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<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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| ICM/021/090715 | Former Tenant Arrears/Credit Write Offs [Exempt – Paragraph 3 – Information Relating to Business Affairs]  
This decision had been deferred from 9 July 2015. | Elkins                                |
| ICM/027/230715 | Local Business Continuity Project Funding  
This decision had been deferred from 23 July 2015 | Mrs Brown (signed by Cllr Wensley in her absence) |
| ICM/029/060815 | Arun Leisure Centre Management Board – Minutes of meeting held on 16 July 2015 | Dendle                                |
| ICM/030/060815 | Improvement to the Mewsbrook Park Play Area – Virement | Chapman                               |
| ICM/031/060815 | Redundancy of a Member of Staff in Housing [Exempt – Paragraph 3 – Information Relating to Financial Affairs of Any Particular Person] | Wensley                               |
| ICM/032/060815 | Award of Contract for Replacement Windows, Fascia, Soffits & Guttering to 42 Council Owned Properties, of which 7 are leasehold [Exempt – Paragraph 3 – Information Relating to Financial Affairs]  
This decision has been deferred | Elkins                                |
| ICM/033/060815 | Award of Contract for Planned Maintenance Repairs to 20 Council Owned Properties, of which 8 are Leasehold [Exempt – Paragraph 3 – Information Relating to Financial Affairs]  
This decision has been deferred | Elkins                                |

PLEASE NOTE THAT THE DECISIONS TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON FRIDAY 14 AUGUST 2015 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:
Councillor R. Elkins

SUBJECT: Former Tenant Arrears/Credit Write-Offs

OFFICER CONTACT: Neil Jerram EXTN: 37851 e-Mail: neil.jerram@arun.gov.uk

EXECUTIVE SUMMARY:
This report lists each case where authorisation is sought to write-off the Council’s Former Tenant Arrears debt.

DECISION:
As recommended in report/as amended by Cabinet Member –
1. To authorise the write-off of the net Former Tenant Debt to the value of £13,158.19
2. To note that, under delegated powers, the net amount of £9,934.64 has been written off in respect of 75 cases.

REASONS FOR THE DECISION:
All reasonable processes for the recovery of the Former Tenant Debts have been exhausted.

OPTIONS CONSIDERED BUT REJECTED:
To retain the debts on the Housing Tenant Account despite further action no longer being cost-effective.

(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

G:\_Neil Jerram\Word\Write Off List July 2015.docx
PART B : INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Mrs Gillian Brown (signed by Cllr Wensley in Mrs Browns absence)</td>
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<tr>
<td>SUBJECT: Local Business Continuity Project Funding</td>
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<tr>
<td>OFFICER CONTACT: Miriam Nicholls</td>
<td>EXTN: 37845</td>
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<tr>
<td>E-Mail: <a href="mailto:Miriam.nicholls@arun.gov.uk">Miriam.nicholls@arun.gov.uk</a></td>
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EXECUTIVE SUMMARY: This report advises that funding was remaining from an allocation by the Department for Business, Innovation & Skills,(BIS) for business continuity in Arun. It outlines the ways in which it is proposed to use that funding, which have been agreed with BIS, and recommends that the funding be drawn down from the Council’s earmarked reserves.

DECISION:

That the £17,500 remaining funds allocated for Business Continuity be drawn down from the Council’s earmarked reserves and allocated to the project as outlined in the report and previously agreed by BIS.

REASONS FOR THE DECISION:

To enable local businesses to have quality training to equip them with the information to continue their businesses activities in exceptional circumstances.

OPTIONS CONSIDERED BUT REJECTED:

To not go ahead with the project and return the funding to BIS.

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

CABINET MEMBER(S)

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| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE:          | Councillor Dendle |
| SUBJECT: Arun Leisure Centre Management Board – Minutes of meeting held on 16 July 2015 |
| OFFICER CONTACT: Erica Keegan EXTN: 37547 E-mail: erica.keegan@arun.gov.uk |

**EXECUTIVE SUMMARY:** To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 16 July 2015.

**DECISION:** To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 16 July 2015.

**REASONS FOR THE DECISION:** To approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 16 July 2015.

**OPTIONS CONSIDERED BUT REJECTED:** To not approve the Minutes of the meeting of the Arun Leisure Centre Management Board held on 16 July 2015.

**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 |  | 27 July 2015 |
| Leader of Cabinet |  |  |
Subject to approval at the next meeting

MEETING OF THE ARUN LEISURE CENTRE MANAGEMENT BOARD

16 July 2015 at 4.00 p.m.

Present: Councillors Mrs Madeley (ADC) (Chairman), Edwards (ADC), Mrs Stainton (ADC), Patel (ADC & WSCC) and Jones (WSCC)

Also present were, Mr A Smith (Centre Manager – Arun Leisure Centre), Mr R Wickham (Leisure & Voluntary Sector Manager – ADC), Mr P Broggi (Property & Estates Manager-ADC), Mr S Elliott (Capital Programme Manager-WSCC), Mr M Monk (Vice-Chairman)(School Governor) and Mrs M Harrington (Deputy Head, Felpham Community College).

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Councillor Mrs Madeley was nominated and seconded for the post of Chairman. No other nominations were received and Councillor Mrs Madeley was elected as Chairman.

The Chairman then asked for nominations for Vice-Chairman. Mr Monk was nominated and seconded for the post of Vice-Chairman. No other nominations were received and Mr Monk was elected as Vice-Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr J Stride (Chief Executive, Inspire Leisure) and Mr K Taylor (School Governor, Felpham Community College)

3. DECLARATIONS OF INTEREST

There were no declarations of interest made.

