<table>
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<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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<tr>
<td>ICM/051/120913</td>
<td>Cemeteries Record Administration Project – Scanning and Indexing of Burial Register. This decision was deferred from 12.09.13.</td>
<td>Dendale</td>
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PLEASE NOTE THE SIGNED DECISION WILL COME INTO EFFECT AS FROM 10.00AM ON THURSDAY 26 SEPTEMBER 2013 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 P Dendle

SUBJECT: Cemeteries Record Administration Project - Scanning & Indexing of Burial Registers

OFFICER CONTACT: Jane Lawrence  EXTN: 37417  E-Mail: jane.lawrence@arun.gov.uk

EXECUTIVE SUMMARY:
There is currently a Cemeteries Record Administration Project running and as part of this project the opportunity has arisen to have the historic burial registers scanned and indexed free of charge by Ancestry Information Operations Company (AIOC) (in conjunction with Clear Skies Software).

As part of this agreement, AIOC requires Arun to agree to the following conditions:

- The scanned images and indices of the registers would be the property of AIOC.
- Arun would be granted a licence, in perpetuity, to use the scanned images and indices, but would not be allowed to release the images or indices to a third party without the permission of AIOC.
- The licence, however, would allow Arun to provide public access to the records including through Arun, but not a third party, website.
- The registers would not be allowed to be scanned by any other organisation for a minimum of 10 years.

DECISION:
As recommended in report, the Cabinet Member gives authority to agree to the conditions required by AIOC.

REASONS FOR THE DECISION:
To enable contracts to be signed and timescales agreed for the work to be carried out.
A way forward for the safeguarding of Burial Records, modernising the way of working and enabling the provision of an improved service to the customer.

OPTIONS CONSIDERED BUT REJECTED:
The Cabinet Member does not give authority to agree to the conditions required by AIOC.

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  
12 September 2013

Leader of Cabinet
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, AS AMENDED

PART B : INDIVIDUAL CABINET MEMBER DECISION

| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Cllr R Elkins |
| SUBJECT: Award of contract for the Decent Homes programme 2013-2015 | |
| OFFICER CONTACT: Steve Beer | EXTN: 37908 | E-Mail: steve.beer@arun.gov.uk |

EXECUTIVE SUMMARY: This report summarises the results of tendering the contract for the Decent Homes programme 2013-2015 and recommends the award of the contract to the preferred Service Provider.

DECISION: To award the contract to the preferred Service Provider as giving the best value for the budget provided for this project.

REASONS FOR THE DECISION:

1. The tender submission by the preferred Service Provider will provide the best value for the budget provided for the project.

2. The continuation of the Decent Homes programme is key to the Asset Management strategy.

OPTIONS CONSIDERED BUT REJECTED:

1. Re-tender the project to try to obtain better value but this will result in slippage of the programme.

2. Not to award the Decent Homes contract, but this will impact on the Asset Management Plan and affect the long term strategy for the maintenance of the housing stock.

(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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<tr>
<td>Relevant Cabinet Member</td>
<td>[Signature]</td>
<td>18th Sep 2013</td>
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<tr>
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