

ARUN DISTRICT COUNCIL

DECISION NOTICES FROM THE MEETING HELD ON MONDAY 9 DECEMBER 2019

REF NO.	DECISION
C/019/091219	Update on Webcasting Meetings
C/020/091219	Digital Strategy 2020-2025
C/021/091219	Extending Ultrafast Public Connectivity
C/022/091219	Budget Monitoring Report to 30 September 2019
C/023/091219	Business Rate Pooling
C/024/091219	West Sussex Disabled Facilities Grant Policy
C/025/091219	Arun Economic Development Strategy 2020-2025
C/026/091219	Revenues and Benefits Risk Based Verification Policy
C/027/091219	Supplementary Estimate for Nightly Paid Accommodation to Meet the Council's Statutory Homeless Duties
C/028/091219	Modernisation of the Housing Service
C/029/091219	Environment & Leisure Working Group – 7 November 2019
C/030/091219	Disposal of Freehold Interest in Land on West Bank of the River Arun, Including Littlehampton Marina (Exempt – Paragraph 3 – Business Affairs)

PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00 A.M. ON WEDNESDAY 18 DECEMBER 2019 UNLESS THE CALL-IN PROCESS IS APPLIED

If a Councillor wishes to request a call-in of any of the decisions taken above, they will need to take the following steps in line with the Scrutiny Procedure Rules at Part 6 of the Constitution – Scrutiny Procedure Rules (Other)

They will need to:

- Submit their request in writing for a Call-In to the Group Head of Policy & Scrutiny and identify who will act as the lead Member of the Call-In
- Specify which decision is to be the subject of the Call-In
- Explain which of the criteria for the Call-In apply

REFERENCE NO: C/019/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: URGENT BUSINESS – UPDATE ON WEBCASTING OF MEETINGS	
OFFICER CONTACT: Liz Fitcher, Group Head of Council Advice & Monitoring	

EXECUTIVE SUMMARY:

This urgent report is presented at the request of the Chairman, Councillor Dr Walsh so the Cabinet can be updated on the actions being taken to respond to serious concerns raised with the recent webcasting of Council meetings.

In accordance with Part 3 (Responsibility for Functions) section 2.0, paragraph 2.3 of the Council's Constitution, the Cabinet may consider items of an urgent nature where special circumstances apply. The circumstances for presenting this report as a matter of urgency are to ensure that Members are aware of the steps being taken with the Council's supplier ahead of the next round of meetings due to be webcast in January 2020 and can raise any further actions they wish officers to take.

This is not a key decision and therefore the agreement of the Chairman of the Overview Select Committee is not required. However, Councillor Coster has been informed of the report being presented.

DECISION:

The Cabinet

RESOLVED – That

1. the update provided be noted; and
2. the further actions the officers are taking be supported to:-
 - a. cease the live webcasting of meetings and instead publish the live recording of meetings for 'on demand' viewing the following day until an alternative solution has been identified; and
 - b. continue to explore a procurement exercise to meet the Council's future webcasting needs.

In accordance with Part 3 (Responsibility for Functions), Section 2.0, paragraph 2.3, this decision shall not be subject to the call-in procedure.

REASON FOR THE DECISION:

To respond to the Chairman's request for an update to be given ahead of the next round of meetings due to be webcast.

OPTIONS CONSIDERED BUT REJECTED:

To propose an alternative way forward.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/020/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: DIGITAL STRATEGY 2020-2025	
OFFICER CONTACT: Paul Symes, ICT & Service Improvement Manager	

EXECUTIVE SUMMARY:

Digital technology is rapidly changing our society; it is changing how we communicate; how we consume services; how we buy and sell things; how we learn and how we manage our lives. It is not about a technology, it is about delivering a joined-up customer experience; meeting customer expectations; about transforming how we work; and it is about ensuring we have the right connectivity in place.

The Council has made some good progress with delivering digital services and this strategy builds on this work, it has been developed to ensure a coordinated and progressive approach and provides a common understanding of what we want to achieve and how moving forward.

