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9 November 2017

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday, 21 November 2017 at 6.00 pm** and you are requested to attend.

Members: Councillors Dingemans (Chairman), English (Vice-Chairman), Mrs Bence, Blampied, Edwards, Elkins, Hughes, Mrs Oakley, Oliver-Redgate, Oppler, Mrs Rapnik, Miss Rhodes, Dr Walsh, Warren and Wheal.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 26 September 2017 (which have been previously circulated.)

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. *NEW CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS 2018-2022

This report sets out proposed new Council Priority Themes and new Corporate Plan and Service Delivery Plan (SDP) indicators. These are subject to Cabinet and Full Council approval and will take effect from 1 April 2018. These new themes and indicators will set the strategic direction for the Council and then set targets to enable the measurement of how the Council is performing.

6. *LEISURE AND CULTURAL STRATEGY - YEAR 4 REVIEW

This report provides an update on progress toward achieving the strategic priorities identified in the Leisure and Cultural Strategy 2013 – 2028.

7. *THE COUNCIL'S FILMING/PHOTOGRAPHIC POLICY-SCOPE

Following the implementation of the Local Government Audit and Accountability Act 2013 the Council agreed a Filming Protocol. It has been recognised for some time that whilst this is adequate as a reminder of the basics requirements for elected members, staff and members of the public, nearly 5 years on it should now be reviewed. This paper sets out the proposed scope of the work to be done to update the Protocol, in particular with regard to the new Data Protection Regulations. The Committee is asked to agree the proposed scope of the new Filming and Photography Policy and Guidance so that a report can be brought back for consideration at the Committee's next meeting on 23 January 2018.

8. *REVIEW OF TERMS OF REFERENCE FOR THE OVERVIEW SELECT COMMITTEE

The Council's Constitution is undergoing a major review led by the Constitution Working Party. The section currently under review is Part 3, Responsibility for Functions, which sets out the terms of reference for Committees, Sub-Committees and Panels. This report seeks Members' views on re-drafted terms of reference for this Committee.

9. FEEDBACK FROM THE COUNCIL TAX SUPPORT WORKING PARTY HELD ON 31 OCTOBER 2017

Councillor Hitchins will present the Minutes from the meeting of the Council Tax Support Working Party 31 October 2017 which are attached. There is a recommendation for the Committee to consider.

10. *FEEDBACK FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND ADULT SOCIAL CARE COMMITTEE (HASC) HELD ON 29 SEPTEMBER 2017

A feedback report following Councillor Blampied's attendance at a meeting of the West Sussex County Council's Health and Adult Social Care Committee (HASC) held on 29 September 2017 is attached.

11. *FEEDBACK REPORT FROM THE MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 6 OCTOBER 2017

A feedback report from the Cabinet Member for Community Wellbeing is attached following his attendance at a meeting of the Sussex Police and Crime Panel held on 6 October 2017.

12. WORK PROGRAMME - 2017/2018

The Group Head of Policy will update the Committee on any required changes to the Committee's Work Programme for 2017/2018.

(Note: *Indicates report is attached for Members of the Committee only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at www.arun.gov.uk or can be obtained on request from the Committee Manager.)

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Group Head of Policy, Cabinet Member and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/Cabinet Member can attend the meeting.)

AGENDA ITEM NO. 5**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF OVERVIEW SELECT
COMMITTEE ON 21 NOVEMBER 2018****PART A : REPORT**

SUBJECT: New Corporate Plan and Service Delivery Plan Indicators 2018-2022

REPORT AUTHOR: Nigel Lynn – Chief Executive DATE: 3 November 2017 EXTN: 37600
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EXECUTIVE SUMMARY:

This report sets out proposed new Council Priority Themes and new Corporate Plan and Service Delivery Plan (SDP) indicators. These are subject to Cabinet and Full Council approval and will take effect from 1 April 2018. These new themes and indicators will set the strategic direction for the Council and then set targets to enable the measurement of how the Council is performing.

RECOMMENDATIONS:

1. To approve the current draft list of 11 Corporate Plan indicators for the period 2018-2022, with a request that Cabinet consider any comments received from Overview Select Committee
2. To approve the current draft list of 23 SDP indicators for the period 2018-2022, with a request that Cabinet consider any comments received from Overview Select Committee

1. BACKGROUND:

- 1.1 Following the LGA Corporate Peer Challenge Review in March 2014, the Council has been considering how it needs to change to reflect the predicted shift in the population and business needs for the future, in the knowledge of the Council's reducing financial stability.
- 2.1 The 2020 Vision programme has been established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it. The three Council Priority themes and the 2020 Vision have been confirmed as follows:
 1. Your services
 2. Supporting you
 3. Your future

The principles of these Priorities (through the 2020 Vision programme) are to:

- Offer an improved customer experience
- Build better relationships with other organisations and the community
- Provide more digital opportunities to make dealing with us easier
- Become smaller, but more effective

3.1 The remaining 2020 Vision programme comprises of 22 projects which aim to generate an additional revenue savings and meet the Council Priority theme objectives. The 2020 Vision programme is now overseen by the Arun Improvement Programme Board. Cabinet approved this process at its meeting of 16 October 2017.

4.1 The Corporate Management Team (CMT) have been working with their Group Heads and Cabinet Portfolio Holders over several months, to form a new set of Corporate Plan and Service Delivery Plan indicators which will help to set the strategic direction for the Council and provide targets to enable the measurement of how the Council is performing to achieve its three Priority Themes.

We have learnt, over the last four years, that we can only measure what we (the Council) have control over and that we need to be consistent with our target over the four year period.

2. PROPOSAL(S):

2.1 **Attached in Appendix A** is the proposed list of Corporate Plan indicators. There are 11 draft indicators to consider. Five are under the Theme 'Your Services', three under the Theme 'Supporting you' and three under the Theme 'Your future'.

See below for some additional information in relation to three indicators so that Members can understand the rationale behind the setting of the new target figures.

Indicator	Detail behind the target figure
CP5 - Number of visits to Council Leisure Centres per annum.	The figure of 860,000 is based on the visits to the centres in 2016/17. This total was included in the Annual Performance Review and reported to OSC in May. The calculation was reassessed in the first year of the contract and reflects the actual number of people accessing the facilities (recorded activity and attendance). This number will be reviewed annually.
CP9 – Number of new homes completed (net)	The target is 930 per annum. The Council has a target which is an average of 1000 over the Local Plan period. However, because of delivery issues in the early years the target is 'stepped' so we start with a lower figure before moving to a much higher figure, before coming back towards the Plan average.

Indicator	Detail behind the target figure
CP10 – Total rateable business value for the Arun District	<p>The target is £91m.</p> <p>Recent figures are shown below:-</p> <p>01/04/2017 = 97,401,038 01/04/2016 = 89,784,070 01/04/2015 = 86,848,268.</p> <p>The reason for the large increase at 01/04/2017 is because there was a revaluation of all businesses across the country. As we are not yet sure of the implications of this yet we have been conservative in our target.</p>

2.2 **Attached in Appendix B** is the proposed list of SDP indicators. There are 23 draft indicators to consider.

See below for some additional information in relation to three indicators so that Members can understand the rationale behind the setting of the new target figures.

