not have the resources, knowledge of skills for this. For example, a dedicated back office system is required to take payment from EV users charging at the points.
- 3.3 Another option is for the Council to own the charge points but pay a third party to install and manage the points via a procurement process exclusively for Arun District Council. The main disadvantage with this approach is that significant capital investment would be required by the Council, equivalent to £367k in year 1 to purchase and install EV charge points on each of the Councils' main car parks, though the Council may be able to access part funding from an Office of Low Emission Vehicles grant scheme. Some suppliers offer a model where they cover all of the capital costs. However, this would be limited to commercially attractive sites. An initial investigation confirmed that only eleven of Arun District Council owned car parks, are considered commercially attractive on this basis. If the Council owns the charge points it is responsible for paying for any faults that occur outside the maintenance contract. Experience with the existing charge points is that the income from the charge points is not, at present, high enough to offset these costs.

3.4 The Council could offer a concession contract for a contractor to install and manage the charge points without another public sector partner. However, advice from the Energy Saving Trust is that the number of sites that the Council is offering is unlikely to attract a commercial partner. Furthermore, this approach would not provide a cohesive charge point network across the county.

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		N
Relevant District Ward Councillors		N
<p>Other groups/persons (please specify)</p> <p>4.1 At the end of 2018 the County Council ran an online residents survey to ascertain local views and opinions on EVs and EV charging.</p> <p>4.2 A consultation took place from 27 August to 02 October 2019 and primarily consisted of an online questionnaire. Arun residents well represented, providing the second largest number of responses. The responses are analysed in Appendix 2 (694 responses were submitted).</p> <p>4.3 The highlights are:</p> <ul style="list-style-type: none"> <li>• 72% of respondents agree, or strongly agree with the general aims proposed in the strategy</li> <li>• 62% agree that the strategy should focus on people who will be reliant on public infrastructure</li> <li>• 61% think only renewable energy should be used to power the chargers, but 33% think renewable energy should only be used if it was not more expensive for users</li> <li>• 55% think they would be fairly or very likely to use chargers installed</li> <li>• 39% think the aims were just right; 37% think the aims are not ambitious enough; 23% think the aims are too ambitious</li> <li>• 40% think that the County Council should allow cables in cable protectors, to run across pavements for charging electric vehicles; 51% think this should not be allowed; 8% didn't know.</li> </ul> <p>4.4 Two focus groups also took place for existing electric vehicle users to express their views.</p>	Y	

<p>4.5 The highlights are:</p> <ul style="list-style-type: none"> <li>• Contactless payment is very important / essential, but membership schemes, where individuals register with a provider, and are issued with a payment card, are also useful and have a role to play.</li> <li>• EV drivers need clarity and transparency about the charging costs</li> <li>• 24 hour, 7 day a week troubleshooting support essential</li> <li>• The importance of enforcement to ensure charging bays are being used by charging cars.</li> <li>• Chargers have a role in helping making it attractive for visitors</li> <li>• Views on cables across pavements were generally negative, although they recognised that it would give people an option for charging when they currently can't they thought it would create issues both for pedestrians and people charging. It was suggested that in certain quiet areas it would be acceptable.</li> </ul> <p>4.6 A soft market test has been undertaken by the County Council to engage possible EV charger suppliers for their views on elements of our strategy. Thirteen responses were received. There were no elements of the strategy that would prevent suppliers bidding to deliver a public land electric vehicle charger solution across West Sussex.</p>		
<p><b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>
Financial	Y	
Legal	Y	
Human Rights/Equality Impact Assessment	Y	
Community Safety including Section 17 of Crime & Disorder Act		N
Sustainability	Y	
Asset Management/Property/Land	Y	
Technology		N
Other (please explain)		
<p><b>6. IMPLICATIONS:</b></p>		
<p>6.1 <u>Financial</u>: The approach suggested in the Strategy is that the installation of charge points should be via a no net cost solution to the Council, and soft market testing suggests that this should be possible. The main mechanism to achieve this would be</p>		

via a concession contract. The cost of the installation of the EV charge points will be borne by supplier who will retain own the equipment. The Council will not obtain rental income from leasing car parking spaces to the supplier of the EV charge points. The IAA sets out a profit share for electricity charges: 50% to the supplier, 50% to the participating landowning partners. The division of the partners profits will be based on the number of EV charge points on the landowners' land. Staff time will be needed to deliver this project. This can be met by reprioritising staff resources.

**6.2 Legal:** Participation in the joint procurement of a supplier and partnership approach to installing electric vehicle charge points on Arun District Council owned land will involve entering into an Inter Authority Agreement with the County Council and other participating District and Borough Councils. Following satisfactory outcome of the procurement process, the Council will enter a contract with the successful supplier. Legal Services will advice on these matters, provided capacity allows.

6.3 The Local Government Act 2000, supplemented by Local Government & Public Involvement in Health Act 2007 and Sustainable Communities Act 2007, provides the principal statutory powers by means of which local authorities are currently engaged directly in helping to tackle climate change.

6.4 The Council has a wide general power of competence under Section 1 of the Localism Act 2011 to do anything that individuals generally may do. The existence of the general power is not limited by the existence of any other power of the Council which (to any extent) overlaps the general power. The Council can therefore rely on this power, where appropriate, to undertake the proposals contained in the Electrical Vehicle Charge Point Strategy.

6.5 Section 1 of the Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.

6.6 Under the Public Contract Regulations 2015 where a Public Authority is to enter into a contract for the supply of goods & services, and the value of those goods and services exceeds a financial limit of £181,302 any procurement exercise to contract for those goods and services must be conducted in accordance with the Regulations and any failure to do so may be declared as anti-competitive and in breach of the Regulations.

6.7 If the chosen contract arrangement falls under the definition of a 'concession' the Concession Contract Regulations 2016 will apply and be adhered to.

**6.8 Equality Impact Assessment:** It will be important for charge points to be fully accessible. The approach in the Strategy seeks to ensure that all households can charge their vehicle at home, either via residential hubs or on-street charge points. At present those without off-street parking could need to use public charge points during the day which would be more expensive than an overnight domestic electricity tariff. The Strategy would, therefore, give equality of access to charge points and enable more households to own/lease an EV and to ensure that any on-street charge points do not create hazards for those with mobility issues using the adjacent pavements. Following consultation with groups representing those with protected characteristics, cables over pavements was removed from the strategy. The Strategy complies with the requirements of the Human Rights legislation.

**6.9 Sustainability:** The strategy and installation of electric vehicle charge points would directly contribute to reducing carbon emissions across the District and assist with reducing some air pollutants, principally Nitrogen Dioxide, that cause a reduction in air quality.

**6.10 Asset Management:** Those car parking spaces where EV charge points would be installed would be leased to the successful supplier following the procurement process, on a 7 +1+1+1 year lease, for nil consideration. The Council's Property, Estates and Facilities Team would oversee this work.

**7. REASON FOR THE DECISION:**

7.1 To provide a framework for installing Electric Vehicle charge points across the District to support the take up of Electric Vehicles which in turn will contribute to reduction in carbon emissions and improvement in local air quality.

7.2 Collaboration with West Sussex County Council will give access to a contract to install electric vehicle charge points on District Council owned land.

**8. EFFECTIVE DATE OF THE DECISION: 11 May 2020**

**9. BACKGROUND PAPERS:**

Appendix 1: Electric Vehicle Strategy 2019-2030

[https://www.westsussex.gov.uk/media/13766/electric\\_vehicle\\_strategy.pdf](https://www.westsussex.gov.uk/media/13766/electric_vehicle_strategy.pdf)

Appendix 2: Residents consultation responses

Appendix 3: Arun District Council Parking Standards Supplementary Planning Document

<https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n14832.pdf&ver=15210>

Appendix 4: Equality Impact Assessment

## Draft Electric Vehicle Strategy: Summary report

This report was created on Wednesday 02 October 2019 at 09:27.

