

ARUN DISTRICT COUNCIL

**DECISION NOTICES FROM THE MEETING HELD ON
MONDAY 22 MARCH 2021**

REF NO.	DECISION
ICM/056/22032021	Place St Maur and Esplanade Project, Bognor Regis
ICM/057/22032021	Arun Improvement Programme – Update
ICM/058/22032021	Options to Progress Webcast Improvement Project
ICM/059/22032021	Customer Services Strategy
ICM/060/22032021	Anti-Graffiti Systems Ltd – Trading as AGS One – Admissions Agreement to Local Government Pension Scheme
ICM/061/22032021	Contract Award for Passive Fire Works for Council Owned Housing Stock
ICM/062/22032021	The Council's Future Financial Issues
ICM/063/22032021	Commercial Manager Post
ICM/064/22032021	The Council's Response to the Covid-19 Pandemic Situation
ICM/065/22032021	Planning Review Working Party – Feedback from Meeting held on 11 February 2021
ICM/066/22032021	Housing & Customer Services Working Group – 4 February 2021

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT FROM 10.00
A.M. ON 31 MARCH 2021 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: ICM/056/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: PLACE ST MAUR AND ESPLANADE PROJECT, BOGNOR REGIS		
OFFICER CONTACT: Rachel Alderson – Principal Landscape & Project Officer Tel: 01903 737946 Email: Rachel.alderson@arun.gov.uk		

EXECUTIVE SUMMARY:

To provide an update on the Place St Maur and Esplanade scheme and to seek approval for the sign-off of the preferred design following public consultation, in order to progress with the delivery of the Place St Maur.

DECISION:

The Cabinet

RESOLVED

The designs presented at the meeting for the Place St Maur and the Esplanade, be approved and that the delivery of the Place St Maur is progressed in line with the project programme.

REASON FOR THE DECISION:

To progress enhancement plans for the Place St Maur site in accordance with the project programme.

OPTIONS CONSIDERED BUT REJECTED:

To not approve the recommendations.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/057/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: ARUN IMPROVEMENT PROGRAMME - UPDATE	
OFFICER CONTACT: Paul Symes – Head of Technology & Digital Tel: 01903 737585 Email: paul.symes@arun.gov.uk	

EXECUTIVE SUMMARY:

The Arun Improvement Programme (AIP) considers proposals for new projects that enable process redesigns and service improvements typically using ICT capability to facilitate that change.

This item provides a high-level summary of the activities of the AIP over the last year.

DECISION:

The Cabinet

RESOLVED

To note the activities of the Arun Improvement Programme.

REASON FOR THE DECISION:

It is a constitutional requirement to annually report the work of the AIP to Cabinet.

OPTIONS CONSIDERED BUT REJECTED:

There were no alternative options considered.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/058/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: OPTIONS TO PROGRESS WEBCAST IMPROVEMENT PROJECT		
OFFICER CONTACT: Karl Roberts – Director of Place Tel: 01903 737760 Email: karl.roberts@arun.gov.uk		

EXECUTIVE SUMMARY:

Following previous reports, the Cabinet were provided with options for it to consider in progressing the Webcast Improvement Project with associated costs and to address the technical requirements to host hybrid meetings and extend the contract for the operation of the Council's webcasting facility to the current provider.

DECISION:

The Cabinet

RECOMMEND TO FULL COUNCIL – That

(1) That the upgrades to the webcasting system set out in the table within the report be approved apart from:

- The projector and screen upgrades – new laser projector and screen = £18,000
- Replacement screens at outlying desks - £7,000

The remaining items listed being agreed as the upgrades needed to the webcasting system and that a supplementary estimate in the sum of £40k for these one-off projects costs for the webcasting hardware installation be approved. The amount that this equates for a Band D property in terms of equivalent Council Tax to be reported at the Full Council meeting;

(2) The proposed action to purchase the hardware required to facilitate hybrid meetings is noted; and

(3) Subject to the approval of recommendation (1), to approve the additional on-going revenue costs for annual maintenance and broadband subscription of £21k per annum to be included in the Budget for 2021/22.

The Cabinet also

RESOLVED

That approval be given to extending the contract with the current provider of webcasting facilities for a further 12 months until June 2022.

REASON FOR THE DECISION:

To fulfil the outcome from the previous consideration of this matter at Full Council on 26 November 2020.