Indicator	Detail behind the target figure
SDP3 – Other applications determined in 8 weeks	The Govt use 'Other' for a range of application types including householder applications and adverts.
SDP10 - Number of stage 2 corporate complaints found to be justified or partially justified	The target is 10. The figure for Q2 2017/18 is 17 however, CMT are monitoring, with Group Heads, how a fuller stage 1 investigation could highlight lessons and issues that need to be addressed so these are acknowledged in any stage 2 complaint which may then go to the Ombudsman. CMT will be ensuring that they see all Stage 1 corporate complaints within their Directorates before they are issued to try to reduce the number of complaints that could proceed to Stage 2 and then the Ombudsman.
SDP17 - Housing Benefit overpayments recovered	The target is 110%. This is based on a previous DWP measure and is the amount of Housing Benefit overpayments recovered and a percentage of debt raised in the period (quarter). It is currently over 100% as the recovered amounts include both current <u>and</u> historic debt. 100% recovery means that the amount of outstanding debt stays the same as we only recover the equivalent of what we have raised. Under 100% recovery means the total outstanding debt is increasing ie poor performance. Over 100% means the total outstanding is decreasing ie good. This has not been measured in this way for some time so the target may need to be reviewed prior to its

	implementation in April 2018.	
2.3	The comments from the Overview Select Committee will be included in Appendix C of the report to Cabinet on 12 February 2018 where Cabinet will be asked to approve the list of Corporate Plan and SDP indicators, giving due consideration to any comments from OSC Members.	
2.4	Once approved by Cabinet, these indicators will go to Full Council on 7 March 2018 for confirmation before being adopted from 1 April 2018.	
2.5	As is current practice, a report will come to Cabinet and OSC every six months updating Members on progress against the targets set for each indicator. In addition to this, CMT will monitor every indicator on a quarterly basis and will discuss current performance regularly with their Cabinet Portfolio Holder. There will be an annual report at the beginning of each new financial year reviewing performance in the preceding year and suggesting how we measure progress in each of the new financial years. This may also propose any new indicators, revisions to current indicators and targets or the deletion of indicators.	
3. OPTIONS:		
a)	To approve the draft list of Corporate Plan and SDP indicators for adoption from 1 April 2018	
b)	To suggest amendments to the draft list of Corporate Plan and SDP indicators for amendments to be made prior to their adoption from 1 April 2018	
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) Cabinet Members	✓	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Safeguarding		X

Other (please explain)		X
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6. IMPLICATIONS:

A revised Corporate Plan should reflect the Council's 2020 Vision and increase the public's understanding on how well the Council is performing against its key priorities.

7. REASON FOR THE DECISION:

To ensure that the new Corporate Plan and Service Delivery Plan indicators accurately reflect the priorities of the Council and the new 2020 Vision.

8. BACKGROUND PAPERS:

None

Appendix A - Draft Corporate Plan indicators 2018-2022

New CP number	CP Performance Indicator	Council Priority Theme	Portfolio	Cabinet Member	CMT Member	Measurer name - New system ONLY needs a measurer, no validator	Measure Interval	Assess by	Suggested target figure 2018-22
CP1	The level of public satisfied or very satisfied with the overall quality of the Council's services	Your Council Services	Policy	Councillor Gillian Brown	Nigel Lynn - Chief Executive	Phil Freaan	Annually	Higher is better	75%
CP2	Food businesses with food hygiene ratings of 3 (satisfactory) and above	Your Council Services	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Anna Appleton	6-monthly	Higher is better	90%
CP3	Council Tax collected	Your Council Services	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Sue Priest	6-monthly	Higher is better	98%
CP4	The level of customer satisfaction with the cleanliness of the District	Your Council Services	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	70%
CP5	Number of visits to Council Leisure Centres per annum	Your Council Services	Community Wellbeing	Councillor Mike Clayden	Philippa Dart - Director of Services	Robin Wickham	Annually	Higher is better	860,300*
CP6	Time taken to process Housing Benefit/Council Tax Benefit new claims	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Sue Priest	6-monthly	Lower is better	8 days
CP7	Homelessness applications where homelessness is prevented	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6-monthly	Higher is better	70%
CP8	Number of new Council homes built or purchased per annum	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6-monthly	Higher is better	25
CP9	Number of new homes completed (net)	Your future	Planning	Councillor John Charles	Karl Roberts - Director of Place	Ros Bentley	Annually	Higher is better	930**
CP10	Total rateable business value for the Arun District	Your future	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	Miriam Nicholls	6-monthly	Higher is better	£91m***
CP11	Household waste sent for reuse, recycling and composting	Your future	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	6-monthly	Higher is better	40%

Detail behind some of the targets:

Indicator	Detail behind setting of target figure
*CP5 - Number of visits to Council Leisure Centres per annum	The figure of 860,300 is based on the visits to the centres in 2016/17. This total was included in the Annual Performance Review and reported to OSC in May. The calculation was reassessed in the first year of the contract and reflects the actual number of people accessing the facilities (recorded activity and attendance). This number will be reviewed annually.
**CP9 – Number of new homes completed (net)	The target is 930 per annum. The Council has a target which is an average of 1000 over the Local Plan period. However, because of delivery issues in the early years the target is 'stepped' so we start with a lower figure before moving to a much higher figure, before coming back towards the Plan average.
***CP10 – Total rateable business value for the Arun District	The target is £91m. Recent figures are shown below:- 01/04/2017 = 97,401,038 01/04/2016 = 89,784,070 01/04/2015 = 86,848,268 The reason for the large increase at 01/04/2017 is because there was a revaluation of all businesses across the country. As we are not yet sure of the implications of this yet we have been conservative in our target.

Appendix B - Draft SDP indicators 2018-2022

SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measurer name - New system ONLY needs a measurer, no validator	Measure Interval	Assess by	Suggested target figure 2018-22
SDP1	Major applications determined in 13 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	80%
SDP2	Minor applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	90%
SDP3	Other applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Nicola Spencer	Quarterly	Higher is better	90%*
SDP4	Occupied retail units in Littlehampton	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	John Edjvet	6 Monthly	Higher is better	90%
SDP5	Occupied retail units in Bognor Regis	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	Caroline Gosford	6 Monthly	Higher is better	90%
SDP6	Vacant private sector dwellings returned to occupation	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Louise Crane	6 Monthly	Higher is better	25
SDP7	The total income received from general fund assets	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Paul Broggi	Annually	Higher is better	£600K
SDP8	The inspection of all Arun District Council coastal defence assets twice a year	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Roger Spencer	Annually	2	Yes
SDP9	Licence applications determined within statutory or service time limits	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Sarah Meeten	Quarterly	Higher is better	90%
SDP10	Number of stage 2 corporate complaints found to be justified or partially justified	Council Advice and Monitoring	Councillor Dudley Wensley	Nigel Lynn - Chief Executive	Sharon Lilleywhite	Quarterly	Lower is better	10**
SDP11	Residual household waste per household	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Lower is better	450kg
SDP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	6 Monthly	Lower is better	80
SDP13	Contractor achieving performance target for all green space management operations following monitoring	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Lower is better	>61%
SDP14	Achieve Green Flag awards for Council Parks, 4 by 18/19 5 by 19/20 and maintain at 5 thereafter	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	4
SDP15	Increase grass regimes managed specifically for biodiversity purposes	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	Joe Russell-Wells	Annually	Higher is better	+5% year on year increase from contract start baseline figure (146,000 sqm)
SDP16	Business rates collected	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Sue Priest	Quarterly	Higher is better	99%
SDP17	Housing Benefit overpayments recovered	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Sue Priest	Quarterly	Higher is better	110%***
SDP18	Cost of emergency accommodation per annum (net)	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Lower is better	£533,000
SDP19	Rent collected on Council housing	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Higher is better	94%
SDP20	Number of Council housing fraud cases prevented or properties recovered	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	Annually	Higher is better	10
SDP21	Average time from property vacated to property re let	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	Annually	Lower is better	15 days
SDP22	Number of Council properties with a valid gas safety certificate	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Satnam Kaur	6 Monthly	Lower is better	100%
SDP23	Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of an intervention)	Community Wellbeing	Councillor Mike Clayden	Philippa Dart - Director of Services	Robin Wickham	Annually	Higher is better	80%