DECISION:

The Cabinet

RECOMMEND TO FULL COUNCIL – That

1. The Digital Strategy be adopted; and
2. The Group Head of Corporate Support be given delegated authority to make any necessary consequential changes to the Digital Strategy as a result of new legislation or alternative working practices.

REASON FOR THE DECISION:

To have an agreed strategic framework and blueprint to ensure a coordinated and consistent approach is taken when designing and delivering digital services.

OPTIONS CONSIDERED BUT REJECTED:

1. To make amendments to the Digital Strategy
2. To not adopt the Digital Strategy

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

Councillor Dr
Walsh -
Personal as
member of
West Sussex
County Council

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/021/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: EXTENDING ULTRAFAST PUBLIC CONNECTIVITY	
OFFICER CONTACT: Nigel Quinlan, ICT & Digital Manager	

EXECUTIVE SUMMARY:

With the increased use of digital technology in our society there is a requirement to establish the network infrastructure is fit for purpose ensuring that, as a District, we are not digitally disadvantaged. Initially this work began with the Gigabit project in conjunction with West Sussex County Council (WSCC); this proposal is to further extend this full fibre network to a further 100 public sector assets within the Bognor Regis and Littlehampton areas.

Increasing the amount of gigabit capable fibre within the District will enable it to be future-ready, ensuring that it is not left behind. Signalling our commitment to full fibre is an ambition for Arun and the wider county also increasing the possibility of accelerating the investment from commercial organisations to lead to a roll-out of fibre to the premise. This would enable homes and businesses to realise the benefits of ultra-fast connectivity.

It is intended to fully fund this offer from the West Sussex Business Rate Pilot for 2019/20, approval for this is via the West Sussex Leaders' Board meeting and the decision has now been postponed until their meeting in January 2020. However, this offer is only available until the end of December 2019, therefore requiring the costs to be initially underwritten by the Council whilst we gain approval for the external funding after the contracts have been signed.

DECISION:

The Cabinet

RESOLVED – That

1. an agreement be entered into with CityFibre for an extension of the Council's full fibre connectivity using the West Sussex County Council's framework based on the seven year revenue model offer;
2. authority be delegated to the Group Head of Corporate Support, in consultation with the Cabinet Member for Technical Services, for final approval of sites and contract detail; and
3. the cost of the contract be underwritten whilst funding approval be sought to meet these costs from the Business Rates Pilot for 2019/20, these costs will be up to a maximum of £1,486,000 over a seven year period starting no earlier than September 2021.

REASON FOR THE DECISION:

To extend the ultrafast fibre infrastructure across Arun, supporting the Council's vision of a digitally connected district.

OPTIONS CONSIDERED BUT REJECTED:

1. To enter into an agreement with CityFibre for an extension of the Council's full fibre connectivity based on the thirty-year revenue model, using the existing West Sussex County Council's procurement framework and 50% funding from the Business Rate Pilot for 2019/20. This is not the recommended option.
2. To not enter into any agreement with CityFibre and rely on market forces and the Government's current commitment to a national rollout of fibre by 2033. However, if we were to wait for this in Arun there is no guarantee on timescales and there is a risk that the district and the Council would miss out on opportunities to improve and transform services in the medium term.

CABINET MEMBER(S):

**DECLARATION OF INTEREST BY CABINET MEMBER(S)
RESPONSIBLE FOR DECISION:**

Councillor Dr
Walsh -
Personal as a
member of
West Sussex
County Council

DISPENSATIONS GRANTED :

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN
RESPECT OF THIS DECISION:**

REFERENCE NO: C/022/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: BUDGET MONITORING REPORT TO 30 SEPTEMBER 2019	
OFFICER CONTACT: Carolin Martlew, Financial Services Manager	

EXECUTIVE SUMMARY:

The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2019.

