



Public Document Pack

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2 September 2022

SPECIAL MEETING OF THE HOUSING AND WELLBEING COMMITTEE

A meeting of the Housing and Wellbeing Committee will be held in **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Monday 12 September 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 Monday, 5 September 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 - 10)

The Committee will be asked to approve as a correct record the minutes of the Housing and Wellbeing Committee meeting held on 21 July 2022.

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. **ARUN LEISURE CENTRE WET CHANGE REMODELLING**

(Pages 11 - 14)

The Policy and Finance Committee resolved on 10 February 2022 that the Council's Capital Programme include a scheme to remodel the swimming pool changing rooms at the Arun Leisure Centre to improve accessibility, capacity, and customer experience. A budget sum of £987,000 was approved for this project. Approval is sought from the Committee to delegate authority to the Interim Head of Finance and Section 151 Officer and the Director of Environment and Communities to enter into contract for the construction works and associated budgetary decisions.

7. COMMUNITY WARDENS

(Pages 15 - 24)

On 7 March 2022, this committee approved a recommendation to authorise the Group Head of Wellbeing and Communities to scope the implementation of a community warden scheme in Bognor Regis.

This report sets out the progress of that scoping exercise and makes recommendations based on the outcome, looking to make best use of the allocated funding.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

8. WORK PROGRAMME

(Pages 25 - 26)

For information only.

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

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HOUSING AND WELLBEING COMMITTEE

21 July 2022 at 6.00 pm

Present: Councillors Mrs Cooper (Vice-Chair, in the Chair), Daniells, Mrs English, Gregory, Gunner (Substitute for Pendleton), Mrs Haywood, Hughes, Madeley, Needs and Yeates

Councillor Cooper were also in attendance for all or part of the meeting.

Apologies: Councillors Pendleton and Thurston

168. DECLARATIONS OF INTEREST

There were no declarations of interest made.

169. MINUTES

The Committee approved as a correct record the minutes of the Housing and Wellbeing Services Committee held on 8 June 2021

170. PUBLIC QUESTION TIME

The Chair invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the Council's Constitution.

The Chair confirmed that one question had been submitted and this was read out by the questioner and responded to by the Chair. The questioner was then invited to ask a supplementary question and an answer was provided by the officers in attendance at the meeting.

(A schedule of full questions asked, and the responses provided can be found on the meetings webpage [here](#))

The Chair then drew public question time to a close.

171. FREEDOM LEISURE - LEISURE OPERATING CONTRACT - YEAR SIX REPORT

The Group Head of Wellbeing & Communities explained that the report before members provided them with an overview of the sixth year of the leisure operating contract (financial year 2021/22). He then introduced those in attendance from Freedom Leisure and they gave a detailed presentation to members that included an update on the initiatives, projects and programmes they have delivered in their shared vision of achieving their health and wellbeing objectives for the community *(to make Arun a better place to live, work and visit as well as delivering public services)*. They also

provided detail on the future challenges they would need to overcome and the plans in place for dealing with these such as, the continued recovery from the Covid-19 pandemic, the current utility crisis (92% increase for electricity & 47% for gas), inflation and the cost of living crisis.

The Vice Chair in the Chair thanked Freedom Leisure for their presentation and invited members to ask their questions. A summary of the topics raised is below;

- Would the Friday night project be extended to Bognor Regis, given is success in Littlehampton? It was confirmed that the intention to extend this to Bognor Regis at the Arun leisure Centre was there. However, current resources were not where they need to be in order to support this right now. It was also commented that further funding would ensure the sustainability and viability of the services Freedom Leisure provide.
- It was commented that the sheltered housing project rolled out to sheltered accommodation sites would also be a good opportunity for general care homes and residential homes and was this something that Freedom Leisure had considered for the future. It was confirmed that yes, this was something in the future they would like to be able to provide.
- It was noted that membership numbers were 'down' or were not recovering as quickly as hoped. It was asked if Freedom Leisure had any intention of increasing or decreasing membership prices given the current cost of living crisis. It was confirmed that there was a very 'real' pressure on expenditure and the pricing would need to increase in some way. However, Freedom Leisure would ensure that there would be some concessionary access for those who would qualify. It was also stated that it's a difficult market to operate in and the need to generate more income was a priority.
- Discussion was had regarding the website and a suggestion of including details on if classes were for beginners or experts was made as well as making available the information on membership prices.

