



# Public Document Pack

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All Members of the Council  
(and those on the circulation list)

4 July 2019

Dear Members

## **Full Council Meeting - 17 July 2019 – Bundle 2**

Please find attached further papers to be considered at the Council Meeting on Wednesday 17th July 2019:

### **Item 9 [Special Audit & Governance Committee - 2 July 2019]**

Please find attached the Minutes from the Special Meeting of the Audit & Governance Committee held on 2 July 2019. There are recommendations at:

- Minute 68 [The Independent Remuneration Panel's Eighth Review of the Members' Allowances Scheme] – The Officer's covering report and the report of the Independent Remuneration Panel are attached.
- Minute 69 [Chairman's Annual Report to Council – 2018/19] – the Officer's report and Appendix is attached

### **Item 18 [Bognor Regis Regeneration Sub-Committee - 24 June 2019]**

Please find attached the Minutes from the meeting of the Bognor Regis Regeneration Sub-Committee held on 24 June 2019. There are no recommendations.

### **Item 19 [Special Development Control Committee - 27 June 2019]**

Please find attached the Minutes from the meeting of the Special Development Control Committee held on 27 June 2019. There are no recommendations.

**Item 20 [Environment & Leisure Working Group - 4 July 2019]**

Please find attached the Minutes from the meeting of the Environment & Leisure Working Group held on 4 July 2019. There are no recommendations.

**Item 21 [Cabinet - 8 July 2019]**

Please find attached the Minutes and the Decision Notices from the meeting of Cabinet held on 8 July 2019. There are no recommendations.

**Item 27 [Overview Select Committee - 25 June 2019]**

The Chairman, Councillor Coster, will present the Minutes from the meeting of the Overview Select Committee held on 25 June 2019, these Minutes were omitted from the main agenda in error. There is a recommendation at:

- Minute 54 [Work Programme – 2019/2020] – the Committee's Work Programme for 2019/20 is attached.

Please can you bring your copy of these papers along with you to the meeting.

Yours sincerely

**Jane Fulton**  
Committee Manager

# Agenda Item 9 Public Document Pack

Subject to approval at the next Audit & Governance Committee meeting

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## AUDIT & GOVERNANCE COMMITTEE

2 July 2019 at 6.00 pm

Present: Councillors Mrs Erskine (Chairman), Mrs Haywood (Vice-Chair), Bennett, Bicknell, Brooks, Clayden, Dendle and Tilbrook

Councillors Bower and Oliver-Redgate were also in attendance for all or part of the meeting.

[Note: The following Councillor was absent from the meeting during the following items of business – Councillor Bicknell Minute 51 to Minute 53 (Part).]

Apologies: Councillor Mrs Madeley who is being substituted by Councillor Chapman and Councillor Mrs Thurston.

### 65. DECLARATIONS OF INTEREST

In view of the nature of the issues to be discussed in respect of Agenda Item 6 (The Independent Remuneration Panel's Eighth Review of the Members' Allowances Scheme) it was recognised that all Members of the Committee had a personal interest in accordance with the Members' Code of Conduct. This did not preclude them from considering the proposals.

### 66. MINUTES

The Minutes of the meeting held on 14 February 2019 were approved by the Committee as a correct record and signed by the Chairman.

### 67. START TIMES

The Committee

RESOLVED

That its start times for meetings during 2019/2020 be 6.00 pm.

### 68. THE INDEPENDENT REMUNERATION PANELS EIGHTH REVIEW OF THE MEMBER'S ALLOWANCES SCHEME

The Chairman welcomed the Independent Remuneration Panel (IRP) to the meeting and invited the Chairman of the Panel, John Thompson, to present the Panel's Eighth Review of the Members' Allowances Scheme.

The Committee Services Manager provided an introduction to her covering report, explaining that the IRP review was originally brought before the Committee at its meeting held on 14 February 19. However, at that meeting the Panel was asked to complete further work on recommendations 8 9 & 20. The covering report highlighted

Audit & Governance Committee - 2.07.19

the concerns raised at that meeting and provided an overview of the associated financial implications.

Mr Thompson highlighted the main points of change since the 14 February 2019 and that the review had been updated following the District Council Elections.

The main points highlighted were;

- The report was evidenced based following interviews with Councillors, direct comparisons with other Local Authorities (LA's) and comparative data provided by South East Employers.
- Recommendations were broadly cost neutral.
- The annual increase in Basic Allowance had been linked to Officer's pay increases
- The proposal to remove the I.T Allowance in view of the introduction of ModernGov and the supply of iPads to Members.
- The Panel believed the Leader's SRA needed to be set at a level that would attract good candidates to apply for consideration in the future, regardless of any private income
- All SRA's had been calculated based on the post and not the person and the Committee was reminded that they could renounce all or part of any allowance.

The Chairman proposed to take each recommendation in turn to allow full debate. This approach was agreed by the Committee.

**Recommendation (1) – The Basic Allowance remain unchanged at £5,481 per year taking into account the April 2019 increase:**

Recommendation accepted by the Committee.

**Recommendation (2) – The Basic Allowance continues to be increased inline with Officer's pay increases:**

Recommendation accepted by the Committee.

**Recommendation (3) – The Special Responsibility Allowance Payable to the Leader of the Council be increased by £1,804 from £14,196 to £16,122 and there is no change in the Special Responsibility Allowance paid to the Deputy Leader of the Council at £10,400:**

The Committee considered this recommendation in two parts, firstly in respect of the SRA to be paid to the Leader of the Council and the Panels proposals to increase this by £1,804 from £14,196 to £16,122 views were presented for and against this proposal. Some members of the Committee argued that it was not an appropriate time to be considering any increases to

allowances others spoke in support of the increase in view of the full-time nature of the Leader of the Council's role.

Having taken a vote on the recommendation the Panels proposal to increase the SRA for the Leader of the Council was rejected and so the SRA to be paid to the Leader of the Council would remain at £14,196.

Turning the SRA to be paid to the Deputy Leader of the Council the Committee were in agreement that the Panel's recommendation was justified in remaining at £10,400.

**Recommendation (4) – The Special Responsibility Allowance payable to Cabinet Members (Portfolio Holders) remain unchanged at £8,320:**

Recommendation accepted by the Committee.

**Recommendation (5) – The Special Responsibility Allowance payable to the Chairman of the Council and the Vice Chairman of the Council remain unchanged at £8,320 and £2,745 respectively:**

Recommendation accepted by the Committee.

**Recommendation (6) – The Special Responsibility Allowance payable to the Chairman of Development Control Committee be increased by £1,500 from £6,000 to £7,500; that of the Vice Chairman be increased by £520 from £1,980 to £2,500 and there be no change to the Special Responsibility Allowance £750 payable to Members of Development Control:**

The Committee considered this recommendation in two parts, firstly in respect of the Panels proposal to increase the SRA's to be paid to the Chairman and Vice Chairman. Members were quickly in agreement to reject this part of the recommendation. It was agreed that the Chairman and Vice Chairman for the Development Control Committee's SRA's would remain at £6,000 and £1,980.

Turning to the SRA of £750 to be paid to Members of Development Control, the Committee were in agreement that based on the workload of this Committee that the Panel's recommendation was justified in remaining at £750.

**Recommendation (7) – A Special Responsibility Allowance of £300 a year be payable to Members who are Named Substitutes for Members of the Development Control Committee:**

Recommendation accepted by the Committee

**Recommendation (8) – The Special Responsibility Allowance payable to the Chairman and Vice-Chairman of the Licensing and Enforcement Committee be decreased by £2,500 from £4,000 to £1,500 and by £600 from £1,200 to £600 respectively:**

Initial views put forward by the Committee was that this recommendation could not be accepted, and the Panel were questioned on the evidence that sat behind its recommendation. It was felt that in view of the complexity of some meetings/decisions and the level of training required for this role the existing SRA was seen to be adequate, An alternative proposal was put forward to the Committee that the level of SRA for the Chairman be reduced by £1,500 to £2,500 however this was not seconded. Following further discussion, the recommendation from the Panel was accepted by the Committee.

**Recommendation (9) – The Special Responsibility Allowance payable to Members of the Licensing and Enforcement Committee be abolished:**

It was felt that it was relevant for Members of the Licensing Committee to receive an SRA as it was felt their work, especially when sitting on Sub-Committees was over and above what fell within the basic allowance remit and therefore the recommendation to abolish this allowance was rejected. As no alternative proposal was put forward, it was agreed that the level of SRA for being a Member of the Licensing Committee remain at £250 per annum.

**Recommendation (10) – The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Overview Select Committee remain unchanged at £4,870 and £1,607 respectively:**

Recommendation accepted by the Committee

**Recommendation (11) – The allowance for Co-Opted Witnesses, etc. be increased from £50 to £60 per meeting (up to half a day's duration) they are required to attend:**

Recommendation accepted by the Committee

**Recommendation (12) – The Special Responsibility Allowances payable to the Chairman and Vice Chairman of the Audit and Governance Committee remain unchanged at £3,750 and £1,238:**

Recommendation accepted by the Committee

**Recommendation (13) – The Special Responsibility Allowance payable to the Chairman of Standards Committee be reduced by £500 from £1,500 to £1,000. Payments to Members sitting on Assessment Panels be increased from £50 to £60 per half day meeting:**

Recommendation accepted by the Committee

**Recommendation (14) – The meeting allowance paid to Independent Persons on the Standards Committee be replaced with a payment of £1,440 a year shared equally between the Independent Persons:**

Recommendation accepted by the Committee

**Recommendation (15) – The Special Responsibility Allowance payable to the Leader of the largest Opposition Group remain unchanged at £3,917:**

Recommendation accepted by the Committee

**Recommendation (16) – The leaders of smaller Minority Groups of three or more Members receive an SRA of £100 per Member:**

Recommendation accepted by the Committee

**Recommendation (17) – The Allowance paid to minority groups be reviewed after each change in composition in the Council:**

After discussion the Committee agreed to amend the wording of this recommendation to ensure clarity:

**Recommendation (17) – The Allowance paid to Leaders' of smaller minority groups be reviewed after each change in composition in the Council:**

Amended recommendation accepted by the Committee

**Recommendation (18) – The I.T Allowance be discontinued when ModernGov and the I.T Strategy for Members is fully available to all Members:**

Recommendation accepted by the Committee

**Recommendation (19) – The meeting allowance paid to Co-Opted Members and Witnesses to Committee and Panels should be increased from £50 to £60:**

Recommendation accepted by the Committee

**Recommendation Number 20 - The Carers Allowance of £10 per hour up to a maximum of 20 hours a month be replaced by;**

**A) a Child Care allowance of £10 an hour, limited to £4,000 a year;**

**B) a Dependent Adult allowance up to a maximum of the Home Care rate paid by West Sussex County Council, limited to a maximum of £6,000. And that the Head of Paid Service has the discretion to exceed these limits:**

Recommendation accepted by the Committee

The Chairman suggested to the Committee that recommendations 21 to 24 be consider en bloc. The Committee were in agreement with this approach.

**Recommendation (21) - The list of duties specified in the Regulations be added to the Members Allowance Scheme at Part 9 of the Constitution:**

**Recommendation (22) - Consideration is given as to whether any other duties should be approved for receipt of the Dependent Carer's allowance:**

**Recommendation (23) - The availability of this Allowance and the procedure for claiming it be more visible:**

**Recommendation (24) - Councillors will be entitled to request maternity, paternity and adoption arrangements:**

Recommendation's (21), (22), (23) and (24) accepted by the Committee

**Recommendation (25) - No change in the arrangements that allow Town and Parish Councils to pay up to 10% of the Arun DC Basic Allowance to their Members:**

Recommendation accepted by the Committee

**Recommendation (26) - Special Responsibility One-off payments be increased from £50 to £60 a half day for one-off activities, for example, intensive projects subject to the approval of the Head of Paid Service on the advice of the Group Head of Advice and Monitoring Officer:**

Recommendation accepted by the Committee

**Recommendation (27) - All remunerations received by Members, Co-Opted Members, Independent Persons and so on to be linked annually to Officers' pay and allowances with effect from 1 April 2020:**

Recommendation accepted by the Committee

**Recommendation (28) - The arrangements for Travel and Subsistence remain unchanged and the rates and list of approved duties be published in Section 9 of the Arun DC Constitution:**

Recommendation accepted by the Committee

**Recommendation (29) - The arrangements for the payment of more than one SRA remain unchanged:**

Recommendation accepted by the Committee

**Recommendation (30) - If the Chairman of the Council is absent for a continuous period of two months or more their SRA can be paid instead to the Vice-Chairman if they take on the responsibilities during that period of absence.**

Recommendation accepted by the Committee

**Recommendation (31) - Include in Arun DC's Members' Allowance Scheme provision for the Suspension of Allowances of the Local Authority Members' Allowances (England) Regulations 2003, in that allowances be withheld if a Member is suspended or partially suspended:**

Recommendation accepted by the Committee

**Recommendation (32) - Move the next review to after the municipal elections in 2023 or sooner if there is a change in municipal governance arrangements:**

Recommendation accepted by the Committee

**Recommendation (33) - The new Allowances Scheme is effective from 7<sup>th</sup> May 2019:**

Recommendation accepted by the Committee

The Committee gave their thanks to the Panel for their hard work on this report, in particular for going away and re-looking at the recommendations after the meeting on 14 February 2019. The Panel also extended their thanks to Officers and Members who helped and supported the Panel to ensure that they completed their report within the time constraints requested.

The Committee then

RECOMMEND TO FULL COUNCIL

That the report of the Independent Remuneration Panel on its eighth review of the Member's Allowances Scheme be approved subject to the amendments made at the meeting.

69. CHAIRMAN'S ANNUAL REPORT TO COUNCIL 2018/19

The Committee received the Chairman's Annual Report to the Council for 2018/19 and having supported its contents,

RECOMMEND TO FULL COUNCIL

That the Chairman's Annual Report for 2018/19 be approved.

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Councillor Brooks gave his thanks on behalf of the previous Committee Members to Councillor Chapman and Mrs Oakley the previous Chairman and Vice Chairman for their hard work and commitment to the Committee over the last year.

