



Public Document Pack

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18 March 2022

POLICY AND FINANCE COMMITTEE

A meeting of the Policy and Finance Committee will be held in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on Thursday 31 March 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Oppler, Roberts, Seex, Stanley and Dr Walsh.

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available per person.
2. It is *recommended* that all those attending take a lateral flow test prior to the meeting.
3. Those attending the meeting will *not* be required to wear a face covering however, are encouraged to bring one along to cover instances where a meeting may have higher public attendance. Masks will be made available at the meeting.
4. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Wednesday, 23 March 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair'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

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary/personal interest and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 14)

The Committee will be asked to approve as a correct record the Minutes of the Corporate Policy and Performance Committee held on 10 February 2022, which are attached.

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

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

6. COUNCIL VISION - PERFORMANCE MANAGEMENT 2022-2026 [30 MINUTES]

(Pages 15 - 32)

This report gives the detail on the proposed indicators to measure the outcomes for the Council Vision key themes and gives the detail on the proposed Key Performance Indicators (KPI's).

7. BUSINESS RATE POOL - DECISION MAKING [10 MINUTES] (Pages 33 - 36)

The purpose of this report is to address how decisions on the Business Rate Pool can be made in a timely manner.

8. LITTLEHAMPTON TOWN CENTRE - FIBRE DUCTING WORKS [15 MINUTES] (Pages 37 - 40)

This report seeks approval of the Committee to increase the budget of the Littlehampton Town Centre Improvement Works by £240,000 to include the installation of fibre ducting within the project. This will provide the future capability of Ultrafast Full Fibre internet connectivity to business and residences in the Town Centre.

ITEMS PUT FORWARD FROM SERVICE COMMITTEES

9. LEISURE OPERATING CONTRACT [MEETING OF THE HOUSING & WELLBEING COMMITTEE HELD ON 17 MARCH 2022] - [10 MINUTES] (Pages 41 - 44)

Arun District Council has provided support to mitigate the impact of the COVID-19 pandemic on its leisure operating contract. This report seeks Policy and Finance approval for a virement of budget for the arrangements agreed by the Housing and Wellbeing Committee held on 17 March 2022.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no items for this meeting.

10. WORK PROGRAMME [5 MINUTES] (Pages 45 - 46)

The draft Work Programme for 2022/23 is attached for Members to review. Members are asked to note that this is still work in progress.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and 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 [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

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Subject to approval at the next Policy and Finance Committee meeting

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POLICY AND FINANCE COMMITTEE

10 February 2022 at 6.00 pm

Present: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Oppler, Roberts, Seex and Walsh.

Councillors Bower, Coster, Edwards, Staniforth and Thurston were also present at the meeting.

642. WELCOME

The Chair welcomed Members and Officers to the meeting of the Policy & Finance Committee.

643. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Stanley.

644. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

645. MINUTES

The minutes from the meeting of the Committee held on 9 December 2021 were approved by the Committee as a correct record and were signed by the Chair at the conclusion of the meeting.

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

The Chair confirmed that there were no items to consider for this meeting.

647. PUBLIC QUESTION TIME

The Chair confirmed that no questions had been submitted for this meeting.

648. CLIMATE ACTION AND BIODIVERSITY WORK PLAN 2022-2023

The Chair invited the Council's Climate Change and Sustainability Officer to present this report. He explained that following the approval of the Carbon Neutral Strategy (2022-30) at this Committee on 14 October 2021, a more detailed action plan had been requested. This report set out the actions which needed to be undertaken to achieve the 2030 carbon neutral target. Members' attention was brought to the graphs [on pages 22 and 23 of the Agenda Pack] that illustrated carbon projections in different scenarios – 'business as usual' and 'high level carbon reduction plan' – with the latter

confirming that the Council could, theoretically, meet its targets if action was taken. The report detailed sustainable projects that had already been completed, were nearing completion, had been planned or could be undertaken. He concluded that in order to meet these targets it was important that projects were spread across all scopes and service areas, whilst noting that indirect emissions that result from activities occurring in the supply chain of the council ('Scope 3') made up the majority of carbon emissions. It was confirmed that the action plan would be updated annually to reflect the changes in emissions and provide updates to projects undertaken.

The Chair invited questions. Clarity was sought over the costing figures for heat pumps [on page 25 of the Agenda Pack]. It was explained that these figures were a rough indication of comparative installation costs of gas boilers and air source heat pumps and highlighted the cost difference between the two options. It was hoped that technological improvements and economies of scale would further reduce in future making heat pumps more economically viable. The report was found to be confusing for one Member as it was a mixture of things (action points, monitoring, reviewing) and whether it would be helpful to highlight where the actions were coming from by identifying targets that the Council hoped to achieve. It was noted that the biggest impact in carbon reduction would come through the supply chain and Officers were asked to confirm the timescale for that. Officers confirmed that they were actively reviewing the procurement policy to favour more sustainable contractors.

The main aim of the action plan was questioned as to whether it was to make the Council, as an organisation, more energy efficient and 'greener' rather than the district and residents' homes. Officers confirmed the action plan did currently focus on the Council's own emissions (Scope 1, 2 and 3), however there are still some projects currently being undertaken which do impact emission reductions in the district. It was also confirmed that once the Council started to get its own emissions in order that more focus would be spent addressing district wide emissions. The CEO explained that it was essential that as an organisation we took the climate challenge seriously, it being one of the four priorities in the Council's draft vision document, and that there were large challenges for the Council to meet which it would not be able to do in isolation. This meant needing to start building partnerships with other parts of the district and beyond, and whilst reducing carbon emissions also working to increase biodiversity.

One Member, noting how delighted she was to hear the CEO being so positive and being in support of the objectives too, did not think that this came across in the action plan but that it was a brilliant step on the ladder. Partly in response to earlier discussion regarding the structure and content of the plan, it was suggested that short-term actions be brought forward to the beginning of each section to highlight them and that it was useful to have estimated carbon savings against actions, and that council and district targets needed to be better distinguished to illustrate more clearly what was being done for the Council and what was being done for the district. The significant drop shown on the graph [on page 23 of the Agenda Pack] and how this was to be achieved was questioned given that half the budget for the first year was to be staff costs and, though needed, audits of the estate and emissions and a transition to electric vehicles. The need for staff training to be linked to the work actually undertaken, for the Council to make sure residents were involved and engaged in the process as early as possible

rather than just being kept up to date, for biodiversity targets to be linked to local nature partnership obligations in readiness for the coming Environment Act, and whether a Working Group should be set up between departments were also suggested. A written response would be provided to the Member by Officers in relation to the points raised.

More general points were raised by Members on the County-wide electric vehicle charging network and how many would be fitted in Arun and by when, and commitments to electric vehicle charging points and photovoltaic (PV) panels for council-owned housing and whether these could be extended to all privately owned housing as part of the planning permission process. The Chair confirmed that the installation of electric vehicle charging points in Arun started later this year. The Director of Place clarified that in terms of planning, Government guidance did not facilitate making these conditions and that updates to policies in that direction would have to go through the Local Plan process. In response and noting that the district was one of the sunniest parts of the UK, and therefore more likely to produce more energy per PV panel than anywhere else, one Member asked whether the Council could ask Government to allow us to become the first District Authority to go all PV and all battery in all new buildings; putting Arun on the map and at the same time doing its bit for climate change. The Director of Place reiterated his earlier points and noted that the Local Plan process was currently paused, and that if the Council decided to proceed with a new Local Plan then work could be undertaken on the targets wished to be pursued and evidence could begin to be collected to explore support for them. Another Member noted that whatever policies the Council put in place had to withstand the tests of the Planning Inspector and conform to Government policy.