The Committee

RESOLVED

- a. to note the overall performance of Freedom Leisure for the period 1 April 2021 to 31 March 2022; and
- b. noted that the Dual Use Officer Group met on three occasions during the review period and agreed work priorities in accordance with its Terms of Reference

172. HOUSING MANAGEMENT SYSTEM PROGRAMME UPDATE

The Interim Head of Housing explained the report provided Members with a review of the implementation of Civica CX; the new integrated Housing Management System. The report proposed changes to the approach, resources, and timescales for completion of the programme which were designed to ensure the most effective implementation, that supports the council's ambition to offer its residents the best quality and value for money services. He advised the council's business processes required 're-engineering' in order to create stronger resilience within its operational service. He also reminded members that the staff who were currently involved with the implementation of the new system were also the same staff who were providing the day-to-day services to the council's residents.

Members were keen to fully understand the breakdown of the additional monies being requested and were looking for reassurance that further project cost increases were being fully mitigated, where possible as the project was funded from the Housing Revenue Account (HRA). Clarification was also sought regarding the recruitment of 12 trainee posts and how long these posts would be retained.

It was confirmed by the Interim Head of Housing that the recommendations in the report had been put forward by the consultants who had reviewed the project timeline, and in order to have the new system implemented against its new timeline, those are the staffing numbers needed to be put in place on the project to ensure delivery. He also stated that one of the biggest risks the project faced currently was the number of staff absences alongside the difficulty in recruiting permanent staff. He explained that it was thought that by implementing a trainee programme that would run for 16 weeks, this would open the roles up to a wider range of candidates. The plan would be to have these individuals fully trained by the Subject Matter Experts (SME) in system and process before they were moved and integrated into the main service team.

An explanation was requested in terms of the original system implementation timeframe versus what members were now having reported to them. The Interim Head of Housing explained that the implementation of systems such as this can be lengthy and are normally broken down into stages, he provided examples of other authorities such as Enfield Council who were now at an implementation period of 6 years.

The Leader of the Council asked the Interim Head of Housing if he thought that the handling and implementation thus far required to be reviewed by the Audit & Governance Committee. It was explained that the Interim Head of Housing had completed an audit and because of this it was felt that it would be a duplication of work. He also stated that when the initial plans for the project were put together with the initial projected costs, they were not quite in line with the council's ambitions as they were now. He confirmed that he believed the changes made would enable the council to better serve its residents.

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It was asked when it was envisaged that the council, staff and residents would see the benefits of the system. The Interim Head of Housing explained that within the systems implementation there were 3 products (stages), each would land a different times. He explained that for the overall benefits to be seen, it would be 6 months either side of the May 2024 date. To bring that date forward in anyway would be that compromise would need to be made to the Training element and it was his opinion that this would be a mistake.

Additionally, it was asked if the new system would be more accessible for those with additional needs. It was explained that whilst there was a technical element to the question. The work for the system to be as accessible as it can be for as many residents as possible was in the detail of the councils processes and ensuring that the data behind these processes were input into the system early on. It was also confirmed that residents would be involved in the journey of the upgrade to the new system, as a survey would be sent out to obtain feedback.

The recommendations were proposed by Cllr Gregory and seconded by Cllr English.

The Committee

RESOLVED

1. that the revised schedule for the housing management system implementation programme be approved, and
2. that an increase in the programme budget from £1,208K to £1,820K subject to Policy and Finance/Full Council confirmation of finance available be approved.

173. DECARBONISATION STRATEGY

The Decarbonisation Project Manager advised members that the last weekend had shown and refocused everyone on the importance of climate change and global warming. The council has a zero carbon strategy for its own properties which produces over 400 tonnes of carbon dioxide a year. Heating and lighting the housing stock of the council produces 20 times as much carbon. This decarbonisation strategy is about helping achieve zero carbon and low carbon housing within the 2050 timeframe that the government is committed to. The first opportunity to do that is to apply for the social housing development grant which is a match funded by the government. The focus that the council has chosen for its grant application was for fabric improvements to reduce the demand for heating and energy in the homes that the council is able to address

promptly and quickly within the timeframe of the grant. There are 300 houses that the council have highlighted it would like to improve. He then reminded members of the recommendation before them in the report.

The vice-chair thanked the Decarbonisation Project Manager for his report and then asked members for their comments and questions.

Clarification was sought regarding paragraph 1.4 of the report where it said '*our housing stock generates twenty times as much CO2 as the rest of the Council's estate*'. It was confirmed that all of the properties that are included in the 2030 net zero target include, libraries, leisure centres, council buildings and properties that are owned or are run by the council. Those properties produce directly around 400 tonnes of CO2 a year. The social housing stock produce 8,000 tonnes of CO2 a year.