Detail behind some of the targets:

Indicator	Detail behind setting of target figure
*SDP3 – Other applications determined in 8 weeks	The Govt use 'Other' for a range of application types including householder applications and adverts.
**SDP10 - Number of stage 2 corporate complaints found to be justified or partially justified	The target is 10. The figure for Q2 2017/18 is 17 however, CMT are monitoring, with Group Heads, how a fuller stage 1 investigation could highlight lessons and issues that need to be addressed so these are acknowledged in any stage 2 complaint which may then go to the Ombudsman. CMT will be ensuring that they see all Stage 1 corporate complaints within their Directorates before they are issued to try to reduce the number of complaints that could proceed to Stage 2 and then the Ombudsman.
***SDP17 - Housing Benefit overpayments recovered	The target is 110%. This is based on a previous DWP measure and is the amount of Housing Benefit overpayments recovered and a percentage of debt raised in the period (quarter). It is currently over 100% as the recovered amounts include both current and historic debt. 100% recovery means that the amount of outstanding debt stays the same as we only recover the equivalent of what we have raised. Under 100% recovery means the total outstanding debt is increasing ie poor performance. Over 100% means the total outstanding is decreasing ie good. This has not been measured in this way for some time so the target may need to be reviewed prior to its implementation in April 2018.

AGENDA ITEM NO. 6**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF
OVERVIEW SELECT COMMITTEE
ON 21 NOVEMBER 2017****PART A : REPORT****SUBJECT: LEISURE AND CULTURAL STRATEGY (YEAR 4 REVIEW)****REPORT AUTHOR:** Robin Wickham – Group Head of Community Wellbeing
DATE: 8 November 2017 **EXTN:** 37835**EXECUTIVE SUMMARY:**

This report provides an update on progress toward achieving the strategic priorities identified in the Leisure and Cultural Strategy 2013 – 2028.

RECOMMENDATIONS:

Members are requested to recommend to Full Council that:

1. the progress towards achieving the priorities set out in the Leisure and Cultural Strategy are noted and further progress reports are provided in years 8 and 12;
2. the proposal to refurbish the swimming pool changing rooms and increase the studio capacity at the Arun Leisure Centre be supported;
3. work is undertaken to review the future requirements for a leisure centre in the west of the District; and
4. the Council endorses the work of the Arundel Lido Trust to improve the facilities for the benefit of the Town and wider communities of Arun.

1.0 BACKGROUND:

- 1.1. In 2011 Arun District Council agreed to review its leisure and cultural offer. The Council appointed Colliers International to develop a strategy based on research and consultation with the community. This culminated in a draft strategy for culture and leisure provision (December 2012).
- 1.2. Following a further period of consultation the draft was debated at Full Council in May 2013 and this culminated in the adoption of the Leisure and Cultural Strategy 2013 – 2028.

- 1.3. The Strategy is divided in to five strategic priorities and eleven projects. It was envisaged that each project could be delivered independently, whilst others were intended to be phases to achieve an overarching strategic goal.
- 1.4. This report will review the progress towards delivering the priorities as set out in the Strategy.
- 2.0 **STRATEGIC PRIORITIES**
- 2.1 **Strategy 1: To provide modern, fit for purpose leisure centres in Bognor Regis and Littlehampton**
- 2.2 **Project 1: Refurbishment of the Arun Leisure Centre**
- 2.3 Between 2014 and 2017 the Arun Leisure Centre has been the recipient of over £2.5 million on refurbishment projects which has transformed the look and operation of the facility.
- 2.4 In January 2014 a new all-weather synthetic turf (3G) pitch was laid to replace the existing sports pitch. The pitch can be sub divided for five a side football or used as a full sized football pitch. The project included new surround fencing, floodlights and CCTV. In the first year, usage on the new 3G pitch doubled from 15,980 to 31,950.
- 2.5 The cost of the project was £360,000. Arun District Council contributed £210,000 and a bid to the Sport England Inspired Facilities Fund provided an additional contribution of £150,000.
- 2.6 Between November 2014 and March 2015 a squash court was converted to create a studio on the first floor and an indoor cycling room for ‘Spinning’ on the ground floor. The fitness suite was expanded on the first floor increasing the number of fitness stations from 43 to 53 and a new multi-purpose unit was installed to increase the versatility of the room. The cost of the project was £900,000 funded by Arun District Council.
- 2.7 In 2016 Freedom Leisure won the contract to operate Arun’s leisure portfolio. As part of the tender process Freedom Leisure proposed a number of improvements to the Arun Leisure Centre. Subsequently, Cabinet approved a sum of £1,153,000 from the Capital, Asset Management and other Projects Budget to fund this work (C/058/210316) resulting in an uplift of the operating fee paid to the Council from £503,192 to £636,977 per year (averaged over ten years).
- 2.8 The work was carried out between August 2016 and September 2017 and included improvements to the energy efficiency of the building (air handling and lighting); redesigning the entrance and café; new large male and female changing rooms on the first floor; and refurbished toilets on the first floor.
- 2.9 Members were invited to a tour of the Arun Leisure Centre on 5 October 2017 to review the completed refurbishment works.

- 2.10 During the same period, the learner swimming pool was closed to repair a long standing leak. The closure afforded the opportunity to re-grout both swimming pools and carry out tiling works. The cost of this work was £126,000 funded by Arun District Council.
- 2.11 Currently there are ongoing projects funded by both West Sussex County Council and Arun District Council to replace inefficient air handling systems and to refurbish the toilets on the physical education corridor.
- 2.12 The Arun Leisure Centre has now been substantially refurbished. To ensure that it remains fit for purpose, it is recommended that the swimming pool changing rooms are refurbished and the studio capacity is increased. These projects have been put forward for consideration in Section 106 developer contributions and Officers will also seek alternative sources of funding.
- 2.13 An Indoor Sports and Leisure Facility Strategy (July 2016) document was prepared to support Arun's Local Plan 2011 - 2031. This strategy identified that during the life of the Local Plan the sports halls and ancillary rooms will be 50 years old and the swimming pool over 30 years old. In addition to the likelihood that the buildings will be life expired, the growth in population will render the current capacity of the leisure centre inadequate to meet the growth in demand.
- 2.14 The Indoor Sports and Leisure Facility Strategy also notes that the leases for the centre expire in 2036 and 2054. It therefore recommends that consideration is given to the future requirements and options for leisure provision in the Bognor Regis area during the life of the Local Plan.
- 3.0 Project 1b: Provide New or improved Leisure Centre for Littlehampton**
- 3.1 The project to provide a new Leisure Centre in Littlehampton with improved facilities is well underway.
- 3.2 In July 2014 Cabinet received a feasibility study on the viability of the existing leisure centre; the cost benefit of building a new leisure centre against refurbishing the existing centre; and an option appraisal of sites on which a leisure centre could be built. The report recommended that a new centre was required. Cabinet, in agreement with the Leisure Tourism and Infrastructure Working Group (LT&IWG) approved a further detailed study of two sites on which a new leisure centre could be built (C/013/210714).
- 3.3 The findings of a detailed feasibility study concluded the most appropriate location was the existing site. The estimated cost to construct a new leisure centre and demolish the existing facility was £15,078,800. It also stated that a new centre was affordable, a position that had been improved by the outcome of the tendering exercise for the Leisure Operating contract which secured a favourable return for the Council.
- 3.4 The high level cost estimate also highlighted a number of risks that would need to be reviewed during the pre-construction phase. It identified that further investigations would be required in relation to highways, site constraints (sewers),

water table, existing car park, flood risk, service capacities and ecology to establish impact on cost and programme.