70. ANNUAL UPDATE ON THE USE OF RIPA POWERS

As required by the Council's Constitution, the Committee noted that no activity had been authorised under the Regulation of Investigatory Powers Act (RIPA) 2010 in the 2018/19 financial year.

71. FUTURE WORK PLAN 2019/20

The Committee received a draft work plan for 2019/2020 from the Internal Manager which Members were asked to approve.

The Committee

RESOLVED

That the Committee's future work plan for 2019/2020 be approved.

(The meeting concluded at 7.30 pm)

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF THE SPECIAL AUDIT & GOVERNANCE COMMITTEE ON 2 JULY 2019

### PART A : REPORT

**SUBJECT:** Eighth Review of the Members' Allowances Scheme – Report of the Independent Remuneration Panel

**REPORT AUTHOR:** Jane Fulton – Committee Services Manager  
**DATE:** 10 June 2019  
**EXTN:** 01903 737611  
**PORTFOLIO AREA:** Corporate Support

**EXECUTIVE SUMMARY:** To consider the revised report of the Independent Remuneration Panel on its eighth review of the Members' Allowances Scheme.

#### **RECOMMENDATIONS:**

The Committee is asked to:

- (1) Consider the revised report and recommendations of the Council's Independent Remuneration Panel, together with the financial appraisal set out in Paragraph 7.2 and make any recommendations for a new scheme to Full Council on 17 July 2019; and
- (2) Pay particular attention to the Recommendations in the Panel's report regarding the Carers Allowance and that if adopted, take up will need to be kept under review.

#### **1. BACKGROUND AND PROPOSALS:**

- 1.0 Councils are required to establish and maintain an Independent Remuneration Panel (IRP), the purpose of which is to make recommendations to the local authority about the allowances to be paid to its Councillors. The Regulations require the Council to have regard to the recommendations made to it by an IRP before it agrees or amends its Members' Allowances Scheme (Regulation 19.1).
- 2.0 The District Council's scheme has been in place for nearly six years and was based on a mid-range of allowances at comparable local authorities at the time. The last review was undertaken in 2015, post the District Elections, and following consultation with Group Leaders, the recommendations of the IRP were not presented to the Council. Instead, Group Leaders confirmed that the next review should be undertaken and concluded ahead of the 2 May 2019 District Elections.
- 3.0 The IRP presented its review of the Members' Allowances scheme to this Committee on 14 February 2019. The Committee supported Recommendations 1 to 7. Concern was expressed in relation to the following recommendations:

- Licensing Committee Chairman and Vice-Chairman (Recommendation 8)
- SRA for Members of the Licensing Committee (Recommendation 9)

4.0 Recommendations 10 to 19 were supported by the Committee. Concern however was expressed in relation to Recommendation 20:

- Cares Allowances – it was agreed that the full budget implications should be considered.

4.2 In view of the concerns expressed by the Committee, it was agreed that the report of the IRP on its eighth review of the Members Allowances Scheme be deferred to enable the Panel to undertake further work on Recommendations (8), (9) and (20) with a revised report being submitted to this meeting allowing recommendations to be considered by Full Council on 17 July 2019.

5.0 The revised report has now been received from the Panel and can be viewed at Appendix 1.

6.0 It is timely for a revised scheme to be considered by the Council as the allowances rates for Councillors have not been reviewed since 2013.

## 7.0 **Issues and Budget Summary**

7.1 There are budgetary issues to consider in relation to the following recommendations:

- The Basic Allowance – in setting the Budget for 2019/20, as BA is linked to Officer pay awards, the 2% increase added to the BA on 1 April 2019 had already been built into the Budget. If Members choose to agree the Panel's recommendation that the existing uplifts in BA continue to be increased in line with Officer pay, then the appropriate funding will need to be built into the Budget for 2020/21.
- The IRP recommends changes to the amounts of Special Responsibility Allowances (SRAs) in respect of:
  - Leader of the Council
  - Chairman – Development Control Committee
  - Vice-Chairman – Development Control Committee
  - Named Substitutes – Development Control Committee to now receive an SRA of £300 per year
  - Chairman – Licensing Committee
  - Vice-Chairman – Licensing
  - Named Substitute – Licensing Committee – that the SRA for being a Member of the Committee be abolished
  - Co-opted witnesses allowance be increased from £50 to £60 –
  - Chairman – Standards Committee
  - Independent Persons of the Standards Committee – each Independent Person [2 at the moment] to receive equal share of an allowance of £1,400

- Leader of Opposition and Minority Groups – An SRA of £100 per Member be paid to the Leader of any other Opposition Group with three or more Members
- Co-Opted Members and Witnesses to Committees and Panels – allowances to increase from £50 to £60.
- Carers Allowance – in view of the Panel’s proposal to introduce an annual limit of £4,000 for childcare and £6,000 for adultcare that any Member would be entitled to claim, this has potential budgetary implications. It is not known at this early stage in this new administration what the demand may be for claiming these allowances. There is concern with regard to the take-up of this allowance and that this could prove to be expensive and therefore require a supplementary estimate later in the year. This will be monitored closely over the next few months as it is not possible to identify a budget at this stage.
- Future Increases in Allowances – The 2003 Regulations include provision for schemes to be index-linked and this is a common approach across many Councils. The Panel recommends that all SRAs should from 1 April 2020 be linked to Officer pay. There will be a need to build this additional cost into the Budget for 2020/21 – assuming that the staff pay increase will be in the region of 2% this represents a cost in excess of £2,000.
- Travel and Subsistence – it needs to be said that with a new administration it cannot be assumed that the trending underspends will still apply. Any changes in claims will need to be kept closely monitored.

7.2 A table setting out the Members’ Allowances Budget and impact of the IRPs proposed recommendations can be found below:-

<b><u>Budget</u></b>	<b><u>No of Cllrs</u></b>	<b><u>Single [Now]</u></b>	<b><u>Budget 2019/20</u></b>	<b><u>Single [Prop]</u></b>	<b><u>Rec</u></b>	<b><u>Change</u></b>
Basic Allowance	54	£5,481	£295,974	£5,481	£295,974	0
<b><u>SRAs</u></b>						
Leader	1	£14,196	£14,196	£16,122	£16,122	£+1,926
Chairman Development Control	1	£6,000	£6,000	£7,500	£7,500	£+1,500
Vice-Chairman Development Control	1	£1,980	£1,908	£2,500	£2,500	£ +520
Substitutes – Development Control	5	0	0	£ 300	£1,500	£+1,500

Chairman – Licensing	1	£4,000	£4,000	£1,500	£1,500	£-2,500	
Vice-Chairman Licensing	1	£1,200	£1,200	£ 600	£ 600	£ -600	
Member – Licensing	13	£ 250	£3,250	0	0	£-3,250	
Chairman – Standards	1	£1,500	£1,500	£1,000	£1,000	£-500	
Independent Persons	2			£720	£1,440	£+1,440	
Minority Groups	1	0	0	£700	£700	£ +700	

7.3 The Special Responsibility Allowance total for 2019/20 is £120,323. The Panel's recommendations, if accepted, represent an increase in budget of £736, totalling £121,059.

#### 8.0 Overall cost of Allowances and Expenses

8.1 The Panel has stated in its report that it is mindful and conscious that any Scheme proposed for allowances and expenses must be appropriate for the Council and affordable in relation to budget provision.

8.2 It has set out the financial effect of its recommendations in a table at the end of its report but this does not truly represent the financial effect of its recommendations if Members choose to take up full entitlement in respect of the childcare and adultcare allowance.

8.3 The overall financial effect of the IRP's recommendations compared with the Budget for 2019/20 represents an increase of £736. Having consulted with the Council's Finance Team it is recommended that this increase is found from within the Committee Services budget.

#### 2. PROPOSAL(S): The Committee is asked to:

- (1) Consider the revised report and recommendations of the Council's Independent Remuneration Panel, together with the financial appraisal set out in Paragraph 7.2 and make any recommendations for a new scheme to Full Council on 17 July 2019; and
- (2) Pay particular attention to the Recommendations in the Panel's report regarding the Carers Allowance and that if adopted, take up will need to be kept under review.

#### 3. OPTIONS: The Committee may:

- (1) accept the IRP's recommendations as set out in its report at Appendix 1;
- (2) recommend alternatives to the IRP's recommendations, but should state its reasons for doing so; or
- (3) recommend to not continue with the review at this stage.

<b>4. CONSULTATION:</b> No formal consultation is required although the IRP consulted Members during the course of their work, as explained in their report.		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council – Notification of the review was given to each Town and Parish Council within the District. No specific matters were raised in response to the payment of Basic Allowance for Town and Parish Council Members.	<b>x</b>	
Relevant District Ward Councillors – all Members of the Council were given the opportunity to be interviewed by the Panel	<b>x</b>	
Other groups/persons (please specify) – Group Leaders were consulted prior to the meeting of the Audit & Governance Committee on 14 February 2019 and prior to this Special Meeting of the Committee.	<b>x</b>	
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	<b>x</b>	
Legal		<b>X</b>
Human Rights/Equality Impact Assessment		<b>X</b>
Community Safety including Section 17 of Crime & Disorder Act		<b>X</b>
Sustainability		<b>X</b>
Asset Management/Property/Land		<b>X</b>
Technology	<b>x</b>	
Other (please explain)		
<b>6. IMPLICATIONS:</b> The Council is obliged by statute to have regard to the recommendations of its Independent Remuneration Panel before it adopts a new Members' Allowances Scheme and this obligation is met by considering the recommendations set out in the Panel's report.  The Council needs to take into account the impact on council taxpayers and staff.		

**7. REASON FOR THE DECISION:** To comply with the Local Authorities (Members' Allowances) (England) Regulations 2003.

**9. BACKGROUND PAPERS:**  
  
(i) The report of the Independent Remuneration Panel (Appendix 1) and the documents referred to in that report.

(ii) The report and minutes from the meeting of the Audit & Governance Committee held on 14 February 2019 – to access these papers, please click on this link – [Audit & Governance Committee – 14 February 2019](#)

(ii) Local Authorities (Members' Allowances) (England) Regulations 2003 – to access these papers, please click on this link <http://www.legislation.gov.uk/uksi/2003/1021/contents/made>

Independent Remuneration Panel:

A Review of Members'  
Allowances for Arun District  
Council

8th Report 2019

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## Report Update March 2019

The Report was submitted to The Chief Executive on 5<sup>th</sup> of February 2019 and taken by the previous Audit and Governance Committee on 14<sup>th</sup> February 2019. At the request of that Committee some changes and clarifications have been made, with additional clarifications made at the suggestion of Officers. The Audit and Governance Committee on 14<sup>th</sup> February accepted 27 out of 33 Recommendations contained in the original Report.

## Executive Summary

The Independent Remuneration Panel was convened according to the Local Authorities (Members' Allowances) (England) Regulations 2003 to review and advise Arun District Council on their Members' Allowances Scheme. The Panel, working to a very tight time frame, were guided by their Terms of Reference and Guiding Principles.

An evidence-based review was conducted, examining changes in the Authority since the last review, Allowances' Schemes in other Authorities and Members' opinions and insights. In the light of this the Panel were able to draw meaningful conclusions as to:

- The workload and responsibility of the Members, both for their Basic Allowance and any roles of Special Responsibility
- The workload and responsibility of Independent Persons, when needed to assist the Council
- The Allowances or expenses that enabled Members to perform their roles, without being 'out of pocket'.

These conclusions informed a series of recommendations made by the Panel, a summary of which are presented below.

- It was decided that the rate of remuneration was, in many cases, fair so the Panel recommended no changes be made. However, it was clear that the rate of remuneration for the Leader and those in Development Control was unacceptably low, so the Panel advocated increases in the rates. Conversely, the roles and responsibilities exercised by the Licensing Committee had fallen in recent years, so the Panel recommended a reduction in those Allowances. The way that the Leaders of the main opposition and minority parties are remunerated are recommended for change to allow additional minority parties with 3 or more members to claim a small allowance. Furthermore, the Panel concluded that Members who hold more than one role of Special Responsibility, may continue to claim all those allowances to which they are entitled. Additionally, the Panel recommended linking all allowances to Officers' pay.
- The Panel noted that there had been no change in the Allowances paid to Independent Persons for 10 years, so recommended an increase to better reflect the role profile.
- Several of the other Allowances remain unchanged, however, the Panel concluded, that with the introduction of a new Council-wide IT system, the IT Allowance was no longer required so recommended its withdrawal. Increases to the adult rate of Dependent Carer's Allowance

were recommended to better reflect the cost of care for dependent adults. Furthermore, the Panel recommended that Members be entitled to request maternity, paternity and adoption arrangements in line with Council Staff.

Members are of course able to renounce all or part of any Allowance to which they may be entitled. The Panel believes their Review has produced a set of recommendations that best reflect the current responsibilities and workloads of Members and works within existing budgetary constraints.

## Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 require local authorities to establish and maintain an Independent Remuneration Panel (IRP) to review and provide advice on Members' Allowances at least every four years. This ensures external scrutiny. Authorities must convene their Panel and seek its advice before making changes or amendments to their Members' Allowances scheme. They must take note of their Panel's recommendations before setting a new or amended Members' Allowances Scheme.

The Panel has completed a thorough and evidence-based review of the remuneration for Members of Arun District Council (Arun DC) and presents its findings, conclusions and recommendations in this report. **Recommendations throughout are in bold type.**

## The Panel

The Panel was established in accordance with The Local Authorities' (Members' Allowances) (England) Regulations 2003, with six Panel Members appointed to conduct this review, so providing diversity and breadth of expertise from the Business, Academic, Public and Voluntary sector. Members of the Panel are:

- John Thompson DMS FCMI (Chairman): Retired Company and Charity Director; Governor of Western Sussex Hospitals NHS Foundation Trust; Lay Member of WS Safeguarding Children Board; Arun DC Independent Person; Member of Independent Remuneration Panel at Chichester DC; Chairman of Governors, Davison (CofE) High School for Girls, Worthing.
- Alan Ladley: Retired Force Information Manager, Detective Superintendent, Sussex Police; Resident of Felpham for over 35 years; with his wife, owns a retail gift shop in Middleton on Sea.
- Celia Thomson-Hitchcock: Owner of Ahead To Toe Hair and Beauty Salon, Littlehampton (30 years); Co-Chair of Littlehampton Traders Partnership; Leader of Littlehampton Town Team (Mary Portas 'Save the High Street' campaign) and member of The Coastal Community Fund (Regeneration Project).