Discussion was then had regarding the financial implications of the quoted £20,000 per property. Specifically, it was asked what did the HRA bank balance look like, as there had been no update to the committee on this detail. The Interim Head of Housing advised that the council's operational costs last year was higher than its operational income. The way the council plans to resolve that is to manage our stock more efficiently, increasing the value for money. The work that was documented in the report was a part of this. He also advised that the council needed to balance its investment into things that would reduce responsive costs e.g. if you increase your planned maintenance works, that then has a knock on effect to your responsive repairs work. A rebalancing of the council's capital expenditure was needed to reduce revenue costs whilst driving efficiencies and improving the. He went on to explain that the council needed to look at other businesses of the same size that have sustainable business models as it should be reflective of these.

It was then asked that as this strategy was to be seen as an investment, what was the expected return on this? The Interim Head of Housing explained that in terms of savings and efficiencies what it was expected to see was to save officer time when executing processes. E.g., when an officer is attending a property visit, they should be able to enter the data results through one time device update, rather than completing several different forms and or spreadsheets.

It was stated by a member that the decarbonisation strategy was still a project that was required to be match funded by any grant. It was expected that this would be £3 million, and this would be a drain on the HRA and inhibit other projects. It was also stated that the rent increase on rents could only be 1% plus CPI and therefore this would not cover the ever increasing spend.

A query was raised regarding the EPC rating for properties and would residents be aware of their own properties rating. It was confirmed that the strategy would focus on those properties with the lowest EPC rating, i.e. they are the most inefficient properties to heat and or light. It was confirmed by the Interim Head of Housing that the council would be as transparent as it could be when selecting the properties that would see improvements. The Decarbonisation strategy project manager also confirmed that residents can request their EPC rating at any time, each property would have its own EPC certificate also.

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The Leader of the Council brought the conversation back to the financial aspect and asked was the council clear on what the HRA bank account would look like in April/May 2025? The Interim Head of Housing advised that if the council continued to run at its current operating parameters, then by May 2025 it would have serious challenges with what was left as the balances would be depleted by that time.

It was then asked if that included the payment of £3 million spend for this project. It was confirmed that it was being explored as to how this project could be funded by the HRA, however it was expected that these would be capital projects and would be funded by borrowing. The budget for debt payment is currently showing as underspend and that is where the council sees the opportunity to resolve some of the revenue issues that the council are currently facing. It was then queried if the Civica project had been included in the forecasted HRA balance. It was confirmed that the Civica project was mainly capital funded.

It was asked when the interim HRA report would be received by the committee and it was confirmed that this would be expected towards the end of this financial year or at the start of the new financial year 23/24.

The Decarbonisation Strategy Project Manager also confirmed in response to a question asked that the council was not planning on completing works on building blocks during the first phase as this provides additional complexities and as of yet there is no timeframe set in terms of dealing with these types of properties.

The recommendations were then proposed by Cllr Yeates and seconded by Cllr Needs.

The Committee

RESOLVED

- 1) The adoption of the Social Housing Decarbonisation Strategy and action plan (Appendix 1) (which will be subject to final presentational revisions)
- 2) Approved officers to make 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 which will involve match funding of £3,000,000 from within the existing HRA business plan, and to then apply that to the programme of retrofit works over 2023- 2025.

174. PRE-CONSTRUCTION WORKS RELATING TO CANADA ROAD & ELLIS CLOSE, ARUNDEL AND WESTLOATS LANE, BOGNOR REGIS

The Interim Head of Housing explained the report sought 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. He also advised members that he had had discussions with the building's services team and the advice from them was due to current market volatility, it would be best for the council to retain these sites for now.

Members questioned the advice to retain the sites stating that the market could stabilise in 6 months' time. The Interim Head of Housing explained that the council could not know for certain that would happen. He also stated that by retaining the sites, the council would undertake work to ensure a good value for money outcome. He added that at the current time there was not an appetite from developers either.

The recommendations were proposed by Cllr Gregory and seconded by Cllr Gunner.

The Committee

RESOLVED

1. that the award of the Pre-Construction Services Agreement contract goes to Beard Construction for £122,470 (exclusive of VAT). Note: A fully costed report to be presented to a future committee detailing the various options to develop the sites

175. INFORMATION & ADVICE CONTRACT PROCUREMENT REPORT

The Group Head of Wellbeing and Communities reminded members that 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 had been tendered and the report seeks authority to enter into a new Community Advice and Support contract.

The recommendation was proposed by Cllr Gunner and seconded by Cllr Yeates.

The Committee

RESOLVED

1. that the Group Head of Wellbeing and Communities and the Council's Section 151 Officer enter into a contract, together with West Sussex County Council and the other West Sussex District and Borough Councils, for the provision of a Community Advice and Support contract for up to

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seven years following the completion of a procurement exercise for this service.

176. OUTSIDE BODIES - FEEDBACK FROM MEETINGS

The vice-chair provided members with a verbal update regarding the meeting of the LCN that was held on 23 June 2022. She explained that localised and targeted work to identify health and equality issues due to the cost of living crisis was being undertaken. She advised that she would provide the committee with a more detailed update at its October meeting.

