



Public Document Pack

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13 January 2022

HOUSING AND WELLBEING COMMITTEE

A meeting of the Housing and Wellbeing Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on Monday 24 January 2022 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 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 Friday 14 January 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 - 6)

The Committee will be asked to approve as a correct record the Minutes of the Housing and Wellbeing Committee held on 2 December 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. JOINT WORKING PROTOCOL FOR CARE LEAVERS (Pages 7 - 10)

West Sussex County Council and the seven Districts and Boroughs within West Sussex have developed a joint working Protocol for Care Leavers. The aim of the Protocol is to ensure that the accommodation needs and associated support in the community for young people leaving care are identified, and procedures put in place to ensure that agencies work in partnership to achieve this. The partners signing up to this Protocol have the collective ambition to provide Care Leavers with the best possible start to their adult lives.

7. COMMITTEE GENERAL FUND REVENUE AND CAPITAL BUDGETS 2022/23 AND HOUSING REVENUE ACCOUNT BUDGETS 2022/23 (Pages 11 - 24)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2022/23 revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of Council Tax for the District for 2022/23.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

This Committee must also consider and recommend its Housing Revenue Account (HRA) revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of rents to be charged for 2022/23.

This Committee must consider and recommend a draft Housing Revenue Account Capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

8. LITTLEHAMPTON COMMUNITY WARDENS PROJECT UPDATE (Pages 25 - 30)

This report is an information paper to provide an update on the Littlehampton Community Warden project. It seeks to provide an overview of how the service has performed since its inception and sets out key performance data and outcomes.

9. CONSULTATION ON THE SUSSEX POLICE PRECEPT 2022-2023 (Pages 31 - 32)

The Sussex Police and Crime Panel are meeting on 28 January 2022 to consider the Sussex Police Precept for 2022-23. This report provides the opportunity for Committee Members to express their views on the proposed precept.

10. ARUN COVID COMMUNITY CHAMPIONS PROJECT UPDATE (Pages 33 - 38)

This report is an information paper to provide an update on the progress of the Covid Community Champions project. It seeks to provide an overview of how the service has performed since its inception and sets out key performance data and outcomes.

11. ACTIVITIES FOR OLDER PEOPLE (Pages 39 - 42)

Age UK West Sussex, Brighton & Hove has a history of providing a range of activities and services in Arun to older members of the community. This report reviews the grant Age UK receives for Activities East of the river Arun.

12. COVID-19 ADDITIONAL RELIEF FUND (Pages 43 - 46)

The report is asking Committee to support delivery of a new Discretionary Business Grant Scheme for Arun businesses based on the agreed West Sussex Councils' Guidelines. Also, that authority be given to the Director of Services to agree future Covid related business support grant schemes.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

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

13. WORK PROGRAMME (Pages 47 - 50)

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

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](#)

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Public Document Pack Agenda Item 3

Subject to approval at the next Housing and Wellbeing Committee meeting

331

HOUSING AND WELLBEING COMMITTEE

2 December 2021 at 6.00 pm

Present: Councillors Pendleton (Chair), Gregory (Vice-Chair), Mrs Cooper, Daniells, Mrs English, Hamilton, Hughes, Madeley (Substitute for Rhodes) and Stanley (Substitute for Yeates)

485. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Catterson, Needs, Rhodes and Yeates.

486. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

487. MINUTES

The Minutes of the previous meeting held on 30 September 2021 [under the previous name as the Residential and Wellbeing Services Committee] were approved by the Committee and signed by the Chair.

488. 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

The Chair confirmed that there were no urgent items.

489. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

490. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2021/22 - ANNUAL UPDATE

The Chair welcomed Glenn Smith, Director of Housing Finance Associates Ltd, to the meeting. Upon the invitation of the Chair and after an introduction from the Group Head of Residential Services, Mr Smith presented the report which provided an annual update on the baseline position for the Housing Revenue Account Business Plan (HRABP) projections. The HRABP forecasted income, expenditure, investment and borrowing in respect of council housing stock over a 30-year period. Regular review of the HRABP was essential to ensure short, medium, and long-term viability of the plan. The update had been produced by the Council's retained expert consultant, Housing Finance Associates Ltd, and was based on the Council's best available information and realistic assumptions for the coming years.

Housing and Wellbeing Committee - 2.12.21

Members then took part in a full debate on the item where a number of points were raised including:

- the capital programme and new house building, and the assumptions in the graphs
- interest cover and its movement over the life of the plan in relation to costs and rents
- the 'recycling of stock' and what this meant in terms for selling off housing stock when costs outweighed revenue and properties stopped contributing to the Housing Revenue Account budget

The Group Head of Residential Services and Consultant provided Members with responses to all points raised during the debate. On behalf of the Committee, the Vice-Chair thanked Mr Smith and Housing Finance Associates Ltd for their work in preparing the report.

The recommendation was then proposed and seconded.

The Committee

RECOMMEND TO FULL COUNCIL

That the annual update of the Housing Revenue Account Business Plan 2021/22 be noted.

491. HOUSING ALLOCATIONS POLICY 2022

Upon the invitation of the Chair, the Housing Options Manager presented the report which sought approval for the adoption and implementation of the Council's revised Housing Allocations Policy (HAP) 2022. She explained that every local housing authority must publish a Housing Allocations Policy to explain how it prioritised 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 had not been fully reviewed since 2012.

Members then took part in a full debate on the item where a number of points were raised including:

- the addendum regarding residents with pets, and the role pets played especially for more vulnerable or isolated residents
- re-registration and the changes in the policy meaning that the numbers on the register could increase
- the Council having a surplus of sheltered housing and what was being done to address this
- the help that was available to residents in the application and bidding processes and how those in need of additional assistance were identified
- the need for safe face-to-face appointments for the most vulnerable residents
- the help available from charities and outside agencies, such as Stonepillow, and the role of the team being in part to advise residents of these services

The Housing Options Manager and Group Head of Residential Services provided Members with responses to all points raised during the debate. It was confirmed that this policy sought a flexible approach to balance the risks for anti-social behaviour whilst reflecting the importance of pets for some residents, that the policy aimed to open up particular types of accommodation (sheltered etc.) to people without a local connection in order to address over supply and that advertisements were being placed to generate more interest, and that a team of assistant housing options officers were available to support people through the application and bidding processes and that it was hoped in-person appointments would continue to be available for those most in need of them.

The recommendations were then proposed and seconded.

The Committee

RESOLVED that

1. The revised Housing Allocations Policy 2022 be approved
2. Delegated authority be given to the Group Head of Residential Services to make minor changes to the policy and any amendments necessary to reflect legislative changes

492. ARUN LOCAL COMMUNITY NETWORK UPDATE

Upon the invitation of the Chair, the Group Head of Community Wellbeing presented the report which provided an update to Members on the Arun Local Community Network (LCN), the local grouping of Primary Care Networks encouraged to work in partnership in order to better and more sustainably achieve common goals of addressing local health inequalities and wellbeing related issues. He drew Members' attention to two key points – the proposal to replace the Arun Wellbeing and Health Partnership with the Arun Local Community Network, and that the Local Community Network operated at a District level and could therefore identify and prioritise the issues which were most relevant to our communities. In Arun, the poorest health outcomes were to be found in the areas of highest deprivation and for this reason the initial focus of the Local Community Network would be Courtwick with Toddington and Bersted.