Having had the recommendations proposed by Councillor Cooper and seconded by Councillor Pendleton, by unanimous vote,

The Committee

RESOLVED

That the Climate Action and Biodiversity Work Plan 2022-2023 be approved, subject to the approval of the Council's Budget for 2022/2023 and £200,000 for the following:

- (1) £50,000 per annum for an Officer to support the Climate Change and Sustainability Manager;
- (2) Up to £60,000 for building audits;
- (3) £7,500 for carbon emission monitoring and supporting the assessment of supplier carbon calculations;
- (4) £2,000 for training and accreditation; and

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(5) Authority be given to the Group Head of Wellbeing in consultation with the Group Head of Corporate Support (Section 151 Officer) to delegate unallocated sums within budget to fund projects detailed in the Work Plan.

649. BUDGET MONITORING REPORT TO 31 DECEMBER 2021

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present the Budget Monitoring Report. She explained that the report was for the period ending December 2021.

Starting with the General Fund (GF), it was noted that there was an underspend of £1.178m against profiled budget at the end of the third quarter which was an improvement of £774k from the previous month. Income continued to be significantly buoyant and Planning fees in particular were £680k above expected. However, there were budget pressures on the GF Housing (homelessness and rough sleeping, and potentially the leisure provider). A favourable outturn was therefore anticipated of over a £1m on the GF. The Housing Revenue Account continued to operate under significant pressure particularly in the areas of planned and responsive maintenance. With regards to the Capital and Special Projects, there continued to be a significant underspend against budgets and these budgets continued to be reviewed.

The Chair invited questions. The below expected income from the Bognor Regis Arcade was raised and it was asked how this compared with previous quarters or other accounting periods, whether it was getting worse and what the prospects were for retrieving the significant sums in rent arrears. It was confirmed that there were specific pandemic-related issues with the site and that new managing agents had been procured working to explore these challenges. An update report would be submitted for Members to consider soon. Clarification was sought over items listed under 2.8.3 [on page 55 of the Agenda Pack] - the £35k spent on the Trisanto update, the £18K spent on the Palmer Road Community Sports Hub Review and the £30k spent on Economic Regeneration Project Delivery Role. The Director of Place confirmed that with regards to the £35K spent on Trisanto, this was the potential sum set aside to do the work but the eventual actual cost of the work had been far less at around £14k. A report would be taken to the next meeting of the Economy Committee on 29 March 2022 to explore the continued use of this company. The Director of Services confirmed that with regards to the £18K spent on the Palmer Road Community Sports Hub Review, this was for exploratory consultancy work looking at the project. The Interim Group Head of Corporate Support and Section 151 Officer confirmed that the figures under discussion had been vired and not spent, and all had been subject to Committee approvals.

Other points raised by Members included further concern for the situation around the Bognor Regis Arcade, clarification around the proposals within the A27/Ford Road Junction Study, and praise for the work done on the Palmer Road Community Sports Hub.

Having had the recommendations proposed by Councillor Roberts and seconded by Councillor Cooper,

The Committee

RESOLVED - That

(1) The earmarked reserves are approved and reviewed before the end of the financial year as per previous policy to ensure that they are available to fund future years expenditure or returned to the General Fund if no longer required; and

(2) The Housing Revenue Account repairs and maintenance (Planned and Responsive) budget continues to be closely monitored to ensure that any necessary corrective action is taken if required.

650. COMMITTEE REVENUE AND CAPITAL BUDGET - 2022/2023

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present this report. She explained that each Service Committee had received a similar report and all the reports fed into the Council's Budget 2022/23 report which was the next item on the agenda. Items highlighted were the budget pages in appendix A that contained committed growth items [mainly around staff pay awards assumed for this and next year], the growth items for this Committee shown in Appendix B totalling £420k and there being no capital bids for this Committee.

Having had the recommendations proposed by Councillor Cooper and seconded by Councillor Pendleton,

The Committee

RESOLVED - That

(1) The 2022/23 Revenue Budget as illustrated in Appendix A of this report be agreed;

(2) The 2022/23 list of uncommitted growth items as illustrated in Appendix B of this report be agreed; and

(3) Recommendation of the Revenue Budget and list of growth items for this Committee be included in the overall General Fund Budget when considering the overall budgets to recommend to Full Council.

651. THE COUNCIL'S REVENUE AND CAPITAL BUDGETS 2021/22 AND 2022/23

In introducing this item, the Chair explained that due to the number of recommendations within this report, he proposed to divide these up into sections and take multiple recommendations on block. He proceeded to the first set of recommendations regarding the Environment Committee.

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Having had the recommendations proposed by Councillor Pendleton and seconded by Councillor Roberts,

The Committee

RESOLVED

For 2021/22 financial year:

That in respect of Environment Committee, the £180,000 contribution to the Community Flood Fund and a further £100,000 in 2023/24 be approved, to enable required Partnership Contributions to continue. The £100,000 recommended in 2023/24 will be assessed at a later date. A contribution of £100k be made to a contingency budget reserve to replace the £50k annual budget to be topped up annually.

The Chair then turned to the recommendations for this Committee to consider from the other Service Committees [Minutes 555, 570, 579, 590 and 601 in the Supplement Pack] that needed to be agreed by this Committee for inclusion in the budget before the Committee could move on to the wider budget discussion.

The Chair invited questions. Clarification was sought over the details of the Bersted Brooks Country Park project and whether it was needed given the cost and the proximity of the South Downs National Park. The Director of Services confirmed a report would be going to Committee on this project. A Member [and Chair of the Environment Committee] provided some background information and spoke in favour of the project. The impact to residents from cost of living increases was also raised and whether these budgets should be reviewed to see if savings could be made on non-essential spending in order to keep future Council Tax rises to a minimum.

Having had the recommendations proposed by Councillor Roberts and seconded by Councillor Cooper,

The Committee

RESOLVED - That

- (1) The Revenue Budget and Capital Programme for the [Corporate Support] Committee be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022;
- (2) The Revenue Budget, list of growth items and Capital Programme for the [Economy] Committee be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022;
- (3) The Revenue Budget, list of growth items and Capital Programme for the [Environment] Committee be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022;

- (4) The General Fund Revenue Budget, list of growth items, General Fund Capital Programme, HRA Revenue Budget and HRA Capital Programme [from the Housing and Wellbeing Committee] be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022;
- (5) The Revenue Budget and list of growth items [from the Planning Policy Committee] be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022.

The Interim Group Head of Corporate Support & Section 151 Officer introduced this item explaining that each of the Service Committee's budgets had now been considered by each Committee with this Committee now needing to consider the Council's Budget 2022/23 so that it could make recommendations for approval to a Special Meeting of the Council on 23 February 2022. This report brought together all the Committee reports including the previous item on the agenda. The Budget Report included the Service Committee revenue bids and the capital budget for all Committees.

The Interim Group Head of Corporate Support & Section 151 Officer drew Members' attention to the Local Government Settlement, the draft had been issued on 16 December 2021 and had been favourable. In particular, the Council had been awarded an additional one-off allocation of New Homes Bonus of £825k which had not been anticipated. The final settlement had been announced last week and it was pleasing to report there had not been any significant changes made. Unfortunately, this had only been a one year settlement with consultation commencing again next year on "updating the system" previously referred to as the Fair Funding Review. This was likely to include the business rate reset which would be detrimental to the Council's finances. There therefore continued to be significant risks to the Council's finances from 2023/24 and so it had to be stressed how important it was for the Council to continue to hold sufficient balances as a way to mitigate these risks. However, the combination of the anticipated favourable outturn for 2021/22 in combination with the favourable settlement meant that the Council was in a much improved financial position for 2022/23 than forecast in the autumn.