- Roger Hamson, Retired, Formally Royal Air Force Air Traffic Controller and Aircrew; Police Constable Bedfordshire and Luton Constabulary; Civilian Air Traffic Control, Airport Management. Staff representative for Management and Supervisory employees with particular responsibility for pension rights.
- Sarah Miles MBA: Business Consultant, PhD student, retired University Lecturer (Business School) and Knowledge Management Program Head; former company owner; charity co-ordinator and Management Committee member Arun Yacht Club,
- Andrew Kelly: Director/Owner of ASK HR Consulting Limited; HR career in Local Government, NHS and private sector; Chairman of Board of Trustees, Dove Lodge (Littlehampton), Volunteer driver for St Barnabas Day Hospice; former Chairman of West Worthing Tennis & Squash club and NHS Trust HR Director

## Background

The Council's Audit and Governance Committee confirmed the Panel's Terms of Reference and Guiding Principles at its meeting on 22 February 2019, see **Appendix 1**. These are the same as those approved by the Audit and Governance Committee in 2013. With four new Panel Members and a very tight timetable, the Panel met more frequently than in the past, so allowing rapid progress on a steep learning curve. Thus the Review has been completed in good time for consideration by the Audit and Governance Committee and Members before it is considered by Full Council.

## Our Methodology

To ensure our recommendations were rigorous and robust, we considered a wide variety of evidence, written, oral and observational.

We looked at the nature and type of role and responsibility exercised of Elected Members in Arun and the level of commitment and complexity involved. Furthermore, the numbers and length of Cabinet and Committee meetings were analysed and compared to those of previous years. Panel Members also attended public meetings of the Council to best understand the complexities of the roles in action. Relevant Officers briefed us on the Council, Governance structures and changes in roles and working practices since the last Panel Review

A full list of documents considered by the Panel is in **Appendix 2**. We also examined past IRP reports together with the current scheme and compared this with schemes operating elsewhere in authorities similar to Arun.

For this the Panel used the

- 2018 report from the South East Employers (SEEMP) to benchmark Arun’s scheme of allowances against all 75 Authorities in the South East of England.
- The most recent reports from Independent Remuneration Panels (IRP) in 13 authorities, designated as being of a similar demographic makeup<sup>1</sup> to Arun DC. These are known as the ‘family group’. In-depth analysis of the reports enabled the Panel to assess the process others used to arrive at Members’ rates and to understand the differences and similarities between Authorities. To complete the picture, we looked at the seven Districts and Boroughs that comprise West Sussex.
- Additionally, we looked at the level of remuneration paid for other types of public duties and made comparisons with local earnings.

The details of the Basic and Special Responsibility Allowances referred to for benchmarking purposes are in **Appendix 3**. Although benchmarking alone cannot deliver a perfect scheme, the data plays a useful role in decision making, and informs Arun DC where their scheme stands in relation to others and helps to reassure public opinion. Benchmarking identifies where different approaches in comparable local authorities may yield lessons and reveals anomalies.

An important part of the Review was to listen to Members’ views. A variety of methods were used, including:

- A questionnaire sent to all Members to complete anonymously. The response was 48% (24 out of 54 Members responded to the questionnaire), almost a threefold increase on 3 years ago. The Panel agreed this response, together with the responses to interviews was sufficient to enable it to draw meaningful conclusions from.
- The Panel met (individually and in small groups) with a wide cross section of Members from all parties, including those who were serving their first term and those with many years’ experience. The Panel also met the Leader and Deputy Leader, Cabinet Members, other holders of SRAs including Committee Chairmen and Vice Chairmen. A total of 18 were interviewed, 15 face to face and three by telephone. Interview questions followed up the points of interest from the questionnaires, enabling more in-depth discussion and understanding of the issues; focusing on individuals’ specific roles and drawing on their experience.

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<sup>1</sup> Using the Local Government ‘Display and Comparison Groups’ of councils selected for comparison because of their overall socio economic and population similarity.

## Basic Allowance

The Basic Allowance (BA) is paid to all Members irrespective of any other allowance they are entitled to. The Allowance based (rather than Attendance based) scheme was introduced in England in 2003 to better compensate Members for the time they devote to public service and to encourage wider participation in local democracy.

Currently Arun's BA is £5,481 a year. Since 2010, increases in BA have been linked to increases in Officers' pay. This includes a 2% increase paid from 1 April 2019.

Asked whether the workload on Members had changed: many interviewed referred to the increase in the volume and complexity of correspondence from constituents – emails and texts -and the need to keep up with constituent's concerns on Social Media and the increased complexity of some aspects of Council business. Looking forward, with the loosening of central controls in areas such as housing, the work load was likely to increase. Of respondents to the questionnaire half felt BA was at the right level and half too low. Interview responses were varied, with the general consensus being that the BA is about right taking into account ward and Council work and bearing in mind budgetary constraints in the public sector. Feedback from the Members interviewed indicated that financial reward was not a significant factor in their decision to stand for election.

Many interviewees drew attention to real or perceived differences in the amount of time spent by Members on their Councillor duties. The amount of ward work varies quite markedly between wards – there is more work in wards of higher social deprivation or where a planning application has been submitted. Some Members see their role very much as representing and supporting their wards. Others regard their Council duties as being of equal or greater importance. Members' attendance records show a high level of attendance at Arun meetings by a significant majority of Members. Where a Member is failing to perform their duties, it is for political Group Leaders to take action.

When the system of Members' Allowances was introduced, it included the concept that part of a Member's work should be unremunerated, something that many Members the Panel spoke to were unaware of. This is the Public Service Element (PSE). Currently in Arun DC the PSE is 30%. Only 18 of the 74 Local Authority schemes included in the SEE report refer to a PSE – for those the percentage varies from 30% to 50%. Respondents to the Questionnaire were split evenly as to whether there should be a PSE included in BA. Interviewees were more in favour – 30% was deemed acceptable to most.

The Arun DC BA is 39<sup>th</sup> highest in the SEE data set of 75, and 2<sup>nd</sup> highest among the 7 West Sussex Districts and Boroughs and 4<sup>th</sup> highest out of the 13 family Authorities.

Past Panels have attempted to link the amount of work done by Members (less the PSE) to the Living Wage as a test of the fairness of the level at which BA is set. However, attempts to get estimates of time spent by Members on their Council work have proved difficult. Various rates and methodologies are available: none are perfect. Taking a simple calculation based on the National Living Wage, £8.21 an hour outside London, means that Arun DC Members are compensated a little over 13 ½ hours a week.. Comparisons with other Public Sector roles is of limited value but, broadly, BA equates to junior posts in the Civil Service and Local Government or a newly qualified nurse or teacher. In recent years BA has risen in line with increases in Officers' Pay – a further 2% increase was added to BA on 1 April 2019 in line with the National Staff pay award taking it to £5,481.

As Arun DC's BA is slightly above the average paid by other Authorities, and roughly in line with national wages, the Panel believes that the current rate is fair.

#### **Recommendations:**

- **That the Basic Allowance remain *unchanged* at £5,481 per year after the April 2019 increase**
- **That the Basic Allowance continues to be *increased* in line with Officers' pay increases.**

### Special Responsibility Allowances (SRAs)

An SRA is additionally paid to those Members who hold a position of special responsibility to recognise the extra time, responsibilities and complexities involved. Mindful of the fact that the position needs to carry significant additional responsibility to justify an SRA, we looked at the differences in responsibility and time commitment of Leading Members and any changes in these since the last review. Additionally, the SRA should be set at a level that is sufficient to encourage Members to assume roles of extra responsibility.

### Leader of the Council

The Leader's responsibilities within Arun DC include Economic Policy & Research, Town Centre Management, Business Development, Economic Partnerships, Tourism, Corporate Policy, Corporate Performance, Communications/web management/marketing, National Partnerships, Local Partner Liaison Committees. Given the extent of the responsibilities of the Leader of the Council, it is clear that the SRA should reflect this.

The role of Leader has changed in recent years. Under the provisions of the Local Government and Public Involvement in Health Act 2007 the Council now has a "strong leader" executive model – as do all Councils that have an Executive Leader. This places more responsibility in the hands of the

Leader, e.g., the Leader now decides the number and content of Portfolios, and determines delegations, previously Council functions.

The Panel learnt that role of Leader is a demanding one with the number of hours worked equivalent at least to a full-time job. Many interviewees were of the opinion that Arun DC's rate for the Leader seemed low.

To set a fair rate for the role that would reflect the Leader's time and responsibilities as well as the high levels of skills and knowledge required, we looked at a number of different factors.

1. Linking it to the Basic allowance received by all Members seems logical and also ensures that any anomalies in the Leader's SRA do not impact on the rates set for all the other SRAs.
2. We looked at the hours the role demanded, (at least 40 hours per week, so precluding other employment), over and above that of a back-bench Councillor (approx. 13.5 hours per week). Taking the role as being around full time and applying the National Living Wage, (as used to test BA) the Leader's SRA should be over £16,000 a year As this is an increase of around 14%, we applied further tests to see how fair the rate for the role was.
3. Looking at SEE data for 2018, we saw that although Arun DC's Basic rate was around the average paid (40<sup>th</sup> out of 75) the Leader's SRA was 49<sup>th</sup> out of 73. Indeed, based on the 2015 data set the Leader SRA was 24<sup>th</sup> out of 75 Authorities, so the rate for the Leader of Arun DC has not kept pace with other Authorities, which is concerning. Were the Leader's SRA to be in line with the Basic it would rise to £17,000.
4. Finally, when we compared rates for the Leaders of 'family' councils, we found that the average for the Leader's role was £17,780. Although, the Arun DC's BA was 3<sup>rd</sup> out of 13, the Arun DC's Leader rate was much lower in comparison with other leaders- 9<sup>th</sup> out of 13, a significant difference. Were the Leader's SRA to be in line with the Basic paid within similar authorities, it would rise to £19,036?

It is important to adequately reward the Leader so that strong candidates are attracted to what is a high profile and demanding job. We do believe that the Leader's SRA should reflect not only the increased time but also the increased responsibilities of the role. Therefore, we feel that a rate of £17,000 to £18,000 best reflects the actual responsibilities, skills and knowledge and puts Arun DC on an average Leaders' SRA. We are mindful of the need for Members not to be discouraged from taking on significant roles, such as the Leader's, within Arun DC because of personal financial circumstances and we do feel that allowances should be broadly in line with those paid by similar Authorities.

However, we are sensitive of the need to keep Members' Allowances within budget, particularly at this time. Therefore, we have erred on the low side to reach our recommended figure, with the wish to see this rise in the future to better reflect the responsibilities of the role.

The level of SRA recommended allows for adjusts to the SRAs of the Deputy Leader and Cabinet Members if not now, then in the future.

**Recommendation:**

- **To *increase* the Leader's rate to £16,122**

## Deputy Leader

The key roles and responsibilities of the Deputy Leader of the Council are to deputise for the Leader in their absence and undertake their duties, so far as it is permitted under the Constitution. The Deputy Leader also provides corporate support for Arun DC, which includes Information Management and support including FOI, Data Protection, Customers of Concern & official complaints, Legal advice to the Council, Finance, Procurement and Human Resources. We found that the Deputy Leader rarely deputises for the Leader at, for example, full Council meetings, and the Panel does not see a marked difference in the workload or responsibility of the Deputy Leader, when compared to other Cabinet Members. Furthermore, we note that 20% of Councils in SEE do not pay any increased allowance for the Deputy Leader. Arun DC's Deputy Leader's remuneration is currently 28th out of 74 in SEE, a markedly higher position than the Leader's. The Panel, therefore does not see any justification for a rise in the Deputy Leaders' allowance.

**Recommendation:**

- **The Deputy Leader's remuneration *remains the same* at £10,400**

## Cabinet Members

The Cabinet comprises seven Councillors, all representing the majority party of the Council. In addition to the Leader and Deputy Leader, there are five further Cabinet Members - each with a specific portfolio of responsibilities. The responsibilities of a Cabinet Member's role are many, and include the considering and implementing the major plans, strategies and policies of the Council, as well as recommending budgetary frameworks and processes, reviewing key areas of the Council's performance through the Corporate Plan and Service Delivery Plan and so on.

The Panel could find no evidence that the work load and responsibility has changed markedly since the last review. There continues to be a lot of preparation required for meetings, as well as consulting with Officers and external bodies in order to fulfil their role. When compared to other

Authorities in the SEE, Arun DC Cabinet Members are 30th out of 75 and they are placed 8<sup>th</sup> out of 16 in the ‘family group’ which supports the view we heard from Councillors, who felt that the remuneration for Cabinet Members was ‘about right’

**Recommendation:**

- **Cabinet Members’ remuneration *remains the same* at £8,320**

## Chairman and Vice Chairman of the Council

It is recognised that there are civic responsibilities and duties within this role and that the Chairman of the Council when called on to represent the Council at major events in the District can incur out of pocket expenses on such occasions. All allowances carry a presumption that Members may incur additional out of pocket expenses and part of the Allowance covers this.

Although busy, there has been no significant change in the role of the Chairman of the Council. There continues to be an amount of work in preparing for and chairing Full Council meetings where there are ever more contentious debates. The Panel remains of the view that the position of Chairman could be compared to having a similar responsibility to that of a Cabinet Member. The current SRA payable to the Chairman is ranked 6<sup>th</sup> highest of 46 Districts and Boroughs in the South East Employer’s group and second highest of Districts and Boroughs in West Sussex.

There has been no significant change in the role of the Vice-Chairman of the Council. The Panel noted that the Vice-Chairman is the Chairman elect, and that there is the possibility they may have to stand in for the Chairman of the Council at Full Council Meetings and major functions, where they may incur out of pocket expenses on occasions. The current SRA being paid to the Vice-Chairman is ranked 4<sup>th</sup> highest out of 46 Districts and Boroughs in the South East Employer’s group and is ranked highest amongst the Districts and Boroughs within West Sussex.

