ARUN DISTRICT COUNCIL  
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY, 20 DECEMBER 2012

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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| ICM/123/291112 | Flaxmean Pond De-silt  
This decision remains deferred | Elkins |
| ICM/128/201212 | Institution of Legal Proceedings  
[Exempt – Paragraph 1 – Information relating to Individuals]  
Deferred to 3 January 2013 | Dendle |
| ICM/129/201212 | Outcome of Official Complaint regarding home improvements to a Council owned property | Elkins |
| ICM/130/201212 | Award of Contract for Window Replacements to 40 Council owned properties in Littlehampton and Rustington  
[Exempt – Paragraph 3 – Information relating to Business Affairs] | Elkins |

PLEASE NOTE THE SIGNED DECISIONS WILL COME INTO EFFECT AS FROM 10AM ON THURSDAY 3 JANUARY 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 Roger Elkins

**SUBJECT:** OUTCOME OF AN OFFICIAL COMPLAINT REGARDING HOME IMPROVEMENTS TO A COUNCIL-OWNED PROPERTY

**OFFICER CONTACT:** Brian Pople

**Ext:** 37718

**e-mail:** brian.pople@arun.gov.uk

**EXECUTIVE SUMMARY:** This report explains the background to, and outcome of, an investigation into an Official Complaint in respect of home improvements to a Council owned property and a request for reimbursement following the tenant being rehoused as a result of flooding.

**DECISION:**

To note the outcome of the investigation of the Official Complaint and agree the award of an ex-gratia payment of £4724.00.

**REASON FOR THE DECISION:**

1. The complaint has been investigated through the Council’s Official Complaints procedure and the complainant has requested arbitration.

2. The outcome of the complaint investigation was that an ex-gratia payment of £4724.00 should be offered, which the tenant has now accepted.

3. A review of the Housing Department Policies and Procedures relating to the approval of home improvements to Council owned properties has been identified and carried out. When writing to tenants about improvements they intend to make to our properties, the Council will be more specific about what compensation under the Regulations may – or may not – be payable if certain conditions are met.

**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:**

\[\text{Blank}\]

**DISPENSATIONS GRANTED:**

\[\text{Blank}\]

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

\[\text{Blank}\]

**DECISION BY:**

Relevant Cabinet Member

\[\text{Signature}\]

\[20\text{th Dec 2012}\]

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: Award of contract for window replacements to 40 Council owned properties in Littlehampton and Rustington.

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

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

DECISION:

To proceed with this project in 2012/2013 and accept the lowest tender in the sum of £68,025 submitted by Ideal Window Solutions. The savings achieved against the departmental estimate of £79,875 for this project will be used to fund additional external renovation projects in 2013/2014. As per recommendation.

REASONS FOR THE DECISION:

1, Ideal Windows Solutions have priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.

2, Ideal Windows Solutions pricing of elements of work within the schedule of works is considered consistent and competitive with current market trends.

3, Ideal Windows Solutions have been contacted and are confident they can complete the work at the tendered price and within the eight week contract period as stipulated in the form of tender.

4, Ideal Windows Solutions tender has been keenly priced and is £13,312.00 below that of the next lowest tender.

5, This work needs to be carried out in order to increase the thermal efficiency of the existing single glazed windows. The new windows will reduce on-going maintenance and assist in reducing heating costs of the properties. It is more cost effective to carry out the works as part of a planned cyclical programme.

6, The savings achieved against the departmental estimate on this project will be used to fund additional external renovation projects in 2013/2014.

7, The lowest price submitted by Ideal Windows Solutions is £24,672.00 lower than the departmental estimate. The discrepancy is possibly due to technology improvements in the industry. To reduce thermal bridges and increase the thermal efficiency, the industry have developed alternative reinforcement. The departmental estimate was based on using metal reinforcement where current metal prices are high.
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

OPTIONS CONSIDERED BUT REJECTED:
1. To defer this project until 2013/2014.
2. Not to proceed with this project.
3. To re-tender this project to see if a better price could be obtained.

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

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