The Committee's attention was then drawn to the full budget report as set out on Page 79 of the agenda and the Interim Group Head of Corporate Support and Section 151 Officer provides some key highlights on some of the more significant issues.

Looking at key financial issues, mention was made of:

- The summaries provided for the Retained Business Rate income and non-ringfenced grant income. All the changes result in a reduction of 714k from previous year.

- The proposed increase in Council Tax of £4.95 for a band D equivalent. Members were already aware that the Core Spending Power is calculated by the Government assumed this increase. So effectively the Council was required to put up Council tax to stand still.
- The anticipated General Fund reserve movement. The GF balance would be kept at £5m. This allowed circa £2.7m to be added to the Funding Resilience Reserve at the end of this financial year. £6.659m to £9.355m. This change in presentation was intended to enable better understanding of the underlying reserve issues.
- Members were asked to note that the budget for 2022/23 required a £817k contribution from the Funding Resilience reserve as shown in table 4.8 on page 87. The table also summarised the other main budget changes
- Finally, the Committee revenue growth bids were shown in table 4.18 on page 88. The capital programme was set out in Appendix 3.
- The Housing Revenue Account (HRA) budget had been set out in Appendix 2, with the budget reflecting the priorities of the HRA Business Plan, recently updated and approved by Full Council. This assumed a 4.1% rent increase and a 5% garage rent increase.
- Looking at capital, it was necessary to draw Members' attention to the capital programme and financing. The capital programme was underpinned by £1.5m of usable capital receipts.
- In line with proper accounting practice the Asset Management Revenue budget had been moved to the Corporate Asset management revenue budget and was no longer included under capital and special projects.
- The budget assumed that the Arun Leisure Centre wet change was to be funded from s106 agreements which were susceptible to slippage. This £987k would internally be met by internal borrowing and the s106 receipts would be applied to reduce the borrowing when received. There remained a balance of £320k to be funded; the details on which were in 6.10 on page 91.

Finally, the Committee was reassured that the estimates as presented in the draft Budget were sufficiently robust and that the reserve balances for 2022/23 were adequate.

The Chair thanked the Interim Group Head of Corporate Support and Section 151 Officer for all her work and her team's work on this project. The Chair then invited questions.

Varying points were raised by Members some in support and some not in support of the proposed Council Tax increases. Mention was made of some of the refurbishment projects such as the Arun Leisure Centre wet change. Although this scheme was welcome and very much needed by residents, it was felt that more needed to be done to transform the local economy. Concern was raised over Section 106 slippage and how the Council needed to minimise this by designing projects in phases; the underspend over the last year and the money returned from Government. The

Sussex by the Sea Festival was highlighted as a project that could perhaps be paused as it had already been postponed for a year due to the works being undertaken as a result of the Levelling Up project, with the thought that these funds could be spent elsewhere. The success of the seasonal closure of Pier Road in Littlehampton was also mentioned and some Members pressed for confirmation that this would continue for the forthcoming season to allow for greater tourism impact and in terms of making the area a more vital seafront and riverside attraction. The Director of Place confirmed that a report on Pier Road and seasonal closures would be submitted to the next meeting of the Economy Committee on 29 March 2022 which would explain the different options moving forward.

Having had the recommendations proposed by Councillor Pendleton and seconded by Councillor Roberts,

The Committee

RESOLVED - That

For the 2022/23 financial year:

- a) The Interim Group Head of Corporate Support, in consultation with the Leader of the Council, approved a Council Tax base of 63,011 for 2022/23;
- b) The budget report in Appendices A, 1, 2 and 3 be noted.

The Committee also

RECOMMEND TO THE SPECIAL MEETING OF THE COUNCIL ON 23 FEBRUARY 2022 - That

- (1) The General Fund Revenue budget as set out in Appendix 1 be approved;
- (2) Arun's band D council tax for 2022/23 be set at £196.47, an increase of 2.58% over 2021/22;
- (3) Arun's Council Tax Requirement for 2022/23, based on a Band D Council Tax of £196.47, be set at £12,379,771 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (4) The Council's General Fund Revenue Account Balance be set at £5m. Any balance above this to be transferred to the Funding Resilience Reserve to allow future budgets to be balanced;
- (5) The HRA budget as set out in Appendix 2 be approved;

(6) HRA rents for 2022/23 be increased by 4.1% (CPI plus 1%) in accordance with the provisions of the rent standard;

(7) HRA garage rents be increased by 5% to give a standard charge of £13.58 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income; and

(8) The Capital budget as set out in Appendix 3 be approved.

652. CAPITAL STRATEGY 2022/23 TO 2026/27

The Chair invited the Interim Group Head of Corporate Support and Section 151 Officer to present this report. It was explained that the adoption of the Capital Strategy by Full Council was a requirement of the Chartered Institution of Public Finance and Accountancy's Prudential Code. Responsibility for review of the strategy had moved from the Audit and Governance Committee and was now the responsibility of this Committee.

The key points of the strategy were summarised:

- the capital strategy was overarching
- it sat above the other more detailed policies, procedures and plans and referenced them to allow more detail if required
- it showed how the Council determined its priorities for capital investment decisions
- it set out how capital would be funded
- as a council we needed to adopt a strategic approach to our capital planning based on sound principles; these principles being that plans must be:
 - affordable
 - prudent
 - sustainable
 - in line with service objectives
 - give due consideration to both risk and reward

The Interim Group Head of Corporate Support and Section 151 Officer finished by concluding that the aim of the strategy was to balance capital expenditure needs and expectations with the limited resources available to the Council.

The Chair invited questions. The need to maintain existing capital infrastructure and to ensure that sufficient provision was laid out in words and strategy to make sure at all times for its maintenance. The Windmill Theatre in Littlehampton was given as an example. The Director of Place confirmed that this Capital Strategy intended to try to bring the Council back to a position that was better in terms of long term maintenance of its assets and that significant progress had been made in terms of being in a better position to maintain maintenance at more measured levels going forward. The Chief Executive noted that to put things right was a capital investment but that ongoing

maintenance costs would often come out of the Revenue Budget straining the budget which paid for the majority of the services the Council provided in the district, but that we should be building in long-term revenue support for maintenance of facilities but that that sometimes put pressures on our own revenue budgets due to financial rules around what certain budgets can be spent on.

The Chair asked Officers, in response to the previous question and answer, what safeguards were in place to avoid future occasions where maintenance works may not have been carried out. The Chief Executive explained that this would need to be built into an Asset Management Strategy and take into account the Council's long-term financial planning. The Chair asked that the Asset Management Strategy be included in the Work Programme for this Committee for the next municipal year. Another Member noted that, from looking at the figures quoted on page 111 of the Agenda Pack, asset management did not appear to be built into any significant degree. A final point was made about all figures in the report declining in terms of investment over the years, the need to look at how things were progressing in future and ultimately where future investment would be coming from. The Chief Executive noted the financial challenges ahead in the coming years acknowledged in the medium-term financial plan both on a revenue and capital basis, and Officers and Members would need to work together to address over the coming years.

Having had the recommendation proposed by Councillor Roberts and seconded by Councillor Cooper,

The Committee

RECOMMEND TO FULL COUNCIL

That the Capital Strategy 2022/23 to 2026/27 be approved.