Therefore, we see no reason to change the remuneration for either role.

**Recommendations:**

- **The Chairman’s SRA to *remain unchanged* at £8,320**
- **The Vice Chairman’s SRA to *remain unchanged* at £2,745**

## Development Control

The agreement of the Arun District Local Plan in 2018 has had, and will continue to have, a considerable impact in the complexity and volume of work of the Development Control Committee. The Plan provides for at least 20,000 homes by 2031: the highest of all West Sussex Authorities. This has already resulted in very large building projects being submitted for approval. These large projects are highly complex, involve Members of the Committee in considerable preparation and are

almost always highly controversial – generating significantly high public interest, some of which is hostile.

The Committee enjoys considerable support from Officers; however, the Panel notes that there are currently several unfilled Officer Posts in this Department which may impact on the work load of the Committee. In recent years increasingly more routine planning applications are determined by Officers under delegated powers. There have also been significant changes in planning legislation. These changes have made planning decision making more tightly defined. What is permissible development is regulated to such an extent that the reasons for planning authorities to turn down or amend planning applications are quite limited and to some extent depend on the opinions of service providers – Highways, Water and Drainage, Environment etc. This is something that the public do not always appreciate.

The Chairman of the Development Control Committee has a very responsible, demanding and high profile job. The Committee has quasi-judicial powers and all decisions can be referred to or called in by the Secretary of State Housing, Communities and Local Government. Before Members can serve on the Committee they have to undertake induction training and have regular updates, attendance at which is mandatory. Where a Member of the Committee is unable to attend, they nominate a substitute – the Substitute Members must have completed all the mandatory training: currently they do not receive an allowance.

Many respondents to our questionnaire and interviews drew attention to the complexity and workload falling to Development Control. We have received representations that the Chairman's SRA should be closer to that of a Cabinet Member.

The Committee meets in public every four weeks and meetings can last over four hours. In 2017-19 the Development Control Committee met a total of 24 times. Each meeting had on average over 180 pages of agenda and lasted on average 2 hours and 40 minutes

The public meetings are well attended and the atmosphere is tense as many of those attending are directly affected by and often opposed to the developments under consideration. Now the proceedings are webcast live. In addition, the Chairman and Vice Chairman attend briefing meetings with Officers and most Members of the Committee undertake site inspections.

Currently the Chairman of Development Control receives an SRA of £6,000; the Vice Chairman £1,980 and Members £750. These have been in place since 2013. In 2015 data set the Chairman's SRA was in 6<sup>th</sup> position in the SEE list of SRAs paid to Chairmen of Development Control Committees, but by 2018 the allowance had fallen to 25<sup>th</sup> position out of 58 Local Authorities paying the SRA. In 2018 the Vice Chairman and Members were 11<sup>th</sup> (out of 40 Authorities paying an SRA) and Members

were 6<sup>th</sup> out of 10). In West Sussex the Chairman's SRA is 4<sup>th</sup> out of the 7 Districts and Boroughs, the Vice 2<sup>nd</sup> out of the 4 Districts and Boroughs. Members of the Arun DC Development Control Committee are the only ones in West Sussex receiving an allowance. In the Panel's comparator Authorities, the Chairman is 9<sup>th</sup> out of 14, the Vice Chairman 6<sup>th</sup>. Members of the Arun DC Development Control Committee have the highest SRA when compared to 'family' authorities. Therefore, we felt it difficult to justify an increase for Members of the Committee, particularly when we took into account that the real responsibility lies with the Chairman of the Committee. However, examining the Committee's activity, we concluded that the five Named Substitute Members of the Committee (who must receive up to date training and often attend at short notice) should receive an SRA.

#### Recommendations:

- **The SRA of the Chairman of the Development Control Committee should be *increased* by £1,500 from £6,000 to £7,500**
- **The SRA of the Vice-Chairman of the Development Control Committee should be *increased* by £520 from £1,980 to £2,500**
- **The SRAs of the Members of the Development Control Committee should *remain* at £750**
- **In addition, Named Substitutes should be *paid* an SRA of £300 year**

## Licensing

The full Committee has a policy and advisory role and performs a quasi-judicial function. It performs two roles through sub-Committees comprising three (full) Committee Members who

- Consider licencing applications from Clubs, Taxi drivers, etc.
- Determine enforcement applications where licence holders are in breach of their licence conditions.

Members do have to attend some mandatory training before joining the Committee.

The activity of the Committee and Sub-Committees over the last two years, show generally routine work. The only exception are some cases where a breach of licence conditions is defended and then the papers and meeting are more complex. The level of activity is much reduced from six years ago when the SRAs were set. With the exception of challenged enforcements, in 2018 meetings last less than an hour and agendas are rarely more than 20 pages (in 2017 it was 70 minutes and 42 pages per agenda). Some meetings last barely 30 minutes.

Currently the Chairman has an SRA of £4,000, the Vice Chairman and SRA of £1,200 and Members £250 each. In SEE data set the Chairman 12<sup>th</sup>, the Vice Chairman 6<sup>th</sup> and only four Authorities pay their Licencing Committee Members an allowance. In West Sussex the Chairman's allowance is the

highest: Arun DC's Licensing Vice Chairman and Members are the only recipients of allowances. In the Panel's comparator Authorities, the Chairman is 5<sup>th</sup> out of 14, the Vice Chairman 5<sup>th</sup>. Members of the Arun DC Licencing and Enforcement Committee are one of only two Authorities in receipt of an allowance – no one in West Sussex. Taking mandatory training, workload and that very few Authorities pay an SRA To Members of their Licencing and Enforcement Committees the Panel concludes that their no reason to Members of Licencing and Enforcement an SRA.

Therefore, in order to ensure Arun is more in line with other Authorities and to reflect the lesser workload, we make the following recommendations.

**Recommendations:**

- **The Chairman's SRA be *reduced* by £2,500 to £1,500**
- **The Vice Chairman's SRA be *reduced* by £600 to £600**
- **The Members' SRA be *abolished*.**

## Overview Select Committee

The Overview Select Committee has wide ranging responsibilities for holding the Cabinet to account in respect of policy/performance and budget, which the Panel agrees is an important part of the democratic process. The Committee normally meets six times a year but may have special meetings for urgent issues. The meetings are open to the public unless sensitive issues need to be discussed in closed session. The Committee prepares a work programme that is approved by Full Council, which includes scrutiny of key council documents and strategies, performance management and the provision of services in the council; it also deals with "call-in" matters and any petitions from the public. As such, it should be the forum to provide a real check and balance to the Executive, with a key role to identify problems and make recommendations. The Panel notes however, that in reviewing the meeting agendas and work programme often some key areas of work<sup>2</sup> have no items for discussion. Being Member-driven and with a minimal workload, this Committee should be relatively free to determine their focus. However, in interviews and questionnaire responses some Members suggested that the Committee should concentrate more on key issues and important decisions that really do require scrutiny in order make a valuable contribution.

The Overview Select Committee Chairman's SRA is ranked 14<sup>th</sup> out of the 46 District and Boroughs in the SEE and is ranked the 4<sup>th</sup> highest in West Sussex. We noted the Chairman is therefore receiving a competitive allowance in relation to counterparts elsewhere and that the role of Vice-Chairman and Co-Opted persons to the Committee in many District and Boroughs receive no allowance. The Panel found no evidence that the workload is likely to markedly change.

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<sup>2</sup> e.g. performance reviews and contract/partner performance reviews

**Recommendations:**

- **The SRAs for the Chairman and Vice Chairman remain *unchanged* at £4870 and £1607 respectively.**
- **The allowance for Co-Opted Witnesses, etc. be *increased* from £50 to £60 per meeting (up to half a day's duration) they are required to attend**

## Audit and Governance Committee

The work of the Audit and Governance Committee carries much responsibility, particularly in relation to the Authorities' financial and accounting functions. With the increase in statutory and regulatory responsibilities the Committee is responsible for protecting the reputation of the Council by providing assurance on the adequacy of the risk management framework and associated control environment. The Committee meets three times a year and makes an annual report on its work to Full Council.

We recognise that the Chairman's work has increased significantly between meetings, with time spent, for instance, with auditors and professional bodies. Work is becoming more complex with the rules from the EU and procurement tightening and with the need for District Councils to generate more income by way of initiatives, such as setting up their own trading companies and managing their own property investment funds.

Although this may result in some greater complexity the Panel notes that the current SRA for the Chairman of the Committee is towards the top of allowances for this role (11<sup>th</sup>) within the 46 Districts and Boroughs in the South East Employers group and is the second highest in West Sussex.

**Recommendations:**

- **The Chairman's SRA to remain *unchanged* at £3,750**
- **The Vice Chairman's SRA to remain *unchanged* at £1,238**

## Standards Committee

Currently only the Chairman of the Standards Committee receives an SRA of £1,500 a year. Over the last few years there have been several changes affecting the work of the Committee. Localism legislation has changed the way in which the Committee operates and the scope of its work.

Since the last IRP Review, the Committee has changed. Originally chaired by one of the Independent Persons, the Committee had a wide range of sanctions (including suspension) against Members who were found in breach of the Code of Conduct. The Monitoring Officer was the Council's Solicitor. The Committee is now chaired by a Member. The process for assessing complaints is simpler and the

Monitoring Officer is a senior Officer of the Council. The sanctions available to the Committee are much reduced. The Committee continues to handle complaints against Town and Parish Members as well as those against District Members.

Complaints arising from alleged breaches of the Council's Code of Conduct, adopted by almost all Arun's Town and Parish Councils, are reviewed by the Monitoring Officer and one of the Independent Persons (see below). If there is a case to answer an Assessment Panel<sup>3</sup> will meet. Their options are to reach a decision immediately on the breach of the Code, or they may invite the complaint(s) and subject member(s) of the alleged breach to state their case before the Panel. The Panel's Decision is final, subject only to judicial review. The number of complaints and the complexity of some of them has increased and with the Local Plan now approved leading to larger, more complex and higher profile planning applications more complaints can be expected. The Committee do under take some mandatory training and must have a good practical knowledge of the Code of Conduct and Council procedures.

Compared to other Authorities, Arun DC is only one of very few that gives an SRA to the Chairman of the Standards Committee (we note that SEE do not collect data in respect SRAs paid to the Standards Committee Members). The Committee is scheduled to meet four times a year. However, one or two meeting each year are cancelled. Most meetings that do take place last little more than an hour. The Panel notes the reduced level of Committee activity and the removal of much responsibility (for deciding whether Complaints should go to Assessment)

#### **Recommendations:**

- **The Standards Committee Chairman's SRA should be *reduced* by £500 from £1,500 to £1,000.**
- **The allowance for Members sitting on Assessment Panels be *increased* from £50 to £ 60 per meeting (up to half a day's duration) they are required to attend.**

Independent Persons on the Standards Committee are appointed by the Authority after public advertisement and interview. They now perform four roles:

- Attending meetings of the Arun DC Standards Committee in a non-voting capacity
- Deciding, together with Monitoring Officer, where a complaint is made if there has been a prima facie breach of the Code of Conduct
- Preparing for and attending Assessment Panels hearings
- Providing advice to complainants and/or the Member who is the subject of the complaint, when asked to do so by Arun DC.

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<sup>3</sup> Comprising Standards Committee members and one Independent Person

Although technically not an SRA, Authorities ask their Independent Remuneration Panels to look at the remuneration of Independent Persons on Standards committees. Currently they are paid £50 per meeting as Co-opted Members. Many Councils now pay their Independent Persons an annual allowance. The amounts paid vary widely: several pay in excess of £1,000. At 1<sup>st</sup> February 2019 there were two Independent Persons appointed by Arun DC who attended meetings; pre-assessments or assessments about once a month each. To best reflect the workload and to bring Arun DC in line with common practice we recommend an annual allowance is shared equally between all the Independent Persons.

**Recommendation:**

- **The Meeting allowance paid to Independent Persons on the Standards Committee be replaced by an allowance of £1,440 a year shared equally between each Independent Person.**

## Leader of Opposition and Minority Groups

The Panel believes that the democratic process is best served by having a strong and effective opposition – the extent of this is determined by the electorate – but as identified in the 2003 Regulations, a reasonable level of funding for the Opposition should support the democratic process. Most authorities pay their opposition parties some form of allowance – the amount and arrangements vary widely.

This part of our report presented quite a challenge as at the time the report was being prepared back in January/February 2019, the composition of the Council was that there was one minority party with five Members and the remaining opposition comprising five Members of differing groups (including Independents). The Leader of the largest opposition party is paid an SRA of £3,917. Since the 2 May 2019 District Election, the political control of the Council has changed the result being that there is now an increased Independent Group comprising seven Members meaning that the Leader of that Group can claim an allowance of £700.

Informed by our research across other authorities, the Panel proposes a scheme that is fair and will accommodate most future combinations of opposition groups. The Opposition Leader should be fully prepared, especially for Full Council Meetings, to provide an effective challenge to the Majority Group, therefore the Leader of the largest opposition group should receive an allowance similar to that which is paid now. However, where any minority group has three or more Members, the Leader of that group should also get a small allowance as they are expected to contribute to the opposition process. On this basis the Panel recommends that the Leader of the largest Opposition's group continues to be paid an SRA of £3,917 a year and that the leader of any other group with three or

more Members is paid an SRA of £100 per member of that Group. These allowances would be reviewed in consultation with the minority groups at each change of composition of the Council.

**Recommendations:**

- **The SRA paid to the Leader of the (largest) Opposition Group remains at £3,917**
- **An SRA of £100 per Member be *paid* to the Leader(s) of any (other) Opposition Group with three or more Members**
- **These allowances to Minority Groups to be reviewed at each change of composition of the Council**

## Other Allowances

### Information Technology Allowance

IT is a necessary enabler of the Councillor's role. Currently Arun DC operates two systems to provide IT support to Members. The first option is as a supplement to the Basic Allowance of £340 per year, the second involves the issue of iPads to Councillors. In interviews and questionnaire responses we found that Members engaged in many ways with IT, using it for a variety of tasks across different hardware.