- 3.5 Cabinet, in November 2015, approved the recommendations from the Leisure, Tourism and Infrastructure Working Group (October 2015) and endorsed the Feasibility Study report (C/034/161115). It also resolved that the new leisure centre was to include a four court sports hall, and be located on the existing Sea Road site on land occupied by the Sports Dome and adjacent overflow car park.
- 3.6 In February 2016 it was proposed that the procurement of the leisure centre should be through a construction framework. Cabinet approved the use of a construction framework and award of contracts in respect of professional and technical fees for the pre-construction phase.
- 3.7 In July 2016 Cabinet received the minutes from the Environmental Services and Community Development Working Group held on 28 June 2016. The Working Group was advised that the contract for the pre-construction phase of the project had been awarded to Willmott Dixon Construction Ltd. (WDC) and that The Clarkson Alliance has been appointed as Arun District Council's Client Representative. Cabinet Decision C/013/250716 noted the award of contracts for the framework contractor and client representative.
- 3.8 Planning Public Consultation took place in October 2016 with staffed exhibitions. Information was also available on the Council's website. This enabled the wider public to view and comment on the plans. Meetings were also held with regular hirers of the leisure centre which included sports clubs and local groups. These provided an opportunity for the project team to discuss the new plans and gain a greater understanding of the hirer's requirements in order to modify the design.
- 3.9 At the Special meeting of the Council held on 22 February 2017, the Council approved its 2017/18 budget, including an estimated £15.1million for the new Littlehampton Leisure Centre. Together with the £0.9m budget already in place, this gave a total budget of £16.0m for the project. This was a provisional estimate, based on the best information available at the time.
- 3.10 Preconstruction work began at the end of June 2017 to remove the sports dome and level the site in readiness for construction to commence in September 2017.
- 3.11 In September 2017 Full Council approved the construction sum for the leisure centre. Following the tender process the overall project costs were confirmed to be £19,489,790.
- 3.12 The construction of the new centre is now fully underway. The piled foundations were in place ahead of schedule and ground works are progressing apace. The projected opening of the new leisure centre is April 2019.

4.0 Strategy 2: To transform Bognor Regis's seafront

4.1 Project 2a: Revamp the Alexandra Theatre – subject to St Modwen proposals

4.2 The previous development agreement with St Modwen was mutually allowed to end in 2014. In March 2017 Full Council agreed to support the new concepts of the 'Gardens by the Sea and Winter Gardens' on the Regis Centre site and Hothampton car park. These proposals include the re-provision, either new build or refurbishment, of the Alexandra Theatre and creation of a cultural hub and multi-functional space. Officers are working to progress these proposals and update reports are taken regularly to the Bognor Regis Regeneration Sub-Committee.

5.0 Project 2b: Enable restaurants and bars overlooking the sea – subject to St Modwen proposals

5.1 The concept proposals supported by Full Council in March 2017 include the provision of a new hotel with a bar/restaurant and a residential block with A3 restaurants and cafés on the ground floor overlooking the sea.

6.0 Project 2c: Deliver major enhancement of seafront and green space adjoining the seafront

6.1 Economic Regeneration in partnership with Property and Estates, Engineers and Greenspace has worked on a number of projects to enhance the Bognor Regis Seafront. These projects include :

6.2 A sand play area, 'Beach on the Beach' was installed on the shingle adjacent to the promenade for Easter 2015. It used beach sand and was enclosed by a low fence. The beach proved so popular with both residents and visitors that the sand play area was doubled in size and now includes enhancements such as seating, sand play equipment and push-chair parking.

6.3 In addition, a new play area adjacent to the 'Beach on the Beach' is being installed on the shingle this winter. It will feature naturalistic elements like rocks and timber as well and more standard play equipment, including accessible equipment for disabled children. The play area will be themed around "Sea creatures", a theme chosen by the community through public consultation.

6.4 New monolith wayfinding signage has been installed across the Town and the seafront.

6.5 The enhancement of West Park by upgrading the play park and replacing the café and toilets is a further aim of the Council. The latter improvement forms part of the capital investment proposals that were included in the Greenspace contract won by ISS Facilities Services.

6.6 The Property and Estates team has sought opportunities to upgrade and provide new concessions. For example, a new catering concession was procured to trial an all year round service on the promenade. This has been successful and now other quality catering operators are seeking to locate units on the seafront.

- 6.7 A Seafront Delivery Plan has been adopted for Bognor Regis that sets out thematic zones along the seafront. One zone features a cluster of permanent and seasonal catering and other concessions. The layout is still to be finalised, however the Council has allocated funding to build a permanent catering concession within this zone and will seek a quality catering operator for this unit.
- 6.8 The Economic Regeneration team is continually seeking opportunities to enhance the Town and an ice rink will be located on the Place St Maur from the end of November for eight weeks as an additional attraction for the festive season.
- 7.0 **Project 2d: Facilitate delivery of a watersports centre by Butlins**
- 7.1 Feasibility for an attraction of this kind was tested by Butlins and has not been progressed. The adopted Seafront Delivery Plan has designated this area to be an Activity Zone with the potential for an adventurous paid-for activity for older children/families. It is likely that this development would be largely funded by Butlin's and delivery is likely to be some years away.
- 8.0 **Strategy 3: To enhance Littlehampton's seafront and riverside.**
- 9.0 **Project 3a: Facilitate the delivery of a hotel, cinema and restaurant**
- 9.1 The Council has aspirations to further enhance the seafront for the local community and visitors, but at present there are no plans in place to facilitate the delivery of a new hotel or cinema on the seafront or riverside in Littlehampton.
- 10.0 **Project 3b: Work up a seaside park enhancement plan to deliver a range of initiatives**
- 10.1 In July 2014, a concept investment plan called the '9 Big Ideas' for Littlehampton was prepared to provide ideas to improve the connectivity between the town and its waterfronts.
- 10.2 In March 2015, three of the '9 Big Ideas' were supported by the Littlehampton Regeneration Sub-Committee and its recommendations were ratified by Full Council in July 2015. Feasibility studies were prepared to improve the promenade; the pier lookout; and the new green and beach link.
- 10.3 In May 2015 the Council secured a Coastal Revival Grant from the Department for Communities and Local Government (DCLG) to support the preparation of design plans for the Littlehampton seafront. The project investigated the opportunities to enhance the seafront, promenade and areas which link the town centre to riverside and the beach.
- 10.4 Consultation was carried out with stakeholders and the local community to establish the principles on which to develop conceptual designs and an Action Plan. These were presented to the Littlehampton Regeneration Sub-Committee (February 2017), whose recommendations were supported by Full Council in July 2017.