The consultation ran from 27/08/2019 to 01/10/2019.

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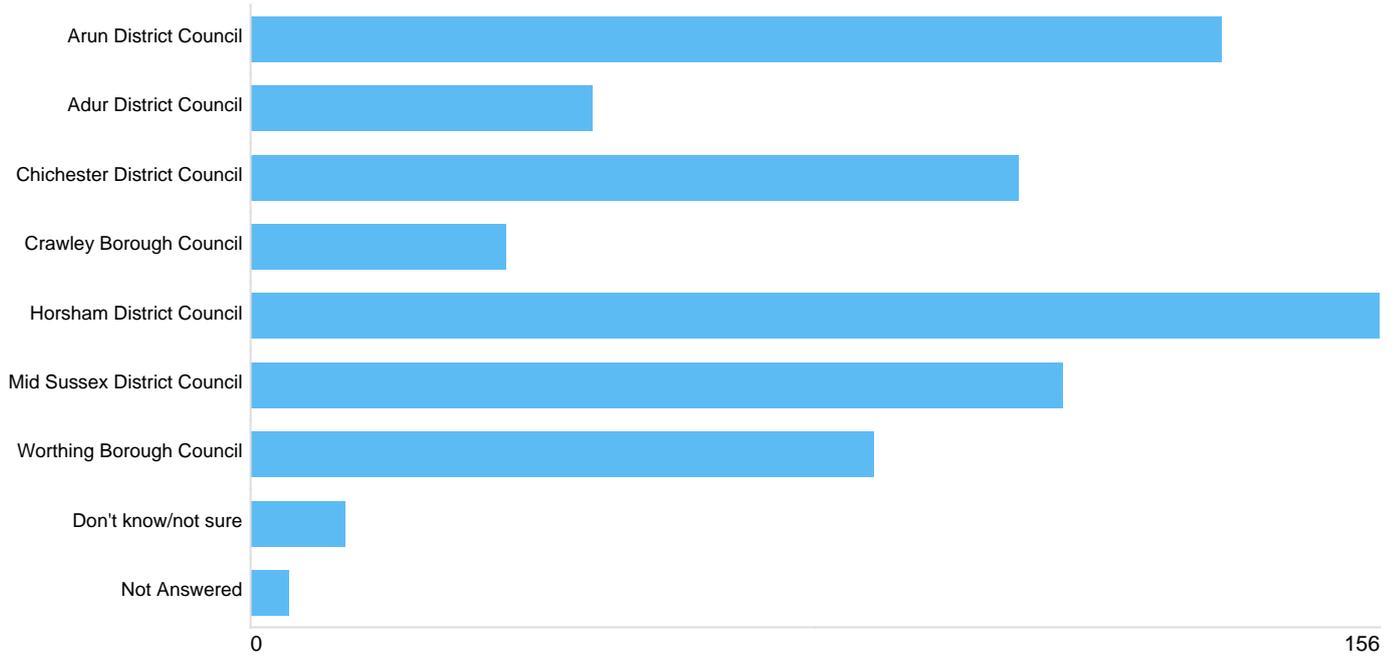
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**Question 1: In which local authority council area do you live?**

**Name**

There were **267** responses to this part of the question.

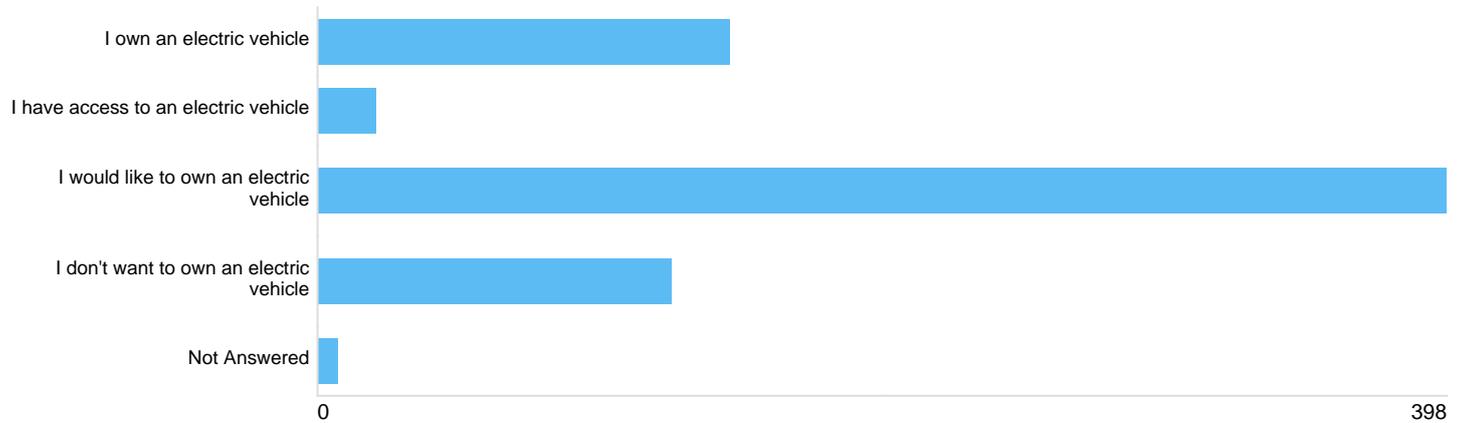
**Council**



Option	Total	Percent
Arun District Council	134	19.31%
Adur District Council	47	6.77%
Chichester District Council	106	15.27%
Crawley Borough Council	35	5.04%
Horsham District Council	156	22.48%
Mid Sussex District Council	112	16.14%
Worthing Borough Council	86	12.39%
Don't know/not sure	13	1.87%
Not Answered	5	0.72%

**Question 2: Tick the statement that best describes you.**

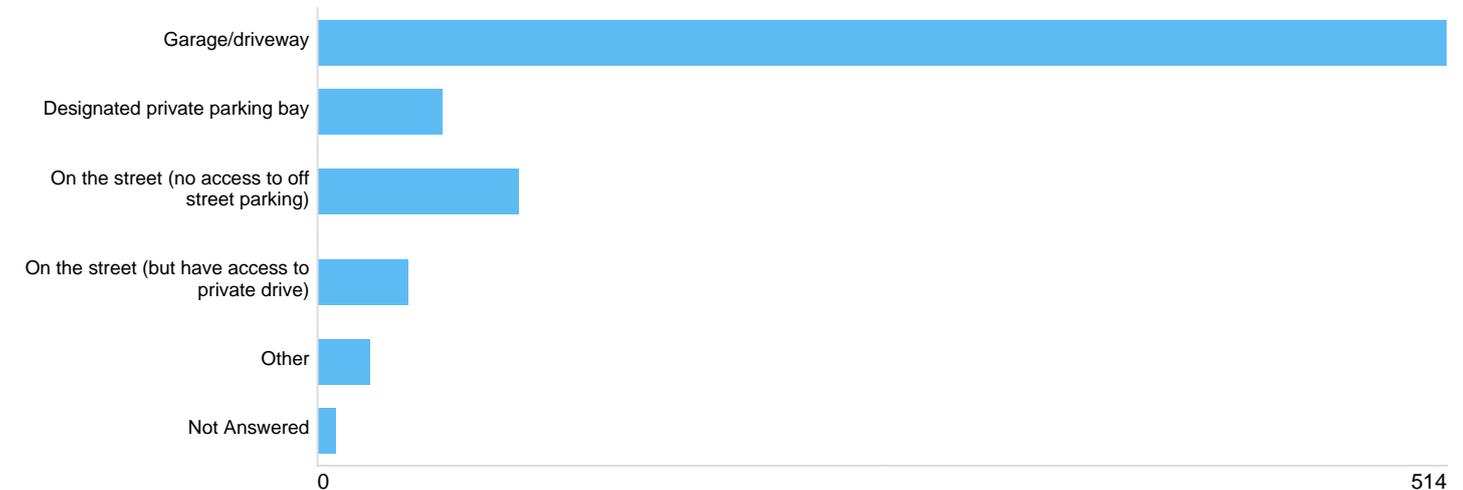
**Own ev**



Option	Total	Percent
I own an electric vehicle	145	20.89%
I have access to an electric vehicle	20	2.88%
I would like to own an electric vehicle	398	57.35%
I don't want to own an electric vehicle	124	17.87%
Not Answered	7	1.01%

**Question 3: Where do you park your current vehicle(s) overnight? Select all that apply.**

**Where**



Option	Total	Percent
Garage/driveway	514	74.06%
Designated private parking bay	56	8.07%
On the street (no access to off street parking)	91	13.11%
On the street (but have access to private drive)	41	5.91%
Other	23	3.31%
Not Answered	8	1.15%

**Other where**

There were **35** responses to this part of the question.