Members then took part in a full debate on the item where a number of points were raised including:

- the importance of having identified the areas of our community that initially need the most help, and then how the programme might role out and expand
- the involvement of local GPs within the Local Community Network
- the commitment needed from the representative of the Committee on the Arun Local Community Network board
- the nomination of Cllr Mrs Cooper as the Committee's representative on the Arun Local Community Network board, with Cllr Daniells as deputy
- the potential of the project and thanks given to the Officer team for their work on it so far

Housing and Wellbeing Committee - 2.12.21

- whether other partners, in particular West Sussex County Council, would be matching the financial contributions made by Arun

The Group Head of Community Wellbeing and Communities and Wellbeing Manager provided Members with responses to all points raised during the debate. It was confirmed that work had been done with different partners in the Health sector and County Council to really look at what the local health inequalities were in the targeted areas, as well as get to know the other partners in the network and what each's roles, responsibilities and contributions were. The work done so far was a good foundation upon which to mobilise on-the-ground action.

The recommendations, amended to reflect Cllr Mrs Cooper's nomination as the Committee's representative, were then proposed and seconded.

The Committee

RESOLVED that

1. The annual Wellbeing Grant Fund of £5,000 be allocated to the Arun Local Community Network board to be distributed in line with its priorities
2. The Arun Wellbeing and Health Partnership be replaced by the Arun Local Community Network partnership
3. Cllr Mrs Cooper be nominated to the Arun Local Community Network board as representative of the Housing and Wellbeing Committee

493. OUTSIDE BODIES

Councillor Mrs Cooper provided verbal updates on the West Sussex Mediation Service and Sussex Police and Crime Panel. The Chair provided a verbal update on the Health and Adult Social Care Scrutiny Committee (HASC). Written updates were made available on the meeting's webpage after the meeting.

494. WORK PROGRAMME

Upon the invitation of the Chair, the Group Head of Community Wellbeing explained that following discussion with the Interim Group Head for Corporate Support and Section 151 Officer, it was considered better that the Leisure Operating Contract Report go to the March meeting of the Committee as the Budget report was already going to that meeting and it would fit well with the other's budget monitoring and allow for more information to be gathered. An additional report on Covid Community Champions would be brought to the January meeting in its place. This was agreed by the Committee. The Committee then noted the Work Programme.

495. EXEMPT INFORMATION

The Committee

RESOLVED

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 items 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 items.

496. COUNCIL TAX INSOLVENCY WRITE OFFS OVER £5,001

The Committee

RESOLVED

That outstanding council tax charges totalling £28,462.30 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

497. BUSINESS RATES INSOLVENCY WRITE OFFS OVER £10,001

The Committee

RESOLVED

That outstanding business rates and BID charges totalling £10,498.04 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

498. BUSINESS RATES INSOLVENCY WRITE OFF

The Committee

RESOLVED

That outstanding business rates charges totalling £226.673.09 which were subject to insolvency action, which prevented the Council from pursuing the debtor for payment, be written off.

Subject to approval at the next Housing and Wellbeing Committee meeting

336

Housing and Wellbeing Committee - 2.12.21

499. AWARD OF BUSINESS RATES DISCRETIONARY RATE RELIEF - 2020/2021
& 2021/2022

The Committee

RESOLVED

That Business Rates Discretionary Rate Relief be awarded to the 5 applications in the report for the period stated.

(The meeting concluded at 7.24 pm)

ARUN DISTRICT COUNCIL

REPORT TO HOUSING & WELLBEING COMMITTEE ON 24 JANUARY 2022

REPORT

SUBJECT:	Joint Working Protocol for Care Leavers
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REPORT AUTHOR:	Claire Dyke, Housing Options Manager
DATE:	24 January 2022
EXTN:	37637
AREA:	Residential Services

EXECUTIVE SUMMARY:

West Sussex County Council and the seven Districts and boroughs within West Sussex have developed a joint working Protocol for Care Leavers.

The aim of the Protocol is to ensure that the accommodation needs and associated support in the community for young people leaving care are identified, and procedures put in place to ensure that agencies work in partnership to achieve this.

The partners signing up to this Protocol have the collective ambition to provide Care Leavers with the best possible start to their adult lives.

RECOMMENDATIONS:

It is recommended that the Housing & Wellbeing Committee approves:

- Adoption of the Joint Working Protocol for Care Leavers

1.0 BACKGROUND

1.1 Joint national guidance published in October 2020 by the Ministry of Housing, Communities and Local Government (MHCLG) and the Department for Education (DfE) sets out how children's services and local housing authorities should develop strategies to provide a range of accommodation options to meet the needs of young people as they leave care, as well as averting crisis's and homelessness.

1.2	As a result of this guidance, a Joint Working Protocol has been developed between West Sussex County Council and the seven districts and boroughs within it. The West Sussex Strategic Housing Group have been consulted on it and have recommended that it is adopted by all the partners.	
1.3	<p>The Protocol also takes account of the following: -</p> <ul style="list-style-type: none"> • Housing Act 1996, parts 6 (Allocations) and 7 (Homelessness) • Homelessness (Priority Need for Accommodation) (England) Order 2002 • Childrens Act 1989 • Children (Leaving Care) Act 2000 • Children and Social Work Act 2017 – sections 1, 2 and 3 • Statutory Guidance on housing, homelessness and Care Leavers 	
1.4	The purpose of the Protocol establishes the aims, roles and responsibilities of the partners towards accommodation pathways for Care Leavers. It outlines the respective duties for social care and local authorities in ensuring that Care Leavers are supported to move on to suitable accommodation.	
2.	PROPOSAL(S):	
2.1	To adopt the Joint Working Protocol for Care Leavers.	
3.	OPTIONS:	
3.1	To adopt the Protocol	
3.2	Not to adopt the Protocol. This is not considered a feasible option. The option not to adopt the Protocol would mean that Arun District Council would not be legally compliant, either with the legislation or with statutory guidance.	
4.	CONSULTATION:	
4.1	Consultation has taken place with the Districts and boroughs in WSCC and the West Sussex Strategic Housing Officer Group.	
	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
<p>Other groups/persons (please specify)</p> <ul style="list-style-type: none"> • Strategic Homelessness Group (senior leads in homelessness from the seven Districts and boroughs) • West Sussex Strategic Housing Officer Group 	✓	

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)		

<p>6. IMPLICATIONS:</p>
<p>6.1 Financial - there are no identified financial implications for the service through implementation of the Protocol.</p>
<p>6.2 Legal – The Council must comply with the legislation and statutory guidance around housing, homelessness, and Care Leavers.</p>
<p>6.3 The Protocol will be reviewed on an annual basis by the Strategic Homelessness Group and West Sussex Leaving Care Service.</p>
<p>7.0 REASON FOR THE DECISION:</p>
<p>7.1 To ensure that the Council works in partnership</p>
<p>8.0 BACKGROUND PAPERS:</p>
<p>8.1 Appendix 1 – Joint Working Protocol for Care Leavers</p>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2022

SUBJECT: Committee General Fund Revenue and Capital Budgets 2022/23 and Housing Revenue Account Budgets 2022/23

REPORT AUTHOR: Carolin Martlew, Interim Group Head of Corporate Support and Section 151 Officer

DATE: November 2021

EXTN: 01903 737558

AREA: Corporate Support

EXECUTIVE SUMMARY:

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2022/23 revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of Council Tax for the District for 2022/23.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

This Committee must also consider and recommend its Housing Revenue Account (HRA) revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of rents to be charged for 2022/23.

This Committee must consider and recommend a draft Housing Revenue Account Capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

RECOMMENDATIONS:

It is recommended that this Committee:

- (a) Agree on the 2022/23 General Fund Revenue Budget as illustrated in Appendix A of this report;
- (b) Agree on the 2022/23 list of uncommitted growth items as illustrated in Appendix B of this report;
- (c) Agree on the 2022/23 HRA Revenue Budget set out in Appendix C of this report;
- (d) Recommends HRA rents for 2022/23 are increased by 4.1% (CPI plus 1%) in accordance with the provisions of the rent standard;
- (e) Recommends that HRA garage rents are increased by 5% to give a standard charge of £13.58 per week (excluding VAT) and heating and water/sewerage charges be increased on a scheme by scheme basis, with the aim of balancing costs with income;
- (f) Agree on the General Fund Capital Programme as illustrated in Appendix D of this report;
- (g) Agree on the 2022/23 HRA Capital Programme as illustrated in Appendix E of this report; and
- (h) Agree to recommend to Policy and Finance Committee that the General Fund Revenue Budget, list of growth items, General Fund Capital Programme, HRA Revenue Budget and HRA Capital Programme be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022.