DECISION:

The Cabinet

RESOLVED – That

1. Appendix 1 be noted;
2. the significant anticipated overspend in relation to nightly paid accommodation be noted;
and
3. the overall performance against budget is currently on track

REASON FOR THE DECISION:

To ensure that spending is in line with approved Council policies and that it is contained within overall budget limits.

OPTIONS CONSIDERED BUT REJECTED:

N/A

CABINET MEMBER(S):

**DECLARATION OF INTEREST BY CABINET MEMBER(S)
RESPONSIBLE FOR DECISION:**

DISPENSATIONS GRANTED :

N/A

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN
RESPECT OF THIS DECISION:**

REFERENCE NO: C/023/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: BUSINESS RATE POOLING	
OFFICER CONTACT: Carolin Martlew, Financial Services Manager	

EXECUTIVE SUMMARY:

This report asks Members to note Arun's membership of a new West Sussex business rates pool from April 2020 and to grant delegated authority to the Group head of Corporate Support, in consultation with the Cabinet Member for Corporate Support, to agree the detailed arrangements for the pool.

DECISION:

The Cabinet

RESOLVED – That

1. Arun's membership of a new West Sussex business rates pool from April 2020 be noted; and
2. Delegated authority be granted to the Group head of Corporate Support, in consultation with the Cabinet Member for Corporate Support, to agree the detailed arrangements for the pool.

REASON FOR THE DECISION:

To establish arrangements for business rate accounting for 2020/21.

OPTIONS CONSIDERED BUT REJECTED:

None considered.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

Councillor Dr Walsh - Personal as a member of West Sussex County Council

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/023/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: WEST SUSSEX DISABLED FACILITIES GRANT POLICY	
OFFICER CONTACT: Nat Slade, Group Head of Technical Services	

EXECUTIVE SUMMARY:

This report seeks approval of the West Sussex Disabled Facilities Grants Policy which has been developed in Partnership with West Sussex County Council and all the West Sussex District and Borough Councils to utilise the Better Care Funding; more flexibly improve consistency; and enable residents to live more independently within their own home.

DECISION:

The Cabinet

RESOLVED – That

1. the Disabled Facilities Grant Policy, as appended to the report, be adopted; and
2. authority be delegated to the Group Head of Technical Services, in consultation with the Cabinet Member for Technical Services, to make any future amendments and updates to the Policy.

REASON FOR THE DECISION:

Working in partnership with West Sussex County Council and West Sussex District and Borough Councils the aim is to make best use of the Better Care Fund and enable more residents to live independently and safely within their own homes.

OPTIONS CONSIDERED BUT REJECTED:

1. To not adopt the Disabled Facilities Grants Policy appended to the report.
2. To not grant delegated authority to the Group Head of Technical Services, in consultation with the Cabinet member for Technical Services, to make any future amendments and updates to the policy.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

Councillor Dr Walsh - Personal as a member of West Sussex County Council and as Vice-Chairman of HASC Health & Audit Socail Care Committee

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN

RESPECT OF THIS DECISION:

REFERENCE NO: C/025/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: ARUN ECONOMIC DEVELOPMENT STRATEGY 2020-2025	
OFFICER CONTACT: Denise Vine, Group Head of Economy	

EXECUTIVE SUMMARY:

This report presents the new Arun Economic Development Strategy 2020-2025, Creating our Future, and the Economic Profile for Arun 2019 (the evidence base).

The Strategy priorities are based on the conclusions and findings of the evidence base,. The document identifies a range of opportunities for each priority that will support and progress economic development in Arun.

DECISION:

The Cabinet

RESOLVED – That

1. the vision, themes, priorities and opportunities identified in the Arun Economic Development Strategy 2020-2025 be supported; and
2. the preparation of an action plan to progress the delivery of the strategy, priorities and opportunities be supported.

REASON FOR THE DECISION:

Based on the economic profile evidence for Arun, the document identifies the priorities and opportunities the Council should be focusing on to deliver economic development effectively and efficiently for the next five years.