177. WORK PROGRAMME

The Interim Head of Housing advised members that discussions had been had and it had been agreed that there was capacity to bring an update on the sheltered housing accommodation to committee. He explained that a stock condition survey would be completed and that would inform the council and provide officers with an understanding of what its maintenance plan would look like. Additionally, he said that a review of the councils' service charging regime was needed to understand what services are being provided and to ensure that the council was charging for those services appropriately.

It was queried by one member queried why there was not a Safer Arun Partnership update on the work programme until October given the concerns of residents relating to the issues that had been seen with the traveller community in the recent weeks. And given the recent spate of anti-social behaviour causing damage to a local café in Littlehampton and further safety and security concerns relating to Bognor Regis Town Centre. It was confirmed that there had been an update provided at the last meeting of the committee and Sussex Police were in attendance and they would be in attendance at future meetings of the committee also.

It was requested that a Housing Revenue Account (HRA) update be added to the work programme along with the items in minute 65 from the last meeting of the committee to be updated. The Interim Head of Housing confirmed that officers were in discussions and planning where this work would sit on the programme.

The committee noted its work programme.

178. EXEMPT INFORMATION

The recommendation was proposed by Cllr Gunner and seconded by Cllr Hughes.

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 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.

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

The recommendation was proposed by Cllr Gunner and seconded by Cllr Gregory.

The Committee

RESOLVED

1. That the outstanding business rates totalling £14,056.76 which are unable to be collected by recovery action be written off.

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

The recommendation was proposed by Cllr Gunner and seconded by Cllr Gregory.

The Committee

RESOLVED

2. That the outstanding council tax charges totalling £14,407.64 which are subject to insolvency action, preventing the council from pursuing the debtor for payment be written off.

(The meeting concluded at 8.17 pm)

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Arun District Council

REPORT TO:	Housing and Wellbeing Committee
SUBJECT:	Remodelling the Arun Leisure Centre Changing Rooms
LEAD OFFICER:	Robin Wickham, Group Head of Wellbeing and Communities
LEAD MEMBER:	Councillor Jacky Pendleton
WARDS:	Felpham West
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: IMPROVING THE WELLBEING OF ARUN: Develop and implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive	
DIRECTORATE POLICY CONTEXT: Arun Leisure Centre Swimming Pool Changing Room Improvement Project: Remodel the swimming pool changing rooms at the Arun Leisure Centre to improve accessibility, capacity, and customer experience.	
FINANCIAL SUMMARY: Policy and Finance Committee resolved on 10 February 2022 to recommend to Council that the Council's Capital Programme includes a scheme to refurbish the wet change facilities at Arun Leisure Centre. The sum agreed by Council for this project is £987,000.	

1. PURPOSE OF REPORT

- 1.1. This report is to update the Housing and Wellbeing Committee on the project to remodel the swimming pool changing rooms at the Arun Leisure Centre and seek delegated authority to enter into contract with the successful construction company

2. RECOMMENDATIONS

It is recommended that the Housing and Wellbeing Committee:

- 1.2. Delegate authority to the Interim Head of Finance and Section 151 Officer and the Director of Environment and Communities on receipt of a tender evaluation report from the Group Head of Wellbeing and Communities to appoint a construction company and enter a contract to deliver the remodelling and improvement work to the Arun Leisure Centre swimming pool changing area following the conclusion of the mini competition.
- 1.3. Delegate authority to the Director of Environment and Communities in consultation with the Interim Head of Finance and Section 151 Officer to drawdown from the capital sum agreed for the successful completion of the Arun Leisure Centre Swimming Pool Changing Room Improvement Project.

2. EXECUTIVE SUMMARY

- 2.1. The Policy and Finance Committee resolved on 10 February 2022 that the Council's Capital Programme include a scheme to remodel the swimming pool changing rooms at the Arun Leisure Centre to improve accessibility, capacity, and customer experience. A budget sum of £987,000 was approved for this project. Approval is sought from the Committee to delegate authority to the Interim Head of Finance and Section 151 Officer and the Director of Environment and Communities to enter into contract for the construction works and associated budgetary decisions.