**Question 4: Did you find the strategy clear and easy to understand?**

**Clear**



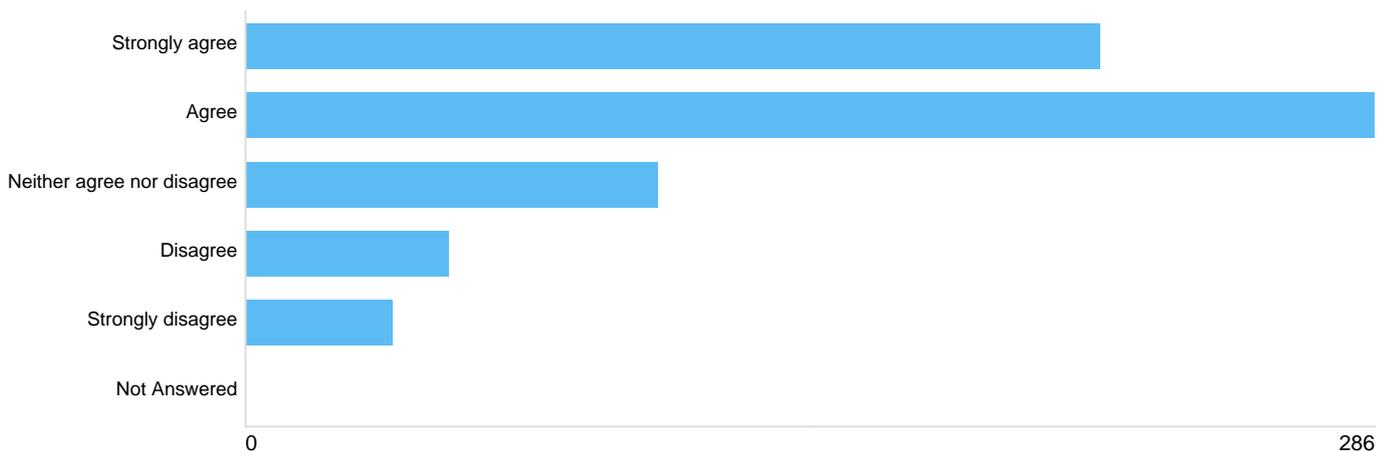
Option	Total	Percent
Yes	613	88.33%
No - if no, do you have any suggestions for improvement?	74	10.66%
Not Answered	7	1.01%

**If no, do you have any suggestions for improvement?**

There were **79** responses to this part of the question.

**Question 5: How much do you agree with the general aims of the proposed draft strategy?**

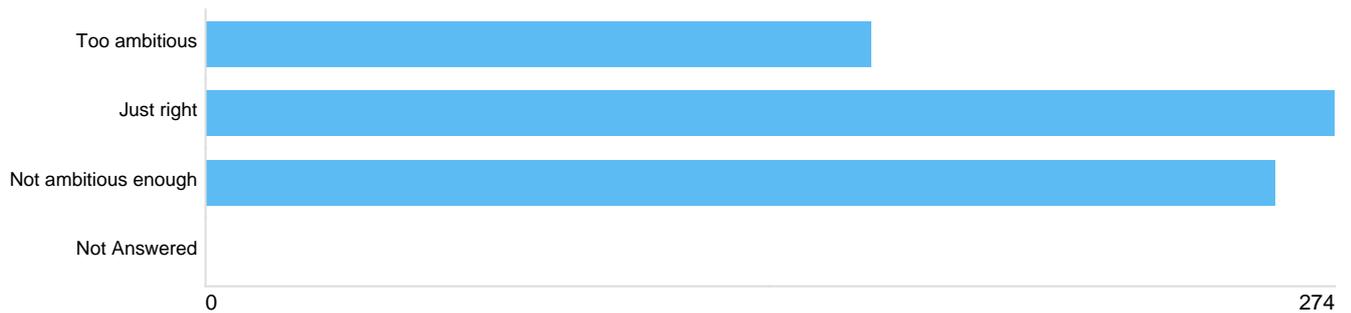
**Agree aims**



Option	Total	Percent
Strongly agree	216	31.12%
Agree	286	41.21%
Neither agree nor disagree	104	14.99%
Disagree	51	7.35%
Strongly disagree	37	5.33%
Not Answered	0	0%

**Question 6: In your opinion, are our aims:**

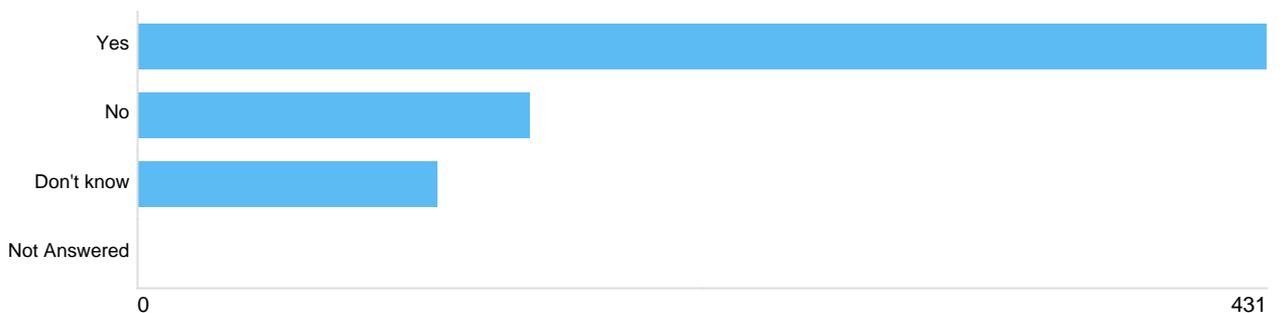
*Opinion on aims*



Option	Total	Percent
Too ambitious	161	23.20%
Just right	274	39.48%
Not ambitious enough	259	37.32%
Not Answered	0	0%

**Question 7: The main focus of this strategy is on those people who will be reliant on public infrastructure. In your opinion, is this the right focus for the strategy or not?**