653. COUNCIL VISION 2022-2026

The Chair invited the Group Head of Policy to present her report which confirmed the final wording, following public consultation, for the Council Vision 2022-2026. She highlighted that 86% of respondents to the consultation had agreed with the Council's aims for the next four years as set out in the consultation. Areas of concern had been raised in the consultation and would be passed on to the relevant departments, but it was believed that all of these had been identified by Councillors during their preliminary work on the Vision document last summer. The survey feedback had resulted in the Vision being made easier to understand; jargon having been removed; content being more focussed and proactive; and providing greater clarity over the Council's and other partners' services and roles.

It was confirmed that there would be annual progress reports against the milestones at each of the four years of the plan, and Officers were currently working on how these would be reported. A report on this would come to the next meeting of the Committee on 31 March 2022 which would include the new Corporate Plan indicators for the period as well.

The Group Head of Policy drew Members' attention to Appendix A of the report which set out the proposed wording for the Vision and in doing so she confirmed that she needed to suggest to the Committee, making an amendment to the Vision Aim entitled "Fulfilling Arun's Economic Potential" [How Will we Achieve this [Page 120 of the agenda pack] (1) which read "Create the conditions that will support, attract and retain high tech businesses, including the creative digital sector" – to the wording set out in **bold** below which if approved by Members would appear in the published Vision as:

- 1. Create the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the District.**

Having had the amendment proposed by Councillor Cooper and seconded by Councillor Pendleton it was declared CARRIED.

The Chair then returned to the substantive recommendation inviting questions on the remaining aspects of the document. A query was raised on (B) Protect and enhance our natural environment' [on page 119 of the Agenda Pack] as it was felt that this was increasingly important and needed more attention being paid to it so as to protect the District from development built on green fields destroying biodiversity.

A Member amendment was proposed for item (4) of 'Improving the wellbeing of Arun – How will we achieve this' [on page 117 of the Agenda Pack] for the inclusion of the words 'medical and dental' after 'primary' so that the amended sentence would read:

- 4. Support the NHS Clinical Commissioners to provide primary, medical and dental care facilities to meet the growing needs of our community.'**

Having had the amendment proposed by Councillor Walsh and seconded by Councillor Seex, it was declared CARRIED.

Having had the substantive recommendation proposed by Councillor Cooper and seconded by Councillor Pendleton,

The Committee

RECOMMEND TO FULL COUNCIL

That the Council Vision 2022 – 2026 be approved.

654. OUTSIDE BODIES

The Chair confirmed that there were two feedback reports from Outside Bodies to present to this meeting.

655. FEEDBACK REPORT FROM JOINT CLIMATE CHANGE BOARD

The Committee received an Outside Body Update and Feedback report from Councillor Staniforth, the Council's nominated representative, following her attendance at a meeting of the Joint Climate Change Board held on 13 October 2021.

A suggestion was put forward by a Member of the Committee for the Council to share costs where possible on the initiatives covered by this meeting and wherever possible encourage working collectively to achieve results. The Chief Executive endorsed this point and explained how this approach would be used when working on other corporate objectives.

656. FEEDBACK REPORT FROM MEETINGS HELD OF THE GREATER BRIGHTON ECONOMIC BOARD

The Chair provided a verbal Outside Body Feedback report following meetings that he had attended of the Greater Brighton Economic Board.

Councillor Gunner confirmed that he had attended one meeting recently and could confirm that there were some challenges with the Board. For those not aware, this was public knowledge, the representative from Coast to Capital had withdrawn from the Board due to the behaviour of the current Chair. There was much nervousness being expressed about the future direction of the Board and if it had a clear strategy moving forward. It was confirmed that Council Leaders did have a meeting planned soon to consider what the future of the Board was. There had been a number of meetings mostly around green initiatives, which the vast majority of the work that the Board covered. In the previous meeting a Blue/Green Investment Panel had been agreed. Councillor Gunner confirmed that he would keep the Committee updated following any further meetings attended.

657. WORK PROGRAMME

The Committee received an updated version of its Work Programme covering the remainder of the Municipal Year.

The Committee Services Manager confirmed that an additional item would be added for the next meeting of the Committee on 31 March 2022 which was setting out the proposed heads of terms in relation to lease arrangements for the Regis Centre and an associated development opportunity for approval.

The Interim Group Head of Corporate Support & Section 151 Officer confirmed that a further report would be submitted to the next meeting setting out the details of a virement request from the Housing & Wellbeing Committee relating to the Local Hardship Fund.

In discussing the work programme, criticism was made that no work programme items had been listed beyond March 2022 and that a forward programme covering the whole of 2022/23 was required. The Committee Services Manager explained that work

Subject to approval at the next Policy and Finance Committee meeting

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Policy and Finance Committee - 10.02.22

programmes for all Committees was progressing but was subject to the Committee Meetings Calendar for 2022/23 being approved by Full Council on 9 March 2022.

Having received no further suggestions, the Chair thanked Members for their input.

(The meeting concluded at 7.44 pm)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF POLICY AND FINANCE COMMITTEE ON 31 MARCH 2022

SUBJECT: Council Vision - Performance Measurement 2022 - 2026

REPORT AUTHOR: Jackie Follis – Group Head of Policy
DATE: 17 March 2022
EXTN: 01903 737580
AREA: Corporate Support

EXECUTIVE SUMMARY:

This report gives the detail on the proposed indicators to measure the outcomes for the Council Vision key themes and gives the detail on the proposed Key Performance Indicators (KPIs).

RECOMMENDATIONS:

The Committee is asked to recommend to Full Council that it:

- i) Agrees the proposed indicators to measure the outcomes for the Council Vision key themes; and
- ii) Agrees the proposed Key Performance Indicators.

1. BACKGROUND:

The Council Vision 2022 – 2026 was approved at Full Council on 9 March 2022 and is now available on our website: [Council Vision 2022 - 2026](#)

To support our Vision we must ensure that we have a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services.

The proposed indicators to measure the outcomes for the Council Vision key themes are **attached in Appendix A** to this report. These indicators are all to be measured annually and will be reported to the Policy and Finance Committee on an annual basis to the next available Policy and Finance Committee meeting after the year ends on 31 March. The reporting will predominantly be updating on the progress against strategic milestones set out in various strategies and plans which contribute to delivery of the Council Vision.

The proposed 'key performance indicators' (KPIs) are ***attached in Appendix B*** to this report and this group of measures is known collectively as our Corporate Plan. These indicators will be reported to all Committees on a quarterly basis and CMT will be kept informed of progress regularly. The quarterly report to Committees will be the same report to all Committees and will be circulated a few weeks after each quarter ends.

In previous years the Council had both Corporate Plan indicators and Service Delivery Plan indicators. From 2022 onwards, the Council will not be using Service Delivery Plan indicators, all indicators are either annually reported (Council Vision) or quarterly reported (Corporate Plan).

The KPIs are intended to remain in place for the whole of the period 2022-2026 to ensure continuity and comparability. There may be additional measures added during this period should they be required.

The Policy and Finance Committee are asked to approve the Council Vision indicators so these can be publicised both internally and externally and can be used to form the Directorate Plans which are in progress.

The Policy and Finance Committee are asked to approve the Key Performance Indicators (KPI's) so that these can be publicised both internally and externally and data can be collected on these from the end of the first quarter (ending June 2022) and reported to the Committee meetings which follow that quarter.

Should the Policy and Finance Committee not approve these indicators, the Key Performance Indicators for Q1 will not be finalised in time for reporting at Q1 2022 and the reporting of Q1 will be delayed until the indicators are agreed.

