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23 November 2021

HOUSING AND WELLBEING COMMITTEE

A meeting of the Housing and Wellbeing Committee will be held in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 2 December 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 [link](#)

- 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.

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 24 November 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

The Committee will be asked to approve as a correct record the minutes of the Residential and Wellbeing Services Committee held on 30 September 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. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2021/22 - ANNUAL UPDATE (Pages 1 - 8)

This report provides the annual update on the baseline position for the Housing Revenue Account Business Plan (HRABP) projections. The HRABP forecasts income, expenditure, investment and borrowing in respect of council housing stock over a 30-year period. Regular review of the HRABP is essential to ensure short, medium, and long-term viability of the plan. The update has been produced by the Council's retained expert consultant; Housing Finance Associates, and is based on the Council's best available information and realistic assumptions for the coming years.

7. HOUSING ALLOCATIONS POLICY 2022 (Pages 9 - 58)

Every local housing authority must publish a Housing Allocations Policy to explain how it prioritises applicants and its procedures for allocating housing. All allocations must be made in strict accordance with the published scheme. (Housing Act 1996, section 166A(1) and (14)). The current Housing Allocations Policy has not been fully reviewed since 2012. This report seeks approval for the adoption and implementation of the Council's revised Housing Allocations Policy (HAP) 2022.

8. ARUN LOCAL COMMUNITY NETWORK UPDATE (Pages 59 - 68)

Health provision is currently undergoing a transformation. Nationally General Practices have established clusters of Primary Care Networks (PCN's). In West Sussex the PCN's are being encouraged to link into Local Community Networks (LCN's) based on the geographies of District and Borough Councils as this will make partnership working and the achievement of common goals more practical and sustainable. Each LCN is established with a range of community partners to work in partnership to address local health inequalities and wellbeing related issues. This report provides an update to Members of the Arun Local Community Network.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

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

9. WORK PROGRAMME (Pages 69 - 70)

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

10. 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.

11. COUNCIL TAX INSOLVENCY WRITE OFFS OVER £5,001 (Pages 71 - 74)

This report seeks Members' approval to write off outstanding Council Tax charges which are subject to insolvency action.

12. BUSINESS RATES INSOLVENCY WRITE OFFS OVER £10,001 (Pages 75 - 78)

This report seeks Members' approval to write off outstanding Business Rates and Business Improvement District (BID) charges where the liable party is subject to insolvency action.

13. BUSINESS RATES INSOLVENCY WRITE OFF (Pages 79 - 82)

This report seeks Members' approval to write off outstanding Business Rate charges.

14. AWARD OF BUSINESS RATES DISCRETIONARY RATE RELIEF - 2020/2021 & 2021/2022 (Pages 83 - 86)

This report seeks Member approval to award Discretionary Rate Relief for the period 1 April 2021 to 31 March 2022 and backdate an award for the period 1 April 2020 to 31 March 2021.

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](#)