



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 Carley Lavender (EXTN 37457)

11 July 2022

HOUSING AND WELLBEING COMMITTEE

A meeting of the Housing and Wellbeing Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 21 July 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Pendleton (Chair), Mrs Cooper (Vice-Chair), Daniells, Mrs English, Gregory, Mrs Haywood, Hughes, Madeley, Needs, Thurston and Yeates

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

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. We request members of the public do not attend any face-to-face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk **by 5.15 pm on Wednesday, 13 July 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact Committees@arun.gov.uk.

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

3. MINUTES

(Pages 1 - 6)

The Committee will be asked to approve as a correct record the minutes of the Housing and Wellbeing Services Committee held on 8 June 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. FREEDOM LEISURE - LEISURE OPERATING CONTRACT - YEAR SIX REPORT

(Pages 7 - 50)

This report provides an overview of the sixth year of the leisure operating contract (financial year 2021/22). Freedom Leisure will attend the meeting to present its Annual Report.

7. HOUSING MANAGEMENT SYSTEM PROGRAMME UPDATE

(Pages 51 - 58)

This report provides Members with a review of the implementation of Civica CX; the new integrated Housing Management System. The report proposes changes to the approach, resources and timescales for completion of the programme which are designed to ensure the most effective implementation, which supports our ambition to offer our

residents the best quality and value for money services.

8. DECARBONISATION STRATEGY (Pages 59 - 154)

This report asks the Committee to approve the adoption of the Social Housing Decarbonisation Strategy and action plan (Appendix 1) and to approve the making of an application to the Social Housing Decarbonisation Grant (run by the Department for Business, Enterprise and Industrial Strategy (BEIS)) for £3,000,000 to improve SAP ratings of 300 properties to achieve a minimum C Rating.

9. PRE-CONSTRUCTION WORKS RELATING TO CANADA ROAD & ELLIS CLOSE, ARUNDEL AND WESTLOATS LANE, BOGNOR REGIS (Pages 155 - 168)

This report seeks authority to enter into a Pre-Construction Service Agreement with Beard Construction, to enable Arun to evaluate the best use of the three sites, at Canada Road and Ellis Close, Arundel and Westloats Lane, Bognor Regis.

10. INFORMATION & ADVICE CONTRACT PROCUREMENT REPORT (Pages 169 - 172)

The Housing and Wellbeing Committee resolved on 22 July 2022 to procure a countywide Community Advice and Support Contract with West Sussex County Council and the West Sussex District and Borough Council's. The contract has been tendered and this report seeks authority to enter into a new Community Advice and Support contract.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

11. WORK PROGRAMME (Pages 173 - 176)

The Committee's Work Programme for 2022/23 is attached for the Committee's information.

12. 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.

13. BUSINESS RATES INSOLVENCY WRITE OFFS OVER £10,001 (Pages 177 - 180)

This report seeks Members' approval to write off outstanding business rates where the liable party, a limited company, is no longer trading. The account has been passed to external enforcement agents for collection but returned as unsuccessful.

14. COUNCIL TAX INSOLVENCY WRITE OFFS OVER £5,001 (Pages 181 - 186)

This report seeks Members' approval to write off outstanding council tax charges which are subject to insolvency action. The liable party has either been granted a Debt Relief Order, declared Bankrupt or is subject to an Individual Voluntary Arrangement, and the Council are legally unable to pursue the customer for the outstanding council tax charges. The list of debtors is shown in the report in the private section of this agenda.

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](#)