2. PROPOSAL(S):

The proposal is to approve the Council Vision indicators and Key Performance Indicators.

3. OPTIONS:

- i) To approve the Council Vision indicators and Key Performance Indicators
- ii) To not approve the Council Vision indicators and Key Performance Indicators and to seek further information.

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) Corporate Management Team		√

6. IMPLICATIONS:

The Council has approved the Council Vision for 2022-26. The Council needs to have the relevant Council Vision and Key Performance Indicators in place to ensure that all outcomes can be measured and reported to Committees and the public.

7. REASON FOR THE DECISION:

To ensure that the Council can measure and report on its progress against its performance targets and take the necessary actions where targets are not being met.

8. BACKGROUND PAPERS:

None

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Appendix A – Council Vision Objectives and Outcomes list

Council Vision 2022 - 2026

Improving the wellbeing of Arun		
Overall Aims		
A	Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation	
B	Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles	
C	Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact	
How will we achieve this		
1	Develop and Implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive.	
2	Prepare an annual community engagement plan to promote healthy and active lifestyles and encourage participation in a wide ranged of wellbeing activities	
3	Work with key partners to ensure that we deliver council wellbeing services that are complementary to their own, rather than duplicate effort	
4	Support the NHS Clinical Commissioners to provide primary care medical and dental facilities to meet the growing needs of our community	
5	Support the voluntary and community sector to provide services that help the most vulnerable in our community	
6	Provide infrastructure that supports wellbeing, e.g. more opportunities for cycling and walking and easily accessible and safe greenspace.	
7	Support those who are homeless, street homeless or at risk of homelessness in emergency or temporary accommodation to improve health outcomes	
Indicators to measure outcomes		
Indicator	How to measure	
1	Wellbeing clients satisfaction rating	90%
2	Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of the intervention)	80%
3	Upgrade to BR Leisure Centre wetside	Key 2022/23 milestones
4	Upgrade to Alexandra theatre	Key 2022/23 milestones
5	Adopt public art strategy	Key 2022/23 milestones
6	Develop and adopt a Wellbeing Strategy and Action Plan	Key 2022/23 milestones
7	Agree a statement on the future provision of medical and dental services across the District	Key 2022/23 milestones
8	Specific initiatives with partners (Age UK, CAB, Safer Arun Partnership, Artwork, Freedom Leisure etc)?	Key 2022/23 milestones
9	Number of council housing fraud cases prevented or properties recovered	15
10	Average length of stay in temporary accommodation – 15 months/64 weeks	15 months/64 weeks
11	Average length of stay in emergency	3 months/12 weeks

Appendix A – Council Vision Objectives and Outcomes list

	accommodation – 3 months/12 weeks	
12	% of council homes that are SAP C rating and above	For social housing aim is to achieve SAP C rating by 2030. We will measure progress year on year. Start with a baseline of the number of properties that are SAP C and above and every year over the course of the corporate plan report the revised number. Milestones will be incremental increase year on year until we meet 2030 target
13	Complete Annual Community Engagement Plan and implement Work Plan to encourage participation completed	Annual Community Engagement Plan completed and Work Plan implemented
14	Improve our green spaces	Number of green spaces improved

Delivering the right homes in the right places

Overall Aims

A	Provide a mixed housing economy within the district for all, regardless of age or circumstances, where different types of homes are available, and people can choose to rent or buy.
B	Maximise opportunities to improve the energy efficiency of homes in the District.
C	Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.

How will we achieve this

1	Support households with complex needs to secure suitable accommodation
2	Maximise the delivery of affordable housing including utilising the council's own resources and commercial expertise
3	Improve the energy efficiency of homes across all tenures
4	Use our expertise to influence the local housing market, working with the right partners from all sectors, to develop the housing and infrastructure that we need
5	Use the planning system to create great new places and improve our existing places, where new homes meet the needs of current and future generations
6	Ensure the existing housing stock in the district (Private Sector and Council owned) is maintained to a high standard
7	Continue to bring empty homes back into use for the benefit of the community

Indicators to measure outcomes

Indicator	How to measure	
1	Number of new affordable homes built or purchased per year (this will include the number of homes delivered through the Housing Revenue Account)	Number of new homes built
2	Number of new homes that are suitable for wheelchair users	Number of new homes that are suitable
3	Commission reports on 5 year housing supply and Market Absorption and implement recommendations	Reports commissioned
4	Satisfaction survey of residents in completed developments (at least 12 months)	Undertake survey of residents on selected sites
5	Number of households supported with complex needs	Number of households supported
6	Number of empty homes bought back into	Number of empty homes bought back into use

Appendix A – Council Vision Objectives and Outcomes list

	use	
7	Number of Council homes that meet the current statutory minimum standard for housing	Number of Council homes that meet the required standard

Supporting our environment to support us		
Overall Aims		
A	To consider climate change, sustainability, biodiversity and the environment in everything the Council is responsible for and encourage its community and local businesses to do the same	
B	Protect and enhance our natural environment.	
C	Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity WorkPlan	
D	Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking	
How will we achieve this		
1	Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the Council and for the wider district through Planning Policy	
2	Review the Council's estate and seek to maximise the use of renewable or alternative energy generation, including the installation Electric Vehicle charging Points	
3	Engage and incentivise business to commit to working practices which minimise their impact on the environment	
4	Support information campaigns that promote carbon reduction and funding opportunities	
5	Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030.	
6	Ensure that climate change and sustainability is at the heart of all Council services	
7	Support the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district.	
Indicators to measure outcomes		
Indicator	How to measure	
1	Annual reduction in CO ₂ e	Year Annual Reduction CO ₂ E (T) 2022-2023 1,961.9 2023-2024 1,765.7 2024-2025 2,383.7 TOTAL 7,143.8
2	Achieve Green Flag awards for Council parks	8
3	3000 trees to be planted per year	3000
4	Inspection of all Arun District Council coastal defence assets	Completion of an inspection programme at frequency determined by risk, reported annually
5	% of Council homes that are SAP C rating and above	For social housing aim is to achieve SAP C rating by 2030. We will measure progress year on year. Start with a baseline of the number of properties that are SAP C and above and every year over the course of the corporate plan report the revised number. Milestones will be incremental increase year on year until we meet 2030 target
6	Adopt biodiversity action plan	Including any key milestones for 2022/23

Appendix A – Council Vision Objectives and Outcomes list

7	Recruit ecologist to support implementation of Biodiversity Net Gain and create and implement workplan	Successful recruitment, creation of workplan
8	Other climate related strategies and milestones for 2022/23 including: <ul style="list-style-type: none"> • Engaging and incentivising businesses to commit to working practices which minimise their impact on the environment • Supporting information campaigns that promote carbon reduction and funding opportunities • Supporting the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district. 	Number of strategies created and milestones achieved
9	Change committee report template to consider climate change and sustainability	Reports changed and adhered to
10	Number of Electric Vehicle Charging points installed	Number of sockets installed as part of county network within Arun
11	Number of metres of new cycleway	Number of metres of cycleway delivered

Fulfilling Arun's economic potential

Overall Aims

A	Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.
B	Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend
C	Use regeneration opportunities to attract new and relocating businesses to the district.
D	Make best use of our natural assets to help drive the economy.