OPTIONS CONSIDERED BUT REJECTED:

To not approve the Strategy.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/026/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: REVENUES AND BENEFITS RISK BASED VERIFICATION POLICY	
OFFICER CONTACT: Andrew Dale, Revenues & Benefits Manager	

EXECUTIVE SUMMARY:

This report seeks Cabinet approval for the adoption of Risk Based Verification in the administration of Housing Benefit and Council Tax Reduction claims.

DECISION:

The Cabinet

RESOLVED – That

1. the use of Risk Based Verification and the Risk Based Verification Policy in the administration of new claims and changes in circumstance for Housing Benefit and Council Tax Reduction from 13 January 2020 be approved; and
2. delegated authority be granted to the Group Head of Corporate Support (Section 151 Officer) and Group Head of Residential Services to make minor amendments to the Risk Based Verification Policy following consultation with the Cabinet Member for Corporate Support and Cabinet Member for Residential Services

REASON FOR THE DECISION:

The users of the Benefits Service will experience a more efficient service. Claims that are considered low risk will have to provide less evidence to support their application or their declared change in circumstance. This will enable claims to be decided quicker and therefore payments made on time. Those claims deemed to present a higher risk will be scrutinised more closely. However, as the resource is less stretched, this should be more efficient and the risk of fraud and error, particularly in these high risk cases, will also be greatly reduced.

OPTIONS CONSIDERED BUT REJECTED:

The adoption of RBV (Risk Based Verification) is not compulsory and therefore we could stay as we are. However, this is not considered to be the preferred approach as it gives limited scope to improve efficiencies and performance and would not be making the best use of resources to reduce fraud and error.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/027/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: SUPPLEMENTARY ESTIMATE FOR NIGHTLY PAID ACCOMMODATION TO MEET THE COUNCIL'S STATUTORY HOMELESS DUTIES	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services	

EXECUTIVE SUMMARY: This report provides an update on the budgetary position in respect of nightly paid accommodation to meet the Council's statutory homeless duties through a supplementary estimate of £500k net expenditure for 2019/20.	
DECISION: The Cabinet RECOMMEND TO FULL COUNCIL That a supplementary estimate of £500k net expenditure (equivalent to a Band D Council Tax of £8.15) to support expenditure on nightly paid accommodation to meet the Council's statutory homeless duties be approved.	
REASON FOR THE DECISION: To ensure that the Council is able to meet its statutory homeless duties.	
OPTIONS CONSIDERED BUT REJECTED: To not approve the supplementary estimate. However, this is not considered to be a viable option as it will result in the Council not being able to meet its statutory duties in respect of homelessness, which would be unlawful and subject to judicial review.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	
DISPENSATIONS GRANTED :	N/A
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:	

REFERENCE NO: C/028/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: MODERNISATION OF THE HOUSING SERVICE	
OFFICER CONTACT: Satnam Kaur, Group Head of Residential Services	

EXECUTIVE SUMMARY:

This report provides an update on the modernisation of the Housing Service and the financial implications of ensuring it is a fit for purpose service that meets its statutory duties and complies with regulatory requirements.

DECISION:

The Cabinet

RECOMMEND TO FULL COUNCIL - That

1. a general fund supplementary estimate of up to £172k (which equates to a Band D equivalent of £2.81) for the potential redundancy and pension strain costs to meet the Council's statutory homelessness duties, which will result in growth to the base budget of up to £260k (which equates to Band D equivalent £4.26) be approved;
2. a housing revenue account supplementary estimate of £294k (which equates to a weekly rent of £1.69 per dwelling) for the potential redundancy and pension strain costs associated with the Housing Revenue Account, which will result in growth to the base budget of up to £67K (which equates to a weekly rent of £0.39 per dwelling) be approved; and
3. the competency Framework "Arun Cares" which was introduced in September 2018 and which sets out expectations for service delivery (Appendix 1 to the report) be noted.

REASON FOR THE DECISION:

To ensure that the Council is able to meet its statutory duties and comply with the regulatory requirements for social housing landlords.