3. DETAIL

- 3.1. The initial assessment of improvement work to the wet changing rooms at the Arun Leisure Centre was conducted in the Autumn of 2021. The changing rooms had received little investment and most fixtures, fittings and finishes dated to 1994 when the building was constructed.
- 3.2. Freedom Leisure reported a decline in casual swimming numbers since 2016 when it started managing the Arun Leisure Centre. Most of the complaints received at the Centre refer to issues with the changing rooms. It is considered that the condition of the changing rooms is having a detrimental effect on customers experience and the reputation of the swimming pool.
- 3.3. A costed design proposal was completed in November 2021. On 10 February 2022, the Policy and Finance Committee resolved that the Council's Capital Programme include a sum of £987,000 to the remodel and refurbish the wet change facilities at Arun Leisure Centre using a combination of S106 and capital funding.
- 3.4. A pretender cost evaluation exercise in June 2022 confirmed the scope of the project to be in budget and with a 4% contingency sum.
- 3.5. The advice of the Council's external procurement partner, Hampshire County Council, was to let the construction element of the project through a Framework and Hampshire County Council's Minor Works Framework – Lot 2 General Building (£100,000 to £1M) was selected.
- 3.6. Prior to advertising the tender, an exercise to identify interest in the project was undertaken and three companies on the Framework accept the invitation to tender.
- 3.7. The project was put out to tender on 1 August and the tender period ended on 26 August 2022. An evaluation period concludes on 21 September and the award of contract is set for 22 September. The programme allows for a construction period between 31 October 2022 and mid-April 2023.
- 3.8. The form of contract for the work will be NEC4 Engineering and Construction Contract.
- 3.9. Approval is sought from the Committee to delegate authority to the Interim Head of Finance and Section 151 Officer and the Director of Environment and Communities

to appoint and enter into contract with the successful construction company to ensure that the project is delivered within the agreed programme and budget.

4. OPTIONS / ALTERNATIVES CONSIDERED

- 4.1. To defer the award of contract. Rejected as this would add delays and possible costs to the project.

5. CONSULTATION

- 5.1. Consultation has been undertaken with Freedom Leisure as a member of the Project Board and operator of the Arun Leisure Centre.

6. COMMENT OF THE INTERIM GROUP HEAD OF FINANCE/S151 OFFICER

- 7.1 The remodelling and refurbishment project is being substantially funded from S106 contributions. S106 income is dependent on delivery of significant housing projects and can be susceptible to slippage and delay. The project is included in the budget as funded from borrowing. The receipt of S106 monies will be used to repay the borrowing when received.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. S106 monies will be applied to reducing debt when received. If the S106 monies are not received, the Council will have to fund the whole cost of the scheme (£987k) from other sources which may affect the level of revenue balances.
- 7.2. Project overrun and poor financial control resulting in budget overspend. The project is being managed by The Clarkson Alliance who have extensive experience and have worked with the Council on the Littlehampton Wave and other refurbishment projects at the Arun Leisure Centre. Cost and programme will be considered at each Project Board meeting with other risks detailed in the risk register.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 8.1. The report asks committee to delegate authority to award a contract following receipt of a tender evaluation report and delegates authority to draw down the relevant capital sums for the contract. The report evidences that the procurement has been conducted in accordance with standing orders and there are no additional legal or governance implications.[Sagutu]

9. HUMAN RESOURCES IMPACT

- 9.1. None

10. HEALTH & SAFETY IMPACT

- 10.1. The design includes learned experience from other projects, including Littlehampton Wave to ensure that materials specified meet approved standards and operational requirements for a wet changing room environment.

11. PROPERTY & ESTATES IMPACT

11.1. The investment in the changing facility will assist in reducing the Council's spend on reactive / planned maintenance for life expired fixtures, fittings, surfaces, and mechanical & electrical items as these are ADC liability, at life expiry, under the Asset Management Responsibility Matrix which is embedded into the Leisure Contract.

12. EQUALITIES IMPACT ASSESSMENT (EIA)

12.1. The remodelling of the changing rooms is designed to improve accessibility and capacity. The refurbishment includes the Changing Places facility which will be accessed via the village changing room rather than its current location on poolside improving access for all disabled users of the leisure centre

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT

13.1. The project will include a number of energy efficiency improvement such as reducing the volume of air to be heated and cooled, the use of LED lamps, improved plant and an option to install photovoltaic panels that can be extended with additional panels at a later date.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. None

15. HUMAN RIGHTS IMPACT

15.1. None

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. The form of tender is NEC4 and will include Arun District council's standard Freedom of Information and Data Protection clauses.

CONTACT OFFICER:

Name:	Robin Wickham
Job Title:	Group Head of Wellbeing and Communities
Contact Number:	01903 737835

BACKGROUND DOCUMENTS:

Arun District Council

REPORT TO:	Housing and Wellbeing Committee
SUBJECT:	Community Wardens (Bognor Regis)
LEAD OFFICER:	Robin Wickham, Group Head of Wellbeing and Communities
LEAD MEMBER:	Councillor Jacky Pendleton
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: IMPROVING THE WELLBEING OF ARUN: Develop and implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive. Support the voluntary and community sector to provide services that help the most vulnerable in our community.	
DIRECTORATE POLICY CONTEXT: Improving wellbeing by addressing acts of anti-social behaviour and providing opportunities to engage positively and support local communities	
FINANCIAL SUMMARY: The recommendations of this report look to utilise funding that has already been budgeted for the 2022/23 financial year. A budget of £100,000 is allocated for the continuation of the Littlehampton community warden scheme and the proposed implementation of the same in Bognor Regis from October 2022 to March 2023. Recommendations are not seeking any further funding beyond what is currently budgeted.	