- 10.5 Progress towards delivering the Action Plan will be presented in an annual report to the Littlehampton Regeneration Sub-Committee. This report will include the design scheme for links to Littlehampton town centre. The success of both schemes will be subject to securing external funding, although short and medium term projects may be achieved through existing budgets and partnership working.
- 10.6 A recent seafront enhancement project requested expressions of interest for a seafront promenade shelter on Sea Road (opposite the skate park). Following an advert and shortlisting process, a proposal for a café, restaurant and water sports facility has been selected. The scheme is currently in the planning process.
- 10.7 The Longest Bench Slat engraving scheme which had not operated since 2012 has now been relaunched in response to popular demand from the local community and visitors. The Council is working in partnership with the Aldingbourne Trust to deliver this service which provides people with learning disabilities the opportunity to be actively involved maintaining the bench.
- 10.8 The East Bank of the River Arun was transformed as part of a partnership project with the Environment Agency. The combined works provided upgraded flood defences for the town and regenerated the riverside promenade public realm, using a combination of low ramps, pedestrian steps, timber seating terraces and planted slopes. The enhancements have created an attractive and unified destination which has become increasingly popular with visitors.
- 10.9 The Council committed funding of £2.5m to this project, which included a grant of £400,000 from West Sussex County Council's Kickstart Programme and a grant of £573,000 from Coastal Communities Fund.
- 10.10 The scheme has showcased what can be achieved when different agencies work collaboratively, pooling resources and funding, to deliver a co-ordinated project for the community. The project has been recognised nationally, winning the Innovative Delivery of Infrastructure category at the Royal Town Planning Institute Awards for Planning Excellence 2017. It was also awarded a Highly Commended certificate in the Planning and Placemaking Awards 2016.
- 11.0 Project 3c: Provide a fit for purpose space for performing arts groups to stage productions**
- 11.1 At present there are no plans to change the arrangements for performing arts and stage productions which are centred on the Windmill Entertainment Centre.
- 12.0 Project 3d: ADC will meet with the leisure Contractor and members of the community in order to seek to facilitate the setting up of a cinema club or film society and assist in exploring options to access appropriate projection equipment and/or speak to commercial operators**
- 12.1 In 2013/14 Officers worked to identify a suitable cinema operator to preserve a service at the Windmill Entertainment Centre. In partnership with the Leisure Operator and the Windmill Supporters Group an arrangement was reached whereby an operator agreed to set up Windmill Cinema Ltd.

- 12.2 Windmill Cinema Ltd has invested in and installed a digital projector at the Windmill. They have provided the commercial expertise to provide a full and varied programme which includes first release films and streamed productions of ballet, theatre, concerts and other entertainment.
- 12.3 The Leisure Operator has a Hire Agreement with Windmill Cinema Ltd for the auditorium at agreed rates. When appointed, Freedom Leisure arranged a five year Hire Agreement with Windmill Cinema Ltd which includes an extension clause, demonstrating a firm commitment to cinema in Littlehampton.
- 12.4 Of particular note is the operating model which demonstrates the community involvement in a commercially operated cinema. The Windmill Supporters Club works with the cinema operator to provide a source of volunteers to act as ushers and other support roles.
- 13.0 **Strategy 4: To make the most of Arundel's quality**
- 14.0 **Project 4a: Improve Arundel's streetscape**
- 14.1 Following meetings between WSCC, ADC and Arundel Town Council a brief will be prepared in early 2018 for use in tendering for provisional design drawings to improve Arundel's streetscape. The designs will seek to address the existing streetscape problems that have been identified and illustrating a number of possible solutions which could be delivered in a phased approach.
- 15.0 **Project 4b: Work with Arundel town Council and stakeholders to promote and enhance festivals, a community hub and the Lido and to promote Christmas events**
- 15.1 Arun's Events officer has worked with the Arundel Town Council Community Events Officer to promote events in the town. The following methods are available and have been used:
- Lamp Post Banners (e.g. Arundel Farmers' Market, Arundel by Candlelight and Arundel Festival)
 - Online - What's on Event's guide on Arun's Website and on Sussex by the Sea's website.
 - Event Organiser's Posters - promoted on social media via the Sussex by the Sea Facebook page.
 - Events are featured in the 'What's On' section in the Arun Times
 - Events are featured in the Sussex by the Sea Guide
- 15.2 Going forward the Council, with Arundel Town Council is exploring the possibility of increasing the number of the lamp post banner locations in Arundel, particularly along the main traffic routes.
- 15.3 Officers have held meetings with the Arundel Lido Trust regarding the proposals to improve the amenity site. The Trust has drafted a feasibility study which will significantly improve the current offer for the community. The proposal has been

included in the Arundel Neighbourhood Plan which supports additional leisure and community uses and/or community facilities at the Lido.

15.4 The Joint Downland Area Committee has agreed to provide match funding of up to £25,000 to enable the Trust to progress the project to the planning application stage.

16.0 **Strategy 5: To make the District exceptionally good for cycling and other activities that are best off road, like horse riding and walking**

17.0 **Project 5: To work with WSCC and other stakeholders to improve cycling opportunities across the district**

17.1 A number of schemes have been developed to improve cycling opportunities. Cycling is now permissible on the promenades in Littlehampton and Bognor Regis. A further scheme has permitted cycling on designated paths in Hotham Park.

17.2 In 2016 the sustainable transport charity Sustrans carried out a feasibility study on behalf of Arun District Council to investigate the potential for a cycle and walking path on the western bank of the river Arun. If progressed this will form a strategic green link between Littlehampton and Arundel; and the prospect of joining with the South Downs National Park. This scheme is included in the Transport Policy produced for the Local Plan (Policy T SP2).

17.3 Following a review of the findings and recommendations from the Study Officers will explore funding opportunities to develop the scheme to a detailed design. This work is being progressed and overseen by the Littlehampton Regeneration Subcommittee.

17.4 Arun has also been liaising with West Sussex County Council on the 'West Sussex Walking and Cycling Strategy 2016 – 2026'. The work currently underway on the A259 between Felpham and Littlehampton is one of the projects proposed in this strategy.

8.0 Conclusion

18.1 The Leisure and Cultural Strategy is a fifteen year strategy. Over the last four years the Council, with partners has made constructive strides to deliver many of the key projects identified in the strategy. The delivery of the new Littlehampton Leisure Centre will be completed during 2019 and it is envisaged that the Arun Leisure Centre will be fully refurbished within this timeframe. This will allow the Council and partners to focus on the Strategic projects 3 to 5.

18.2 Since the adoption of the Leisure and Cultural Strategy, the Council has adopted a new approach to the regeneration of Bognor Regis. New bold and exciting proposals are out to consultation and the Council, in partnership with West Sussex County Council has done much to improve the public realm in the town.

18.3 Proposals have also been drawn up for the transformation of the Littlehampton seafront and promenades; this is in addition to the award winning East Bank flood defence work that was completed in 2015.

18.4 Work will continue with Arundel Town Council to enhance, where appropriate, the streetscape and to establish a cycle and walking route between Littlehampton and Arundel. The proposal to improve the amenity of the Lido in the town is also an exciting project.

18.5 The delivery of the Leisure and Cultural Strategy 2013 – 2018 is one of the Council's key priorities. Investing in infrastructure projects is a prime stimulus for regeneration and the strategy has provided a focus for the Council and its partners to deliver projects that have the ability to transform the district and the lives of our community.