1. BACKGROUND:

General Fund

2022/23 is the first year of budget preparation under the Committee form of governance introduced on 19 May 2021. Under Committee governance, Service Committees such as this must consider and recommend budgets for the services they provide to the Committee responsible for budget setting. At Arun, this is the Policy and Finance Committee. The Policy and Finance Committee will then consider an overall budget to recommend to Full Council.

The general background to the 2022/23 budget process was included in the Financial Prospects 2021/22 to 2025/26 report to Policy and Finance Committee on 14 October 2021. The main points to note are:

- Council Tax increases by £5 or 2% per annum which is currently the maximum allowed for similar District Councils;
- There is an inflationary increase in salary costs in 2022/23. The effect of the increase in National Insurance contributions from 2022/23 is included;
- If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;
- The most up to date figure available has been used for the lump sum payable to the pension fund which was reflected in the latest report from the actuary for

2022/23;

- It is assumed all discretionary fees and charges imposed by the Council increase by at least 2.5% for the year;
- Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests should be minimised and restricted to those with a significant impact on Council priorities or objectives.

Financial forecasting has been difficult due to the COVID 19 pandemic. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.

The draft General Fund capital programme for this Committee is detailed at Appendix D and, if agreed, will be submitted to the Policy and Finance Committee for inclusion in the Authority's overall Capital Programme.

Housing Revenue Account

The general background to the HRA was reported to the Committee on 2 December 2021 in the Housing Revenue Account Business Plan 2021/22 – Annual Update report. Members may wish to refer to this report when considering the budget.

The draft HRA Revenue Budget 2022/23 is shown at Appendix C.

The draft Capital Programme for the HRA is detailed at Appendix E and, if agreed, will be submitted to the Policy and Finance Committee for inclusion in the Authority's overall Capital Programme.

- **PROPOSAL(S):**

General Fund

Revenue Budget

The basis of budgeting for 2022/23 assumes that current levels of service remain unchanged. Any proposed increase in the service level, or other significant new area of expenditure, is treated as uncommitted growth. These items are listed at Appendix B and are not included in the budgets. If this Committee agrees this list either in full, or in part, it will be considered by Finance and Policy Committee on 10 February 2022 in the context of the overall General Fund budget.

The budgets are presented in the format recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) for the publication of accounting information.

The information contained in the detailed budgets is as follows:

- Actual 2020/21, as per the Council's published accounts for 2020/21;
- Budget 2021/22 – a reproduction of the budget approved by the Council for 2021/22, adjusted to align with the Committee governance Structure;
- Budget 2022/23 – budgets are prepared at current price, plus inflation where unavoidable. The budgets contain committed growth. This indicates a

change to the base level of service arising from policy changes determined by the Council, the effects of the financing of the agreed Capital Programme, or other unavoidable costs, eg arising from statutory commitments. Such growth is included in the budgets.

Uncommitted growth indicates an enhanced level of base service provision. This is not included in the budgets at this stage. The final inclusion in the Authority's overall revenue budget will be subject to consideration by the Policy and Finance Committee and Council.

The proposed uncommitted growth items are summarised with explanatory notes at Appendix B.

The General Fund revenue budget is shown at Appendix A.

The significant changes in the revenue budget between 2021/22 and 2022/23 are:

- The 2021/22 pay award is still under negotiation. It is therefore necessary to include two years' pay awards in the employee figures which increases the expected cost in 2022/23.

Housing Revenue Account

Revenue Budget

The Revenue Budget is shown at Appendix C. The budget has been prepared using the most up to date information available. A housing rent increase of 4.1% has been assumed for 2022/23. In addition, a garage rent increase of 5% for 2022/23 has been assumed giving an average rent of £13.58 per week (excluding VAT).

The draft HRA budget for 2022/23 shows an expected deficit of £1.396m, leaving a balance carried forward at 31 March 2023 of £3.525m.

The 2022/23 budget reflects the priorities of the HRA Business Plan 2021 update. The HRA Business Plan identifies how the Council intends to deliver its strategic target of 250 new affordable homes over a ten year period. The additional properties will help improve the quality, supply and affordability of accommodation available to the residents on the Council's waiting list in urgent need of accommodation.

A budget of £15.000m was approved in 2018/19 for the acquisition/new build programme, with a further £9.341m being approved in 2020/21. This level of budgetary provision will allow the necessary amount of flexibility in terms of planning the programme of new affordable homes. Another £6m is planned to be spent over a period of 3 years from 2022/23 on Sheltered accommodation. This is proposed to be funded from external borrowings. The financing cost of this borrowing has been included in the draft 2022/23 budget.

However, it should be noted that each new scheme will be subject to a full financial appraisal and Member approval before it can proceed, and contractual commitments made. This is to ensure that the relevant schemes are affordable in terms of maintaining the minimum recommended level of HRA balance of £2m. The issue of affordability is critical especially in the light of the declining level of right-to-buy receipts which could lead to Arun meeting up to 100%, rather than 70%, of the cost of some of the new schemes.

The replacement of Housing management system commenced in 2021/22 with an initial cost estimated at £600k. This is now estimated at £1.058m over the period of its

implementation and a 4-year contract. An additional £182k has been provided in the budget for 2022/23 with a further provision required in 2023/24.

Capital Budget

The Council's Capital Strategy sets out the framework for capital expenditure. The current Capital Strategy was considered by the Audit and Governance Committee on 25 February 2021 and recommended to Council for adoption on 17 March 2021. The Strategy contains the following regarding capital priorities at paragraph 1.7:

Priority	Type of Projects
Highest Priority	Unavoidable capital expenditure due to an emergency such as one affecting service continuity or business critical infrastructure
	Projects that deliver strategic outcomes as per the Council's vision
	Projects necessary to deliver statutory, mandatory and legal/contractual obligations
	Projects that give rise to revenue savings or income generation. These can be developed as invest to save projects
	Projects attracting additional external funding
	Projects which improve and repair Council assets and reduce the need for revenue maintenance
Lowest Priority	Projects that are not for statutory or mandatory purposes, attract low external support, have little or no payback or result in increases in revenue costs

The draft programme shown at Appendices D and E includes schemes that have been prioritised as above.

The draft Capital Programme has been scrutinised by Corporate Management Team before being presented to the service committee.

The level of funding for the Capital Programme will be determined at the Policy and Finance Committee on 10 February 2022. It is clear that capital resources will have to be assessed and the proposed programme may need to be adjusted if planned expenditure exceeds expected resources.

Financial forecasting has been difficult due to the COVID 19 pandemic. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.

The total planned General Fund Capital Programme for this committee totals £987k and includes:

Scheme	£'000
Arun Leisure Centre Wet Change Facilities	987
Total	987

Details are shown at Appendix D. The project is to be part funded from Section 106 Planning Agreements income totalling £667k. The estimated profile of receipt of the income is:

Year of Receipt	£'000
Already Received	42
2022/23	253
Future Years	372
Total	667

Members are advised that S106 income is dependent on delivery of significant housing projects and can be susceptible to slippage. There is no guarantee of the income being received when anticipated. Assuming this Committee agrees this scheme to progress, it will be shown in the report to Policy and Finance Committee as funded from borrowing. The S106 monies will be applied to reducing debt when received. This will leave £320k to fund which will be determined as part of Finance and Policy Committee consideration of the Capital Programme. A further report is required to Policy and Finance Committee examining funding before the scheme progresses.

The total planned Capital Programme for the HRA totals £8,351k and is shown in detail at Appendix E.