1. PURPOSE OF REPORT

- 1.1. This report provides an update on the progress of the committee's decision to scope and agree the implementation of a community warden scheme to Bognor Regis.
- 1.2. To provide detail on a proposal for a dedicated 'Arun West' community warden scheme.

2. RECOMMENDATIONS

- 2.1. To authorise the Group Head of Wellbeing and Communities to implement an Arun West community warden scheme, within the agreed budget allocated for a Bognor Regis scheme from October 2022.
- 2.2. To authorise the Group Head of Wellbeing and Communities to agree the scope of a community warden scheme in Bognor Regis with effect from April 2023, in partnership with Bognor Regis Town Council, on the provision of match-funding and in-line with the outline budget for 2023/24.

3. EXECUTIVE SUMMARY

- 3.1. On 7 March 2022, this committee approved a recommendation to authorise the Group Head of Wellbeing and Communities to scope the implementation of a community warden scheme in Bognor Regis.
- 3.2. This report sets out the progress of that scoping exercise and makes recommendations based on the outcome, looking to make best use of the allocated funding.

4. DETAIL

- 4.1. Proposals to introduce community wardens in Bognor Regis were presented to an extraordinary meeting of Bognor Regis Town Council's Policy and Resources committee on 29 June 2022. This set out a proposed operating model and the financial implications for the town council, making it clear that any such scheme would be party to match-funding from both authorities.
- 4.2. The Bognor Regis Town Council (BRTC) committee resolved to consider the proposal in more detail, with town council officers instructed to return to the district council with confirmation of whether they wish to introduce the scheme and, if so, on what operational basis.
- 4.3. Subsequently, BRTC has indicated that it is not in a position to commit to any such scheme until April 2023 at the earliest. Their budget setting process for 2023/24 will consider this proposal. It should be noted that the financial implications for Arun are not definitively known until BRTC confirm how they envisage the scheme operating i.e. number of wardens and breadth of service.
- 4.4. For the six month period from October 2022 to March 2023, £100,000 has been allocated within the budget for both the continuation of the Littlehampton community warden scheme and the creation of the same in Bognor Regis.
- 4.5. Partnership funding arrangements with Littlehampton town council mean that the cost to Arun District Council for the Littlehampton community wardens will be approximately £37,000 for the same six month period.
- 4.6. £63,000 remains available and currently unallocated.
- 4.7. Full Council approved the budget on 23 February 2022, containing the following financial provision for Community Warden schemes:
- | | |
|-----------------|---|
| 2022/23 | £100,000 |
| 2023/24 onwards | £270,000 per annum subject to satisfactory performance and budgetary approval |
- 4.8. As a result of the delay in determining a scheme for Bognor Regis, it is proposed by officers that this Council implements an 'Arun West' community warden scheme. This would provide support for areas to the west of the district, by addressing issues including anti-social behaviour and provide opportunities to engage positively with local communities.

- 4.9. The creation of this initiative would utilise the remaining budget referenced at 4.6 of this report. No additional expenditure for the current financial year is required.
- 4.10. If implemented, the Arun West scheme would be a mobile service allowing the wardens to travel between areas to address place based concerns. As per the current Littlehampton scheme, wardens would not provide an emergency response service and are not a replacement for Police resources. They would be expected to build strong relationships with organisations and local communities to ensure an effective service that meets the needs of residents.
- 4.11. For the committee's information, a link to a previous update report on the community warden scheme in Littlehampton is provided in the background papers section. This is provided to confirm the type of work that all community warden schemes will undertake.
- 4.12. At this stage, the costs would be borne by the district council and means that overall control of the service remains with the council. There are likely to be opportunities to speak with town and/or parish councils about funding contributions should they want a more dedicated service within their areas. This is something that officers would be keen to explore.
- 4.13. The recommended Arun West service provision is for two full-time permanent wardens.

5. CONSULTATION

- 5.1. Consultation has been undertaken with BRTC in respect of a partnership community warden scheme for Bognor Regis. Details of this approach are provided at 4.1, 4.2 and 4.3 of this report.
- 5.2. Consultation has also been undertaken with the administrator of the Bognor Regis Business Improvement District (BID). The BID has indicated their support for community wardens, although have stated their preference that a permanent presence is maintained within the town centre to deter and tackle anti-social behaviour.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. Not to implement an Arun West community warden scheme with effect from Autumn 2022:

This option would result in an underspend in the approved budget. There would be no additional 'feet on the ground' support to areas experiencing localised nuisance behaviour.