How will we achieve this

1	Create the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the District.
2	Use the planning system to set aside sites for larger business growth and support and create employment space for smaller start-ups, using Arun-owned land to stimulate the market
3	Encourage a digital infrastructure that will support businesses and changing ways of working, as well as the needs of local people
4	Work with partners to support a district-wide skills audit, to understand what businesses need and what skills we have in the community. Work with local colleges and the University of Chichester to assist them to run courses that will match local skill needs for those at all stages in their working life
5	Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres
6	Positive and focused promotion of Arun's tourist destinations as more than a 'day trip'
7	Support the delivery of more accommodation for visitors to the district

Indicators to measure outcomes

Indicator	How to measure
1 Amount (HA) of employment land developed for employment uses	2

Appendix A – Council Vision Objectives and Outcomes list

2	Number of jobs created	Number of jobs created
3	Increase to average wages and household income	Improvement on previous year
4	Increase in number of economically active population	Improvement on previous year
5	Commission and carry out tourism marketing campaign	Campaign completed
6	Increase in number of visitors, length of stay and visitor spend	Improvement on previous year
7	Number of new hotel and new holiday accommodation beds provided	Improvement on previous year
8	Develop business support programme to move to digital and modern ways of working	Workplan achieved
9	Review town centre masterplans and support high streets	Spend of allocations in annual budget

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Council Vision Theme	No.	Service Area	Indicator	Target 2022-2026	Frequency data collected
Corporate	CP1	Information Management	Number of Stage2 corporate complaints resolved	10	Monthly
	CP2	Information Management	% of corporate complaints responded to in 10 working days	90%	Monthly
	CP3	Information Management	% of FOI requests responded to in 20 working days	75%	Monthly
	CP4	HR	Sickness absence	% figure - no target	Monthly
	CP5	HR	Staff turnover	% figure - no target	Monthly
	CP6	Health & Safety	Compliance with Health and Safety programme	100%	Monthly
	CP7	Customer Services	Average call wait time (secs) for the last month	Figure reported - no target	Monthly
	CP8	Revenues and Benefits	Business rates collected	97%	Monthly
	CP9	Revenues and Benefits	Council tax collected	96.50%	Quarterly
	CP10	Policy	The level of public satisfied or very satisfied with the overall quality of the Council's services (CP1)	75%	Annual
Improving the Wellbeing of Arun	CP11	Wellbeing	Number of Visits to Council Leisure Centres	956, 650	Monthly
	CP12	Cleansing	Number of missed refuse and recycling collections per 100,000 within contractual target	80	Monthly
	CP13	Environmental Health	Food businesses with food hygiene ratings of 3 (satisfactory and above)	93%	Monthly

	CP14	Revenues and Benefits	Time taken to process Housing/Council Tax Benefit new claims and changes in circumstances	8 days	Monthly
Delivering the right homes in the right places	CP15	Housing	Average days to re-let all properties (key to key) excluding major voids	Q1 70 60 Q3 50 Q4 40	Q2 Monthly
	CP16	Housing	Of homeless cases owed a prevention duty, % successfully resolved	55%	Quarterly
	CP17	Housing	Of homeless cases owed a relief duty, % positively relieved	35%	Quarterly
	CP18	Housing	Number of Housing Register applications activated 'live' within 15 working days upon receipt of all verification documents	75%	Quarterly
	CP19	Housing	Rent collected as a proportion of rent owed (dwellings)	97%	Quarterly
	CP20	Housing	Percentage of non-emergency repairs completed within 20 working days	90%	Quarterly
	CP21	Environmental Health	Vacant private sector dwellings returned to occupation	50	Quarterly
	CP22	Environmental Health	% of licence applications determined within the various statutory or service time limits	90%	Quarterly
	Supporting our environment to support us	CP23	Cleansing	Residual household waste per household per annum	450kg

Page 27	CP24	Cleansing	Household waste sent for re use, recycling and composting. 50% annual target. (Increase and improve our recycling to meet future target of 55% recycling by 2025 and 60% by 2030. This will be achieved through and the introduction of measures such as food waste collection to encourage wholesale behaviour change based on the premise of 'reduce, reuse' recycle' to our residents and businesses)	50%	Quarterly
	CP25	Cleansing	Contractor achieving performance target for all green space management operations following monitoring	>66%	Quarterly

Council Vision Theme	No.	Service Area	Indicator	Target 2022-2026	Frequency data collected
Fulfilling Arun's economic potential	CP26	Planning	Major applications determined in 13 weeks or agreed extension of time	80%	Monthly
	CP27	Planning	Minor applications determined in 8 weeks or agreed extension of time	90%	Monthly
	CP28	Planning	% of other applications determined in 8 weeks or agreed extension of time	90%	Monthly
	CP29	Planning	Average number of days to determine householder application	55	Monthly

CP30	Planning	Average number of days to determine other applications	55	Monthly
CP31	Planning	Average number of days to determine applications - Trees	40	Monthly
CP32	Planning	Average number of days to determine application - Discharge of Condition	40	Monthly
CP33	Planning	Average number of days to determine major planning applications	120	Monthly

CP34	Planning	Average number of days to determine minor planning applications	55	Monthly
CP35	Planning	% of planning applications registered within 5 days	70%	Monthly
CP36	Planning	Number of new homes completed	1288 (22/23) 1247 (23/24) 1059 (24/25)	Monthly
CP37	Building Control	Building Regulation submissions processed within 5 weeks (or 2 months if client requests extension)	100%	Monthly

CP38	Building Control	% of Building Regulation submissions assessed within 21 days of date of deposit with the Council	60%	Monthly
CP39	Building Control	% of Building Control applications registered within 3 days	60%	Monthly
CP40	Building Control	Building control site inspection dealt with within one day	100%	Monthly
CP41	Economy	Occupied retail units in Littlehampton	90%	6 monthly

	CP42	Economy	Occupied retail units in Bognor Regis	90%	6 monthly
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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF POLICY & FINANCE COMMITTEE ON 31 MARCH 2022

SUBJECT: BUSINESS RATE POOL – DECISION MAKING

REPORT AUTHOR: Karl Roberts, Director of Place

DATE: 18 February 2022

EXTN: 37760

AREA: Planning

EXECUTIVE SUMMARY:

The purpose of this report is to address how decisions on the Business Rate Pool can be made in a timely manner.

RECOMMENDATIONS:

The Committee is asked to agree:

- a) That any membership contributions for external partnerships currently funded from the Business Rate Pool will continue to do so until the funds are exhausted, or a decision is made by the constituent authorities of the Business Rate Pool to cease funding, whichever is the sooner; and
- b) Delegate to the Chief Executive in consultation with the Leader of the Council, the authority to determine in agreement with the other West Sussex Authorities, this Council's position on how any Business Rate Pool funds are used both in respect of the 2015-2021 Business Rate Pool and the 2022 onwards Business Rate Pool.

1. BACKGROUND:

- 1.1 The Council, along with the other West Sussex Authority Members currently participate in a Business Rate Pool. The overall scheme came into effect from 1 April 2013 and deals with income from business rates (the business rate retention scheme). Under the business rates retention scheme, local authorities are able to keep a proportion of the business rates that they collect. However, the system remains extremely complex with tariffs, top-ups, 'safety nets' and levies.
- 1.2 Details of the scheme and how it works were presented in a report to the Policy & Finance Committee on the 9 December 2021 (see Background Papers).