3. OPTIONS:

Not applicable

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 financial implications are shown throughout the report. Capital spending is susceptible to overrun, delay and increased costs. It is important that close monitoring of both revenue budgets and the capital programme is in place.

The financing of capital expenditure is the responsibility of Policy and Finance Committee. A further report is required to Policy and Finance Committee examining funding before the scheme progresses.

Legal

The Council has a legal duty to ensure its expenditure can be met by its income, inclusive of reserves.

7. REASON FOR THE DECISION:

To enable the Committee to recommend a revenue and capital budget for General Fund and HRA to Finance and Policy Committee for inclusion in the Council's overall General Fund budget for 2022/23.

8. BACKGROUND PAPERS:

2021/22 Budget Report to Full Council 17 February 2021

Financial Prospects 2021/22 to 2025/26 Report – Finance and Policy Committee 14 October 2021

Budget Consultation Report

Statement of Accounts 2020/21

Housing Revenue Account Business Plan 2021/22 - Annual Update – Housing and Wellbeing Committee 2 December 2021

**Housing and Wellbeing Committee
General Fund Revenue Budget 2022/23**

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Housing & Wellbeing Committee			
(89)	Arun Lifeline	(101)	(85)
181	Community Safety/Development	415	369
136	Activities for the Elderly	160	154
1,261	Homelessness & Housing Advice	1,062	1,094
56	Housing Strategy & RSLs	34	36
117	Leisure & Culture	(829)	(905)
3,387	Revenues & Benefits	2,281	2,311
154	Voluntary Sector	216	222
5,203	Total for Housing & Wellbeing Committee:	3,238	3,197

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Housing & Wellbeing Committee			
<u>Arun Lifeline (G23)</u>			
113	Employees	116	122
10	Transport	11	11
36	Supplies and Services	33	38
50	Third Party Costs	56	50
(298)	Other Income	(317)	(306)
(89)	Total for Arun Lifeline:	(101)	(85)
<u>Community Safety/Development (K11 & K14)</u>			
279	Employees	404	368
11	Premises	3	4
4	Transport	13	12
68	Supplies and Services	42	32
(50)	Grants and Contributions	(47)	(47)
(131)	Other Income	0	0
181	Total for Community Safety/Development:	415	369
<u>Activities for the Elderly (G32 & G33)</u>			
0	Employees	3	3
3	Premises	1	1
1	Supplies and Services	32	32
132	Third party costs	124	118
136	Total for Day Centres:	160	154
<u>Homelessness & Housing Advice (G16 & G19)</u>			
785	Employees	713	757
32	Premises	35	53
5	Transport	10	7
2,351	Supplies and Services	1,649	1,672
21	Third party costs	15	20
(1,933)	Other Income	(1,360)	(1,415)
1,261	Total for Homelessness & Housing Advice:	1,062	1,094

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
Housing & Wellbeing Committee (Continued)			
<u>Housing Strategy & RSLs (J03 & J04)</u>			
50	Employees	34	36
306	Supplies and Services	0	0
(300)	Grants and Contributions	0	0
56	Total for Housing Strategy & RSLs:	34	36
<u>Leisure and Culture (L10, L20, L25, L44, L60, L70 & L74)</u>			
4	Employees	14	14
145	Premises	21	22
(1)	Transport	0	0
387	Supplies and Services	10	13
365	Third party costs	131	132
(704)	Other Income	(1,005)	(1,086)
(79)	Grants and Contributions	0	0
117	Total for Leisure, Culture & Foreshores:	(829)	(905)
<u>Revenues & Benefits (R16 to R23)</u>			
1,476	Employees	1,520	1,564
6	Transport	13	10
504	Supplies and Services	526	505
37,023	Transfer payments	34,514	33,834
(35,622)	Grants and Contributions	(34,292)	(33,602)
3,387	Total for Revenues & Benefits:	2,281	2,311
<u>Voluntary Sector (K10, K16 to K18, M06 & M23)</u>			
326	Employees	32	33
1	Premises	0	0
2	Transport	0	0
256	Supplies and Services	184	189
(430)	Grants and Contributions	0	0
154	Total for Voluntary Sector:	216	222
5,203	Total for Housing & Wellbeing Committee:	3,238	3,197

**Housing and Wellbeing Committee
General Fund Revenue Budget 2022/23
Growth Items**

Item	£'000	Note
Community Warden Project	100	1
Arun Inspires - Artwork	15	2
Total	115	

Notes

1. The existing Community Warden Project ends in September 2022. Officers are liaising with the partner bodies to review and potentially extend the project. If agreement can be reached, the Council's contribution is expected to be £100,000 in 2022/23 and £270,000 in future years.
2. The current Arun Inspires project ends in 2022. A proposal has been received from Artsworld requesting core funding of £15,000 in 2022/23 and £30,000 for the following three years. Artsworld will seek match funding should the Council provide funding.

Housing and Wellbeing Committee
Housing Revenue Account Revenue Budget 2022/23

Housing Revenue Account Budget Summary

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
	Expenditure		
5,144	Supervision and management	5,199	5,534
4,525	Repairs and maintenance	3,887	5,181
1,860	Financing of capital expenditure	4,732	5,851
5,043	Net loan charges	5,162	2,785
16,572	Total Expenditure:	18,980	19,351
	Income		
(15,982)	Rents (dwellings, garages, hostels, other property)	(16,391)	(17,286)
(521)	Charges for services and facilities	(632)	(641)
45	Interest on Balance Payable / (Receivable)	10	(28)
(16,458)	Total Income:	(17,013)	(17,955)
114	HRA (surplus) / deficit	1,967	1,396
	Housing Revenue Account Reserves		
(8,948)	Balance brought forward	(8,834)	(4,921)
114	HRA (surplus) / deficit	1,967	1,396
	Capital Slippage in year	1,363	
	Estimated variation in 2021/22 out turn	583	
(8,834)	Balance carried forward	(4,921)	(3,525)

**Housing and Wellbeing Committee
General Fund Capital Programme 2022/23**

Scheme	£'000	Note
Arun Leisure Centre Wet Change Facilities	987	1
Total	987	

Notes

1. This is a project to remodel the swimming changing rooms at the Arun Leisure Centre to improve accessibility, capacity and customer experience. The changing rooms require investment to bring them up to the standard of a modern leisure centre which are largely comprised of the original plant, finishes and fittings dating back to 1994. A costed design proposal and plan has been completed (November 2021). The scheme will initially be funded from internal borrowing against cash balances. A number of S106 agreements are in place for the refurbishment of the changing rooms and, with approval, will be used to offset some of the borrowing cost when they become available.

**Housing and Wellbeing Committee
Housing Revenue Account Capital Programme 2022/23**

Actual 2020-21 £'000	Description	Budget 2021-22 £'000	Budget 2022-23 £'000
	<u>Housing Revenue Account Capital</u>		
	Housing IT		
2	Housing IT	0	0
37	Civica Implementation	0	285
39	Total Expenditure	0	285
	Public Housing Services		
4,677	Stock Development	100	100
141	Reroofing Programme	250	950
15	Roofline	150	150
32	Lift Replacement Programme	50	50
62	Kitchen & Bathroom Replacement Programme	769	950
236	Kitchen & Bathroom Replacement Programme - Voids	250	250
0	Commercial Boiler Room Improvements	100	100
394	Domestic Heating Programme	525	651
0	Buggy Stores	30	30
196	Fire Compliance	300	0
75	Structural	90	140
632	Windows & Doors	1,650	1,575
0	Rewiring	118	70
184	Aids & Adaptations	350	450
6,644	Total Expenditure	4,732	5,466
	Registered Social Landlords		
300	Westergate Scheme	0	0
300	Total Expenditure	0	0
	Sheltered Accommodation		
0	Sheltered Accommodation	0	2,600
0	Total Expenditure	0	2,600
6,983	Total:	4,732	8,351

ARUN DISTRICT COUNCIL

REPORT TO HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2022

REPORT

SUBJECT: Littlehampton Community Wardens Project Update

REPORT AUTHOR: Dax O'Connor, Community Safety Officer

DATE: 11 November 2021

EXTN: 37834

AREA: Community Wellbeing

EXECUTIVE SUMMARY:

This report is an information paper to provide an update on the Littlehampton Community Warden project. It seeks to provide an overview of how the service has performed since its inception and sets out key performance data and outcomes.