19.0 PROPOSAL(S):

Members are requested to recommend to Full Council:

- a) That the progress towards achieving the priorities set out in the Leisure and Cultural Strategy are noted and further progress reports are provided in years 8 and 12;
- b) Support the proposal to refurbish the swimming pool changing rooms and increase the studio capacity at the Arun Leisure Centre;
- c) That work is undertaken to review the future requirements for a leisure centre in the west of the district; and
- d) That the Council endorses the work of the Arundel Lido Trust to improve the facilities for the benefit of the town and wider communities of Arun.

20.0 OPTIONS:

To recommend the proposals as stated or to amend the recommendations.

21.0 CONSULTATION:

Extensive consultation was carried out as part of the adopted Leisure and Cultural Strategy. Further consultation has been undertaken on the various projects as they are progressed.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	✓	
Relevant District Ward Councillors	✓	
Other groups/persons (please specify)	✓	
Local interest groups (Littlehampton Civic Society,		

Community Charter Group, etc.)		
22.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Safeguarding		✓
Other (please explain)		✓
23.0 IMPLICATIONS:		
Many of the projects have financial, land, property and asset management implications for the Council		

24.0 REASON FOR THE DECISION:

To restate the Council's commitment to the Leisure and Cultural Strategy 2013 - 2028

25.0 BACKGROUND PAPERS:

[Leisure and Cultural Strategy 2013 - 28](#)

[Full Council 15 May 2013, Final Resolution, Minute 522, Strategy 1, Stage 2](#)

[Leisure, Tourism & Infrastructure Working Group \(30 June 2014\)](#)

[Cabinet Report \(21 July 2014\) – A New Leisure Centre for Littlehampton](#)

[Detailed Feasibility Study 2015](#)

[Cabinet Report \(16 November 2015\) - Capital Prioritisation Programme](#)

[Cabinet Report \(8 February 2016\) – A New Leisure Centre in Littlehampton](#)

[Environmental Services & Community Development Working Group \(28 June 2016\)](#)

[Environment & Leisure Working Group \(6 September 2016\)](#)

[Cabinet Report \(17 October 2016\) – Littlehampton Leisure Centre Project Update](#)

[Environment & Leisure Working Group \(1 November 2016\)](#)

[Environment & Leisure Working Group \(17 January 2017\)](#)

[Environment & Leisure Working Group \(14 March 2017\)](#)

[Cabinet Report \(10 April 2017\) – Littlehampton Leisure Centre](#)

[Environment & Leisure Working Group \(27 June 2017\)](#)

[Cabinet Report \(17 July 2017\) - Littlehampton Leisure Centre](#)

[Environment & Leisure Working Group \(29 August 2017\)](#)

[Full Council Report \(13 September 2017\) – Littlehampton Leisure Centre](#)

Littlehampton Regeneration Sub-Committee – Public Realm Design Plan

Full Council (July 2017) -

Indoor Sport and Leisure Facilities Strategy (August 2016)

Arun Local Plan 2011 - 2031

Cabinet: Award of Leisure Operating Contract (September 2015)

Cabinet: Leisure Management Contract Works (March 2016)

Cabinet: Leisure Operating Contract – Post Award report (January 2017)

AGENDA ITEM NO. 7**ARUN DISTRICT COUNCIL****REPORT TO OVERVIEW SELECT COMMITTEE
ON 21 NOVEMBER 2017****PART A : REPORT****SUBJECT: Filming and Photography Policy – Scope****REPORT AUTHOR:** Jackie Follis – Group Head of Policy **DATE:** 1 November 2017
EXTN: 37580**EXECUTIVE SUMMARY:**

Following the implementation of the Local Government Audit and Accountability Act 2013 the Council agreed a Filming Protocol. It has been recognised for some time that whilst this is adequate as a reminder of the basics requirements for elected members, staff and members of the public, nearly 5 years on it should now be reviewed. This paper sets out the proposed scope of the work to be done to update the Protocol, in particular with regard to the new Data Protection Regulations.

RECOMMENDATIONS:

The Committee is asked to agree the proposed scope of the new Filming and Photography Policy and Guidance so that a report can be brought back for consideration at the Committee's next meeting on 23 January 2018.

1. BACKGROUND:

The current Filming Protocol is attached as Appendix 1. It can be seen that this does not make reference to a number of other issues which should be covered to ensure that all parties are aware of their rights and responsibilities. A lot of this is held elsewhere in the Council and needs to be combined into one document which is easy for the public, elected members and staff to access. This will also avoid duplication and any contradictory messages from different services as well as updating Data Protection, Safeguarding and any copyright requirements.

It is proposed that the new Policy covers the following:

1. Filming, photography, recording and use of social media in council meetings, to include at which meetings this is permitted, who can expect to be filmed etc and who should not be filmed. This will also cover how to access stored data, retention periods and the disposal policy.
2. What action may be taken in the event of an infringement of Council policy.
3. The filming and photography guidance which exists in each service area, ensuring that this is consistent with the Council's overall principles, legislation and best practice and that where there are differences these can be justified.

<p>4. Links to any existing guidance such as that on the use of social media for Members and staff.</p> <p>5. Which employees within the Council could normally expect to be filmed or recorded and ensure that appropriate HR guidance is in place</p> <p>6. Authorisation procedures for external bodies or individuals who wish to take pictures or film on Council property, including contact arrangements and possible charges for the most common requests</p> <p>Members are asked to consider whether this scope is adequate and whether there are particular concerns that they would like the Review to focus on.</p>		
2. PROPOSAL(S):		
None		
3. OPTIONS:		
None		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Safeguarding		x
Other (please explain)		
6. IMPLICATIONS:		
None		
7. REASON FOR THE DECISION:		
To agree a new updated Policy.		

8. BACKGROUND PAPERS:

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PROTOCOL ON THE FILMING AND RECORDING OF COUNCIL MEETINGS

The recording, filming and broadcasting of all public meetings be allowed in accordance with the Local Government Audit and Accountability Act 2013.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

During meetings in official Council meeting rooms, filming by broadcasters shall only be from the media area, public gallery or specific designated space. The designated space will be reserved for broadcasters and not available to the public.

At certain venues, there will be designated areas from which filming by broadcasters can take place as the Council may designate and filming must only be from within those designated areas.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner only from an area set aside at each meeting for the public to observe the meeting.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive and only to the extent that it does not interfere with any person's ability, where they have a disability, to follow the debate.

The filming or recording of members of the public is prohibited in circumstances where they are not making representations to the meeting and the Council will take such action as it considers appropriate against any person found to be contravening this restriction.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing.

The Council asks those recording proceedings not to edit the film / record / photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed / filmed / recorded.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

Appendix 1

The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

AGENDA ITEM NO. 8**ARUN DISTRICT COUNCIL****REPORT TO THE OVERVIEW SELECT COMMITTEE
21 NOVEMBER 2017**

SUBJECT:	Review of the Terms of Reference for the Overview Select Committee
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REPORT AUTHOR:	Jackie Follis – Group Head of Policy
DATE:	17 October 2017
EXTN:	01903 737580

EXECUTIVE SUMMARY:

The Council's Constitution is undergoing a major review led by the Constitution Working Party. The section currently under review is Part 3, Responsibility for Functions, which sets out the terms of reference for Committees, Sub-Committees and Panels. This report seeks Members' views on re-drafted terms of reference for this Committee.

