ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 13 JUNE 2019

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<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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<tr>
<td>ICM/075/060619</td>
<td>Business Rates – Discretionary Rate Relief – 2019/20 – <strong>Deferred</strong></td>
<td>Cllr Mrs Gregory</td>
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<tr>
<td>ICM/076/060619</td>
<td>Council Tax &amp; Business Rates Write Offs</td>
<td>Cllr Mrs Gregory</td>
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<td>ICM/077/060619</td>
<td>Insolvency Council Tax Write Offs</td>
<td>Cllr Mrs Gregory</td>
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<tr>
<td>ICM/078/060619</td>
<td>Business Rates - Unrecoverable Debt</td>
<td>Cllr Mrs Gregory</td>
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<tr>
<td>ICM/079/060619</td>
<td>Housing Benefit Overpayment Write Offs</td>
<td>Cllr Mrs Gregory</td>
</tr>
<tr>
<td>ICM/080/060619</td>
<td>The Carlton House, The Esplanade, Bognor Regis, West Sussex, PO21 1NF</td>
<td>Cllr Stanley</td>
</tr>
</tbody>
</table>

THE EFFECTIVE DATE OF THESE DECISIONS IS FRIDAY 21 JUNE 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 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?

ICM No. ICM/076/060619
No

CABINET MEMBER RESPONSIBLE:
Cllr Pauline Gregory

SUBJECT: Council Tax and Business Rates Write Off

OFFICER CONTACT: Jane Dick
EXTN: 37535  E-Mail: jane.dick@arun.gov.uk

EXECUTIVE SUMMARY:
The outstanding charges are unrecoverable as the debtor has either passed away or vacated the property and the Revenues Section have been unable to locate their current address.

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

REASONS FOR THE DECISION:
Despite all avenues of recovery being sought, the debts are unrecoverable and there is no other option at the present time other than to write the debts off.

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:
PART B : INDIVIDUAL CABINET MEMBER DECISION

<table>
<thead>
<tr>
<th>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</th>
<th>ICM No. ICM/077</th>
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<tr>
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<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Pauline Gregory</td>
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<tr>
<td>SUBJECt: Council Tax Insolvency Write Off</td>
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<tr>
<td>OFFICER CONTACT: Rachel Hills</td>
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<tr>
<td>EXTN: 37587 E-Mail: <a href="mailto:rachel.hills@arun.gov.uk">rachel.hills@arun.gov.uk</a></td>
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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: 

DATE: 31/01/2019
PART B: INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<th>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</th>
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<tbody>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Pauline Gregory</td>
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<tr>
<td>SUBJECT: Business Rates Insolvency Write Off</td>
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<tr>
<td>OFFICER CONTACT: Rachel Hills</td>
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<tr>
<td>EXTN: 37587 E-Mail: <a href="mailto:rachel.hills@arun.gov.uk">rachel.hills@arun.gov.uk</a></td>
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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:
Relevant Cabinet Member

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<td>31/3/19</td>
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PART B: INDIVIDUAL CABINET MEMBER DECISION

| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Councillor Ms Gregory |
| SUBJECT: Housing Benefit Overpayment Write Offs |
| OFFICER CONTACT: Andrew Dale, Revenues & Benefits Manager |
| EXTN: 37630 E-Mail: Andrew.dale@arun.gov.uk or Janet Lewis Overpayment Team Leader |
| EXTN: 37574 E-Mail: janet.lewis@arun.gov.uk |

EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Housing Benefit Overpayment.

DECISION:
To agree to write off overpaid Housing Benefit to the value of £14,312.36 (Net cost to the Authority £8,587.41 in respect of 24 cases. Between 16.04.2019 – 22.05.2019

REASONS FOR THE DECISION:
The overpaid Housing Benefit has been deemed unrecoverable under the recovery policy which was previously 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: Relevant Cabinet Member Leader of Cabinet

SIGNATURE: [Signature] DATE: 5/6/19
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Matt Stanley

SUBJECT: THE CARLTON HOTEL, THE ESPLANADE, BOGNOR REGIS, WEST SUSSEX, PO21 1NF

OFFICER CONTACT: Charles Hothersall, Principal Property & Estates Surveyor
EXTN: 37729 E-Mail: Charles.hothersall@arun.gov.uk

EXECUTIVE SUMMARY:
The current leaseholder of the property wishes to purchase the freehold of the property. It is currently under a long lease of 125 years granted 24 June 1992. The current ground rent of £200 pa is received by the Council.

DECISION:
1. The sale of the freehold interest in the Carlton Hotel to the long leaseholder.
2. The leaseholder of the Carlton Hotel will also pay the Council's reasonable legal and surveying costs associated with the sale.
3. To execute all necessary documentation required to complete the sale outlined above.

REASONS FOR THE DECISION:
The sale of the freehold interest gives the Council a capital receipt. The receipt meets best value criteria. This will also assist in the regeneration of this area making inward investment more attractive as the value of the asset no longer declines in value as the lease term reduces.

OPTIONS CONSIDERED BUT REJECTED:
To refuse the sale of the freehold interest to the long leaseholder.

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
<table>
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<tr>
<th>DECISION BY:</th>
<th>SIGNATURE:</th>
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<tbody>
<tr>
<td>Clr. Matt Stanley Technical Services</td>
<td></td>
<td>13.6.19</td>
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<tr>
<td>Leader of Cabinet [In the absence of the appropriate Cabinet Member – if relevant]</td>
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<tr>
<td>Effective Date [the date the decision is implemented]</td>
<td></td>
<td>20 June 2019</td>
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