## ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 29 SEPTEMBER 2016

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
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<tbody>
<tr>
<td>ICM/028/290916</td>
<td>Environmental Health – Service Plans for Health &amp; Safety, Food Safety and Licensing functions</td>
<td>Chapman</td>
</tr>
<tr>
<td>ICM/029/290916</td>
<td>Institution of Legal Proceedings (Environmental Health) [Exempt – Paragraph 7 – Information Relating to any action taken or to be taken in connection with the prevention or investigation or prosecution of crime]</td>
<td>Chapman</td>
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<tr>
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<td>Award of contract for External Renovation Works to 20 Council owned properties of which 9 are leased [Exempt – Paragraph 3 – Information Relating to Business Affairs]</td>
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PLEASE NOTE THAT THE DECISION TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON FRIDAY 7 OCTOBER 2016 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?**

| CABINET MEMBER RESPONSIBLE: | Councillor Chapman |

**SUBJECT:** Environmental Health – Service Plans for Health & Safety, Food Safety and Licensing functions

**OFFICER CONTACT:** Nat Slade  
**EXTN:** 37683  
**e-Mail:** nat.slade@arun.gov.uk

**EXECUTIVE SUMMARY:**

Each Local Authority is obliged under the Health & Safety at Work Etc Act 1974 to prepare an annual service plan describing its proposed arrangements for the coming year to deliver statutory regulatory obligations. The plan sets out proposals in terms of the application of resources to meet demands and needs within our community and business environment in respect of occupational health and safety.

The Food Service Plan is a requirement of the Foods Standards Agency and meets a prescribed format set down in the Agency’s framework agreement. The Plan sets out the objectives for the Food Safety service, its proposed activities and targets set against the demands on the service for the year ahead.

Following best practice a service plan is also produced for delivery of the Licensing function.

**DECISION:**

As recommended in report –

To approve the 2016/17 Service Plans appended to this report for Health & Safety, Food Safety and Licensing functions.

**REASONS FOR THE DECISION:**

A statutory requirement of both the Health & Safety Executive and the Food Standards Agency and legislation they enforce and oversee, and best practice for the Licensing function.

**OPTIONS CONSIDERED BUT REJECTED:**

To refuse to approve the service plans.

(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: |

<p>| ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER |</p>
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**EXECUTIVE SUMMARY:**
This report recommends the institution of legal proceedings against a food business in Arun in relation to food safety offences.

**DECISION:**
As recommended in report/as amended by Cabinet Member –
To approve the institution of legal proceedings against the operators of a food business in the Arun District in relation to food safety offences.

**REASONS FOR THE DECISION:**
In the public interest in order to protect public health.

**OPTIONS CONSIDERED BUT REJECTED:**
To take no further action.

(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:**
Relevant Cabinet Member
Leader of Cabinet

**SIGNATURE:**
[Signature]

**DATE:**
29/9/16
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

PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Trevor Bence

SUBJECT: Award of contract for External Renovation Works to 20 Council owned properties of which 9 are leased.

OFFICER CONTACT: Keith Deane   EXTN: 37734   E-Mail: keith.deane@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to this project; summarises the tenders received from seven contactors to carry out the work and recommends the award of a contract to the most economically advantageous tender received. The works include the removal of asbestos soffits, renewal of pitched roofs, replacement of fascia/soffits and rain water goods (roofline products), cavity wall insulation and re-pointing.

DECISION: To proceed with this project in 2016/2017 and accept the most economically advantageous tender.

REASONS FOR THE DECISION:

1, The preferred contractor has priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.

2, The preferred contractor has priced elements of work within the schedule and is considered consistent and competitive with current market trends.

3, The preferred contractor has been interviewed and is confident they can complete the work at the tendered price and within the time frame outlined in the tender documents.

4, This work needs to be carried out in order that high level maintenance is reduced and roofs meet current regulations and are weather tight.

5, It is more cost effective to carry out the works as part of a planned maintenance programme rather than individual responsive repairs.

6, It will provide a higher living standard for the residents and help reduce fuel bills.

OPTIONS CONSIDERED BUT REJECTED:

1, To defer this project until 2017/2018

2, Not to proceed with this project.

3, To re-tender this project to see if a better price could be obtained.

CABINET MEMBER(S)

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

DISPENSATIONS GRANTED: N/A
6. IMPLICATIONS:
If these works are not carried out there will be a deterioration of our housing stock that would leave residents living in sub-standard housing.
Also if these works were not carried out our reactive maintenance spend will increase and our properties would not be as energy efficient as current regulations require.

7. REASON FOR THE DECISION:
1. The preferred contractor has priced the specification in a satisfactory manner and has carried the costing forward to the Summary and Form of Tender correctly.
2. The preferred contractor has priced elements of work within the schedule and is considered consistent and competitive with current market trends.
3. The preferred contractor has been interviewed and is confident they can complete the work at the tendered price and within the time frame outlined in the tender documents.
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6. It will provide a higher living standard for the residents and help reduce fuel bills.

8. BACKGROUND PAPERS:
Formal tenders submitted by contractors.
Tender Report prepared by Keith Deane
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ICM No. 031/290916

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CABINET MEMBER RESPONSIBLE: Cllr Trevor Bence

SUBJECT: Award of contract for External Renovation Works to 9 Council owned properties of which 2 are leased.

OFFICER CONTACT: Keith Deane EXTN: 37734 E-Mail: keith.deane@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to this project; summarises the tenders received from Nine contractors to carry out the work and recommends the award of a contract to the most economically advantageous tender received. The works include the removal of asbestos soffits, renewal of pitched roofs, replacement of fascia/soffits and rain water goods (roofline products), external wall insulation, windows and decorations.

DECISION: To proceed with this project in 2016/2017 and accept the most economically advantageous tender.

REASONS FOR THE DECISION:

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

2. The preferred contractor has priced elements of work within the schedule and is considered consistent and competitive with current market trends.

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6. It will provide a higher living standard for the residents and help reduce fuel bills.

OPTIONS CONSIDERED BUT REJECTED:

1. To defer this project until 2017/2018

2. Not to proceed with this project.

3. To re-tender this project to see if a better price could be obtained.

CABINET MEMBER(S)

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

DISPENSATIONS GRANTED: N/A
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