RECOMMENDATIONS:

The Committee is asked to recommend to Full Council that:

1. the revised terms of reference for the Overview Select Committee, as set out in Appendix 1 to the report, be approved and updated in Part 3, Responsibility for Functions in the Constitution; and
2. the Group Head of Council Advice & Monitoring Officer be authorised to make any further consequential changes to the Constitution.

1.0 BACKGROUND

- 1.1 The Council has been receiving regular reports over the last eight months on the review of the Constitution being led by the Constitution Working Party. The current section under review is Part 3, Responsibility for Functions, which set outs the terms of reference of Committees, Sub-Committees and Panels. The aim has been for any revisions to create simplicity and ease of reading based on best practice used elsewhere.
- 1.2 The Chairman and Vice-Chairman of the Committee were consulted in the early stages of this review as requested by the Constitution Working Party.

2.0 PROPOSALS

- 2.1 This review has provided the opportunity to reflect on the current practices of the Committee. Appendix 1 sets out a revised Terms of Reference for the Overview Select Committee based on the template agreed by the Constitution Working Party. As requested by this Working Party, it aims to simplify the existing arrangements yet still highlight the full functions of the Committee.
- 2.2 Appendix 2 is an extract of the existing wording in the Constitution.
- 2.3 The Committee's views are welcomed.

3.0 OPTIONS:

- To support the revised terms of reference.
- To not support the revisions and propose alternative arrangements.

4.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> Chairman and Vice-Chairman of the Committee 	✓	

5.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)

	YES	NO
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

6.0 IMPLICATIONS:

None

7.0 REASON FOR THE DECISION:

The Council needs to ensure it has adequate and transparent governance arrangements in place for its Committees, Sub-Committees and Panels.

8.0 BACKGROUND PAPERS:

Council's Constitution <https://www.arun.gov.uk/constitution>

Proposed Changes to Part 3 – Responsibility for Functions

Replace existing section 4.4 with the table below

Committee/Panel and Membership	Functions	Delegations of Functions
<p>Overview Select Committee</p> <p>15 Members of the Council (Cabinet Members are not eligible for appointment)</p>	<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> a) Policy development and review b) Publicly holding the Cabinet to account c) Reviewing the deliverability of local services [whether provided by the Council or external organisations] d) Examining matters of wider local concern e) Supporting the development of the Forward Plan <p><u>General Role:</u></p> <ol style="list-style-type: none"> 1. Making reports and/or recommendations to Full Council and/or the Cabinet in connection with the discharge of its functions. 2. Reviewing and/or scrutinising decisions made or actions taken in connection with the discharge of any of the Council's functions. 3. Exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet or an Individual Cabinet Member as set out in the Scrutiny Procedure Rules in Part 6 of this Constitution. 4. Considering reports and recommendations received from the West Sussex Joint Scrutiny Steering Group and/or any group set up to carry out a joint scrutiny review. 5. Considering Petitions in accordance with the Petitions Scheme set out in Part 8 of this Constitution. <p><u>Specific Functions:</u></p> <ol style="list-style-type: none"> 1. Budget Development and Review – assisting the Council and the Cabinet in the annual preparation of the Budget against the Council's priorities 2. Scrutiny <ul style="list-style-type: none"> a) Reviewing, scrutinising and questioning the decisions made or actions taken by: <ul style="list-style-type: none"> ▪ Full Council and Cabinet (policy objectives, performance targets, service areas) ▪ Individual Cabinet Members 	<p>None</p>

Proposed Changes to Part 3 – Responsibility for Functions

Replace existing section 4.4 with the table below

	<ul style="list-style-type: none">▪ Committees▪ Council Officers (Directors/Group Heads)▪ The Council’s main contractors (performance and outcomes to be scrutinised at least once every two years)▪ Other public bodies (inviting reports and requesting them to address the Committee if appropriate) <p>b) Questioning and gathering evidence from any person (with their consent)</p> <p>3. Work Programme – report annually to Full Council on its future work programme and amended working methods if appropriate</p>	
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PART 3 – RESPONSIBILITY FOR FUNCTIONS

4.4 Overview Select Committee

Responsibilities:

- 4.4.1 Assist in the development of Council policies and overview of policies, plans and strategies of the Council (and partners or partnerships as appropriate),
- 4.4.2 Support the development of the Forward Plan, including identifying, in consultation with Cabinet what, when & how key decisions will be taken.
- 4.4.3 Scrutiny of the strategic and operational performance of the authority (and its partners or partnerships as appropriate), including reviewing the extent to which the Council fulfils its Leadership role and its approach to performance and continuous improvement.
- 4.4.4 Scrutiny of the adequacy and effectiveness of the Council's corporate governance arrangements covering Democratic and Community Engagement; Service Delivery Arrangements; its Values, Structures and processes.
- 4.4.5 Scrutiny of executive decisions following the request of a valid "call-in".

General Role

Within its Terms of Reference, the Overview Select Committee will:

- 4.4.6 make reports and/or recommendations to the Full Council and/or the Cabinet in connection with the discharge of any functions,
- 4.4.7 consider any matter affecting the area or its inhabitants.

Specific Functions

The Overview Select Committee may:

- 4.4.8 review the annual preparation of the Budget against the Council's priorities,
- 4.4.9 undertake in depth reviews of completed projects to assess their delivery against targets, cost analysis against budget and measure of success against the Council's Priorities,
- 4.4.10 liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working
- 4.4.11 exercise the right to call-in, for reconsideration of decisions made but not yet implemented by the Cabinet, where this is necessary and having regard to the call-in procedure in Part 6 and any protocol which may be agreed to deal with this,
- 4.4.12 review and scrutinise the decisions made or about to be made by and the performance of:
 - the Cabinet,
 - Individual Cabinet Members. Each Cabinet Member will be invited to attend the Overview Select Committee at least once in every year to answer questions about their portfolio and more frequently should an issue arise that leads the Committee to have questions it wishes to ask of the portfolio holder,
 - Committees,
 - Council Officers,
 - the Council's major contractors. The performance and outcomes of each major contractor to be scrutinised at least once every two years
- 4.4.13 question members of:

PART 3 – RESPONSIBILITY FOR FUNCTIONS

- the Cabinet,
 - Committees and
 - Directors/Heads of Services about their views on issues and proposals affecting the District and their decisions and performance, whether generally in comparison with the Corporate Plan and Service Delivery Plans and targets over a period of time, or in relation to particular decisions, initiatives or projects,
- 4.4.14 review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview Select Committee and local people about their activities and performance, and
- 4.4.15 question and gather evidence from any person (with their consent).
- 4.4.16 Finance - may exercise overall responsibility for the finances made available to it.
- 4.4.17 Work Programme – make recommendations to Full Council annually on its future work programme and amended working methods, where appropriate
- 4.4.18 Officers - work in close liaison with officers employed to support its work under the direction of the Head of Democratic Services.

COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY31 October 2017 at 4.30 pm

Present: Councillors Hitchins, (Chairman), Elkins, Mrs Oakley and Mrs Rapnik.

Councillor Dingemans was also present during the meeting.

5. Apologies for Absence

Apologies for absence had been received from Councillors Edwards and Oppler and also from the Deputy Leader of the Council and Cabinet Member for Corporate Governance, Councillor Wensley.

6. Declarations of Interest

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the Government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions on the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a member declares a "Prejudicial Interest", this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

Councillors Mrs Oakley and Rapnik declared their Personal Interests in Agenda Item 5 (Local Council Tax Reduction Scheme) in so far as they claimed the single persons discount in respect of their Council Tax.