4. MINUTES

The Minutes of the meeting held on 12 March 2015 were approved as a correct record and signed by the Chairman.

5. START TIMES

The Board agreed its start times for meetings during 2015/16 as 4pm.

Signed ........................................  Date ........................................
6. **EXEMPT INFORMATION**

The Board

**RESOLVED**

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

7. **ARUN LEISURE CENTRE OPERATIONAL REPORT** (Exempt – Paragraph 3 – Information Relating to Business Affairs)

The Arun Leisure Centre Manager presented the regular operational report which updated Members on operational matters between January and June 2015. Income information upon the end of financial year 2014/15, staffing, repairs, maintenance and projects were outlined.

The Board discussed the issues concerning the Centre’s car park where some parents, waiting to collect children from Felpham Community College, continued to use the disabled parking bays between 2.30pm to 3pm. It was noted that parking restrictions were unenforceable and other than introducing pay & display machines and permits there was little the Centre’s Management could do. It was agreed that the school would, again, write to parents urging their cooperation.

The Arun Leisure Centre Manager pointed out that he had not yet received the School’s timetable for Leisure Centre usage during the academic year 2015/16. The School’s Deputy Head stated that she would investigate and forward a timetable by the set deadline.

Attention was drawn to repairs and maintenance issues, particularly with respect to the 3G Astro Turf Pitch and the Aerobics Studio floor which the Property & Estates Manager-ADC confirmed as being dealt with under contract.

The Board then noted the report.


The Board received the notes of the Joint Liaison Group Meeting held on 2 July 2015.

A number of on-going maintenance issues were highlighted with progress updates on repairs. The Capital Programme Manager-WSCC pointed out that there had been discussion on the liabilities across the dual

Signed.............................................. Date..............................................
Subject to approval at the next meeting

use parties and it had been agreed that this should be considered as part of
the current review of the dual use agreement.

9. FELPHAM COMMUNITY COLLEGE – QUARTERLY REPORT
   (Exempt – Paragraph 3 – Information Relating to Financial or
   Business Affairs)

   The Board received and noted a verbal update report from the Deputy
   Headteacher which covered the sporting successes of the School over the
   last period.

105. DATES OF FUTURE MEETINGS

   The Board noted the next meeting dates for the Municipal Year
   2015/16, scheduled to start at 4pm as follows:

   10 September 2015
   10 December 2015
   17 March 2016

   (The meeting concluded at 4.45pm)
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Chapman

SUBJECT: Virement approval for the use of external funding and internal funding for improvements to the Mewsbrook Park Play Area.

OFFICER CONTACT: Michael Rowland  EXTN: 37922  E-Mail: Michael.rowland@arun.gov.uk

EXECUTIVE SUMMARY:
Approval is sought for the virement of £25,000 towards the refurbishment of Mewsbrook Park Play Area to be funded by a grant of £25,000 from Veolia Environmental Trust (to be claimed retrospectively) with a balance of £50,000 coming from the £100,000 capital funding 2015/16 already approved for play area investment. The work will involve the removal of some of the existing worn out equipment while retaining the serviceable items and adding additional equipment.

A tender will be issued inviting contractors to design and build an improved play area. The tender will specify that bids are based on the £75,000 available and look for the greatest value (in terms of play value and equipment quality) and that most closely satisfies the requirements indicated by public consultations.

DECISION:
That the expenditure and virement of £25,000 for the refurbishment of the Mewsbrook Park Play Area, to be funded by a grant of £25,000 from the Veolia Environmental Trust (to be claimed retrospectively), be approved.

REASONS FOR THE DECISION:
To enable the signing of a financial agreement with the Veolia Environmental Trust and the awarding of a contract whilst following the Council’s standing orders.

OPTIONS CONSIDERED BUT REJECTED:
Not to approve the expenditure and virement of £25,000, for the refurbishment of Mewsbrook Park Play Area to be funded by a grant to the value of £25,000 from Veolia Environmental Trust (to be claimed retrospectively).

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: 6th August 2015
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 Dudley Wensley
SUBJECT: Redundancy of a member of staff in Housing
OFFICER CONTACT: Jackie Follis EXTN:37580 E-Mail: Jackie.follis@arun.gov.uk

EXECUTIVE SUMMARY:
The Cabinet Member for Corporate Governance, as set out on page 52, section 3.2.2.5 of the Constitution is required to approve terminations of service in respect of redundancy within the framework of restructuring proposals, where no supplementary estimate is necessary.

This report explains that as a result of changes and improvements within the Housing Service, a post has been identified as redundant. Approval is sought for the redundancy. The payback period is within three years as required by Council guidance. The Cabinet Member for Housing will be asked to approve the draw-down of £44,030 for costs this year from the Housing Revenue Account (HRA) contingency. The decision by the Cabinet Member for Corporate Governance will only be implemented if the funding draw down is approved.

DECISION:
That the redundancy of a member of staff from Housing Services be approved at a cost of £44,030, to be funded initially by a draw-down of funds from the HRA contingency. The payback period is within 3 years which is as required by Council guidance.

REASONS FOR THE DECISION:
1. Following a review of the circumstances it has not proved possible to redepoly a member of staff whose substantive role has changed and been downgraded.
2. The total cost of the redundancy arrangement - £44,030 – can be met from the Housing Revenue Account. The payback period is within 3 years as required by Council guidance.
3. The Customer Services Director has agreed the proposal.

OPTIONS CONSIDERED BUT REJECTED:
Not to agree to the redundancy of the member of staff in Housing

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

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