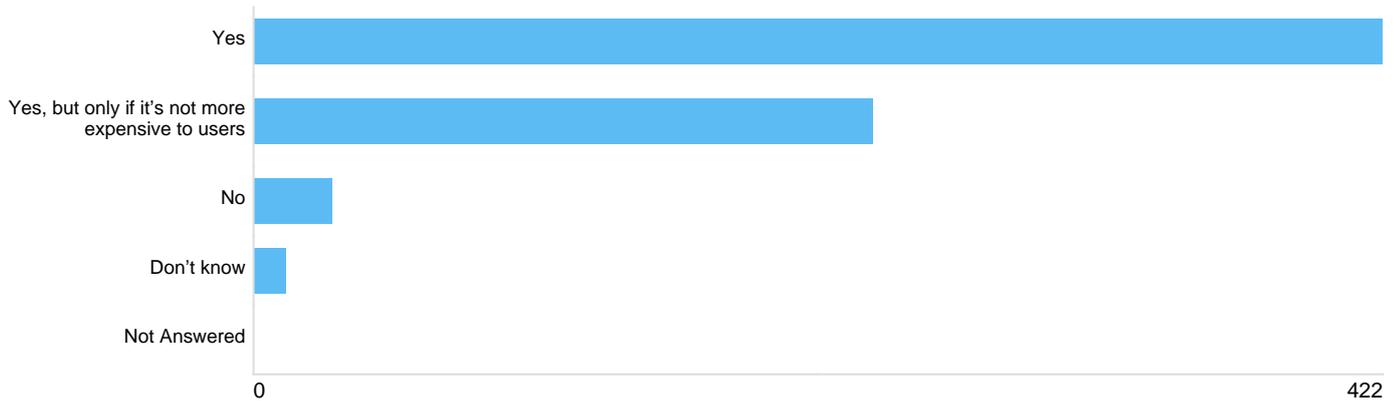
*Right focus*



Option	Total	Percent
Yes	431	62.10%
No	149	21.47%
Don't know	114	16.43%
Not Answered	0	0%

**Question 8: In your opinion, should we be powering our chargers with renewable energy or not?**

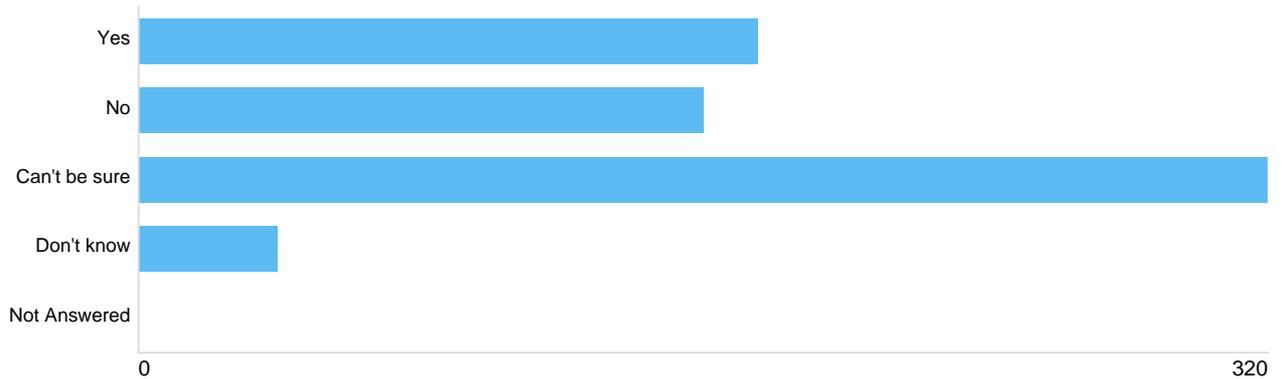
*Use renewables*



Option	Total	Percent
Yes	422	60.81%
Yes, but only if it's not more expensive to users	231	33.29%
No	29	4.18%
Don't know	12	1.73%
Not Answered	0	0%

**Question 9: If we adopted the approach set out in the strategy, do you think this will give you sufficient places to charge your car locally or not?**

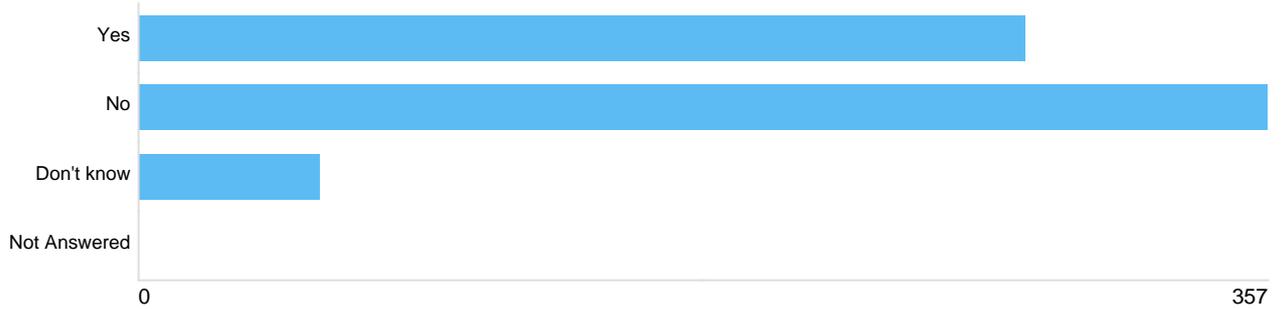
*Enough places*



Option	Total	Percent
Yes	175	25.22%
No	160	23.05%
Can't be sure	320	46.11%
Don't know	39	5.62%
Not Answered	0	0%

**Question 10: In your opinion should we allow cables, in cable protectors, to run across pavements for charging electric vehicles? (see pictures below)**

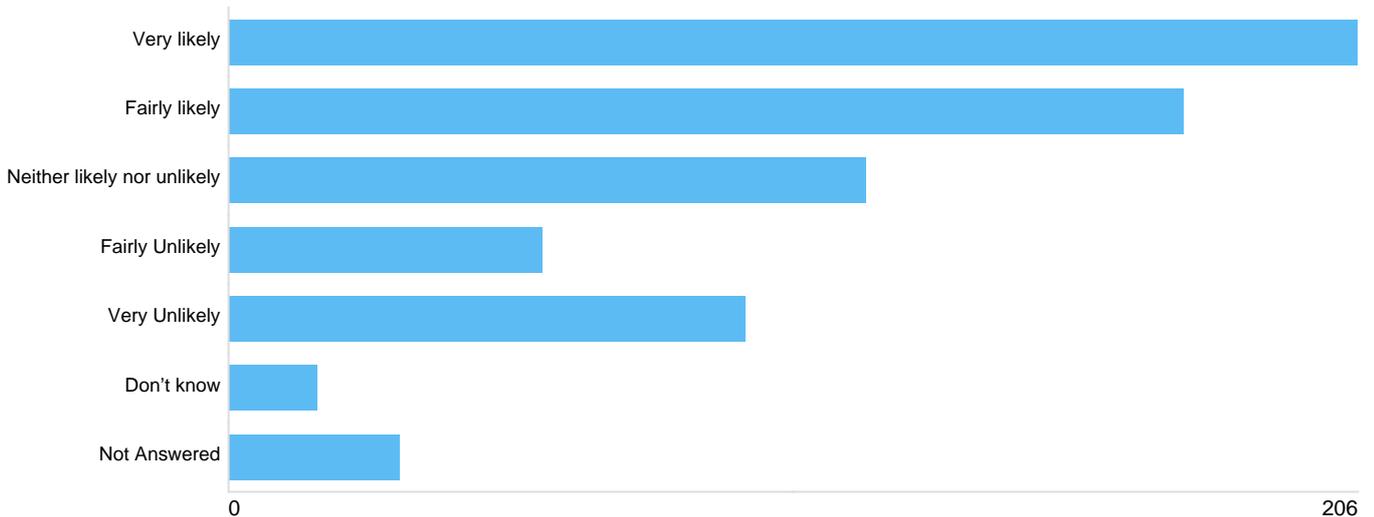
**Cables**



Option	Total	Percent
Yes	280	40.35%
No	357	51.44%
Don't know	57	8.21%
Not Answered	0	0%