RECOMMENDATIONS:

As an information report, it is recommended that the Housing and Wellbeing Committee note the content.

1. BACKGROUND:

- 1.1. The Littlehampton Community Warden initiative is an 18-month pilot project, with joint funding provided by Littlehampton Town Council, the Safer Arun Partnership, and Arun District Council.
- 1.2. The Warden team consists of 3 full-time officers: 1 x Senior Community Warden and 2 x Community Wardens. Employment commenced on 6 April 2021, with funding in place until October 2022.
- 1.3. Although the project is currently collaboratively funded, the management of the project sits within the Community Safety team at Arun District Council. It was decided that this would allow the Wardens to utilise the already established working links with partners and community groups and to work closely with the Council's Anti-social Behaviour Caseworkers, having access to information about local hotspot locations and being able to respond in a timely manner to reports of community concerns.
- 1.4. Officers from both the Town and District Councils regularly liaise to discuss priority areas of focus for the Wardens and receive a monthly activity report. Update reports are also provided quarterly to the Safer Arun Partnership.

2. Purpose:

2.1. The purpose of the Littlehampton Community Warden service is to strengthen and increase the resilience of the local community and bring about a sense of confidence and safety to residents, businesses, and visitors. Engagement with communities and partner agencies is an important element of the Warden's role with an expectation that they deliver initiatives to address issues affecting communities and empower them to effect changes to improve their quality of life.

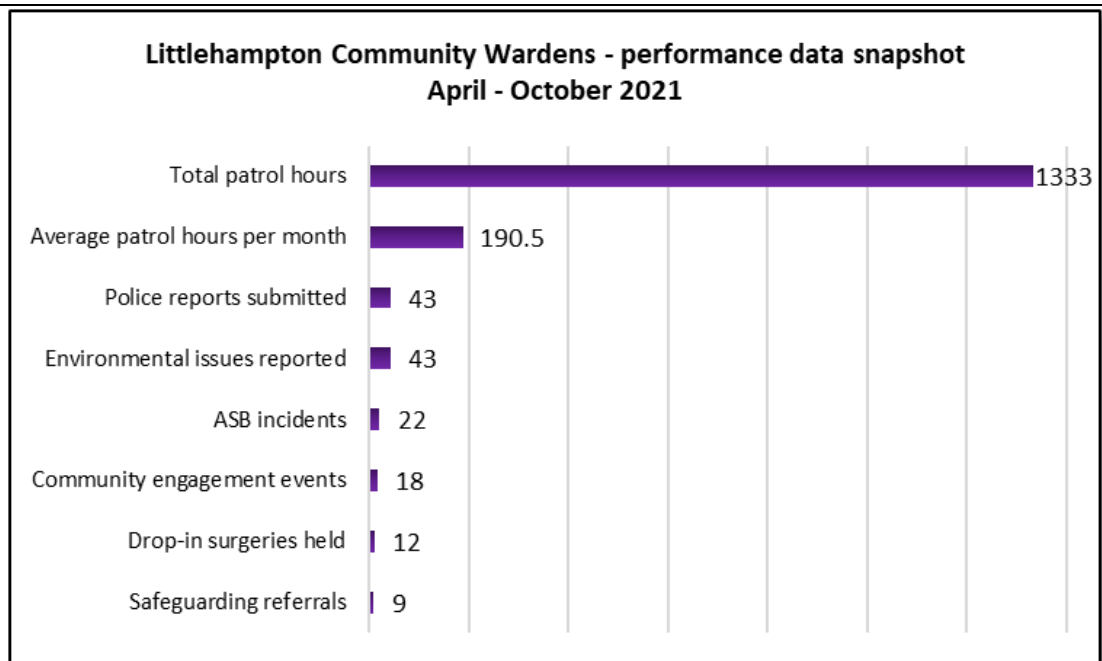
2.2. To achieve this, the Wardens:

- Provide a highly visible presence and regular foot patrols across all wards of the town.
- Form close working relationships with the neighbourhood policing team and community groups to identify and reduce anti-social and nuisance behaviour.
- Work to address the fear of crime.
- Share intelligence with relevant partner agencies, including the Police, and provide witness statements where necessary.
- Offer support to young people and establish suitable activities and signposting to youth groups/services.
- Identify at risk people, communities and groups and work closely with agencies to address concerns.
- Offer crime prevention and fire safety advice.
- Actively enforce the Public Spaces Protection Order.
- Develop and deliver community development activities and participate at local events.

2.3. The Wardens are not seen as a replacement for Business Wardens, who are funded by Sussex Police and the Co-Op. Nor do they replace Police resources. However, they do work in close partnership with both and provide support, including doubling-up for patrols, where it is appropriate.

3. Performance:

3.1. A snapshot of some key performance data to date is illustrated in the table below. The commentary provides further insight into some of the key achievements of the team and highlights the benefits of their presence in Littlehampton.



Other highlights by way of commentary: -

- Foot patrols are a vital component of the Community Warden's role. The large number of additional 'feet on the ground' hours has helped to identify and deal with problematic behaviour at an early stage, but their physical presence also aims to provide reassurance to residents and businesses.
- The Wardens have dealt with numerous drug related incidents, doing so calmly and assuredly. On one occasion, quick thinking in administering the medication Naloxone undoubtedly saved a life and drew praise from the community and partners. Naloxone rapidly reverses the effects of an opioid overdose and is now carried by the Wardens as part of their everyday toolkit.
- Monthly drop-in sessions are hosted by the Wardens at various venues providing a forum for the public to discuss local concerns and where the Wardens can provide advice and signpost to other agencies where necessary.
- The Wardens have worked alongside the Council's Housing team to successfully deliver community engagement events in Wick. To date, these include a litter pick day, Halloween and Christmas get-togethers for young people and parents. These have been well received by the community and broken down some barriers between residents and the authority.
- Supporting Age UK and offering basic digital support to clients.
- Attendance at a range of local events, including the Town Show, Sea Road Skate Park opening, Screen on the Green, sandcastle competition to provide a visible presence and opportunity to further engage with the community.
- The Wardens have achieved Community Safety Accreditation Scheme (CSAS) status via Sussex Police. This is in recognition of the role they play in addressing local issues and gives them delegated authority to undertake

a number of low-level enforcement actions. This accreditation also provides reassurance to the public that the Wardens have completed relevant professional training.

- A key task of the Warden role is to identify anti-social behaviour hotspots and to carry out targeted patrols and early intervention work with the perpetrators. The patrols provide a visible presence and allows the team to engage with residents to offer advice and reassurance that the matter is being dealt with. Information on the perpetrators is shared with the Council's ASB Caseworkers should further enforcement action be required.
- Each of the Wardens have been allocated a responsibility based on their individual strengths and experience: -
Engagement with young people
Enforcement action
Community engagement activities
The team feel that using their skills in this way enhances their output and impact in the community.
- Support and interaction with a variety of local groups allows the Wardens to reach a wide section of the community and to hear about the things that matter to local people. Relevant advice can be given, or issues may be reported directly on behalf of residents to avoid delay.

