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31 August 2023

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 **Tuesday 12 September 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Birch (Chair), Haywood (Vice-Chair), Bence, Bicknell, Butcher, J English, Long, Pendleton, Wiltshire, Dr Walsh 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 Tuesday, 5 September 2023** 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.

A G E N D A

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 - 12)

The Committee will be asked to approve as a correct record the minutes of the Residential and Wellbeing Services Committee held on 20 June 2023.

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. BUDGET 2024/25 PROCESS

(Pages 13 - 18)

The purpose of this report is to inform Members of the budget process for 2024/25 as required by Part 6, Section 2 of the Council's Constitution.

7. BUDGET MONITORING REPORT TO 30 JUNE 2023

(Pages 19 - 24)

The purpose of this report is to apprise the Housing and Wellbeing Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

8. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2023 TO 30 JUNE 2023 (Pages 25 - 30)

This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2023 to 30 June 2023.

9. PERFORMANCE MEASURES FOR HOUSING SERVICES - QUARTER 1 PERFORMANCE FOR THE PERIOD 1 APRIL 2023 TO 30 JUNE 2023 (Pages 31 - 46)

This report sets out the performance of housing services at Quarter 1 for the period 1 April 2023 to 30 June 2023. This is the first report setting out the new measures that were agreed at committee on 20 June 2023.

10. COMPLAINTS PERFORMANCE AND DETERMINATIONS (Pages 47 - 92)

This report provides members with an overview of our complaint handling performance in quarter 1 for the period 1 April 2023 to 30 June 2023.

11. PUBLIC FACING CCTV UPGRADE (Pages 93 - 98)

This report outlines the urgent requirement to undertake technological upgrade work on the public facing CCTV across Arun to ensure continuity of service and reduce ongoing maintenance and transmission costs.

This report informs Members of the intended change to give the Local Authority the Data Controller responsibility for CCTV (currently with Sussex Police) from 1 April 2025.

12. SHAP - (SINGLE HOMELESS ACCOMMODATION PROGRAMME) (Pages 99 - 104)

To seek Committee approval to proceed with submitting suitable accommodation schemes for funding consideration in accordance with the SHAP grant conditions.

13. HOUSING HOMELESS STRATEGY EXTENSION (Pages 105 - 108)

To request the extension of the current Homeless Strategy for one further year from October 2023 to October 2024, whilst a procurement process is undertaken to instruct an author of a new strategy along with relevant consultation period with partners.

14. LOCAL AUTHORITY HOUSING FUND (Pages 109 - 114)

To seek approval from Members to proceed with the acquisition of seven additional temporary homes, including approval for the capital funding required to make up the remaining cost after the grant awarded is considered.

15. COUNCIL HOUSING COMPLIANCE STRATEGY (Pages 115 - 126)

The strategy document describes the approach adopted by the Housing Service to deliver its statutory obligations relating the building Health and Safety of its rented property stock.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

16. WORK PROGRAMME (Pages 127 - 130)

The work programme for the municipal year 2023/23 is attached for members review and comment.

17. 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.

18. INSOLVENCY COUNCIL TAX WRITE OFFS (Pages 131 - 136)

This report seeks Members' approval to write off outstanding council tax charges which are subject to insolvency action and the total debt is over £5,000 and requires committee authorisation.

19. BUSINESS RATES WRITE OFFS - INSOLVENCY (Pages 137 - 142)

This report seeks Members' approval to write off outstanding business rates charges as the total debt is over £10,000 and requires committee authorisation.

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](#)