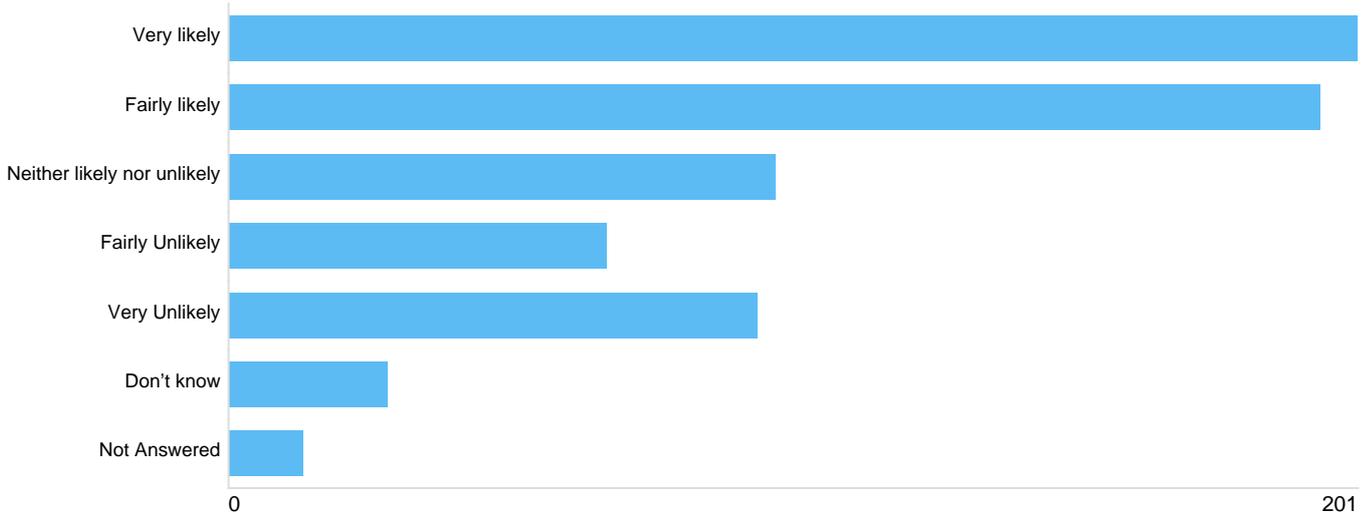
**Question 11: Assuming we were able to deliver the measures set out in this draft strategy, how likely is it that you would:**

**Likely to use - Switch to using an electric vehicle?**



Option	Total	Percent
Very likely	206	29.68%
Fairly likely	174	25.07%
Neither likely nor unlikely	116	16.71%
Fairly Unlikely	57	8.21%
Very Unlikely	94	13.54%
Don't know	16	2.31%
Not Answered	31	4.47%

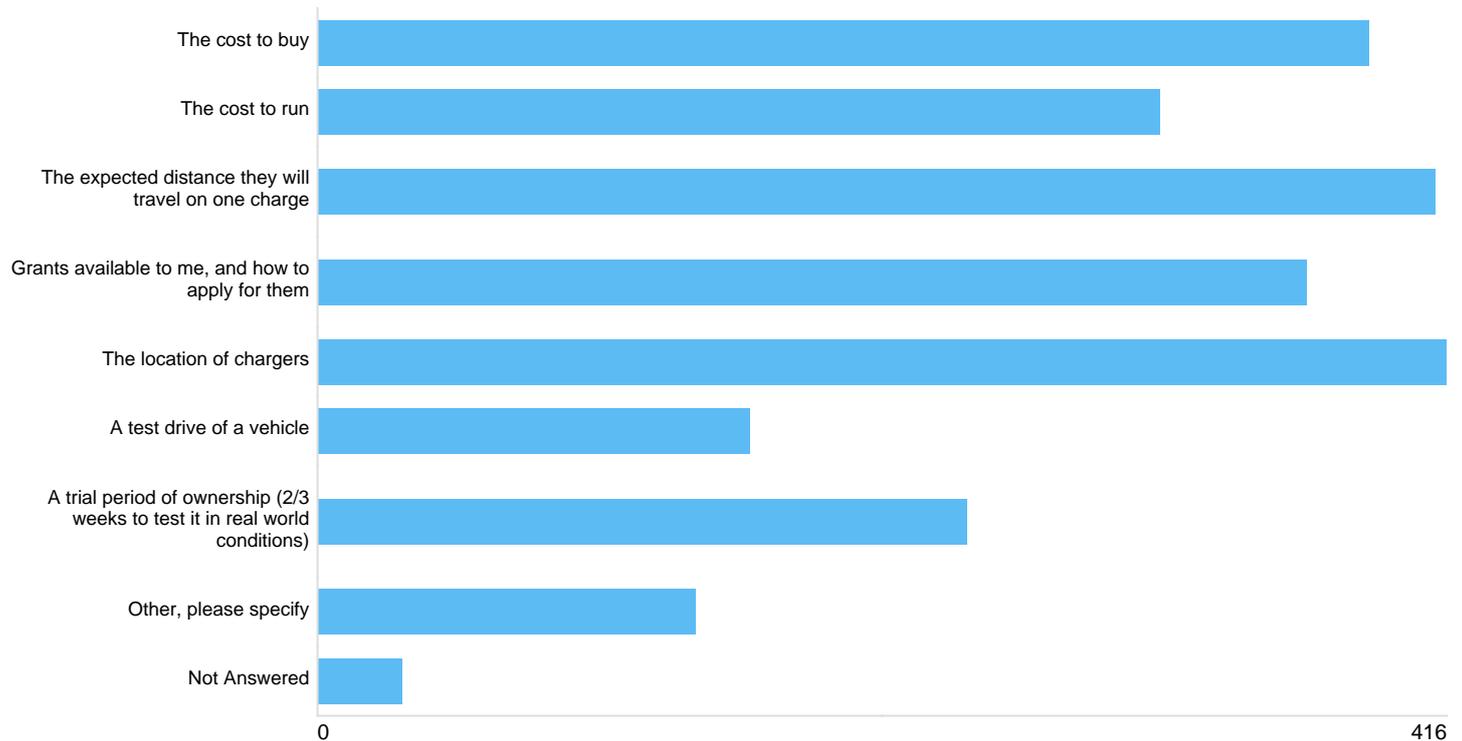
**Likely to use - Use WSCC charging points?**



Option	Total	Percent
Very likely	201	28.96%
Fairly likely	194	27.95%
Neither likely nor unlikely	97	13.98%
Fairly Unlikely	67	9.65%
Very Unlikely	94	13.54%
Don't know	28	4.03%
Not Answered	13	1.87%

**Question 12: The aim of the strategy is to encourage people to switch to using electric vehicles. What additional information about electric vehicles (if any) might help you make this switch?**

**Other info needed**



Option	Total	Percent
The cost to buy	387	55.76%
The cost to run	310	44.67%
The expected distance they will travel on one charge	411	59.22%
Grants available to me, and how to apply for them	364	52.45%
The location of chargers	416	59.94%
A test drive of a vehicle	159	22.91%
A trial period of ownership (2/3 weeks to test it in real world conditions)	239	34.44%
Other, please specify	139	20.03%
Not Answered	31	4.47%

**Other info needed text box**

There were **204** responses to this part of the question.

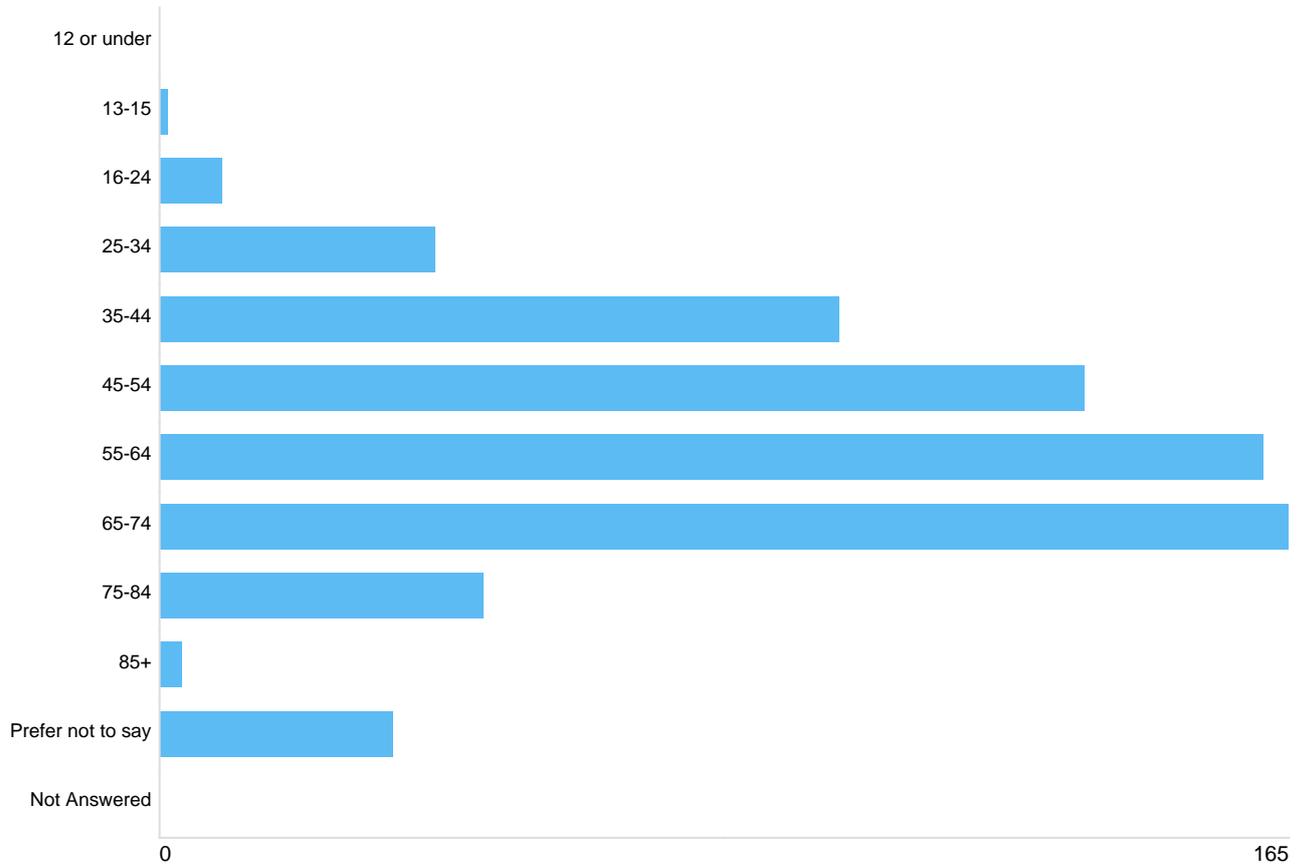
**Question 13: Do you have any other comments that you would like to make about the proposed draft strategy?**

**Comments**

There were **408** responses to this part of the question.

**Question 14: How old are you?**

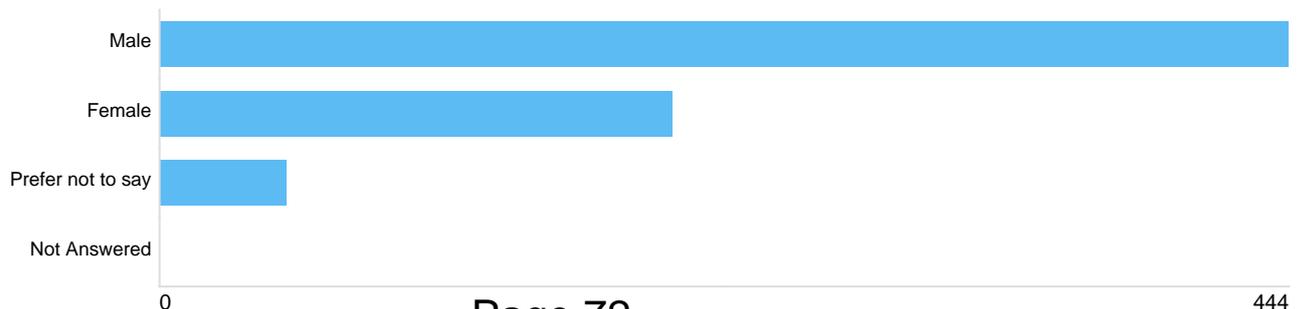
**Age**



Option	Total	Percent
12 or under	0	0%
13-15	1	0.14%
16-24	9	1.30%
25-34	40	5.76%
35-44	99	14.27%
45-54	135	19.45%
55-64	161	23.20%
65-74	165	23.78%
75-84	47	6.77%
85+	3	0.43%
Prefer not to say	34	4.90%
Not Answered	0	0%

**Question 15: Are you....**

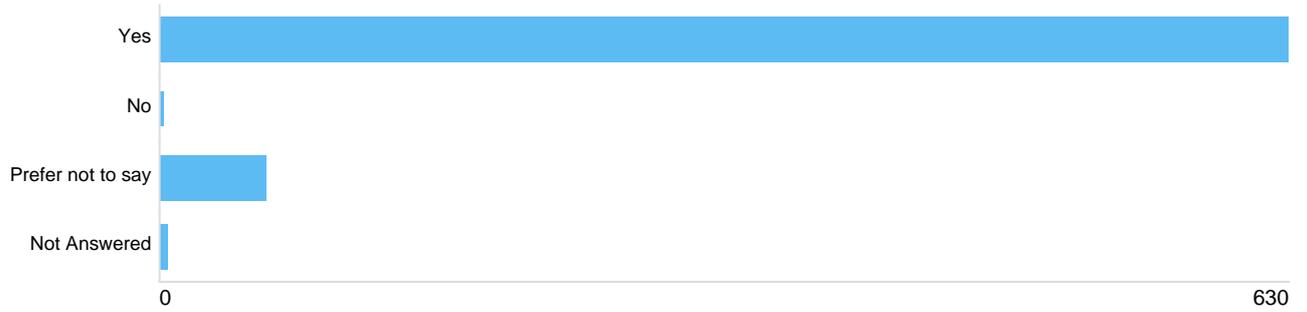
**Sex**



Option	Total	Percent
Male	444	63.98%
Female	201	28.96%
Prefer not to say	49	7.06%
Not Answered	0	0%

**Question 16: Is your gender the same as the one assigned to you at birth?**

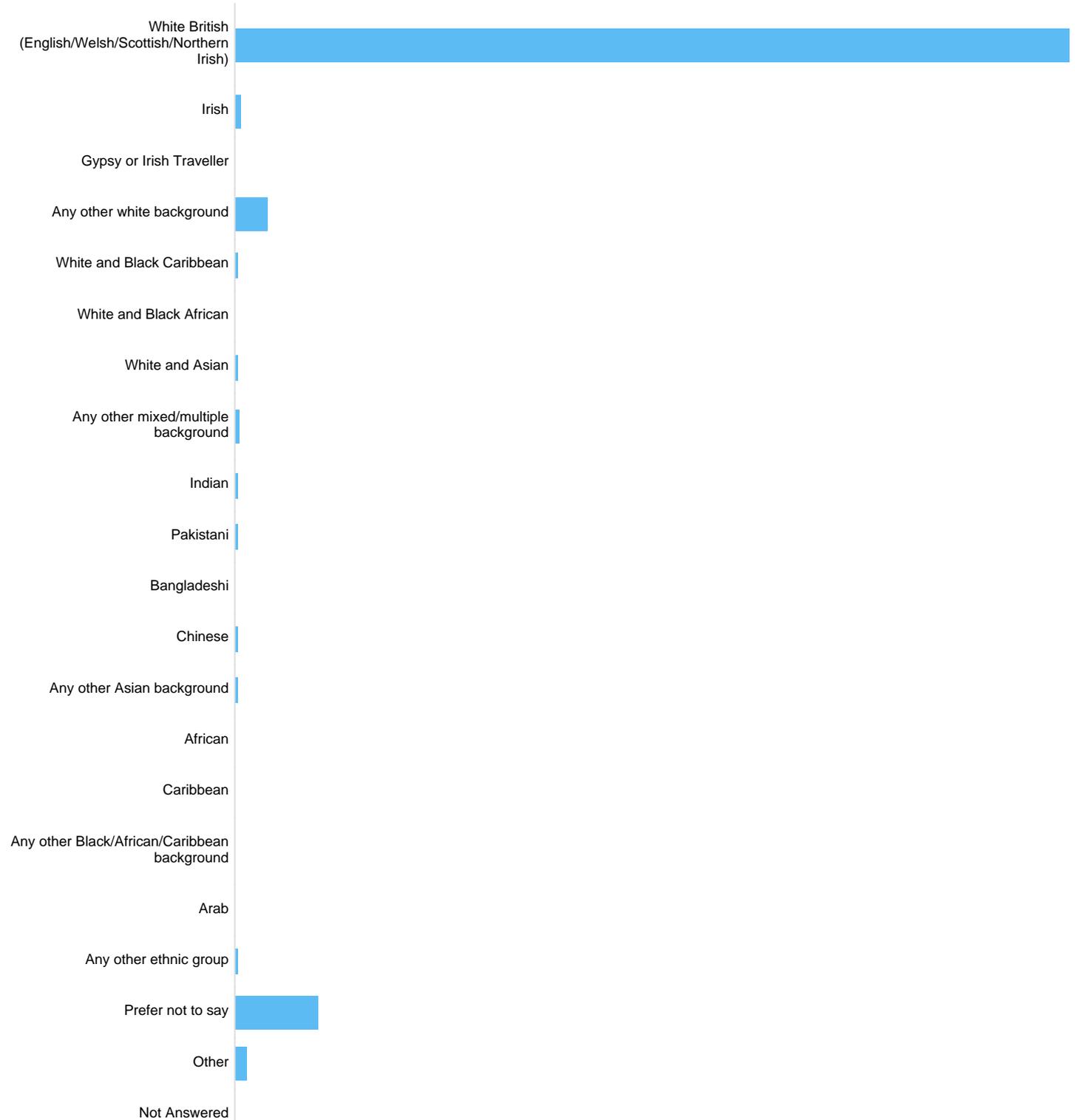
*Gender reassignment*



Option	Total	Percent
Yes	630	90.78%
No	1	0.14%
Prefer not to say	59	8.50%
Not Answered	4	0.58%

**Question 17: What is your ethnic origin?**

*Ethnic origin*



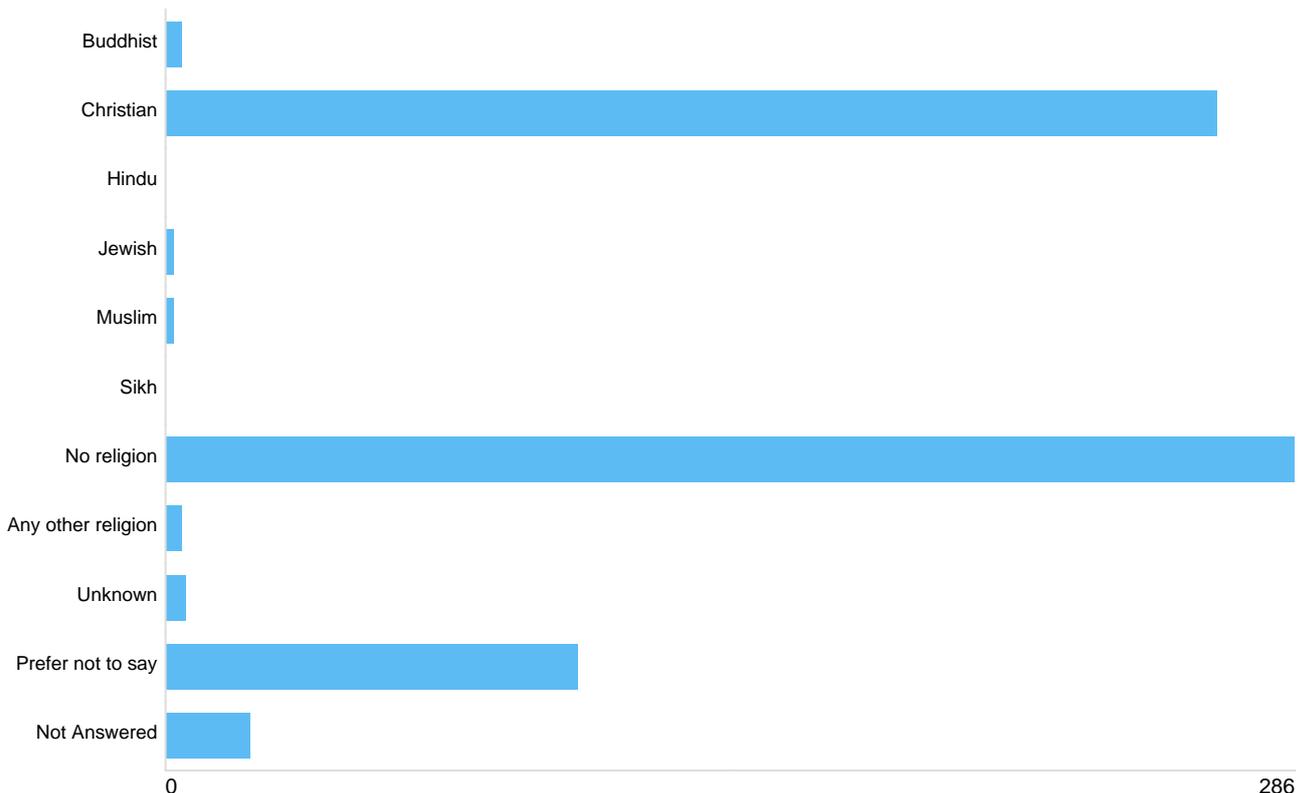
Option	Total	Percent
White British (English/Welsh/Scottish/Northern Irish)	590	85.01%
Irish	4	0.58%
Gypsy or Irish Traveller	0	0%
Any other white background	23	3.31%
White and Black Caribbean	1	0.14%
White and Black African	0	0%
White and Asian	1	0.14%
Any other mixed/multiple background	3	0.43%
Indian	1	0.14%
Pakistani	1	0.14%
Bangladeshi	0	0%
Chinese	1	0.14%
Any other Asian background	2	0.29%
African	0	0%
Caribbean	0	0%
Any other Black/African/Caribbean background	0	0%
Arab	0	0%
Any other ethnic group	1	0.14%
Prefer not to say	58	8.36%
Other	8	1.15%
Not Answered	0	0%

***If 'other', please specify***

There were 7 responses to this part of the question.

**Question 18: What is your religion?**

***Religion***



Option	Total	Percent
Buddhist	4	0.58%
Christian	266	38.33%
Hindu	0	0%
Jewish	2	0.29%
Muslim	2	0.29%
Sikh	0	0%
No religion	286	41.21%
Any other religion	4	0.58%
Unknown	5	0.72%
Prefer not to say	104	14.99%
Not Answered	21	3.03%

**If 'other', please specify**

There were **24** responses to this part of the question.