The Panel have been advised that Arun DC will be introducing the ModernGov Committee Management System at the end of May 2019. This initiative has a number of advantages for Members, including the security of documents, a common platform, and an ability to link to neighbouring councils and sophisticated search and mark up facilities for documents. Apple is the most effective platform to facilitate ModernGov. Therefore, Arun DC have decided to issue Members with 4G, an iPad, printer and 3 sets of paper & ink per year. Hard copy agendas and notes of meetings will still be available from the Council Offices.

With standard equipment, training in the ModernGov system and ongoing maintenance of the hard and soft ware the IT support for Members is increased. The new system of working, once embedded, will, the Panel believe, enable Members to become even more effective in their role(s) with Arun DC.

In their consideration of the IT allowance the Panel were mindful of the risks associated with the issue of valuable iPads, particularly around security and the loss/damage of Arun DC property and HMRC rules about personal use. We also listened to the concerns expressed by Members, used to their own hardware. While the cost of the equipment package is considerably more than the IT allowance the Panel noted the considerable benefits that ModernGov and standardisation of IT equipment offered. The decision to adopt ModernGov was made at Full Council on the 18<sup>th</sup> July 2018.

Now that Members will receive all the items that the IT allowance was originally intended to cover, we are of the view that there is no reason for Arun DC to carry on paying an IT Allowance. Therefore, the current system of paying an allowance to Members to cover the costs of using their own IT equipment is redundant and we recommend its removal.

#### **Recommendation**

- **The IT Allowance be *withdrawn* from the date when ModernGov is fully available to all Members**

#### **Co-opted Members and Witnesses Allowance**

Currently an allowance is payable to Members co-opted to committees or Panels and other persons appointed as Independent Persons, witnesses and the IRP (This Panel) who act as a useful check and balance to Council work. Review of the 'family group' IRP reports and the SEE analysis do not show any consistency amongst authorities with some paying an hourly rate and others a day or annual allowance. From the interviews undertaken there was little appetite for major change to the way the allowance is calculated by the Authority, that being a per-meeting rate. The Panel believes that an hourly rate would be too complex to manage whilst an annual allowance applied across the board cannot truly reflect the differing demands of the roles that attract the Co-Opted Members Allowance.

Arun DC's allowance has been set at £50 per meeting attended and has remained unchanged since 2009. The Panel feels this no longer reflects the value of the work and we are mindful of the need to attract experienced people to sit on Panels and act as witnesses.

#### **Recommendation:**

- **The Co-opted persons allowance be *increased* from £50 to £60 per meeting.**

#### **Carers' Allowance**

The 2003 Regulations allows for reimbursement of costs for the care of Members' children or dependants when performing council duties laid out in the regulations. The Panel recognises the crucial need for such an allowance, indeed it is specifically mentioned in the Guiding Principles, set by Arun DC, for this review. Demographic changes mean that more and more adults have caring responsibilities, not only for children, but for dependent adults. Our interviews showed universal acceptance for the necessity of such an allowance so as not to discourage Members from playing a full a part as possible in the work of the Authority.

Since 2006 Arun DC has set a single carers allowance of £10 per hour, subject to a maximum of 20 hours per month, there has therefore been no increase for 13 years.

Reviewing other Authorities, it is clear that whilst the rates vary, the majority allow more for the care of dependant relatives than for children. Our research shows that this reflects actual care costs, with the rate for adult care being more than Arun DC currently pays. The current rate paid by Arun DC is believed to be appropriate for child care. However, adult dependent care is costlier. Following research across the local private sector and allowances paid by other authorities, the Panel felt an allowance up to the maximum paid by West Sussex County Council for home care was fair and that this rate be used to set the adult dependant carers rate by Arun DC. By mirroring the WSCC rate it allows for period increases in line with rises in the costs of such care.

The duties that attract a Dependants' Carers' Allowance are the same as the Travelling and Subsistence Allowance. Therefore, the Panel believes that the number of hours per month where claims can be made will be self-limiting according to the roles held by Members who need to claim. Therefore we propose that the limit of 20 hours per month be removed from the scheme and be replaced by financial limits of £4,000 and £6,000 respectively, with the Head of Paid Service having discretion to exceed these limits. We suggest the duties covered be included in the Scheme of Allowances published in the Arun DC Constitution.

In line with most other authorities, claims should be based on actual cost up to the limits proscribed, with evidence of the costs required. The allowance should not be paid to parents, spouses, partners, siblings or members of the same household as the Councillor.

Our in-depth review of the Allowance scheme revealed that the Dependent Carer's allowance was very rarely claimed. Both in interviews and questionnaire responses we noted that a significant proportion of Members were unaware of its existence. The Panel was concerned to find that in more than one instance Members were in a position where they could have claimed this allowance but did not because they were not aware of it. The Panel notes that this allowance is not mentioned on Arun DC's web page 'Councillor Allowances' nor is it shown on the expenses form, as used by Members to claim their allowances and expenses. This makes claiming the Carer's Allowance far from straight forward and complicated for Officers to implement. It seems therefore this scheme must be publicised in the same way as other allowances and working procedures changed to make claiming the allowance straight forward.

The Panel believes that this the recommendations below should ensure that those with caring responsibilities can play a full role in local democracy.

**Recommendations:**

- **The rate for child care *remains* at £10 per hour.**

- The rate for adult dependent care be *increased* to a maximum of the home care rate set by WSCC.
- The 20 hours per month limit be *removed* and replaced by annual limits of £4,000 pa [for Child Care] and £6,000 pa [for Adult Care] respectively with the Head of Paid Service having discretion to exceed these limits
- The list of duties specified in the Regulations be *added* to the Members Allowance Scheme at part 9 of the Constitution.
- Consideration is given as to whether any other duties should be *approved for receipt* of the Dependent Carer's allowance.
- The availability of this Allowance and the procedure for claiming it be more visible.

### Maternity/Paternity/Adoption Leave

The Panel was mindful of its remit, which included 'the need to attract and retain Members representative of the demographic make-up of the District' and that 'Membership of the Council should be as inclusive as possible so as to allow all types of people to become a Councillor'. There are currently excellent flexible arrangements in place regarding Members absent for more than six months. However, we noted that there was currently no specific system in place for Maternity, Paternity or Adoption Leave, which we feel could hinder some the ability of some people to participate fully in local democracy. Since the last IRP Review, the Local Government Commission's and Fawcett Society's report 2017, asks local authorities to adopt comprehensive maternity, paternity, adoption and parental leave policy for Councillors, in line with leave available to employees, and in particular, to ensure that SRAs continue to receive their allowances.

#### Recommendation:

- **Councillors will be *entitled to request* maternity, paternity and adoption arrangements.**

### Town and Parish Council

Town and Parish Councils may pay up to 10% of the Districts Council's Basic Allowance as allowance to their Members. As part of the Review the Panel sought the views of Town and Parish Councils on the arrangements and any changes they might wish to make. Almost half the Town and Parish Councils replied. Responses showed the overwhelming view is to leave the arrangements as they are. It should be noted that the cost of these allowances (where paid) are the responsibility of the Town or Parish Council, being met from their precept not by Arun DC. The Panel therefore recommends no change to the existing arrangements including those for claiming Travel and Subsistence in line with Arun DC arrangements.

**Recommendation:**

- **No change to the arrangements that allow Town and Parish Councils to pay up to 10% of the Arun DC Basic Allowance to their Members and Travel and Subsistence in line with Arun DC's arrangements.**

**Special Responsibility One-Off Payments**

Payments of £50 a meeting are made to Members for work on Panels, etc. for which no SRA is paid, and where there is higher level of responsibility, complexity or intense workload than is provided for in the Basic Allowance. In line with other meeting based allowances this should be increased to £60 a meeting. The decision whether payment is made should continue to be taken by the Head of Paid Service on the advice of Group Head of Council Advice and Monitoring Officer

**Recommendation:**

- **These payments be increased from £50 to £60 a meeting**
- **The Head of Paid Service on the advice of the Group Head of Council Advice and Monitoring Officer *continue* to be authorised to make these payments.**

**Travel & Subsistence**

In reviewing the travel and subsistence allowances available to Members the Panel have taken into account the specific review undertaken in 2011 into these allowances as well as the last approved IRP review in 2013.

The current rate for travel is in line with the HMRC's Approved Mileage Allowance Payments<sup>4</sup> The reports from the other IRP's reviewed and the SEE report all show that the rates for Arun DC are consistent with the vast majority of other authorities. Any increase in these rates would have tax and National Insurance implication for Members. Consultation with Members showed a general satisfaction with these rates, whilst accepting it does not cover the true running costs of a vehicle.

Subsistence allowances are aligned to those for Officers of Arun DC, with a maximum rate set and within these rates, actual costs only can be claimed against receipts. Again, we found a general satisfaction with the rates, indeed, May did not claim them even if entitled and some did not seem aware of all the subsistence allowances that could be claimed.

The 2003 Regulations defines approved duties when travel and subsistence allowances may be claimed. The Panel has reviewed the list of approved duties from the 2011 Arun DC IRP report and

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<sup>4</sup> Motor Vehicles 45p per mile Motor cycles 24p per mile Bicycles 20p per mile

finds it still very relevant. However, the Panel suggests that for clarity and information, the rates and lists of approved duties are published.

**Recommendation:**

- **No change in the Travel and Subsistence rates payable to Members or to the criteria for their payment.**
- **Publish the rates and lists of approved duties in Part 9 of the Arun DC Constitution.**

## Future Increases in Allowances

Since 2010 increases in the Basic Allowance have been linked to increases in Officers' pay. The Panel believe that this is an entirely reasonable way to ensure fairness and transparency and should be continued for the BA. Given that it is fair for BA, the Panel recommend that the arrangement should be extended to all SRAs from 1 April 2020. Any inconsistencies or changes to the roles and responsibilities of SRAs would be corrected by the next Review.

**Recommendation:**

- **All remunerations received by Members, Co-Opted Members , Independent Persons and so on to be *linked* to Officers' pay increases to take effect from 1 April 2020**

## Multiple Allowances and Renunciation

There is little consistency among Authorities with regard to applying more than one SRA payment. The Panel asked Members, both in the questionnaire and in interview, whether the number of SRAs paid to an individual member should be limited to one (the most valuable). The result from the questionnaire was (marginally) that only one SRA should be paid. However, in deeper discussion in interviews the view was different, perhaps because many of the interviewees were holders of SRA posts. The Panel takes the view that if a Member is doing the work and effectively exercising the responsibility in more than one role that attracts an SRA then the SRA should be paid, as is the current arrangement. Any Councillor may relinquish part or all of their allowance should they so wish.

**Recommendation:**

- **Members should *continue* to be remunerated for all SRAs that they hold.**

## Periods of Absence

The Panel has been made aware that on occasions a Vice Chairman of the Council or a Committee has taken the role of Chairman for two months or more without being recompensed for the additional responsibility: setting agendas, briefings with Officers and chairing meetings. We found

the practice in many Authorities is for the Vice Chairman to take over and after two meetings to be paid the Chairman's SRA until the Chairman returns or is replaced, which seems to us, not only cost neutral, but eminently fair.

**Recommendation:**

- **Where a Chairman of the Council or a Committee is absent for two months or more, then their allowance may *be paid* to the Vice Chairman until the Chairman returns.**

## Suspension of Allowances

The Panel is aware that the Local Government Member's Allowances (England) Regulations 2003 provide for allowances to be withheld if a Member is suspended or partially suspended. At present this is omitted from the Arun DC's Scheme of Allowances. This does not seem to be just or fair.

**Recommendation:**

- **This (and any other provisions of these) regulation are duly *incorporated* into the Arun DC Scheme of Allowances.**

## Timing of Next Review

During the course of the Review the Panel were aware of the imminence of the municipal election. Members who planned to stand for election were aware of the potentially negative impact of any increases in allowances on the electorate. Furthermore, Members who were retiring were not greatly interested in the Review. We believe that greater engagement in the Review process might be achieved by conducting the Review shortly after municipal elections or a reasonable time after any change in governance arrangements.

**Recommendation:**

- **Move the next review to after the municipal elections in 2023 or sooner if there is a change in municipal governance arrangements**

## Financial implications on Budget

The Panel is very minded of the need to ensure that the Allowances scheme is fair, straight-forward, economic to operate, justified in terms of affordability (in the public's perception) and works within existing budgetary constraints. In reaching our conclusions, we have sought to ensure that the true exercise of responsibility, complexity and workload were taken fully into account while having regard for what is happening elsewhere.

The financial effect of our recommendations are set out in the table below. Increases in some payments are broadly offset by decreases in others, and we feel the new rates best reflect the current responsibilities and work loads of Members.

## Costed Changes to Allowances

### Members' Allowances Recommendations 2019 (May 2019)

	Current			Proposed			Change
	5481	54	295974	5481	54	295974	
<b>Basic Allowance</b>							0
<b>SRAs</b>							
Leader	14196	1	14196	16122	1	16122	1926
Deputy Leader	10400	1	10400	10400	1	10400	0
Cabinet	8320	5	41600	8320	5	41600	0
Chairman	8320	1	8320	8320	1	8320	0
Vice Chairman	2745	1	2745	2745	1	2745	0
Chair - DC	6000	1	6000	7500	1	7500	1500
Vice Chair - DC	1980	1	1980	2500	1	2500	520
Members DC	750	13	9750	750	13	9750	0
Substitutes DC	0	0	0	300	5	1500	1500
Chair - L&E	4000	1	4000	1500	1	1500	-2500
V Chair L&E	1200	1	1200	600	1	600	-600
Members - L&E	250	13	3250	0	12	0	-3250
Chair - Overview	4870	1	4870	4870	1	4870	0
Vice Chair - Overview	1607	1	1607	1607	1	1607	0
Chair - A&G	3750	1	3750	3750	1	3750	0
Vice Chair - A&G	1238	1	1238	1238	1	1238	0
Chair - Standards	1500	1	1500	1000	1	1000	-500
Independent Persons	0	0	0	720	2	1440	1440
Minority Groups	3917	1	3917	4617	1	4617	700
<b>Basic Allowance &amp; SRAs</b>			416297			417033	736
<b>IT Allowance</b>	340	53	18020	0	53	0	

## Effective Date

The Panel recommends that accepted Recommendations come into effect on 7<sup>th</sup> May 2019. This means in practical terms they will affect Members from their election (or re-election) as Members at District Council elections on 2<sup>nd</sup> May 2019.