4. Future:

- 4.1. Having taken significant steps to integrate into the wider community, providing visibility and a sense of reassurance, the Wardens are now developing a range of initiatives that can be delivered to address local concerns and issues. These include providing safety talks in schools about anti-social behaviour, hosting bike security marking events, women's safety projects, and fire prevention advice in partnership with the local fire station.
- 4.2. The team is also developing a community safety survey to gather the views of residents, businesses, and visitors as to what issues affect them. This will be shared with partners to shape future local responses.
- 4.3. As outlined at 1.1. and 1.2. of this report, the Littlehampton Community Wardens project was initiated as an 18-month pilot project with funding in place until October 2022. A full review of the project will be undertaken by the funding partners in March 2022 to consider the original project brief, the outcomes achieved, the effect the project has had locally and assess feedback from partners and community groups.
- 4.4. A report on the review will consider the future of the project, paying attention to the relevance of the service, its impact, team structure, and confirmed sources of funding. The outcome of this review will be reported back to this Committee.

2. PROPOSAL(S): None		
3. OPTIONS: None		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
6. IMPLICATIONS: None		
7. REASON FOR THE DECISION: This is an information only paper and there is no decision required.		
8. BACKGROUND PAPERS: None		

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ARUN DISTRICT COUNCIL

REPORT TO HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2022

SUBJECT: CONSULTATION ON THE SUSSEX POLICE PRECEPT 2022 – 2023

REPORT AUTHOR: Robin Wickham, Group Head of Community Wellbeing
DATE: January 2022
EXTN: 01903 737835
AREA: Community Wellbeing, Services Directorate

EXECUTIVE SUMMARY:

The Sussex Police and Crime Panel are meeting on the 28 January 2022 to consider the Sussex Police Precept for 2022 – 23. This report provides the opportunity for Committee Members to express their views on the proposed precept.

RECOMMENDATIONS:

This is an information report to the Committee.

1. BACKGROUND:

- 1.1 The Sussex Police and Crime Panel will meet on 28 January 2022 to receive a report and presentation on the proposed Sussex Police precept for 2022 – 23. The Chair of the Housing & Wellbeing Committee will attend this meeting as Arun District Council's representative on the Police and Crime Panel.
- 1.2 The Police and Crime Panel's precept report is due for publication between the 18 and 20 January 2022; this will provide findings from the public consultation, financial information and outline recommendations for the Sussex Police Precept 2022 - 23.
- 1.3 This covering report has been produced prior to the publication of the Police and Crime Panel precept papers; however these will be circulated under separate cover when published and will provide the opportunity for the Committee to provide feedback to the Chair ahead of the Police and Crime Panel meeting.

2. PROPOSAL(S):

None

2. OPTIONS:

None

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)		
Financial	x	
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		
6. IMPLICATIONS:		
Financial – Members should note that this report is an information item and that the precept to be collected by Arun in its role as the billing authority will be presented at Full Council with the Budget on 23 February 2022.		
7. REASON FOR THE DECISION:		
Not applicable: this is an information paper.		
8. BACKGROUND PAPERS:		
The Sussex Police and Crime Panel precept report for 2022 – 23 will be circulated when available (between 18 – 20 January 2022)		

ARUN DISTRICT COUNCIL

REPORT TO HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2022

REPORT

SUBJECT: Arun Covid Community Champions Project Update

REPORT AUTHOR: Julie Hoggatt, Coordinator Community Champions Project

DATE: 23 November 2021

EXTN: 37515

AREA: Community Safety

EXECUTIVE SUMMARY:

This report is an information paper to provide an update on the progress of the Covid Community Champions project. It seeks to provide an overview of how the service has performed since its inception and sets out key performance data and outcomes.

RECOMMENDATIONS

This is an information report.

1. BACKGROUND:

- 1.1. The Arun Covid Community Champions project is funded by The Department for Levelling Up, Housing and Communities (DLUHC), formerly the Ministry for Housing, Communities and Local Government (MHCLG). Arun District Council was successful in its funding application in January 2021 and was awarded a grant for the project in February 2021.
- 1.2. The target audience for the project includes those that don't have English as a first language (including economic migrants), those in 'settled' communities, those in underserved communities, those who are disabled, digitally and/or financially excluded and those that don't wish to be reached.
- 1.3. The team consists of a staff Coordinator, two Voluntary and Community Sector (VCS) delivery partners, the Community Champion volunteers, and organisational Community Champions located in the Council's Environmental Health and Wellbeing teams.
- 1.4. The two core VCS delivery partners are: Age UK (West Sussex, Brighton & Hove), Arun & Chichester Citizens Advice (CA) – utilising their existing social prescribers, members, and volunteers plus newly recruited Community Champions.

- 1.5. Local partnerships were also engaged, including those already in place with statutory health partners including: Public Health England, West Sussex Clinical Commissioning Group, Sussex Health and Care Partnership, local Primary Care Networks, and the NHS Vaccine Champions Project.
- 1.6. HM Government partners include the Accessibility, Equity & Inclusion Policy Team and the Communities and Local Services Team - UK Health Security Agency, NHS Track and Trace, and the Office for Health Improvement and Disparities.
- 1.7. The Covid Community Champion team also regularly liaise with our District, Borough and County colleagues and internal departments and work with community and voluntary sector services and providers to increase their capacity and outreach with these 'hard to reach' communities in Arun.

2. Purpose:

- 2.1. The purpose of the project is to:
 - a. Develop relationships and build trust across Arun residents and communities to enable us to communicate accurate COVID-19 information and guidance in accessible and appropriate formats
 - b. Support those most at risk from COVID-19, encourage safer behaviours and promote vaccine take up
 - c. Increase communities' access to information about Council and local support services; information about Government support mechanisms; and information about public health services and primary care.
- 2.2. To achieve this, the project delivery partners, volunteers and coordinator:
 - 2.2.1. Identify target communities, groups, and individuals.
 - 2.2.2. Engage with our audience via the Community Champions volunteers, organisational volunteers, social prescribers, delivery partner memberships and service delivery partners.
 - 2.2.3. Prepare, produce, and share COVID-19 and support information in the most appropriate format to include digital, video, website and hardcopy translations, infographics for those with poor literacy skills and British Sign Language (BSL).
 - 2.2.4. Ensure resources and support information is available for district wide partner organisations.
 - 2.2.5. Share local insight with the Arun Vaccination Uptake Group led by Sussex NHS Commissioners Public Involvement Team.
 - 2.2.6. Respond to requests for information and support from residents and service providers.
 - 2.2.7. Signpost residents to service providers that have live interpreter resources.

- 2.2.8. Refer those with vaccine hesitancy to the NHS Vaccine Champions project.
- 2.2.9. Distribute specially designed user-friendly information to venues frequented by younger people including sports bars, pubs, and clubs.
- 2.2.10. Ensure information for local walk-in vaccination clinics, free transport etc is widely published and translated where required.
- 2.2.11. Hold community-based events in partnership with local GP surgery to enable on the ground 1-2-1 engagement around COVID-19 and primary care.

3. Performance

- 3.1. A snapshot of data to date is illustrated below with narrative of highlights, key achievements and findings of the project to date.
- 3.2. A small sample survey carried out by Voluntary Action Arun and Chichester (VAAC) found:
 - a. 50% felt well informed about the government's regulations for socialising during lockdown.
 - b. 61% felt informed about how to avoid catching or spreading COVID-19
 - c. 45% knew clearly when they should get tested for COVID-19 and knew where to get tested
 - d. 31% strongly felt that they did not know where they could get financial assistance during COVID-19
 - e. 63% would have the vaccine.
- 3.3. It should be noted we also found the sources for the received information for COVID-19 may not have been relevant to England i.e. information was received from family and friends residing in their home nations. This has guided the statutory partners communications and underlined the need for secondary questioning/research with individuals and groups.
- 3.4. We recruited 13 Community Champions from a range of local communities including one Russian speaking resident. She heard about the project and came in person to volunteer and took away guidance, information, and support material to share where needed within her community. We were also able to supply her with Russian translations.
- 3.5. Some volunteers have links to people residing on park home sites, which are normally difficult to access; this ensured engagement and sharing of COVID-19 information, guidance, and translations with this relatively inaccessible community. We estimate the reach to be approximately 750 + individuals on these sites including those that are digitally/socially excluded and include Polish, Thai, Romanian nationals, and those with refugee status.
- 3.6. COVID-19 information was provided in multiple languages, including Latvian, Russian, Lithuanian, Romanian, Ukrainian, Polish, and Bulgarian, to support over 2000 migrant workers across the horticulture and food processing sector to work and live safely. The sector was also supported through a major outbreak, to set up on-site testing centres and encourage uptake of the vaccine through

the Council's Environmental Health (EH) team.