OPTIONS CONSIDERED BUT REJECTED:

To determine what actions are required.

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

None

DISPENSATIONS GRANTED :

None

**CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN
RESPECT OF THIS DECISION: None**

REFERENCE NO: ICM/059/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: CUSTOMER SERVICES STRATEGY	
OFFICER CONTACT: Joe Russell-Wells – Group Head of Neighbourhood Services Tel: 01903 737914 Email: Joe Russell-Wells@arun.gov.uk	

EXECUTIVE SUMMARY:

The Cabinet received a report which set out the Customer Services Strategy 2021 – 2026 and includes the process for implementation to embed it into the organisation. This followed the report taken to the Housing and Customer Services Group in October 2020.

DECISION:

The Cabinet

RESOLVED

To formally adopt the Customer Services Strategy 2021-2026 and approve the process of implementation to embed it into the organisation.

REASON FOR THE DECISION:

To implement a new Customer Services Strategy.

OPTIONS CONSIDERED BUT REJECTED:

Not to formally adopt the Customer Services Strategy 2021- 2026 and not to approve the process of implementation to embed it into the organisation.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/060/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: ANTI-GRAFFITI SYSTEMS LTD - TRADING AS AGS ONE - ADMISSIONS AGREEMENT TO LOCAL GOVERNMENT PENSION SCHEME		
OFFICER CONTACT: Nat Slade – Group Head of Technical Services Tel: 01903 737683 Email: Nat.slade@arun.gov.uk		

EXECUTIVE SUMMARY:

On 13 January 2020 Cabinet resolved to outsource the Pest Control Service giving delegated authority to the Group Head of Technical Services, in consultation with the Cabinet Member for Technical Services and Section 151 Officer to award the contract. This decision was taken on 3 December 2020 to award the contract to Anti Graffiti Systems Ltd trading as AGS One.

The contract which will commence on 1 March 2021 involves the TUPE transfer of a member of staff. Approval is therefore sought to authorise entering into the required Guarantee in respect of pension liabilities in the event that these are not met by Anti Graffiti Systems Ltd trading as AGS One as the admitted body, and to approve the entering into the Admissions Agreement itself.

DECISION:

The Cabinet

RECOMMEND TO FULL COUNCIL – That

The Council acts as a guarantor in respect of any and all pension liabilities which may arise through the term of the Pest Control Contract and delegated authority is given to Legal Services to enter into the Admission Agreement and Guarantee.

REASON FOR THE DECISION:

To allow the Council's Legal Services to enter into the required LGPS Admissions Agreement and Guarantee with West Sussex County Council and Anti Graffiti Systems Ltd trading as AGS One.

To ensure the pension liabilities associated with the agreement are guaranteed through the duration of the Pest Control contract in the event these are not met by the admitted body.

OPTIONS CONSIDERED BUT REJECTED:

That the Council does not act as a guarantor in respect of any and all pension liabilities which may arise through the term of the Pest Control contract and that delegated authority is not given to Legal Services to enter into the Admission Agreement and Guarantee. By not entering into the admissions agreement could potentially put the contract in jeopardy as finding a pension that is better, the same or no less favourable than the LGPS could be a challenge.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	Cllr Dr Walsh Declared a Personal Interest
DISPENSATIONS GRANTED :	N/A
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: ICM/061/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: CONTRACT AWARD FOR PASSIVE FIRE WORKS FOR COUNCIL OWNED HOUSING STOCK		
OFFICER CONTACT: Satnam Kaur – Group Head of Residential Services Tel: 01903 737718 Email: Satnam.Kaur@arun.gov.uk		

EXECUTIVE SUMMARY:

This item supersedes ICM/182/18022021 which has now been withdrawn.

Further to actions arising from fire risk assessments that are being undertaken within the Council's housing stock, approval is being sought to award a 3-year contract, to a specialist accredited contractor from the Central Housing Investment Consortium (CHIC) Framework to carry out passive fire works.

DECISION:

The Cabinet

RESOLVED

To approve the calling off of the Central Housing Investment Consortium (CHIC) Framework to award Keystone Fire Safety Limited a 3 year contract up to £5m in value to undertake passive fire works.

REASON FOR THE DECISION:

To enable the urgently needed work to be delivered in a timely manner and in compliance with the Council's statutory duties.