1.3	The Council joined the West Sussex Business Rates Pool on 1 April 2015 and was a Pool Member until 31 March 2021. The Pool was suspended for 2021/22 because of the financial risks to all the Pool Members arising from COVID-19. An invitation has been received from the Department of Levelling Up, Housing and Communities (DLUHC) to re-introduce a pool for 2022/23 and the Council agreed to join as from the 1 April 2022.								
1.4	However, at present there is not any authority, other than to bring reports to this Committee to collectively agree with the other authorities how any funds in the Pool are spent. Clearly this is not helpful to making timely decisions and so the purpose of this report is to address that.								
2. PROPOSAL(S):									
2.1	The Committee should note that the Council's membership fees for a number of partnership groups are currently funded from the Business Rate Pool. All the other authorities are currently awaiting the decision of this Council to support the continued funding of these partnerships from the Business Rate Pool.								
2.2	In order to support the operation of the pool and to enable timely decisions to be made it is also proposed that the Chief Executive be given delegated authority (in consultation with the leader of the Council) to make decisions on behalf of this Council in respect of how the Business Rate Pool funds are spent. This would apply to both any legacy funds from the 2015 pool and the more recent 2022 fund.								
3. OPTIONS: To agree or reject the recommendations									
4. CONSULTATION:									
Has consultation been undertaken with:	<table border="1"> <thead> <tr> <th data-bbox="1042 1346 1268 1382">YES</th> <th data-bbox="1268 1346 1485 1382">NO</th> </tr> </thead> <tbody> <tr> <td data-bbox="1042 1400 1268 1435"></td> <td data-bbox="1268 1400 1485 1435">X</td> </tr> <tr> <td data-bbox="1042 1453 1268 1489"></td> <td data-bbox="1268 1453 1485 1489">X</td> </tr> <tr> <td data-bbox="1042 1507 1268 1543"></td> <td data-bbox="1268 1507 1485 1543">X</td> </tr> </tbody> </table>	YES	NO		X		X		X
YES	NO								
	X								
	X								
	X								
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)									
Financial	X								
Legal									
Human Rights/Equality Impact Assessment									
Community Safety including Section 17 of Crime & Disorder Act									
Sustainability									
Asset Management/Property/Land									

Technology		X
Other (please explain)		X
6. IMPLICATIONS: There is no cost to the Council arising from this decision if agreed. If it is not agreed then any membership fees for any partnerships would need to be found out of the Council's budget.		

7. REASON FOR THE DECISION: To address how decisions on the Business Rate Pool can be made in a timely manner.

8. BACKGROUND PAPERS:
Policy & Resources Committee agenda – 9th December 2021
<https://democracy.arun.gov.uk/documents/s9638/Business%20Rates%20Pooling.pdf>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE POLICY & FINANCE COMMITTEE ON 31 MARCH 2022

SUBJECT: Littlehampton Town Centre - Fibre Ducting Works

REPORT AUTHOR: Karl Roberts – Director of Place
DATE: 17 March 2022
EXTN: 01903 737760
AREA: Place Directorate

EXECUTIVE SUMMARY:

This report seeks approval of the Committee to increase the budget of the Littlehampton Town Centre Improvement Works by £240,000 to include the installation of fibre ducting within the project. This will provide the future capability of Ultrafast Full Fibre internet connectivity to business and residences in the Town Centre.

RECOMMENDATIONS:

This report seeks approval of the Committee to:

1. Increase the budget for the Littlehampton Town Centre Improvement Works by up to £240,000 for the installation of fibre ducting to Littlehampton Town Centre funded from the corporate underspend for 2021/22;
2. Delegate authority to the Director of Place, in consultation with the Section 151 Officer, to investigate and enter into the most advantageous model for the utilisation of the ducting; and
3. Delegate authority to the Director of Place to seek agreement from West Sussex County Council for any additional permissions required for the laying of fibre ducting.

1. BACKGROUND:

- 1.1 Fibre ducting is a type of tubing that protects telecom network infrastructure and is sunk in the ground. In this case it would be designed to house fibre optic cabling that can provide ultrafast full fibre internet connections.
- 1.2 The ducting would provide the backbone for carrying fibre cables through the town centre along with branched breakout points. Fibre is then 'blown' down the ducting at a later date to allow the connection of individual properties to ultrafast full fibre internet without re-lifting surface coverings.

- 1.3 CityFibre are identified as one of the future suppliers of this fibre network. As CityFibre have not begun work in the Littlehampton area yet, we asked them to accelerate their design for the Littlehampton Town Centre at the end of 2021 to try and ensure work could be undertaken at the same time as the Littlehampton Town Centre Improvement Works (LTCI), which on completion will have a section 58 applied to it.
- 1.4 To date Arun's contractor, Edburton, have been working with CityFibre to install the required ducting based on the CityFibre design.
- 1.5 Due to time pressures it was not possible to fully cost the ducting design prior to the commencement of the project. So ducting work began in good faith.
- 1.6 Edburton have now supplied a quote to the value of £234,699 for installing the ducting network in phases 2 & 3 of the LTCI and this has been reviewed and accepted by the Council's independent quantity surveyor on the LTCI Project.
- 1.7 CityFibre asked their contractors to provide an estimate, and this has come back at considerably less, but through negotiations CityFibre have verbally agreed to increase the offer for the use of the ducting, although this still falls significantly short of the quote by Edburton and both parties have unable to agree a mutually acceptable price.
- 1.8 The variation in costs is mainly related to the different delivery approaches of Edburton and CityFibre.
- 1.9 CityFibre would generally use a small team (3-4 people) who work from the back of a vehicle and focus on dig, sink and repair of long stretches of ducting runs; this then saves on costs for a site compound and prelims.
- 1.10 Due to current progress of works in the town centre and approach to groundworks it is not possible to adopt CityFibre's small-team method.
- 1.11 Alternative options for provisioning ultrafast full fibre internet to businesses and residences via the existing Physical Infrastructure Access (PIA) in the town centre have been explored with CityFibre, but they could not guarantee full coverage for the businesses.
- 1.12 This is due to parts of the telecoms network infrastructure being "dug in" (i.e. not using ducting) and inaccessible leaving limited opportunities for any provider to provision full fibre connections via the existing PIA.
- 1.13 Therefore, it is considered that the only option for future proofing ultrafast full fibre connectivity and ensure town centre businesses are not digitally excluded is for the Council to take ownership of the ducting.
- 1.14 Officers have been exploring options to reduce the overall net cost to the Council through applying a commercial philosophy to the future use of the ducting, but it may take many years (with no guarantee of success) to achieve an overall reduction in the net cost. However, the alternatives of City Fibre laying the ducting themselves in 5 years' time (since the new surfacing cannot be taken up for that period) or having the town centre not served by the fibre network are not attractive given the underlying philosophy of undertaking the public realm work is to support the town centre.

1.15 The current intention is that CityFibre will be laying their ducting for phase 1 (terminus road) ahead of the proposed public realm works which are due to start in late 2022 or possibly 2023.

2. PROPOSAL(S):

- a. To increase the budget for the Littlehampton Town Centre Improvement Works by £240,000 for the installation of fibre ducting in the Littlehampton Town Centre funded from the corporate underspend for 2021/22.
- b. Delegate authority to the Director of Place in consultation with the Section 151 Officer to investigate and enter into the most advantageous model for the utilisation of the ducting.
- c. Delegate authority to the Director of Place to seek agreement from West Sussex County Council for any additional permissions required for the laying of fibre ducting.