- 3.7. Increase in testing across Arun was achieved via setting up local testing sites and the EH team working directly with businesses. Among multinational employers locally, the project team supported a resort to prepare for the summer season with lateral flow testing for all staff. The resort has up to 850 staff, caters for over 385,000 visitors per year with 300,000 being resident and 85,000 visiting for the day.

4. Project Highlights

- 4.1. Members of the community representing minority groups, on hearing about the project, asked to become Champions for their community. We were able to provide key COVID-19 information, support, and guidance in Russian to one such 'walk-in' resident to take away with her to share with local friends and family.
- 4.2. Working with the Council's Rough Sleeper Coordinator and local homelessness charities we partnered with the local NHS Vaccine Champions project. Despite the formidable support for the street community throughout the pandemic there were still several service users who had vaccine hesitancy. This highlighted the importance of partnership working and engaging with individuals on their level and at their pace.
- 4.3. We produced Support Service Contact Information around various themes including the West Sussex County Council Community Hub details, debt, domestic abuse, housing, and NHS in six key languages spoken - available as a hardcopy or digital format. All services listed have a live telephone interpreting service.
- 4.4. There were some anomalies when national guidance was introduced for the hair and beauty sector coming out of 'lockdown'. Mask wearing, social distancing and queuing systems were not in place in several the European owned barbers. We visited these establishments explaining the guidance. Advice was taken on board and behavioural change was highlighted by the cessation of reports from the public and business wardens.
- 4.5. Via detailed feedback from Age UK's members and Champions, we were able to provide information for vaccine hesitancy driven by the effect it may have on fertility. This insight was addressed by the Sussex NHS Commissioners Public Involvement Team and led them to shape the themes of their myth busting public communications.
- 4.6. The Coordinator was invited to present a case study of the project to other Community Champions projects and local authority officers across the country at a webinar organised by the NHS Test and Trace Programme.
- 4.7. During the Euro 2020 soccer tournament a group of residents on a park home site watched matches together. This led to several cases of COVID-19; knowing of the Community Champion volunteer, and wishing to stop the spread, residents approached him for information and consequently he was able to work with our delivery partner and provide testing kits, guidance, and signpost to appropriate services.

- 4.8. Migrant workers, and others reported difficulties in registering with a GP. Lack of ID or proof of address should not be a barrier to registration. We have therefore recently been promoting the Safe Surgery Initiative to GPs; Safe Surgeries recognise the barriers to healthcare access that exist, particularly for migrants and those in vulnerable circumstances and work to ensure that nobody in their community is excluded.
- 4.9. The Coordinator was invited to present at a cross Whitehall Interdepartmental Working Group meeting hosted by the Accessibility, Equality and Inclusion Team, UK Health Security Agency. Again, this was an opportunity to showcase our project and led to interesting conversation around the reality of residents being able to access the Test and Trace Support Payment and economic migrants and others being able to register with a GP at such a critical time. It also enabled us to share information about the Safe Surgery initiative and support wider learning.
- 4.10. Recent work includes sharing information about the vaccination booster programme as it rolls out, highlighting the high number of current cases of COVID-19 in Arun and new government guidance for individuals around increased self-testing before attending crowded areas or indoor visits.
- 4.11. In partnership with the Welcome Back Fund, designed to help areas build, back better safely after the pandemic, and in response to the increasing number of positive cases recorded in Arun as we approach the festive season, we are distributing cotton tote bags bearing the Hands, Face, Space messaging to shoppers across our town centres. It's felt this different way of sharing guidance will have more impact.

5. Future:

- 5.1. As the pandemic evolves the Community Champions Project will continue to target communities with lower vaccine and booster uptake with information and support signposting. It will ensure, with partners, that residents across the district are aware of government advice and guidance updates around the current increase in COVID-19 cases.
- 5.2. The Community Champions project will in late December filter into the Arun Community Engagement Project, designed to help our local communities recover from the effects of the coronavirus pandemic, thereby providing a sustainable outcome for the project. This will ensure that the Community Champions Network will continue to be supported and can be re-mobilised at a future date if required.
- 5.3. The Arun Community Engagement Project is dedicated to continuing the work of the Champions and developing and supporting a new community engagement approach to recovery that emphasises the participation and the voice of our local communities to improve health, wellbeing and increase resilience to harms such as exploitation.

2. PROPOSAL(S):

None

3. OPTIONS:		
None		
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)		
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:		
None		
7. REASON FOR THE DECISION:		
This is an information only paper and there is no decision required.		
8. BACKGROUND PAPERS:		
None		

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2021

SUBJECT: ACTIVITIES FOR OLDER PEOPLE

REPORT AUTHOR: Robin Wickham, Group Head of Community Wellbeing
DATE: December 2021
EXTN: 01903 737835
AREA: Community Wellbeing, Services Directorate

EXECUTIVE SUMMARY:

Age UK West Sussex, Brighton & Hove has a history of providing a range of activities and services in Arun to older members of the community. This report reviews the grant Age UK receives for Activities East of the river Arun.

RECOMMENDATIONS:

It is recommended that the Housing and Wellbeing Services Committee:

1. approve the grant application of £50,000 from existing budgets for one year to commence in April 2022; and
2. future funding of enhanced support for older people's activities is reviewed in 2022/23 by the Housing and Wellbeing Committee.

1. BACKGROUND:

- 1.1 Age UK West Sussex, Brighton & Hove (Age UK) plays an important role in improving the quality of life for older people in Arun, particularly those who may be socially isolated or have long term caring responsibilities. Historically, Age UK has operated the Laburnum Centre in Bognor Regis and provided a range of building based activities in Littlehampton and other locations east of the river Arun. The Council has an formal working relationship with Age UK that dates to 2006.
- 1.2 In July 2018 Cabinet resolved (C/009/230718) to change the funding arrangements with Age UK. The level of funding to Age UK at that time was £173,773 and it was agreed to split the funding to focus on the Laburnum Centre in Bognor Regis and the provision of community activities east of the river Arun.
- 1.3 A long-term lease was provided for the Laburnum Centre (15 years) and a tapering operating fee which will reduce to nil cost to the Council by 2027 and for the remainder of the lease period (2034). In return, Age UK was tasked to provide a thriving activity centre for older people in the heart of Bognor Regis.

