



Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager Andrew Bishop (Ext. 37984)

20 September 2021

RESIDENTIAL AND WELLBEING SERVICES COMMITTEE

A meeting of the Residential and Wellbeing Services Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 30 September 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Pendleton (Chair), Gregory (Vice-Chair), Catterson, Mrs Cooper, Daniells, Mrs English, Hamilton, Hughes, Needs, Rhodes and Yeates

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre in order to best manage the safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet at this address: [Arun District Council](#)

- a) Where a member of the public has registered 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. In response to the continuing health guidelines, there will be very limited public access to this meeting. 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.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must **not** attend any face to face meeting if they or a member of their household have Covid-19 symptoms. I have removed reference to self-isolating as rules changed on 16 August – please let us know if you still require wording

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 22 September in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

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 - 8)

The Committee will be asked to approve as a correct record the minutes of the Residential and Wellbeing Services Committee held on 22 July 2021 and the Extraordinary Committee held on 19 August 2021.

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

5. PUBLIC QUESTION TIME

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

6. MOTION

The following Motion was submitted in accordance with Council Procedure 15.1 and 15.2 and referred to the Committee by Full Council on 15 September 2021.

Proposer: Councillor Stanley
Secunder: Councillor Bennett

This Council requests an officer report be produced exploring how we can further enhance our performance regarding Empty Homes, with an aim to bring even more of them back into use.

This report should include but not exclusively contain:-

1. Council tax charged on Empty Homes with a view to exploring a potential sliding scale increase over time. A similar system is currently being used in Brighton and Hove.
2. Council tax charged on Holiday Homes with a view to encourage owners to utilise their properties on at least an annual basis.
3. A review of the incentives and services we (could) offer property owners to increase engagement with our Empty Homes Team and support tenant management issues and misconceptions.
4. A review of how we promote our Empty Homes service and how we communicate success stories.

This Council acknowledges the potential financial impact of this work (both costs and income streams) well as the potential impact on officer resource and requests this information is included in the report.

Finally this Council requests a letter is sent to the relevant minister and local members of parliament requesting consideration is given to including Empty Homes that are brought back into use into the Housing Delivery targets for Local Authorities, and an option to co-sign this letter be given to all District Council Groups Leaders.

7. BUDGET 2022/2023 PROCESS

(Pages 9 - 12)

The report provides a summary of the budget process for 2022/23 which the Committee is asked to note.

8. SAFER ARUN PARTNERSHIP ANNUAL REVIEW 2020-21 (Pages 13 - 54)

This report sets out the progress of the Safer Arun Partnership (SAP) during the period April 2020 to March 2021 in delivering the strategic priorities as contained in its Partnership Plan. It provides information to enable Members to understand performance during the year allowing scrutiny of the partnership and provides a summary assessment of the future challenges and opportunities for SAP.

9. EMPTY HOMES COUNCIL TAX PREMIUM (Pages 55 - 60)

Members are asked to consider increases to Council Tax premiums payable for long term empty properties.

10. COMPLIANCE POLICIES APPROVAL (Pages 61 - 140)

Members are asked to approve new draft compliance policies to ensure landlords meet their legal and regulatory requirements in the following areas - Fire Safety, Gas Safety Electrical Safety, Lift Safety, Asbestos Management, and Legionella.

11. APPROVAL TO APPOINT A ROOFING CONTRACTOR (Pages 141 - 146)

This report seeks approval to award a contract for roofing works for various properties following a tendering process and to approve the virement of £100,000 from the Kitchen and Bathroom programme budget to the Roofing budget to fund the project.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

Will be circulated separately to the agenda should there be any.

12. WORK PROGRAMME (Pages 147 - 148)

The Committee is required to note the Work Programme for 2021/22.

13. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution: -

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

14. APPROVAL TO APPOINT A ROOFING CONTRACTOR - EXEMPT (Pages 149 - 154)
This report seeks approval to award a contract for roofing works for various properties following a tendering process.
15. AWARD OF SECTION 44A BUSINESS RATES (Pages 155 - 156)
Members to recommend that the relief be awarded.
16. COUNCIL TAX INSOLVENCY WRITE OFFS OVER £5,001 (Pages 157 - 162)
This report seeks Members' approval to write off outstanding council tax charges which are subject to insolvency action.
17. BUSINESS RATES INSOLVENCY WRITE OFFS OVER £10,001 (Pages 163 - 166)
This report seeks Members' approval to write off outstanding business rate charges.

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](#)