7. Minutes

The Minutes from the last meeting of the Working Party held on 10 August 2017 were approved by the Working Party as a correct record and were signed by the Chairman.

8. Local Council Tax Reduction Scheme

The Working Party received an update report from the Revenue and Benefits Manager which provided the same information as provided at the last meeting of the Working Party on 10 August 2017 but included further information on the situation as at 30 September 2017. This is what the Working Party had requested at its last meeting.

The report provided a further summary of the impact of the changes made to the Local Council Tax Reduction Scheme for 2017. As with the previous report, in order to provide a direct comparison between the 2017 scheme and the previous 2016 scheme the amount of Local Council Tax Reduction awarded at 1 April each year had been compared, as follows:

April 2016 CTR awarded = £11,011,972
 April 2017 CTR awarded = £9,913,320

Therefore the initial indicative savings were £1,098,652 overall with Arun's share equating to £109,865.

Looking at collection, the report confirmed that at the end of September 2017, 60.23% of the annual council tax debit had been collected compared with 60.54% collected by the end of September 2016. Although this remained a slight decrease in performance overall it was not possible to directly attribute this to the changes to the local scheme, particularly as the amount to be collected increased each year due to Council Tax increase and numbers of new properties. The table within the report illustrated this and confirmed that in cash terms collection had increased and that there had been no significant change since the last report made to the Working Party.

Looking at recovery, the comparison table illustrated the impact on working age customers with regard to keeping up to date with payments. This confirmed that there was very little change in position for those up to date at the first reminder stage.

Looking at the discretionary scheme to date there had been 126 applications for help under the scheme. Forty applications had been successful with a total of £4,871.82 of relief being awarded. The reasons for the 86 unsuccessful applications are as set out below:

- 3 had deferred payments
- 6 had been awarded Discretionary Housing Payments instead to assist with rent
- 46 had sufficient income
- 2 had no claim for CTR and were invited to claim
- 29 withdrew their application

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Members were reminded that this scheme was funded separately by both Arun and West Sussex County Council (WSCC). For 2017/18 the Council had allowed a total of £100,00 with WSCC having agreed to fund 76% of this with the remaining 24% (£24,000) being held in the Revenues and Benefits budget as a separate item.

The Working Party was advised that there had not been an increase in the level of complaints since the changes had been introduced.

The Revenues and Benefits Manager confirmed that the Council would be introducing the option for those who were at the summons stage in the recovery process to be able to attend surgeries which would offer advice and help if they were struggling to make payments. This would be offered to those at the summons stage and would be able to allow discussion for payment arrangements to be made. This would also help promote the discretionary scheme for those who were not using it.

In discussing the report, Members questioned how Universal credit would affect the scheme. The Revenues and Benefits Manager outlined that the roll out for Arun would be from April 2018 and so this would be a discussion to have later.

Members were pleased to note the introduction of the surgery scheme and it was hoped that this may then make issuing a summons unnecessary. It was confirmed that the surgeries would start around the end of November 2017 and would be a way of providing support and advice for anyone who had not paid their Council Tax. The Working Party agreed that it would be interesting to receive information on whether the surgeries actually reduced the number of summons issued and confirmed that they would like to receive these details when the Working Party would next meet in January 2018 to consider the 2019 Scheme. The Revenues and Benefits Manager was asked if the surgery service could also be publicised in the Council's leaflet sent to all residents as part of the annual billing exercise.

Following further discussion and having agreed that no further changes be made to the Council Tax Reduction Scheme for 2018, the Working Party

RECOMMEND TO THE OVERVIEW SELECT COMMITTEE

That the Committee recommends to Cabinet that the Council Tax Reduction Scheme for 2018 remains unchanged for a further year covering 2018.

(The meeting concluded at 4.44 pm)

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 21 November 2017

Name of Meeting:	West Sussex County Council's Health & Adult Social Care Select Committee (HASC)
Date of Meetings:	29 September 2017
Report by:	Cllr George Blampied – The Council's Nominated Representative
Relevant Cabinet Member:	Cllr Mike Clayden – Cabinet Member for Community Wellbeing
Feedback:	
<p>There were two main issues at this meeting with an update on the Patients Transport Service (PTS) and a presentation about Clinically Effective Commissioning.</p> <p>The PTS was taken over by the South Central Ambulance Service (SCAS) from Coperforma on 1 March and 1 April 2017. This was a follow up report that the Committee had requested. Most of the staff were TUPED over to SCAS and merged into their service. Contractors that were used by Coperforma to collect patients were added, along with the Dockland Medical Services staff. The first phase (1 March 2017) continued with the old system with upgrades. The second phase went well with good positive feedback from the Trusts and low level of complaints from patients. Overall the service is progressing well and the general performance has improved.</p> <p>Clinically Effective Commissioning (CEC) is a new regional NHS initiative which aims to improve the effectiveness and value for money of healthcare services. It is recognised that there is no more money likely to be forthcoming so we must manage within the resource allocated. This programme started in early in the year with 8 CCGs involved. There are three tranches of work towards standardising services. The aim is to do the work properly first time which will, in the long run, save money. Inconsistency of treatment existed in different areas; shared policies could help avoid this.</p> <p>In some cases, alternatives to surgery could produce better outcomes for some people. Also additional savings could be achieved by removing some medicines from those available on prescription, for example those that can be bought cheaply over the counter.</p>	

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 21 November 2017

Name of Meeting:	Sussex Police & Crime Panel
Date of Meeting:	6 October 2017
Report by:	Councillor Mike Clayden
Relevant Cabinet Member:	Cabinet Member for Community Wellbeing

The medium term Financial Strategy was discussed and it was noted that the precept was at the lower end of the band at £153.91 for Band D compared with Surrey on £224.57.

The precept will be discussed by the Precept and Budget working group on the 28 November 2017 when the Chancellors of the Exchequers Budget announcement is known.

Video Enabled Justice

The Home office project, led by Sussex Police and Crime Commissioner Katy Bourne, will use a network of high-tech video links in police stations and other buildings so officers can give evidence direct to courts, without the need to travel. Sussex Police figures show a police officer can spend over 5 hours away from work for each court appearance.

Policing and Crime Act

The PCC's work forthcoming under the provisions of the Policing and Crime Act. The PCC will bring a paper to the January meeting on how the new model will operate and what the Commissioner's new duties on complaints will look like. The Panel requested that thought is given to public engagement about any new process.

The role of the Commissioner in ensuring Sussex Police provides an effective response to schools and other educational establishments.

Sussex Police currently has 20 Neighbourhood School Officer posts dedicated to working with schools and other educational establishments. These roles will be changed to Prevention Youth Officer (PYO) posts when the Prevention strand of the LPP goes live on 6 November 2017. However, it should be emphasised that there will not be a reduction in the number of these posts. The PYOs will develop and maintain relationships with schools and other educational establishments and be an integral part of the newly formed Local Prevention Teams. These officers will work closely with multi-agency safeguarding and vulnerability teams to tackle any identified problems that arise and ensure that a more consistent and joined-up approach around

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 21 November 2017

information sharing and problem solving exists.

101 Contact and Command Centre

The PCC was questioned over 101 answer times; this was mentioned at the Police Performance Accountability meeting in September, see web cast for more detail. Hopefully things will improve.

Uber Taxi Company

This was mentioned as operating in Brighton with particular reference to the information provided for the Licencing Committee. More information to follow from the PCC.

More information can be found on the Sussex Police and Crime Panel web site and the PCC web site.