- 1.4 The absence of a suitable building in the east of the district resulted in a different arrangement. The Council agreed to fund Age UK £80,000 per year for three years to provide a programme of community-based activity sessions for older people at suitable locations.
- 1.5 Both of these arrangements have worked well despite the restrictions placed on Age UK by the pandemic. In the periods that it was not possible to operate from buildings Age UK were agile and flexible and quickly changed their offer to provide support to anyone in need, but particularly elderly residents. In addition to regular friendly welfare calls, Age UK mobilised the kitchen at the Laburnum Centre to provide hot meals and deliveries to vulnerable older people.
- 1.6 As restrictions lifted, Age UK reopened COVID-19 compliant buildings to allow its members to meet and participate in activities. Furthermore, the United Church in Littlehampton was set up as a central base for older people, a location complements the other community support providers that operate from the centre.
- 1.7 The end of Arun's three-year funding agreement coincides with the start of a new West Sussex County Council Social Support contract that it commissioned with Age UK earlier this year. This contract includes funding to help tackle social isolation and Age UK has partnered with the Royal Voluntary Service, West Sussex Mind and Community Transport Sussex to deliver this element of the contract.
- 1.8 In light of this development, but also in recognition of the large number of older residents, Arun District Council requested Age UK to review its service locally and identify services not provided by the WSCC Social Support Contract that would benefit from continued funding from Arun District Council.
- 1.9 The proposal from Age UK for consideration by the Committee may be found in Appendix 1. In essence it offers continued physical and social activities in the east of Arun, but a focus on the most deprived communities and those less well served currently. Age UK will also use its connections to survey older people and review assets to ensure needs are met in easily accessible locations. It will also enhance and add value to the current health inequality partnership work and accords with the aim of Arun's draft 'Our Vision – A better future: Improving the wellbeing of Arun: work with other agencies and services to focus on Arun's areas of greatest deprivation, inequality and to encourage healthy and active lifestyles'.
- 1.10 The proposal concludes with Age UK's vision:

'to be the expert voice to go to when addressing issues, challenges or opportunities for older people and be the trusted partner to help ensure Arun is an amazing place to grow old. This wider work means making sure communities of Arun are age friendly – from practical steps such as benches, toilets, drop kerbs and good transport links, to ensuring recruitment is not age discriminatory as well as providing good retirement advice, or bereavement support so that older people continue to be valued and active parts of the local community'.
- 1.11 Age UK West Sussex, Brighton & Hove has requested a grant of £50,000 from existing budgets to provide enhanced support for older people in Arun.

2. PROPOSAL(S):		
2.1 It is proposed that the Housing and Wellbeing Services Committee approve the grant application of £50,000 for one year to commence in April 2022.		
2.2 The grant is reviewed in 2022/23.		
3. OPTIONS:		
3.1 To support the recommendation as set out in the report (preferred option); or		
3.2 Not to support the recommendation.		
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 – Grant funding		
Legal – A service level agreement will be required to include service outcome measures.		

7. REASON FOR THE DECISION:
To provide a quality service for older people in Arun.

8. BACKGROUND PAPERS:
Overview Select Committee Report (Jan 2015)
Cabinet Decision C/037/071215
Cabinet Decision C/035/121216

Cabinet Decision [C/047/120218](#)

Cabinet Decision [C/009/230718](#)

[Individual Cabinet Member decision April 2019](#)

Further Information: [Age UK West Sussex Website](#)

Appendix 1

[Age UK West Sussex, Brighton & Hove Funding Proposal](#)

[Littlehampton Timetable](#)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE HOUSING AND WELLBEING COMMITTEE ON 24 JANUARY 2022

REPORT

SUBJECT: Covid - 19 Additional Relief Fund (CARF)

REPORT AUTHOR: Andrew Dale, Revenues and Benefits Manager

DATE: 13 January 2022

EXTN: 01903 737630

AREA: Residential Services

EXECUTIVE SUMMARY:

The report is asking Committee to support delivery of a new Discretionary Business Grant Scheme for Arun businesses based on the agreed West Sussex Councils' Guidelines. Also, that authority be given to the Director of Services to agree future Covid related business support grant schemes.

RECOMMENDATIONS:

It is recommended that

- i. The Housing and Wellbeing Committee agrees to the delivery of the latest COVID-19 Additional Relief Fund for businesses as set out in the West Sussex Councils' guidelines, attached as Appendix A.
- ii. That authority be given to the Director of Services to agree any future Covid related business support grant schemes.

1. BACKGROUND:

1.1 On 25 March the Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The fund will be available to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates

1.2 Previously Arun's discretionary grant funding has been distributed to businesses in line with the West Sussex Additional Restrictions Discretionary Grant scheme which has been adopted by all West Sussex Districts and Boroughs and has previously been agreed by this Council. The intention is for the Districts and Boroughs to follow the same principle to administer the Covid -19 Additional Relief Fund

1.3 The Council is due to receive a funding allocation of £1.954m.

2. PROPOSALS		
2.1 It is proposed that Arun deliver their grant funding in line with the scheme agreed by other West Sussex Councils. The scheme is attached as Appendix A. The funding available to each business will be allocated when the number of applications is known at the close of the application window.		
2.2 Also proposed is that authority be delegated to the Director of Services to agree any future Covid related business support grant schemes. There is always some degree of urgency to distribute funding to businesses, and this will allow a scheme to be agreed and funds distributed to businesses in the shortest timeframe.		
3. OPTIONS:		
3.1 To agree to deliver grants based on the West Sussex scheme – as previously.		
3.2 To not deliver grants based on the West Sussex scheme and write a different scheme.		
3.3 To give delegated authority to the Director of Services to agree any future Covid related business support grant scheme.		
3.4 Not to agree delegated authority to the Director of Services to agree any future Covid related business support grant schemes. This will have the effect of delaying payments to businesses.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (for previous decisions)		x
Relevant District Ward Councillors (for previous decisions)		x
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		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain) Officer resources		x
6. IMPLICATIONS:		
There are no implications for this Council as the project is funded by Department for Levelling Up, Housing and Communities and grants will only be issued to the extent of the funding allocated to this Council.		

7. REASON FOR THE DECISION:

To allow allocated funds to be used to support Arun's business community.

8. BACKGROUND PAPERS:

[West Sussex Councils' Covid-19 Additional Relief Fund \(CARF\) Guidelines](#)

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HOUSING & WELLBEING SERVICES COMMITTEE	<u>Report Author</u>	<u>Send to Gemma for CMT by 2pm Thurs</u>	<u>CMT Tues</u>	<u>Draft Reports to Committees</u>	<u>Agenda Prep Meeting</u>	<u>Room</u>	<u>Final Reports to Committees</u>	<u>Agenda Publish Date</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Arun Wellbeing Report Flaxmean Report Information & Advice Contract Procurement		10 June	15 June	29 June	6 July at 14:00		8 July	12 July	Thurs 22 July	6pm	15 Sept
Safer Arun Partnership Report Compliance Policies (Steve M) Approval to Appointing Roof Contractor (Steve M)	RW/GB Steve M Steve M	19 August	24 August	3 September	10 Sep at 15:00		16 Sept	20 September	Thurs 30 September	6pm	10 Nov

Page 47

<p>Empty Homes Premium (Andy Dale)</p> <p>Budget 2022/2023 process</p>	<p>Andy Dale</p> <p>Carolyn Martlew</p>									
<p>U</p>										
<p>Local Community Network Update Report</p> <p>Housing Revenue Account Update Report</p> <p>Allocations Policy Review</p>	<p>RW</p> <p>Glen Smith</p>	<p>21 October</p> <p>26 October</p>	<p>1 Nov</p>	<p>8 Nov at 15:00</p>		<p>18 Nov</p>	<p>22 November</p>	<p>Thurs 2 December</p>	<p>6pm</p>	<p>12 Jan</p>
<p>Sussex Police Precept</p>		<p>2 December</p> <p>7 December</p>	<p>21 Dec</p>	<p>6 Jan at 11:00</p>		<p>10 January</p>	<p>12 January</p>	<p>Mon 24 January</p>	<p>6pm</p>	<p>9 March</p>

<p>Littlehampton Community Wardens Update Report</p> <p>Covid Community Champions</p> <p>Age UK – Activities for Older People</p> <p>Care Leavers Protocol</p> <p>Page 49</p>										
<p>Leisure Operating Contract Report</p> <p>Development of new Council Housing.</p> <p>New Housing Management</p>	<p>27 January</p>	<p>1 February</p>	<p>7 Feb</p>	<p>14 Feb at 14:00</p>		<p>3 March</p>	<p>7 March</p>	<p>Thurs 17 March</p>	<p>6pm</p>	<p>11 May</p>