OPTIONS CONSIDERED BUT REJECTED:

To not approve the award of contract and delay the delivery of urgently needed work. This is not considered a feasible option.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/062/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: THE COUNCIL'S FUTURE FINANCIAL ISSUES	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: nigel.lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

The Council's Section 151 Officer has provided regular reports over recent months highlighting the Council's current financial position and the scale of our possible financial position for 2022/23. Whilst acknowledging various uncertainties, this report provides an update on possible financial measures to help future deficits.

Officers request that Cabinet considers the items identified and advise on the way forward.

DECISION:

The Cabinet

RESOLVED

To note the financial actions achieved and it instructed Officers to proceed with all of the proposals listed in the report and the Appendix.

REASON FOR THE DECISION:

To enable Officers to investigate a series of measures to reduce the Council's revenue budget.

OPTIONS CONSIDERED BUT REJECTED:

To suggest alternative proposals.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/063/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: COMMERCIAL MANAGER POST	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

EXECUTIVE SUMMARY:

Members agreed the principle of creating a new post of Commercial Manager for 2020/21. The report proposes, that due to the Coronavirus, the process of appointing to the position is delayed.

DECISION:

The Cabinet

RESOLVED

To support the principle of delaying the appointment process of the Commercial Manager post, until after the Covid pandemic has reduced demands on the resources of the Council.

REASON FOR THE DECISION:

The Coronavirus has impeded progress on this appointment.

OPTIONS CONSIDERED BUT REJECTED:

- (a) to proceed with an appointment; or
- (b) consider an alternative approach

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/064/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION	
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

EXECUTIVE SUMMARY: The Cabinet received an update on the Council's response to the pandemic situation.	
DECISION: The Cabinet RESOLVED That the actions taken to date be noted.	
REASON FOR THE DECISION: For Cabinet to note the Council's response to the Covid-19 Pandemic.	
OPTIONS CONSIDERED BUT REJECTED: To request further information.	
CABINET MEMBER(S):	
DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	N/A
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

REFERENCE NO: ICM/065/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: PLANNING REVIEW WORKING PARTY - FEEDBACK FROM MEETING HELD ON 11 FEBRUARY 2021		
OFFICER CONTACT: Nigel Lynn – Chief Executive Tel: 01903 737600 Email: Nigel.Lynn@arun.gov.uk		

EXECUTIVE SUMMARY:

To receive and consider the minutes and recommendations from the Planning Review Working Party held on 11 February 2021.

DECISION:

The Cabinet

RESOLVED – That

- i) the Council should influence developers, in line with planning protocol, to engage more constructively with Parish Councils and the public, utilising Arun District Councillors to help do this;
- ii) the Council should improve its communication with the involvement and training of Parish Councillors;
- iii) Officers investigate the use of digital tools to improve our public engagement;
- iv) Officers consider an online community guide to the planning system (possibly through short videos); and
- v) Cabinet to confirm that it understands that the previous four recommendations may result in resource implications (both people and financial).

REASON FOR THE DECISION:

To consider and review the minutes and recommendations from the Planning Review Working Party held on 11 February 2021.

OPTIONS CONSIDERED BUT REJECTED:

To not make any amendments to the minutes or recommendations presented.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

REFERENCE NO: ICM/066/22032021

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT:	HOUSING & CUSTOMER SERVICES WORKING GROUP - 4 FEBRUARY 2021	
OFFICER CONTACT:	Satnam Kaur – Group Head of Residential Services Tel: 01903 737718 Email: satnam.kaur@arun.gov.uk	

EXECUTIVE SUMMARY:

To receive the minutes and recommendations from the meeting of the Housing & Customer Services Working Group held on 4 February 2021.

DECISION:

The Cabinet

RESOLVED – That

(1) The Gaining Access to Residents' Homes Policy be adopted; and

(2) Delegated authority be given to the Group Head of Residential Services in consultation with the Cabinet Member for Residential Services to make changes to the Policy.

REASON FOR THE DECISION:

To receive the minutes and recommendations from the meeting of the Housing & Customer Services Working Group held on 4 February 2021.

OPTIONS CONSIDERED BUT REJECTED:

To not accept the recommendations or to make amendments.

CABINET MEMBER(S):

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

None

DISPENSATIONS GRANTED :

N/A

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