3. OPTIONS:

- i. Agree to increase the budget of the Littlehampton Town Centre Improvement Works to deliver fibre ducting at a cost of circa £240,000, some of which will be repaid from future rental agreements with fibre providers. This will ensure the Littlehampton Town Centre will be ready to take advantage of ultrafast full fibre connectivity as the opportunities arise.
- ii. Not underwrite the costs and cease all further ducting works. CityFibre will pay for costs up to 4 February 2022, whilst the Council would be liable for the costs of works undertaken since that date (approx. 7 weeks). This would limit the roll-out of ultrafast full fibre internet within Littlehampton Town Centre.
- iii. Grant delegated authority to the Director of Place in consultation with the Section 151 Officer to investigate and enter into the most advantageous model for the utilisation of the ducting. This would allow for agile decision-making during negotiations and reduce the risk of missed opportunities with network providers ready to install ultrafast full fibre connectivity.
- ii. Not grant delegated authority to the Director of Place in consultation with the Section 151 Officer to investigate and enter into the most advantageous model for the utilisation of the ducting. This would extend the decision-making process with the risk of losing opportunities with network providers as they find alternative delivery methods.

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:

- Financial – The Council will commit to increase the budget for this addition to the project.
- Legal – Letting agreements for utility providers will need to be put in place
- Sustainability – Sustainability is a factor when sourcing materials for the scheme and consideration of maintenance of the completed project as well as the desire for 'Dig Once' on major schemes.
- Asset Management/Property/Land – ADC will retain responsibility for the ducting and therefore its maintenance.
- Technology – provision of the ducting will enable technological advances for the businesses in the town centre.

7. REASON FOR THE DECISION:

To ensure the future digital inclusion of businesses and residences within Phase 2 & 3 of the Littlehampton Town Centre Improvement Works, through the provision of accessible fibre ducting.

8. BACKGROUND PAPERS:

None

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF POLICY AND FINANCE COMMITTEE ON 31 MARCH 2022

SUBJECT: LEISURE OPERATING CONTRACT

REPORT AUTHOR: Carolin Martlew – Interim Group Head of Corporate Support and S151 Officer

DATE: March 2022

EXTN: 01903 737568

AREA: Corporate Support

EXECUTIVE SUMMARY:

Arun District Council has provided support to mitigate the impact of the COVID-19 pandemic on its leisure operating contract. This report seeks Policy and Finance approval for a virement of budget for the arrangements agreed by Housing and Wellbeing Committee on 17 March 2022.

RECOMMENDATIONS:

It is recommended that Policy and Finance Committee approve the virement of £289,127 from the COVID-19 contingency budget for 2021/22 to cover the shortfall in expected income from the Council's Leisure Management Contractor during 2021/22.

1. BACKGROUND:

The Housing and Wellbeing Committee considered a report 'Leisure Operating Contract Update Report' at its meeting on 17 March 2022. The report outlined the difficulties experienced by the Council and its Contractor during the pandemic.

As one would expect, one consequence of the pandemic was a reduction in income from the Council's Leisure Facilities. Officers have had regular meetings with the Contractor to monitor the situation and the effect on the Council, both operationally and financially.

As a result of these meetings, a proposal was agreed in principle to offset the expected financial shortfall to the Council's budget for 2021/22. One of the proposals was the use of COVID19 contingency funding to offset the shortfall which requires the approval of this Committee. This is further explained below.

2. PROPOSAL(S):

The report to Housing and Wellbeing Committee explained that the budgeted income from the leisure operating contract in 2021/22 is £864,180 (Operating Fee). The table below sets out the financial implications in respect of the Council's treatment of the Leisure Operating Fee in 2021/22.

Period		Operating Fee Due £	DLUHC Compensation £	COVID19 Contingency £	Operating Fee Payable £
Q1	April to June	216,045	142,963	73,082	0
Q2	July to Sept	216,045	0	216,045	0
Q3	Oct to Dec	216,045	0	0	216,045
Q4	Jan to March	216,045	0	0	216,045
	Total	864,180	142,963	289,127	432,090
	Percentage		17%	33%	50%

In Quarter 1 the Council was able to offset its loss through the HM Government Income Compensation scheme. This scheme permitted the Council to claim back approximately 70% of the budgeted income from the leisure operating contract amounting to £142,963. The Council has now received this funding. It was proposed that £73,082 of the Council's COVID-19 contingency budget is used to meet the balance of the operating fee due in Quarter 1.

It was also proposed that the COVID-19 contingency budget is used to offset the Operating fee due in Quarter 2. This was total use of COVID19 funding of £289,127.

Freedom Leisure has achieved operating surpluses since November 2021 allowing the leisure operating fee due in Quarter 3 to be met. The forecast for the remainder of 2021/22 is that the recovery will continue and that Freedom Leisure will also meet its contractual obligation in Quarter 4.

The proposal, which is supported by the Contractor and Housing and Wellbeing Committee will effectively use government funding to offset budget shortfall while supporting Freedom Leisure.

3. OPTIONS:

The following options are available:

- Support the recommendation;
- Not to support the recommendation. However, this would result in the decision by the Housing and Wellbeing Committee to approve the proposal on 17 March 2022 not being implemented and having to be referred back to that Committee.

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) Housing and Wellbeing Committee	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
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:		
<u>Financial</u> As explained in the report, the recommendation is to apply government funding to offset the reduction in income to the Council of £289,127 for 2021/22 through virement from the Covid 19 Contingency budget for 2021/22.		
<u>Legal</u> The recommendation is permitted in the Council's contract with freedom Leisure.		

7. REASON FOR THE DECISION:
To secure Policy and Finance approval for the virement from the Covid 19 Contingency Budget for 2021/22 to support the decision for the arrangements agreed by Housing and Wellbeing Committee on 17 March 2022 covering the shortfall in expected income from the Council's Leisure Management Contractor during 2021/22.

8. BACKGROUND PAPERS:
Report to Housing and Wellbeing Committee; 17 March 2022 – Leisure Operating Contract Update Report: (Public Pack)Agenda Document for Housing and Wellbeing Committee, 17/03/2022 18:00 (arun.gov.uk)
A copy of the minutes from the meeting of the Housing & Wellbeing Committee held on 17 March 2022 will be circulated, when ready.

Agenda Item 10

Policy and Finance Committee – Draft Work Programme

Policy & Finance Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
Strategic Business Case and Options for Future Uses of the Regis Centre, Bognor Regis Heads of Terms for Hotel and Regis Centre [Exempt Report] Work Programme	Karl Roberts Karl Roberts All	3 May 2022	6pm	11-May-2022
Last report for the old Corporate Plan/Service Delivery Plan Indicators – Quarter 4/End of Year Indicators Work Programme	Jackie Follis All	26 May 2022 [tbc] Items may be deferred to June Meeting	6pm	13-July-2022
Last report for the old Corporate Plan/Service Delivery Plan Indicators – Quarter 4/End of Year Indicators Work Programme	Jackie Follis	30 June 2022	6 pm	13-July-2022
Council Vision - Quarter 1 Performance Report Work Programme	Jackie Follis	1 September 2022	6pm	09-Nov-22
Review of Procurement Strategy Update – Climate Change and Sustainability Action Plan	Carolyn Martlew Will Page	25 October 2022	6 pm	09-Nov-22

Policy and Finance Committee – Draft Work Programme

Budget Variation Report	Carolyn Martlew	8 December 2022	6pm	18-Jan-23
Council Vision – Quarter 2 Performance Report	Jackie Follis			
Work Programme				
Council Budget 2023/24	Carolyn Martlew	09 February 2023	6 pm	1 March 2023
Budget Monitoring Report to 31 December 2022	Carolyn Martlew			
Revenue and Capital Budgets	Carolyn Martlew			15 March 2023
Work Programme				
Council Vision – Quarter 3 Performance Report	Jackie Follis	7 March 2023	6pm	15-March-2023
Work Programme				