**Question 19: Do you consider yourself to have a disability?**

**Disability**



Option	Total	Percent
Yes	74	10.66%
No	559	80.55%
Prefer not to say	55	7.93%
Not Answered	6	0.86%

**Question 20: What is your sexual orientation?**

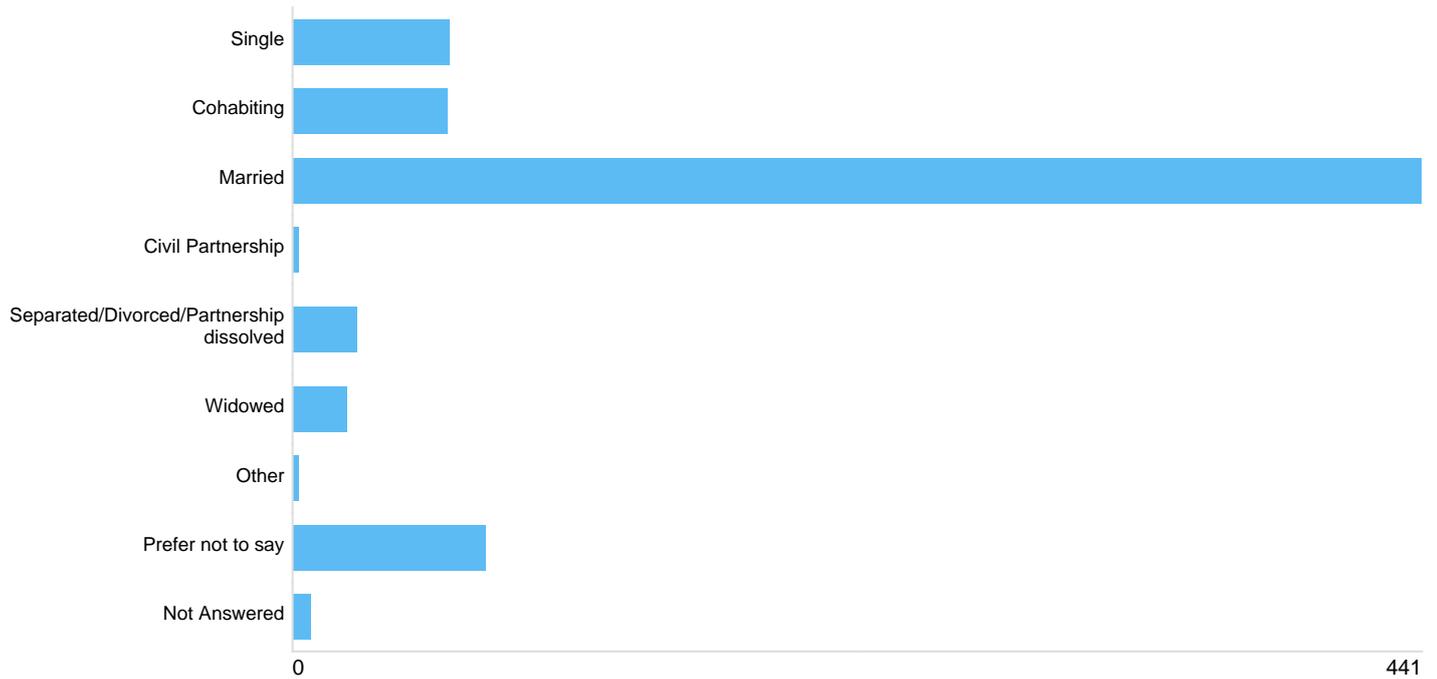
**Sexual orientation**



Option	Total	Percent
Heterosexual	536	77.23%
Bisexual	9	1.30%
Gay or Lesbian	11	1.59%
Other	5	0.72%
Prefer not to say	124	17.87%
Not Answered	9	1.30%

**Question 21: Are you....**

**Relationship status**



Option	Total	Percent
Single	61	8.79%
Cohabiting	60	8.65%
Married	441	63.54%
Civil Partnership	2	0.29%
Separated/Divorced/Partnership dissolved	25	3.60%
Widowed	21	3.03%
Other	2	0.29%
Prefer not to say	75	10.81%
Not Answered	7	1.01%

**Question 22: Are you pregnant at this time or have you given birth within the last 26 weeks?**

**Brith**



Option	Total	Percent
Yes	3	0.43%
No	601	86.60%
Prefer not to say	77	11.10%
Not Answered	13	1.87%

## EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	EV Strategy to promote switch from internal combustion engine powered cars to electric vehicles via installation of a network of EV Charge Points	<b>Date Completed:</b>	April 2020
<b>Directorate / Division responsible for activity:</b>	<b>Place, Technical Services Group</b>	<b>Lead Officer:</b>	Nat Slade, Group Head of Technical Services
<b>Existing Activity</b>	<b>N</b>	<b>New / Proposed Activity</b>	<b>Y</b>
		<b>Changing / Updated Activity</b>	<b>Y</b>

### What are the aims / main purposes of the activity?

EV Strategy to promote switch from internal combustion engine powered cars to electric vehicles via installation of a network of EV Charge Points

### What are the main actions and processes involved?

Procuring a concession contract for installing a network of EV charge points on land owned by partners inc. County Council and District & Borough Council owned car parks.

### Who is intended to benefit & who are the main stakeholders?

Households with a car but without a private driveway on which it can be charged will be the biggest beneficiaries. Typically these will be flats, Houses of Multiple Occupation and houses in more central, urban areas.

### Have you already consulted on / researched the activity?

The public consultation undertaken by West Sussex County Council identified concern over trailing cables across footpaths causing a risk for those such as the blind and less mobile. This consultation included requests of special interests groups, one of which responded. Consequently the trailing charging cables across pavements proposal was removed from the strategy.

Various models of delivery have been considered. The approach proposed allows for a single system to be installed across the county, making it simpler and easier to understand and access. Contactless payments facility will be included within the specification of the EV charge points.

As many of the car parking spaces as possible will need to be accessible spaces for those with restricted mobility.

**Impact on people with a protected characteristic** (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
<b>Age</b> (older / younger people, children)	<b>Yes</b>	Positive: improves access to electric vehicles
<b>Disability</b> (people with physical / sensory impairment or mental disability)	<b>Yes</b>	Positive: as many as possible of the car parking spaces with EV charge points will be accessible spaces. The trailing cables over pavements idea has been removed from the proposal after consultation.
<b>Gender reassignment</b> (the process of transitioning from one gender to another.)	<b>No</b>	
<b>Marriage &amp; civil partnership</b> (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	<b>No</b>	
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	<b>No</b>	
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	<b>No</b>	

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<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	<b>No</b>	
<b>Sex</b> (male / female)	<b>No</b>	
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	<b>No</b>	
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	<b>Yes</b>	Households with a car but without a private driveway on which it can be charged will be the biggest beneficiaries. Typically these will be flats, Houses of Multiple Occupation and houses in more central, urban areas. Some of these will be wealthy, (seafront flats, Arundel town centre etc.) but many will be from less well-off area. The introduction of EV charging hubs will make it easier for these less well-off people to access the future technology.

**What evidence has been used to assess the likely impacts?**

WSCC Public consultation and with special interest groups.

**Decision following initial assessment**

<b>Continue with existing or introduce new / planned activity</b>	<b>Yes</b>	<b>Amend activity based on identified actions</b>	<b>No</b>
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**Action Plan**

<b>Impact identified</b>	<b>Action required</b>	<b>Lead Officer</b>	<b>Deadline</b>

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<b>Monitoring &amp; Review</b>	
<b>Date of last review or Impact Assessment:</b>	NA
<b>Date of next 12 month review:</b>	April 2021
<b>Date of next 3 year Impact Assessment (from the date of this EIA):</b>	April 2023
<b>Date EIA completed:</b>	April 2020
<b>Signed by Person Completing:</b>	N. Slade