## Recommendations

The Panel Makes the Following recommendations:

1. The Basic Allowance remain unchanged at £5,481 per year taking into account the April 2019 increase
2. The Basic Allowance continues to be increased in line with Officers' pay increases
3. The Special Responsibility Allowance payable to the Leader of the Council be increased by £1,804 from £14,196 to £16,122 and there is no change in the Special Responsibility Allowance paid to the Deputy Leader of the Council at £10,400
4. The Special Responsibility Allowance payable to Cabinet Members (Portfolio Holders) remain unchanged at £8,320.
5. The Special Responsibility Allowance payable to the Chairman of the Council and the Vice Chairman of the Council remain unchanged at £8,320 and £2,745 respectively
6. The Special Responsibility Allowance payable to the Chairman of the Development Control Committee be increased by £1,500 from £6,000 to £7,500; that of the Vice-Chairman be increased by £520 from £1,980 to £2,500 and there be no change to the Special Responsibility Allowance £750 payable to the Members of the Development Control.
7. A Special Responsibility Allowance of £300 a year be payable to Members who are Named Substitutes for Members of the Development Control Committee.
8. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Licensing Committee be decreased by £2,500 from £4,000 to £1,500 and by £600 from £1,200 to £600 respectively.
9. The Special Responsibility Allowance payable to Members of the Licensing Committee be abolished.
10. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Overview Select Committee remain unchanged at £4,870 and £1,607 respectively.
11. The allowance for Co-Opted Witnesses, etc. be increased from £50 to £ 60 per meeting (up to half a day's duration) they are required to attend
12. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of the Audit and Governance Committee remain unchanged at £3,750 and £1,238.

13. The Special Responsibility Allowance payable to the Chairman and Vice Chairman of Standards Committee be reduced by £500 from £1,500 to £1,000. Payments to Members sitting on Assessment Panels be increased from £50 to £60 a half day meeting
14. The meeting allowance paid to Independent Persons on the Standards Committee be replaced with a payment of £1,440 a year shared equally between the Independent Persons
15. The Special Responsibility Allowance payable to the Leader of the largest Opposition group be remain unchanged at £3,917
16. The leaders of smaller Minority Groups of three or more Members receive an SRA of £100 per Member.
17. The Allowance paid to minority groups be reviewed after each change in composition in the Council
18. The IT Allowance be discontinued when ModernGov and the IT strategy for Members is fully available to all Members
19. The meeting allowance paid to Co-opted Members and Witnesses to Committee and Panels should increase from £50 to £60
20. The Carers Allowance of £10 per hour up to a maximum of 20 hours a month be replaced by
  - a) a Child Care allowance of £10 an hour, limited to £4,000 a year;
  - b) a Dependent Adult allowance up to a maximum of the Home Care rate paid by West Sussex County Council, limited to a maximum of £6,000. And that the Head of Paid Service has the discretion to exceed these limits.
21. The list of duties specified in the Regulations be added to the Members Allowance Scheme at Part 9 of the Constitution.
22. Consideration is given as to whether any other duties should be approved for receipt of the Dependent Carer's allowance.
23. The availability of this Allowance and the procedure for claiming it be more visible.
24. Councillors will be *entitled to request* maternity, paternity and adoption arrangements.
25. No change in the arrangements that allow Town and Parish Councils to pay up to 10% of the Arun DC Basic Allowance to their Members.
26. Special Responsibility One-off payments be increased from £50 to £60 a half day for one-off activities, for example, intensive projects subject to the approval of the Head of Paid Service on the advice of the Group Head of Council Advice and Monitoring Officer.
27. All remunerations received by Members, Co-Opted Members, Independent Persons and so on to be linked annually to Officers' pay and allowances with effect from 1 April 2020.
28. The arrangements for Travel and Subsistence remain unchanged and the rates and list of approved duties be published in Section 9 of the Arun DC Constitution

29. The arrangements for the payment of more than one SRA remain unchanged
30. If the Chairman of the Council is absent for a continuous period of two months or more their SRA can be paid instead to the Vice-Chairman if they take on the responsibilities during that period of absence.
31. Include in Arun DC's Members' Allowance Scheme provision for the Suspension of Allowances of the Local Authority Members' Allowances (England) Regulations 2003, in that allowances be withheld if a Member is suspended or partially suspended.
32. Move the next review to after the municipal elections in 2023 or sooner if there is a change in municipal governance arrangements
33. The new Allowances Scheme is effective from 7<sup>th</sup> May 2019.

## Thanks

The Panel wish to place on record its thanks to all those Members who provided evidence to the Panel; Officers who provided information and answered our many and varied questions. Finally, special thanks must go to Mrs Jane Fulton, Committee Services Manager who provided unstinting support to the Panel with great integrity, patience and energy.

## Appendixes

### Appendix 1 – Panels’ Terms of Reference and Guidance

Panel’s Terms of Reference are to consider and review:

- the nature and type of role and responsibility of Elected Members and the level of commitment involved
- the difference in responsibility and time commitment of Leading Members; Cabinet Members and back-bench Members and the Chairman and Vice-Chairman of the Council and other Members with specific responsibilities
- schemes operating elsewhere in authorities similar to Arun DC
- the level of remuneration paid for other types of public duties
- whether allowances should be payable to meet Members out of pocket expenses
- the need to attract and retain Members of appropriate calibre and representative of the demographic make-up of the District
- the need to ensure that the scheme is straight-forward and economic to operate and justified in terms of affordability (in the public’s perception) and working within existing budgetary constraints
- a scheme that aims to compensate for the time put into the roles and responsibilities undertaken – bearing in mind that there should be an element of public service a scheme that encourages Councillors to work flexibly and to develop themselves and their role in the community.

The following general principles should be applied:

- Membership of the Council should be as inclusive as possible so as to allow all types of people to become a Councillor
- the need to encourage people to stand as Councillors – not to see a lack of remuneration/loss of earnings as a deterrent
- Members should be able to renounce all or part of their allowances account should be taken of hidden costs of Council Membership
- account should be taken of any additional and/or onerous responsibilities undertaken by Members
- there should be an unremunerated element to service as a Member
- some recompense should be available to Councillors with care responsibilities
- the desirability of clearer public accountability for the work of Members
- allowances should be broadly in line with those paid by adjacent Authorities and those of a similar size, and
- the scheme of allowances should be equitable, transparent and simple to understand and administer while being affordable and justifiable in the perception of the public.

## Appendix 2 – Documents Accessed by the Panel

The Local Authorities (Members' Allowances) (England) Regulations 2003

The Arun DC Constitution

Arun DC List of Councillors

Arun DC List of Committee Membership 2018-19

The reports of previous Arun DC Independent Remuneration Panels

The Agendas and Minutes of the Arun DC Full Council, Cabinet and Select Committees.

Attendance Figures for Full Council and Select Committee

Schedule of Payments to Councillors 2017-18

The South East Employers 2018 survey of Members' Allowances

Independent Remuneration Panels' Reports and Schemes of Allowances of other Authorities



**AGENDA ITEM NO.**

**ARUN DISTRICT COUNCIL**

**REPORT TO AND DECISION OF AUDIT & GOVERNANCE  
COMMITTEE  
ON 2 JULY 2019**

**PART A : REPORT**

**SUBJECT:** Chairman's Annual Report To Full Council 2018/19

**REPORT AUTHOR:** Stephen Pearse, Internal Audit Manager

**DATE:** July 2019

**EXTN:** 37561

**PORTFOLIO AREA:** Corporate Support

**EXECUTIVE SUMMARY:**

To present the draft Chairman's Annual Report To Full Council for agreement by the Committee

**RECOMMENDATIONS:**

Members of the Audit & Governance Committee are requested to endorse the content of the report and to recommend its presentation to Full Council by the (outgoing) committee Chairman

**1. BACKGROUND:**

The Chartered Institute of Public Finance & Accountancy (CIPFA) recommends that an annual self-assessment is performed covering the effectiveness of the Audit Committee. The updated self-assessment will be presented to the Committee as part of another item at this meeting.

One of the assessment criteria included is:-

"Does the committee publish an annual report to account for its performance and explain its work?"

The first such report was prepared and presented to Full Council in 2012.

In collaboration with the outgoing Chairman of the Audit & Governance Committee, the attached annual report has been drafted for consideration and covers the activities of the Audit & Governance Committee through the 2018/19 Municipal Year.

**2. PROPOSAL(S):**

It is proposed that the Committee endorses the content of the report and recommends that the Chairman's Annual Report for 2018/19 be presented for approval by Full Council.

In view of the change of Chairman and significant change in membership for the 2019/20 Municipal Year it is proposed that the approved report be presented by the outgoing Chairman from 2018/19.

**3. OPTIONS:**

To endorse the content of the report and to recommend its presentation for approval by Full Council, or not

**4. CONSULTATION:**

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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)		✓

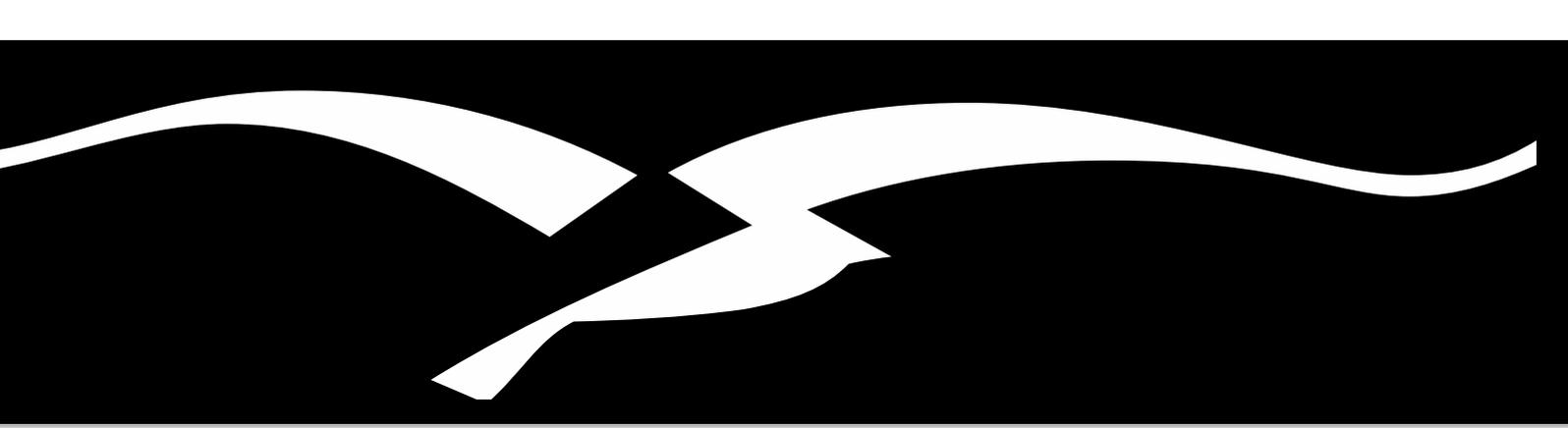
**6. IMPLICATIONS:**

**7. REASON FOR THE DECISION:**

The Committee endorses the content of the report and recommends that the Chairman's Annual Report for 2018/19 be presented for approval by Full Council

**8. BACKGROUND PAPERS:**

N/A



# Audit & Governance Committee

## Chairman's Annual Report To Full Council 2018/19

## **Introduction**

Both Central Government and the Chartered Institute of Public Finance & Accountancy (CIPFA) promote the view that certain governance related functions would be best delivered by an audit committee – which is separate from the ‘executive’ and ‘scrutiny’ functions of a local authority.

This is the annual report to Full Council of the Audit & Governance Committee. The Council’s Audit Committee was constituted by the Council in May 2006 and became the Audit & Governance Committee in June 2011, following the disbanding of the old standalone ‘Governance’ Committee in March 2011. The Committee complies with the best practice guidance, as set out in the ‘CIPFA Role of Audit Committees in Local Government’, and operates to Terms of Reference agreed by Full Council and included in the Council’s published Constitution. (As part of the ongoing review of the Constitution, revised terms of reference were approved in January 2018).

The Audit & Governance Committee provides independent assurance and challenge on the effectiveness of the Council’s overall corporate governance and internal control environments. This includes the associated approach to risk management and independent scrutiny of the Council’s financial and non-financial performance, to the extent that it affects the authority’s exposure to risk and weaknesses in the control environment, as well as to oversee the financial reporting process and approve the Annual Statement of Accounts.

The role of the Audit & Governance Committee is distinctly different from the role of the scrutiny function. Its role, in short, is to provide assurance to Members and to the public that there are controls in place to mitigate key risks and that the Authority, including the scrutiny function, is operating effectively in terms of overall governance.

The Committee carries out its function by monitoring, challenging and providing assurance on a number of matters relating to internal and external audit, financial reporting, risk management, corporate governance and compliance issues. It is important that the Committee is able to demonstrate the impact of its work to Members and to the public.

Membership of the Committee is decided annually by Full Council and follows the requirements for political balance. However, it is emphasised that the role of the Committee should be both objective and apolitical. While continuity of membership is important, as much of the work of the Committee operates to an annual cycle, it is also beneficial for there to be some change in order to generate different challenges and opinions. Where membership changes have taken place in each Municipal Year, Member training and updates have been provided by Internal Audit and the Group Head of Corporate Support.

In 2010, the role of the Committee was expanded to include oversight of the Council’s Treasury Management processes and, since June 2011, the Committee also has responsibility to receive, consider and make recommendations to Full Council on the submissions of the Independent Members’ Remuneration Panel.

As part of the changes to the terms of reference for the Committee in 2017, an additional function was added in respect of the review and scrutiny of any Council owned companies and Cabinet's role in overseeing this activity.