OPTIONS CONSIDERED BUT REJECTED:

To not approve the proposals. However, this is not considered to be a viable option as it will result in the Council not being able to meet its statutory duties in respect of homelessness which would be unlawful and subject to judicial review and nor would it allow us to meet our regulatory obligations as a social housing landlord or the strategic priorities of the Housing Revenue Account Business Plan (HRABP).

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:

REFERENCE NO: C/029/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	YES
SUBJECT: ENVIRONMENT & LEISURE WORKING GROUP - 7 NOVEMBER 2019	
OFFICER CONTACT: Jackie Follis, Group Head of Policy	

EXECUTIVE SUMMARY:

The meeting of the Environment & Leisure Services Working Group held on 7 November 2019 had recommendations at Minute 11, Safer Arun Partnership Annual Review and Minute12, Climate Change for Cabinet to consider.

DECISION:

Following consideration of the Minutes, the Cabinet

Minute 11 – Safer Arun Partnership Annual Review

RESOLVED – That

1. The work of the Safer Arun Partnership be endorsed and the importance of partnership working in contributing to reducing anti-social behaviour and addressing crime and disorder in Arun be recognised; and
2. Recognition be given to the work of the Safer Arun Partnership in contributing to the delivery of the Council's strategic priority "supporting you if you need help".

Minute 12 – Climate Change

RESOLVED - That

1. Arun District Council declares a Climate Emergency;
2. the impact and mitigation of climate change is considered and incorporate into all policy and key decision making;
3. officers work through the Environment & Leisure Working Group to produce an action plan with milestones to make the activities of Arun District Council carbon neutral by 2030.

REASON FOR THE DECISION:

To consider the recommendations from the meeting of the Environment & Leisure Working Group held on 7 November 2019.

OPTIONS CONSIDERED BUT REJECTED:

To not consider the recommendations of the meeting of the Environment & Leisure Working Group.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S)

RESPONSIBLE FOR DECISION:	
DISPENSATIONS GRANTED :	N/A
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:	

REFERENCE NO: C/030/091219

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: DISPOSAL OF FREEHOLD INTEREST IN LAND ON WEST BANK OF THE RIVER ARUN, INCLUDING LITTLEHAMPTON MARINA	
OFFICER CONTACT: Nat Slade, Group Head of Technical Services	

EXECUTIVE SUMMARY:

Authority is sought from Cabinet for the disposal of freehold land on the West Bank of the River Arun, including Littlehampton Marina, for best consideration to deliver the strategic development option for this site as part of an agreed and comprehensive masterplan.

DECISION:

The Cabinet

RESOLVED - That:

1. The freehold disposal of land located on the West Bank of the River Arun including Littlehampton Marina for best consideration within the constraints of the proposed development be approved;
2. Authority be delegated to the Director for Place, in consultation with the Cabinet Member for Technical Services and the Section 151 Officer, to enter into a Promotion Agreement in respect of the land and agree all terms; and
3. Authority be delegated to the Director for Place, in consultation with the Cabinet Member for Technical Services and the Section 151 Officer, to agree all terms for the disposal of the land for best consideration, and to conclude any and all associated matters necessary to complete disposal and conveyance of the freehold site.

REASON FOR THE DECISION:

1. Disposal of the Council's freehold site will help facilitate the redevelopment of this brownfield site, remediation of land contamination, introduction of flood defences which will protect existing as well as new properties, provide additional housing including affordable housing and promote the economic regeneration of Littlehampton in accordance with the Arun Local Plan.
2. In addition, the disposal should realise a considerable capital sum for the Council which, following prudent re-investment in accordance with the Council's Property Investment Strategy, will provide an ongoing source of revenue.
3. This will assist in preserving and improving the financial and other resources available to the Council in support of the Council's 2020 Vision and beyond.

OPTIONS CONSIDERED BUT REJECTED:

To not take forward the disposal of land located on the West Bank of the River Arun, including Littlehampton Marina.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN

RESPECT OF THIS DECISION:

