<table>
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<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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<tbody>
<tr>
<td>ICM/126/150514</td>
<td>Flansham Lane Play Area Maintenance (Site 6, Felpham Ref FP/92/04)</td>
<td>Dendle</td>
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<tr>
<td>ICM/132/150514</td>
<td>Housing Services – Additional Funding Requirement</td>
<td>Elkins</td>
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<tr>
<td>ICM/133/150514</td>
<td>Award of Contract to Specialist Consultant for Improvement Works to the Arun Leisure Centre and Littlehampton Sports and Swimming Centre</td>
<td>Wensley</td>
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</table>

PLEASE NOTE THIS DECISION WILL COME INTO EFFECT AS FROM 10.00 A.M. ON TUESDAY 27 MAY 2014 (DUE TO BANK HOLIDAY) UNLESS THE CALL-IN PROCESS IS APPLIED
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Dendale

SUBJECT: Flansham Lane Play area maintenance (Site 6, Felpham ref FP/92/04)

OFFICER CONTACT: J Russell-Wells EXTN: 37914 E-Mail: joe.russell-wells@arun.gov.uk

EXECUTIVE SUMMARY:

Site 6, Felpham development provided for the refurbishment of the Flansham Lane play area together with a sum for its future maintenance which was provided in accordance with the Council’s planning policy. The commuted sum has been subject to indexation.

This report seeks approval for the transfer of the sum into revenue budgets for the future maintenance of the play area.

DECISION:

Approve additional annual revenue expenditure of £3,040.72, to be funded from the commuted sum of £48,651.58.

REASONS FOR THE DECISION:

To enable the transfer of the funds to the appropriate revenue accounts.

OPTIONS CONSIDERED BUT REJECTED:

Not to approve the transfer of a commuted sum for the maintenance of the play area.

(Add any further options which arise from the consideration of this decision)

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

Leader of Cabinet
PART B : INDIVIDUAL CABINET MEMBER DECISION

ICM No. 1CM 127150514

URGENT DECISION IN ACCORDANCE WITH RULE
14.11 OF THE SCRUTINITY PROCEDURE RULES? NO

CABINET MEMBER RESPONSIBLE: Councillor Wensley

SUBJECT: Prosecutions for Housing and Council Tax Benefit Fraud

OFFICER CONTACT: Name of Officer: Steve Clark
Ext: 37722
e-mail: steve.clark@arun.gov.uk

EXECUTIVE SUMMARY:
The Housing and Council Tax Benefit Prosecution Panel have received 2 reports where benefit has been overpaid and there is evidence that offences have been committed under the Social Security Administration Act 1992. The Panel resolved to recommend to the Cabinet Member for Corporate Governance that the cases be prosecuted for Benefit Fraud, subject to the final decision resting with the Solicitor to the Council in relation to specific charges and who may recommend a Local Authority Caution following thorough examination of the evidence.

DECISION:
As recommended in report / as amended by Cabinet / Cabinet Member -
To prosecute in this case subject to the final decision resting with the Solicitor to the Council, who may recommend a Local Authority Caution.

REASONS FOR THE DECISION:
The cases fit the criteria of the Council’s Anti Fraud Policy which was adopted by the Council in 2008

OPTIONS CONSIDERED BUT REJECTED:
1. To offer a Local Authority Caution.
2. To apply an administrative penalty equal to 30% of the overpayment and not to prosecute.
3. Do nothing

(Add any further options which arise from the consideration of this decision)

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
Leader of Cabinet
15 MAY 2014
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

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<tbody>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Norman Dingemans</td>
</tr>
<tr>
<td>SUBJECT: Council Tax Write Off's</td>
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</tr>
<tr>
<td>OFFICER CONTACT: Iain Bell, Revenues Manager EXTN:37633  E-Mail: <a href="mailto:iainbell@arun.go.uk">iainbell@arun.go.uk</a></td>
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**EXECUTIVE SUMMARY:** The report lists each case where authorisation is sought to write off the Council Tax debt.

**DECISION:** To write off Council Tax to the value of £6,092.68 in respect of 8 cases. To note that under delegated powers the amount of £5,370.07 has been written off in respect of 169 cases.

**REASONS FOR THE DECISION:** The Council Tax has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008

**OPTIONS CONSIDERED BUT REJECTED:** None

(Add any further options which arise from the consideration of this decision)

**CABINET MEMBER(S)**

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

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**ICM No.** ICH129150514
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**URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?**

| NO |

**CABINET MEMBER RESPONSIBLE:**

| Cllr Norman Dingemans |

**SUBJECT:** Non-Domestic Rate Write Offs

**OFFICER CONTACT:** Iain Bell, Revenues Manager  EXTN: 37633  E-Mail: iainbell@arun.go.uk

**EXECUTIVE SUMMARY:** The report lists each case where authorisation is sought to write off the Non-Domestic Rate debt.

**DECISION:** To write off Non-Domestic Rates to the value of £7,152.68 in respect of 2 cases. To note that under delegated powers the amount of £-4,857.01 has been written off in respect of 8 cases.

**REASONS FOR THE DECISION:** The Non-Domestic Rate has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008

**OPTIONS CONSIDERED BUT REJECTED:** None

(Add any further options which arise from the consideration of this decision)

**CABINET MEMBER(S)**

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

| DISPENSATIONS GRANTED: |

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THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED
PART B : INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Dingemans</td>
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<tr>
<td>SUBJECT: Sundry Debtor Write Offs</td>
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<tr>
<td>OFFICER CONTACT:</td>
<td>Name of Officer: Iain Bell, Revenues Manager</td>
</tr>
<tr>
<td></td>
<td>Ext:37633 e-mail: <a href="mailto:iain.bell@arun.gov.uk">iain.bell@arun.gov.uk</a></td>
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EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Sundry Debt.

DECISION: To write off Sundry Debts to the value of £3,987.82 in respect of 2 cases. To note that under delegated powers the amount of £6,173.05 has been written off in respect of 41 cases.

REASONS FOR THE DECISION: The Sundry Debts have been deemed unrecoverable under the Recovery Policy which was previously agreed by members in March 2008

OPTIONS CONSIDERED BUT REJECTED: None

(Add any further options which arise from the consideration of this decision)

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PART B: INDIVIDUAL CABINET MEMBER DECISION

ICM No. CM(13)150514

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

CABINET MEMBER RESPONSIBLE: Cllr Roger Elkins

SUBJECT: Award of contract for structural underpinning and ancillary works to 37 & 39 Canada Road.

OFFICER CONTACT: Lloyd Willson, Housing Surveyor EXTN:37919 E-Mail: lloyd.willson@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to this project; summarises the tenders received from two contractors to carry out the work and recommends the award of a contract to the first place bidder.

DECISION:

To proceed with this project and award the contract for structural underpinning and ancillary works to 37 & 39 Canada Road, Arundel to the first place bidder.

REASONS FOR THE DECISION:

1. The first place bidder has priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.

2. The first place bidder pricing of elements of work within the schedule of works is considered consistent and competitive with current market trends.

3. The first place bidder has been contacted and are confident they can complete the work at the tendered price and within the 14 week contract period as stipulated in the form of tender.

4. The first place bidder’s revised tender has been keenly priced and is £9,970.25 below that of the next lowest tender.

5. This work needs to be carried out in order to stop further damage to the property. The property is beyond reasonable repair and inhabitable. Rent is being lost because of this situation. The project has been tendered twice in the past without satisfactory conclusion.

6. The first place bidder’s tender price is £9,279.75 higher than the departmental estimate. The lowest price submitted is considered fair and reasonable for the works and poses no real risk to the Council.

OPTIONS CONSIDERED BUT REJECTED:

1. To defer this project until 2015/2016.

2. Not to proceed with this project.

3. To re-tender this project to see if a better price could be obtained.
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 – INFORMATION RELATING TO FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON - OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

CABINET MEMBER(S)

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

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] | 19th May 2014 |
| Leader of Cabinet | | |
PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Cllr Roger Elkins
SUBJECT: Housing Services – Additional funding requirement
OFFICER CONTACT: Brian Pople EXTN:37718 E-Mail: brian.pople@arun.gov.uk

EXECUTIVE SUMMARY: A Lean Review has been conducted in Options and Homelessness which is part of the Housing Service. As result of this exercise and following report to Corporate Management Team in April, approval is being sought to fund the resultant additional staffing requirements at a cost of £19,500 to meet the increased demands on the service from the HRA contingency budget.

DECISION:

1. a) To fund the £19,500 cost of the additional staffing requirement identified in a Lean review carried out on Options and Homelessness from the HRA contingency budget.
   
   b) In the event that potential savings from a restructure elsewhere in the Housing result in delivering a saving that will then be used to replenish the contingency budget.

REASONS FOR THE DECISION:

1. To ensure that Options and Homelessness services are able to be delivered in a more effective/efficient way which also addresses the increased demands on these particular services.

OPTIONS CONSIDERED BUT REJECTED:

1. Not to continue with Lean Review and deliver a service which is more efficient and effective and is able meet increased demand from clients.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION: N/A
DISPENSATIONS GRANTED: N/A

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

DECISION BY: SIGNATURE: DATE:
Relevant Cabinet Member
Leader of Cabinet

14th May 2014
PART B : INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Wensley

SUBJECT: Award of Contract to specialist Consultant for Improvement works to the Arun Leisure Centre and Littlehampton Sports and Swimming Centre.

OFFICER CONTACT: Paul Broggi   EXTN: 37506   E-Mail: paul.broggi@arun.gov.uk

EXECUTIVE SUMMARY: Post Tender and prior to award of contract confirmation that correct procurement process has been followed in accordance with Standing Orders. (Standing Orders Part 6, Section 6 – 5.3). The appointed specialist consultant will oversee the feasibility, design, procurement and project management of the agreed construction improvement works.

DECISION:
Proceed to appointment of The Clarkson Alliance as the Councils selected consultant to lead on the feasibility, design procurement and project management of the agreed construction improvement works to the Arun Leisure Centre and Littlehampton Sports and Swimming Centre.

REASONS FOR THE DECISION:
To proceed with the appointment of the most economically advantageous tender submitted as this represents overall best value for the Council. The Council will then be best placed to meet its commitment to Inspire Leisure to deliver capital investment in the facilities and attain the agreed reduction in the management fee paid to Inspire Leisure.

OPTIONS CONSIDERED BUT REJECTED:
Do not proceed to appointment of The Clarkson Alliance as the Councils preferred consultant for the feasibility, design procurement and project management of the agreed construction improvement works to the Arun Leisure Centre and Littlehampton Sports and Swimming Centre. (Rejected as the required improvement work would not progress and the Council would be unable to deliver on agreement made and savings proposed in respect of the current Leisure Contractors Management Fee. Improvement works would not take place 2014/15).

CABINET MEMBER(S)

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

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