6.2. Consideration given to provision of one or two wardens for Arun West proposal:

The provision of two full-time community wardens within the scope of an Arun West scheme is considered preferable as it will allow broad coverage of what is a wide

area. It also provides for continuation of service when annual leave and sickness occurs.

The table below provides a cost comparison for one or two warden posts for the period October 2022 to March 2023.

	One warden	Two wardens
Salary inc. on costs	£20,380	£40,760
Operational budget and project costs	£8,000	£13,000
Total	£28,380	£53,760

The costs for employing two full time wardens as part of this proposal comfortably fall within the available budget of £63,000 and within budgetary provision for 2023/24 (4.7).

6.3. Delaying the creation of a Bognor Regis community warden scheme until 2023/24:

The initial intention was to operationalise a community warden scheme in Bognor Regis, mirroring that in place in Littlehampton, from October 2022. Match funding from the town council was sought to provide an affordable partnership approach.

Bognor Regis Town Council are not in a financial position to commit to this timeframe. Neither do we, at this time, have a definite decision on whether BRTC will want to contribute to a community warden scheme for the whole town from April 2023.

7. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. Budgetary provision is set out at section 4.7 of this report and is as per the budget approved by Council in February 2022.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. There are no direct impacts on the above areas arising from this report.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

9.1. There are no direct impacts on the above areas arising from this report.

10. HUMAN RESOURCES IMPACT

10.1. An increase in the Council's establishment by two full time officer posts. No further HR implications.

11. HEALTH & SAFETY IMPACT

11.1. There are no direct impacts on the above areas arising from this report.

12. PROPERTY & ESTATES IMPACT

- 12.1. Officers will require a base of operations and comfort break facilities. Due to covering the west of the district, it is proposed that Arun West community wardens would principally operate from Bognor Regis town hall.
- 12.2. Hotdesking would be suitable meaning that allocated office space is non-essential.
- 12.3. Small storage facilities will be required for uniform and equipment.
- 12.4. Arrangements will be required for the safe parking of a corporate vehicle.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1. **Appendix A** provides an equalities impact assessment for information.
- 13.2. The Social Value Act requires local authorities to consider how their services might improve economic, social, and environmental wellbeing of the area they operate in. Community Wardens add a positive social value to the communities they serve when considered against this requirement. By working with residents, they aim to enable more resilient communities.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1. There are no direct impacts on the above areas arising from this report.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1. Community wardens have a direct positive impact on reducing the harmful impact of anti-social behaviour and addressing the fear of crime. They do so by intervening where ASB is in progress, providing intelligence and witness statements to partner agencies, and offering reassurance to residents.
- 15.2. There is a requirement that community wardens identify specific concerns within communities and tailor initiatives to address them. This could include the delivery of fraud awareness talks, home security advice, or personal safety advice.
- 15.3. In achieving Community Safety Accreditation Scheme (CSAS) status, community wardens are assigned the following enforcement powers by Sussex Police:
- Power to require persons drinking in a designated place to surrender alcohol and to dispose of any alcohol.
 - Power to require name and address of a person acting in an anti-social manner.
 - Power to stop cycles when accredited person has reasons to believe that a person committed the offence of riding on a footpath.

Utilising these powers provides assistance to the police and reassurance to the public.

15.4. The Safer Arun Partnership is presently reviewing its annual strategic priorities. The current proposals include 'tackling anti-social behaviour' and 'community resilience'. Implementation of a wide reaching community warden scheme would make a considerable contribute to both priorities.

16. HUMAN RIGHTS IMPACT

16.1. There are no direct impacts on the above areas arising from this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. Data sharing between community wardens and other agencies is governed by relevant partnership information sharing agreements.

17.2. Section 115 of the Crime and Disorder Act 1988 provides that any person can lawfully disclose information to a chief officer of police, a police authority, local authorities, probation service or health authority where necessary or expedient for the purposes of the Act. More plainly, this means that sharing information on individuals within a Crime and Disorder Reduction Partnership does not infringe the Data Protection Act.

CONTACT OFFICER:

Name: Dax O'Connor

Job Title: Community Safety Officer, Wellbeing and Communities

Contact Number: 01903 737834

BACKGROUND DOCUMENTS:

[Housing and Wellbeing Committee minutes: 17 March 2022](#) – see item 760 for related decision.

