### ARUN DISTRICT COUNCIL
### NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 22 NOVEMBER 2018

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/039/151118</td>
<td>Former Tenant Arrears/Credit Write-Offs</td>
<td>Bence</td>
</tr>
<tr>
<td></td>
<td>NOTE: This ICM has been deferred to 29 November 2018</td>
<td></td>
</tr>
<tr>
<td>ICM/040/221118</td>
<td>To Extend the Existing Contract for the Maintenance and Licence for the Planning, Building Control and Local Land Charges Software [Ocella]</td>
<td>Charles</td>
</tr>
<tr>
<td>ICM/041/221118</td>
<td>Insolvency Council Tax Write Offs</td>
<td>Bence</td>
</tr>
<tr>
<td>ICM/42/221118</td>
<td>Business Rates – Unrecoverable Debt</td>
<td>Bence</td>
</tr>
</tbody>
</table>

**THE EFFECTIVE DATE OF THESE DECISIONS IS FRIDAY 30 NOVEMBER 2018 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 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
PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?  
No

CABINET MEMBER RESPONSIBLE:  
Cllr Charles

SUBJECT:  TO EXTEND THE EXISTING CONTRACT FOR THE MAINTENANCE AND LICENCE FOR THE PLANNING, BUILDING CONTROL AND LOCAL LAND CHARGES SOFTWARE (OCELLA)

OFFICER CONTACT:
Nicola Spencer  EXTN: 37446  E-Mail: nicola.spencer@arun.gov.uk

EXECUTIVE SUMMARY:
This report seeks to extend the existing contract which is due to expire in June 2019 as it is not going to be possible to carry out a procurement exercise prior the financial year 2020/2021 and install and implement a new system should this become necessary as a result of the procurement exercise.

DECISION:
To extend the existing contract for a further 2 years to June 2021 while a procurement exercise is undertaken, with an option to extend for a further two years should it become necessary to install and implement a new software package.

The contract will be on the same terms as previously but the contract will be updated to include Data Protection responsibilities and obligations under the GDPR and Data Protection Act 2018.

REASONS FOR THE DECISION:
The Council needs to carry out a procurement exercise but this cannot be programmed in until 2020/2021. The option to extend the contract for a further two years beyond this will ensure that the council can continue to use the existing software whilst a new software package is installed and implemented in the event that a new supplier is procured.

OPTIONS CONSIDERED BUT REJECTED:
To not extend the contract and continue on an informal basis.
<table>
<thead>
<tr>
<th>DECISION BY:</th>
<th>SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Cabinet Member</td>
<td></td>
<td>22.11.2018</td>
</tr>
</tbody>
</table>

Leader of Cabinet [in the absence of the appropriate Cabinet Member – if relevant]

Effective Date [the date the decision is implemented] 30.11.18
PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?  No

CABINET MEMBER RESPONSIBLE: Cllr Trevor Bence

SUBJECT: Council Tax Insolvency Write Off

OFFICER CONTACT: Rachel Hills
EXTN: 37587  E-Mail: rachel.hills@arun.gov.uk

EXECUTIVE SUMMARY:
Outstanding council tax charges which are included in a Debt Relief Order, Individual Voluntary Arrangement or a Bankruptcy Order, prohibits the Council by law from pursing the customer for the debt.

DECISION:
To agree to write off the outstanding council tax charges as they are unrecoverable.

REASONS FOR THE DECISION:
The Council are unable to pursue a debt which is included in either a Bankruptcy Order, Debt Relief Order or an IVA. As there is no possibility of collection of the outstanding charge, the only option available is to write off the debt.

OPTIONS CONSIDERED BUT REJECTED:
None

CABINET MEMBER(S)

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

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: Relevant Cabinet Member

SIGNATURE: [Signature]

DATE: 22.11.18

Leader of Cabinet [In the absence of the appropriate Cabinet Member – if relevant]

Effective Date [the date the decision is implemented] 30.11.18
**PART B: INDIVIDUAL CABINET MEMBER DECISION**

**URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?**

| ICM No. ICM/0422/22118 |

**CABINET MEMBER RESPONSIBLE:**
Cllr Trevor Bence

**SUBJECT:** Business Rates Insolvency Write Off

**OFFICER CONTACT:** Rachel Hills
**EXTN:** 37587 **E-Mail:** rachel.hills@arun.gov.uk

**EXECUTIVE SUMMARY:**
Outstanding business rates charges which have to be written off.

**DECISION:**
To agree to write off the outstanding business rates as they are unrecoverable.

**REASONS FOR THE DECISION:**
The debt is deemed as unrecoverable under the Recovery Policy which was agreed by Members in 2014.

**OPTIONS CONSIDERED BUT REJECTED:**
None

**CABINET MEMBER(S)**

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

**ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:**

| DECISION BY: | SIGNATURE: | DATE: |
| Relevant Cabinet Member | [Signature] | 22.11.18 |

Leader of Cabinet [in the absence of the appropriate Cabinet Member – if relevant]

Effective Date [the date the decision is implemented]

Insert here 30/11/18