The Committee strives to be proactive in seeking assurance on a range of issues, rather than just accepting assurance where it is given. Committee Members have demonstrated commitment to the process, contributing to a level of continuity of approach and building up expertise of Members, in often complex areas. The Committee takes the position of encouraging all Members and Officers (particularly Managers) to take responsibility for contributing to effective corporate governance, with the aim of embedding governance as a concept in the organisation.

Meetings of the Committee traditionally started at 9.30am and this prevented some councillors from being nominated for the Committee and, in some cases, members appointed to the Committee from attending meetings due to other commitments. In order to address this, the Chairman agreed with the Leader that from 2018 meetings would start at 6.00pm, allowing a significantly wider range of Councillors to be available for nomination and thus to maximise Member contribution to meetings.

Representatives of the Council's external auditors (Ernst & Young LLP) are also invited to attend and to present their key documents. This provides the opportunity to present matters to the Committee, aiding consistency of message and wider awareness of respective views and challenge.

The Committee agrees its ongoing work plan and has scheduled meetings through the year (but these may be supplemented by 'special' meetings of the Committee and meetings held by 'task and finish' working groups, set up for specific purposes). Until 2017/18, meetings were held on a quarterly basis but from 2018 the reporting timescales for the Council's annual Accounts have been shortened and three scheduled meetings will now be held each year to coincide with the key decision / document approval dates. The standing invitation to the appointed external auditor to attend meetings of the Committee, allows observation of the level of challenge and assurance that the Committee provides on governance, financial reporting and audit issues.

All matters brought before the Committee have been subject to robust challenge, but the Committee has also had an input into the progress of issues, through active discussion and by making practical suggestions for improvement. The Committee has adopted a practice of accepting assurance only when fully satisfied. Detailed below is a breakdown of areas that the Committee has considered during the 2018/19 municipal year (in Appendix 1).

## **Internal Processes**

### **Governance**

The Committee received regular updates throughout the year on the overall approach adopted to secure effective arrangements for the Council and, in particular, progress on areas identified for action from external inspections. This has provided the Committee with the opportunity to challenge, and have an input into:-

- review of the Council's updated local Code of Corporate Governance;
- the corporate governance framework;
- the assurance framework;
- updates to governance-related Council policies.

The Committee considered and provided challenge to the Annual Governance Statement, prior to its approval in July 2018 and also to the Council's revised Code of Corporate Governance. These were prepared under the revised Delivering Good Governance in Local Government Framework received from CIPFA in 2017.

### **Counter Fraud and Corruption**

The Audit & Governance Committee, as part of its terms of reference, is required to consider the counter-fraud and corruption arrangements of the Council and their effectiveness.

At its meeting of 26 July 2018, the Committee was presented with the annual formal Counter-Fraud progress report, covering the year 2017/18. This included details of work performed on Council Tax Single Person Discount entitlement, housing tenancy fraud and the Cabinet Office National Fraud Initiative.

### **Risk Management**

The Council's updated Strategic Risk Register was presented to the Committee in November 2018, with some further discussion of risks in February 2019. Consideration of the relevant issues confirms a top-level commitment to the risk management agenda and allows the Audit & Governance Committee to make assessments and provide assurance on the Council's risk management arrangements.

### **Financial Reporting**

The Council's Group Head of Corporate Support and other members of the Finance department attended meetings and presented reports relating to the Statement of Accounts and the Treasury Management function throughout the year. The Committee was able to challenge these reports and was assured that due process was being followed and best practice had been applied. Officers were able to provide further clarification on a number of issues raised by Members to aid the Committee in reaching its conclusions and decisions

In particular, the Council has delegated to this Committee the task of formally approving the Accounts by the statutory deadline each year. (From 2018, changes to regulatory requirements mean this is now 31<sup>st</sup> July).

The 2017/18 Annual Accounts were approved by the Committee, having received an unqualified opinion from Ernst & Young LLP, and signed by the Chairman.

In 2009/10, the Committee was required to consider significant changes to the Treasury Management arrangements of the Council. These primarily focused on the change in accountability and reporting on decisions of overall Treasury Management policy and the setting of the annual Treasury Management Strategies, which have been taken out of the control of the executive (i.e. the Cabinet) and must now be

determined by Full Council. All prudential matters relating to borrowing, investments and debt repayment are now determined by Full Council, with the responsibility for scrutiny of performance in this area being delegated explicitly to the Audit & Governance Committee.

Recent changes to the Prudential Code for Capital Finance in Local Authorities mean that the Council is now required to have an approved Capital Strategy on an annual basis. The Capital Strategy for 2019/20 was presented to the Committee at its February 2019 meeting and recommended for approval by Full Council.

In 2012, the Council arranged the borrowing of £70.9M to be paid as a one-off debt settlement to the DCLG in March 2012, in respect of Government changes to make the Housing Revenue Account self-financing in Local Authorities. The first tranches of this loan have been repaid by the Council (outstanding debt now stands at £53.18M), with the next tranche due for repayment in 2020.

The Committee continues to monitor the situation with regard to Council borrowing. (There may be a future borrowing requirement to allow e.g. the progress of the Housing Revenue Account Business Plan 2017-2027 and / or to facilitate the progress of the Bognor Regis regeneration proposals, as approved by the Council). A briefing on the current and predicted national financial situation was presented to the Committee by Link Asset Services (the Council's treasury management advisors) at its November 2018 meeting.

## **Independent Assurances / Audit**

### **External Audit and Inspection**

Ernst & Young LLP are the Council's current appointed external auditors and the external audit work covers the full range of audit and inspection, including providing an opinion on the financial statements and forming an assessment of the corporate arrangements for 'value for money' covering:-

- securing financial resilience
- securing economy efficiency and effectiveness.

Reports to the Committee ('those charged with governance') arising from external review include the Audit Plan, Audit Results Report and Annual Audit Letter. These are subject to discussion and challenge by the Committee with the representatives of the external auditors in attendance at Committee meetings.

The Council had previously opted-in to the sector-led approach set up by central government for the appointment of its external auditors at the end of the transition period (following the abolition of the Audit Commission). The Government-appointed body (PSAA Ltd.) undertook a national procurement exercise and the contracts for the next 5 years have now been let with a reduction in fees being charged. As a result of this, Ernst & Young LLP has been appointed to continue as the Council's external auditors from 2018/19.

It should however be noted that this appointment only covers the work being performed on the Council's annual Accounts. Further discussions have been held by relevant officers in order to progress an appropriate arrangement involving the Council, the DWP and an appointed reporting accountant for the annual certification of the Council's Housing Benefit Subsidy Claim and, subject to signing an engagement letter, the Revenues & Benefits Manager has agreed that E&Y will continue to provide this additional service.

### **Internal Audit**

Under the Accounts and Audit Regulations 2015, the Council is required to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Assessment is undertaken against criteria published by CIPFA and presented to the Committee for consideration. The Committee was able to support the judgement on the effectiveness of the system of Internal Audit and also confirmed that Internal Audit has continued to provide a quality service to the Council, with the assessment being certified by the Chairman of the Committee and the Council's Group Head of Corporate Support.

From 1<sup>st</sup> April 2013, CIPFA replaced its Code of Practice for Internal Audit with the Public Sector Internal Audit Standards (which are based on the mandatory elements of the Institute of Internal Auditors, International Professional Practices Framework). This has been reflected in the Internal Audit Charter, with the changes approved by the Committee in past years.

Internal Audit also performs an assessment of the effectiveness of the Audit & Governance Committee and any changes / improvements that could be made, based upon CIPFA criteria. This report was presented for consideration and certified by the Chairman of the Committee.

Throughout the year, Internal Audit provides a number of key documents for the Committee to consider and Approve or Note. These include:-

- the Annual Internal Audit Plan (February)
- the Internal Audit Annual Report & Opinion (July)
- periodic reports of progress against the Audit Plan
- periodic reports summarising findings from Internal Audit reports issued.

As reflected in the Internal Audit Charter and Annual Plan, the Internal Audit service needs to be flexible, with the ability to respond to changes and new challenges to the Council, as and when required.

The Committee received the annual performance reports for Internal Audit for the year and were provided with assurance that appropriate action plans had been put in place to improve the Council's control environment and confirmed that this assurance was reflected within the Council's published Annual Governance Statement.

## **Members' Allowances**

In March 2011, the Council's Governance Committee was disbanded and the responsibility to receive, consider and make recommendations to Full Council on the submissions of the Independent Members' Remuneration Panel passed to the Audit & Governance Committee from June 2011.

The Eight Review of Members' Allowances by the Panel was delayed pending the outcome of the Council's 2020 Vision work, including the management and operational restructures that have taken place, and also by the need to recruit new independent panel members in 2018. The Committee received updates on the recruitment process (with the Chairman and Vice-Chairman involved as part of the interview panel) and the revised timetable for the conduct of the review aiming for completion and adoption of recommendations prior to the 2019 District Elections.

At its February 2019 meeting, the Committee received a presentation from the Panel members on their report and considered the recommendations made in detail. Although the Committee supported most of the recommendations made, several queries were raised by the Committee which could not be fully addressed at the meeting. With the advice of the Group Head of Council Advice & Monitoring Officer, the Committee took the decision to defer consideration of the Panel's report to allow further work by the Panel on the recommendations which could not be agreed. A Special Meeting of the Audit & Governance Committee is now planned for 2 July 2019, with (subject to agreement of the revised Panel report) recommendations to be made to Full Council at its meeting of 17 July 2019.

## **Council Owned Companies**

In 2017, the Council gave consideration to the establishment of a local property company. With the assistance of external advice, a private limited company (Trisanto Development Corporation Ltd.) was registered at Companies House. Following a number of meetings involving Members, including a Special Meeting of the Audit & Governance Committee in August 2017, the Council decided not to progress with operation of the company at this time and it currently remains 'dormant'.

## **Property Investment Strategy**

In September 2017, Full Council approved the recommendation of Cabinet for the adoption of the Property Investment Strategy, as per a report from the Property & Estates Manager.

As part of the Strategy, a Property Investment Fund would be set up as a means of generating income streams to replace the shortfalls in government funding being experienced by the Council. The Fund would not require any external borrowing and all funds generated would be raised solely through disposal of existing general fund Council owned land and property. The fund would be ring fenced and sit within the

Property & Estates budget and, once funds were in place, the Council would then look to pursue the purchase of investment properties on the open market. The report advised that monitoring and scrutiny of the arrangement would be by the Audit & Governance Committee.

At its meeting of February 2019, the Committee received an update on the progress of the Property Investment Fund to date.

## **Chairman's Summary**

Based upon the work of the Audit & Governance Committee during 2018/19, I am satisfied that it has again provided effective challenge across a range of governance related issues upon which it can provide assurance to the Council and to the Cabinet. The Committee has demonstrated leadership on governance, financial reporting and audit issues. The Committee also is effective in providing an additional source of assurance to the Group Head of Corporate Support (s151 Officer of the Council) that systems of internal control are working effectively and that Internal Audit is operating in accordance with the Public Sector Internal Audit Standards.

I have reviewed the CIPFA requirements relating to Internal Audit and the work of the Committee and consider that the arrangements in place remain appropriate. The level of challenge provided by the Committee contributes to Members and Officers giving due significance to governance and control matters. An additional role of the Committee continues to be to provide suggestions for continual improvement on a number of matters and to be supportive of Council staff, showing appreciation where merited.

Following the May 2019 District Elections and the Annual Council meeting, Cllr. Mrs. Erskine has been appointed as Chairman for the 2019/20 Municipal Year and I offer her my congratulations. The elections have resulted in a significantly different political make-up to the Council and its committees and I hope that members will continue to support the Chairman with the significant challenges ahead for the new Committee as it performs its duties, as delegated by the Council and mandated through governance requirements and best practice.

As outgoing Chairman, I offer my thanks and appreciation to all members of the Committee (a number of whom either did not stand or were not re-elected in 2019) for their proactive contributions which have continued to facilitate constructive, apolitical challenge. This input has enabled the Committee again this year to be effective and confident in providing assurances to the Council. Also, on behalf of the Committee, I would like to thank all Members and officers who have helped us to carry out our role, the Committee Manager for the preparation, advice and minuting of meetings and the representatives of Ernst & Young LLP for their constructive engagement, contributions and responses.