[Housing and Wellbeing Committee community wardens update report: 24 January 2022](#)

Appendix A Equalities Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of activity:	Arun West Community Wardens			Date Completed:	15 August 2022		
Directorate / Division responsible for activity:	Community Safety Wellbeing & Communities			Lead Officer:	Dax O’Connor Community Safety Officer, Wellbeing & Communities		
Existing Activity		Y/N	New / Proposed Activity		Y/N	Changing / Updated Activity	Y/N

What are the aims / main purposes of the activity?

The recommendation of an 'Arun West' community warden scheme is intended to create stronger and resilient communities in the areas covered. Activity undertaken will include addressing place based anti-social behaviour, supporting vulnerable communities, and providing an active and visible presence that offers reassurance to residents.

What are the main actions and processes involved?

Community wardens provide a high-visibility presence in their specified communities. Generally, this is via foot patrols which allows engagement with members of the public and they can tackle anti-social behaviour and other concerns at the time they witness such behaviour. Through this engagement, wardens build trusted relationships with communities and individuals so that they can identify where their services are most needed. In realising any vulnerabilities within communities, wardens will take action and deliver appropriate initiatives to reduce risks.

Who is intended to benefit & who are the main stakeholders?

The main stakeholders of this scheme are the residents, businesses, and visitors of the areas that the wardens cover. In this case, those to the west of the district.

Have you already consulted on / researched the activity?

Littlehampton currently has its own community warden scheme, set up in April 2021. This has evolved since its inception and the current operational arrangements provides the research and knowledge for how a similar scheme would work in Arun West.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	Place based anti-social behaviour is increasingly putting young people at risk of harm and exploitation, with some being drawn into more serious forms of harmful behaviour. Community wardens aim to engage with this cohort and divert them to other activities and behaviour. Community wardens undertake relevant safeguarding training which helps them to raise concerns about vulnerable or at risk children and older persons.
Disability (people with physical / sensory impairment or mental disability)	Yes	Community wardens can be the eyes and ears of communities in identifying discriminatory behaviour and supporting victims to report hate crimes, whether it be based on the grounds of race, religion, sexuality, disability, or any other form.
Gender reassignment (the process of transitioning from one gender to another.)	Yes	Community wardens can be the eyes and ears of communities in identifying discriminatory behaviour and supporting victims to report hate crimes, whether it be based on the grounds of race, religion, sexuality, or any other form.
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	No	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Yes	Community wardens can be the eyes and ears of communities in identifying discriminatory behaviour and supporting victims to report hate crimes, whether it be based on the grounds of race, religion, sexuality, or any other form.
Religion & belief (religious faith or other group with a recognised belief system)	Yes	Community wardens can be the eyes and ears of communities in identifying discriminatory behaviour and supporting victims to report hate crimes, whether it be based on the grounds of race, religion, sexuality, or any other form.
Sex (male / female)	No	
Sexual orientation (lesbian, gay,	Yes	Community wardens can be the eyes and ears of communities in identifying discriminatory

bisexual, heterosexual)		behaviour and supporting victims to report hate crimes, whether it be based on the grounds of race, religion, sexuality, or any other form.
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	Community wardens support vulnerable members of the communities they serve. Within this category, they would be able to speak with people suffering hardship and signpost them to the most relevant and accessible support available. The current cost of living crisis will make the wardens role important in recognising where people are in need of help and support.

What evidence has been used to assess the likely impacts?
The likely impacts have been assessed against the current activity of the community wardens in Littlehampton. There have been occasions where they have offered support to members of the community with a protected characteristic, whether via the offering of support and advice, reporting issues to the Police, or identifying vulnerable individuals/groups as in need of further engagement.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Y	Amend activity based on identified actions	N

Action Plan			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	Not applicable.

Date of next 12 month review:	Dependant on outcome of committee decision.
Date of next 3 year Impact Assessment (from the date of this EIA):	As above.

Date EIA completed:	15 August 2022
Signed by Person Completing:	

Updated on 2 September 2022

HOUSING & WELLBEING COMMITTEE	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
SPECIAL Housing & Wellbeing Committee ALC Wet Change Remodelling Works Community Wardens (Bognor Regis)	12 Sep	6pm	10 Nov
Age UK Activities for Older people in Arun Community Engagement Project Update Community Transport Plan Safer Arun Partnership Update Resident Engagement Strategy Homelessness Strategy Homelessness Grant Funding Fire Safety Policy Council Tax, Council Tax Insolvency Write Offs & Business Rates Insolvency	6 October	6pm	10 Nov

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VAAC Presentation Community Wardens Update Self-assessment for compliance to Housing Ombudsman complaint handling. Safer Arun Partnership Update	6 December	6pm	12 Jan
Arun Wellbeing Programme Update Sussex Police Precept Arun Local Community Network Progress Report Artswork Project Update Council Tax Reduction Scheme Committee Revenue and Capital Budgets 2023/2024	25 January	6pm	9 March