**Councillor Terence Chapman,  
Outgoing Chairman of the Audit & Governance Committee**

**Audit & Governance Committee – Activities Performed in Year 2018/19**

<b>Meeting Date:</b>	<b>Item:</b>	<b>Action:</b>	<b>Notes:</b>
<b>Governance Framework</b>			
26 July 2018	Local Code of Corporate Governance for 2018/19	Noted	Published on Council website
26 July 2018	Annual Governance Statement 2017/18	Approved	Published on Council website to accompany the Annual Accounts
26 July 2018	Counter-Fraud Report 2017/18	Noted and work endorsed	
26 July 2018	Council's Use of the Regulation of Investigatory Powers Act 2000 (RIPA)	Endorsed	Nil for 2017/18 Municipal Year
15 November 2018 14 February 2019	Revised Strategic Risk Register 2018/19	Risks 1-6a approved Noted	Part deferred to February 2019 meeting Further review of deferred item
<b>Internal Audit Activity</b>			
26 July 2018	Internal Audit Annual Report & Opinion 2017/18	Noted and work endorsed	
26 July 2018 15 November 2018 14 February 2019	Progress Against the Internal Audit Plan	Noted	
26 July 2018 15 November 2018	Summary of Findings From Reports Issued	Noted	
15 November 2018	Financial Management System: Post-Implementation Review	Noted the key findings and endorsed the improvements agreed	
14 February 2019	Annual Internal Audit Plan 2019/20	Approved	

<b>External Audit and Inspection</b>			
26 July 2018	Response to Ernst & Young on Annual Assurance Letter Regarding Arrangements	Noted	
26 July 2018	Annual Fee Letter 2018/19	Approved	
26 July 2018	Audit Results Report	Noted and draft Letter of Representation signed	
15 November 2018	Annual Audit Letter	Noted	
15 November 2018	Annual Certification Report 2017/18	Noted	
14 February 2019	Ernst & Young – Audit Plan & Progress Report	Approved	
<b>Statement of Accounts</b>			
26 July 2018	Statement of Accounts 2017/18	Approved and signed	Presented by the Financial Services Manager
14 February 2019	Accounting Policies For 2018/19 Accounts	To be applied to Statement of Accounts for 2018/19	Presented by the Financial Services Manager
14 February 2019	Capital Strategy	Recommended for approval by Full Council	Presented by the Financial Services Manager Approved by Full Council 13 March 2019
<b>Treasury Management</b>			
26 July 2018	Treasury Management Annual Report 2017/18	Recommend to Full Council that the report be Noted, that the actual prudential and treasury indicators be approved	

15 November 2018	Treasury Management – Mid-Year Review Report 2018/19	Recommend to Full Council that the report be Noted, that the actual prudential and treasury indicators be approved	
14 February 2019	Treasury Management Strategy Statement and Annual Investment Strategy 2019/20	Recommend approval to Full Council	Approved by Full Council 13 March 2019
<b>Committee Working Arrangements</b>			
26 July 2018	Chairman’s Annual Report to Council 2017/18	Recommended for approval by Full Council	Presented to Full Council 12 September 2018
26 July 2018 14 November 2018 14 February 2019	Audit & Governance Committee Annual Workplan	Approved	‘Living’ document – progress noted through the year
<b>Other</b>			
14 February 2019	Update on Progress Against the Recommendations From the Partnerships Audit	Noted and further update requested for November 2019	Presented by the Chief Executive in the absence of the Group Head of Policy
14 February 2019	Property Investment Fund (PIF) update	Noted and further update requested for November 2019	Presented by the Chief Internal Auditor in the absence of the Property & Estates Manager
<b>Independent Members’ Remuneration Panel</b>			
26 July 2018	Recruitment of New Members	Noted and agreed that Chairman / Vice-Chairman should sit on interview panel	
15 November 2018	Recruitment Update	Noted	

14 February 2019	A Review of Members' Allowances for Arun District Council	Report deferred to allow the Panel to undertake further work and report back to a Special Meeting of the Committee	Recommendations due to be reported to Full Council 17 July 2019
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# Agenda Item 18 Public Document Pack

Subject to approval at the next Bognor Regis Regeneration Sub-Committee meeting

1

## BOGNOR REGIS REGENERATION SUB-COMMITTEE

24 June 2019 at 6.00 pm

Present: Councillors Stanley (Chairman), Brooks (Vice-Chair), Charles, Dixon, English, Mrs Madeley, Oppler and Mrs Stainton

Councillor Coster was also in attendance for part of the meeting.

1. APOLOGIES

An apology for absence had been received from Councillor Mrs Staniforth.

2. DECLARATIONS OF INTEREST

Councillor Dixon declared a personal interest as a member of Bognor Regis Civic Society.

3. MINUTES

The Minutes of the meeting held on 29 January 2019 were approved by the Subcommittee and signed by the Chairman as a correct record.

4. START TIMES

The Subcommittee

RESOLVED

That the start times of meetings for the remainder of 2019/20 be 6.00 p.m.

5. BOGNOR REGIS TOWN CENTRE PUBLIC REALM SCHEME - FINAL EVALUATION REPORT

The Subcommittee received a comprehensive report from the Senior Regeneration Officer which provided a detailed evaluation of the overall public realm scheme and the impact that it had had on town centre improvement in Bognor Regis. She was pleased to advise that the three tiers of local government, i.e. Town Council, District Council and County Council had all worked together on the scheme to ensure that an intuitive pedestrian route through the town to the sea had been achieved.

Members were advised that the key objective of the enhanced public realm was to attract visitors into the town to visit more often, stay longer and spend more and, as evidenced in the report, that had been successful. In addition, the £2.5m investment had attracted match funding of £5m from the private sector and had also led to significant improvement at the train station, with British Rail working with its partners to

Bognor Regis Regeneration Sub-Committee - 24.06.19

refurbish the elegant but neglected Grade II listed building and creating a creative shared workspace which would provide jobs and greatly improve the visitor experience.

The BID (Business Improvement District) was in place to continue the Town Centre management initiative and it was hoped that Bognor Regis would remain economically stable with modest growth and improvement whilst other towns locally and nationally were sliding backwards. To this end an Expression of Interest had been submitted to the Future High Streets Fund and the decision whether Bognor Regis would be selected to progress to the Business Case/full bid stage (c£5-7m) was expected in the summer.

The Chairman thanked the Senior Regeneration Officer for her informative and detailed report and paid tribute to her enthusiasm and commitment to the town.

The Subcommittee participated in a detailed discussion on a number of issues, which included:-

- Control over the use of premises to ensure the right type of business was encouraged – officer advice was given that change of use could be controlled through the planning system but that a change between retail use was with the landlord. The BID could work with owners to advocate for better businesses.
- Rough sleepers in the town was of particular concern to Members and advice was given that a lot of work was being done in the background to alleviate the problem.
- A comment was made that, whilst the improvements to the station were very much welcomed, it was felt that the problem of street drinkers would just be moved somewhere else in the town.
- The problem of cars driving illegally along the High Street must be addressed and a suggestion was made that the same system of cameras and instant fines being used in Brighton could be introduced – the Senior Regeneration Officer stated that she would pass that on to the County Council. Pedestrianisation would also be raised with the County Council.
- A request was made that the banner arms for advertising on lamp posts should be reinstated. Officer advice was given that they were still in place on one side of the road but had been taken down on the other side due to being damaged by lorries.
- A question was asked as to how footfall was measured and an officer response given at the meeting. The Business Development Manager also advised on a method that was used to share sales figures confidentially that she would pass on to the BID.

In the course of discussion, comment was made that a lump of granite had fallen off a shop front near the Royal Mail office building and was still on the ground – the landlord must be contacted to ensure the premises was safe and have the granite removed.

The Senior Regeneration Officer was thanked for a fascinating report, which the Subcommittee then noted.

6. BOGNOR REGIS REGENERATION POSITION STATEMENT

The Subcommittee received the Position Statement and made particular comment on the following:-

- **Enterprise Bognor Regis** – the planning application for the Salt Box site had been deferred by the Development Control Committee at its meeting on 5 June 2019 for further assessment of surface water drainage issues. As the issue of low wage levels was brought up at this item, the Group Head of Economy encouraged Members to attend a workshop on Wednesday 26 June 2019 that was being held to inform Members of the review of the Economic Strategy that was due to be undertaken.
- **Gardens by the Sea** – to be discussed at Cabinet on 8 July 2019.
- **Town Centre Initiatives** – Member comment was made that it would be good to have affordable office space in the Arcade as there was a need for smaller units.
- **Seafront Regeneration** – The toilets next to **(name of the pub please)** had been closed due to issues around ASB and were due to reopen on Monday 8 July 2019.
- **University of Chichester** – the preferred bidder was being considered at the moment for the student accommodation at the London Road lorry and coach park??? **Is that right?**
- **Old Town & Pier** – The Senior Regeneration Officer gave a verbal update. The Pier Trust had launched its series of Heritage Trails on Sunday 23 June 2019 and Members were recommended to participate.
- **Transport and Car Parking** - negotiations had commenced on a 2 hour free car parking agreement for 2020. With regard to the Station Junction, all three levels of local government had been working to make it more pedestrian friendly.

The Subcommittee noted the remainder of the report.

(The meeting concluded at 8.25 pm)

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# Agenda Item 19 Public Document Pack

Subject to approval at the next Development Control Committee meeting

35

## DEVELOPMENT CONTROL COMMITTEE

27 June 2019 at 2.30 pm

Present: Councillors Ms Thurston (Vice-Chairman, in the Chair), Bower, Charles, Coster, Lury, Northeast, Mrs Pendleton, Roberts, Mrs Stainton, Mrs Yeates and Brooks

Councillors Jones and Mrs Worne were also in attendance for all or part of the meeting.

### 55. APPOINTMENT OF VICE-CHAIRMAN FOR THE MEETING

The Committee

RESOLVED

That Councillor Lury be appointed Vice-Chairman for the meeting.

### 55. APPOINTMENT OF VICE-CHAIRMAN FOR THE MEETING

The Committee

RESOLVED

That Councillor Lury be appointed Vice-Chairman for the meeting.

### 56. WITHDRAWN APPLICATIONS

The Chairman advised that Planning Applications CM/4/19/PL and Y/103/18/PL had been withdrawn from the agenda and would not be considered at this meeting.

### 57. APOLOGIES

Apologies for absence had been received from Councillors Bennett, B. Blanchard-Cooper, Mrs Hamilton and Oliver-Redgate.

### 58. DECLARATIONS OF INTEREST

Planning Application A/40/18/OUT – Councillor Bicknell declared a personal interest as a member of the Angmering Advisory Group and Angmering Parish Council – he stated that he had reserved his position and any decision made would be based on the information presented at this meeting.

### 59. AL/3/19/PL NYTON NURSERY, NYTON ROAD, WESTERGATE PO20 3UQ

AL/3/19/PL – Residential development of 68 No. dwellings (net increase of 23 over current consent AL/102/17/RES) including 30% affordable housing (7 units) with

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associated access, public open space & landscaping, Nyton Nursery, Nyton Road, Westergate

The Strategic Development Team Leader presented this report, together with two separate written officer report updates circulated at the meeting detailing:-

- Additional consultee responses from Natural England; West Sussex County Council relating to infrastructure contributions; updated comments from the Environment Officer regarding Great Crested Newts and hedgerows; and Walberton Parish Council; and pre-commencement conditions
- Changes to pre-commencement conditions as requested by the applicant with all other pre-commencement conditions not referred to being accepted
- Amendment to conditions 5, 6, 8, 9, and 18 as detailed in the update

A verbal update was also given that Sussex Police had no comments to add.

Following a comprehensive presentation by the Strategic Development Team Leader, Members participated in some discussion on the item. It was acknowledged that the history of the site was relevant and, although concerns were expressed about the infrastructure deficit in respect of medical facilities and the local road network, together with the increase of 23 dwellings over the current consent AL/102/17/RES, there were no planning reasons to refuse this application.

The Committee therefore

RESOLVED

That the application be approved as detailed in the report and the officer's written report update.

60. AL/32/19/OUT WINGS NURSERY,LIDSEY ROAD, WOODGATE PO20 3SU

AL/32/19/OUT – Outline application with some matters reserved for the erection of 55 No. dwellings, access arrangements, sustainable drainage measures, public open space, landscaping & all other associated works (resubmission following AL/115/17/OUT). This application is a Departure from the Development Plan, Wings Nursery, Lidsey Road, Woodgate

The Planning Team Leader presented this report and advised the Committee on the following by way of the officer's written report update circulated at the meeting:-

- Changes to the position on the Council's 5 year Housing Land Supply (HSL) position
- Additional comment on the agricultural land loss policy SO DM1
- Update on ecological matters following the submission of an additional study relating to greater crested newts, resulting in an additional condition as set out in the update report

In considering this item, a question was asked in relation to egress from the site onto a busy road and the County Highways officer present was able to confirm that there would be a right hand turn.

Following further discussion relating to Tree Preservation Orders; payment of S106 monies to the NHS; and time limits for infrastructure being put in place, the Committee

RESOLVED

That the application be approved as detailed in the report and the officer report update.

61. Y/62/18/OUT CLAYS FARM, NORTH END ROAD, YAPTON BN18 0DT

*(Prior to consideration of this application, Councillors Jones and Mrs Worne addressed the Committee as Ward Members.)*

Y/62/18/OUT – Outline application with some matters reserved (appearance, landscaping, layout & scale) for 33 No. residential dwellings, access, landscaping & associated works. This application is a Departure from the Development Plan, Clays Farm, North End Road, Yapton Having received a report on the matter, together with the officer's written report update detailing:-

- Changes to the Council's 5 year housing land supply (HSL) which has resulted in paragraph 11.d of the NPPF (2019) and the application of the 'presumption' in favour of sustainable development being triggered
- The weight to be attached to the loss of agricultural land against the benefits of the proposal, namely the boost to the Council's 5 year HLS, the provision of affordable housing and the financial contributions to local education, libraries and medical facilities

the Committee was advised by the Principal Planning Officer that this proposal had sites approved for development to the north and south and, as such, it was felt there would be limited harm to the character of the countryside if this application site was developed.

The Group Head of Planning also gave advice in respect of the 5 year HLS and the need within the District to provide housing in sustainable locations.

In discussing the proposal, there was a divergence of opinion in that comment was made that the application should be approved as there was insufficient evidence on which to base a refusal. However, other Members were of the view that this site represented a green space and should therefore be protected and that the loss of agricultural land was unacceptable. Further comment was made that the cumulative effect of increased traffic movements had to be a serious consideration and it was felt

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that to approve this application would be contrary to the Council's own policy to reduce congestion.

The Group Head of Planning gave advice, together with the County Council's Highways Officer, and confirmed that the cumulative impact on the highways network had been taken account of through highways assessment work that had been done, in addition to what the applicants had submitted, which showed that the impact would not be so severe as to warrant a refusal. In addition, the Council's lack of a 5 year HLS was a strong material planning consideration that must be given sufficient weight.

Following consideration, the Committee

RESOLVED

That the application be refused.

As a recorded vote had been requested, Councillors Bicknell, Bower, Charles and Roberts voted FOR (4). Councillors Coster, Huntley, Lury, and Ms Thurston voted AGAINST (4). Councillors Brooks, Northeast, Mrs Pendleton, Mrs Stainton and Mrs Yeates ABSTAINED (5). As the vote was tied, the Chairman used her casting vote to refuse the application.

As the Committee had voted against the officer's recommendation to approve, the Group Head of Planning advised that the option open to Members was to either defer the application or refuse it. If Members wished to refuse, they needed to provide reasons to officers to enable suitable wording to be drawn up for another vote to then be taken.

In discussing that matter, loss of agricultural land was cited as a prime consideration, together with transport implications. However, the Group Head of Planning strongly advised that the highways issues should be steered away from as that would not be able to be evidenced at appeal.

The Chairman called a 5 minute adjournment to enable officers to formulate suitable wording and, on the meeting being reconvened, the Committee

RESOLVED

That the application be refused for the following reason:-

The proposal results in a loss of high grade agricultural land in conflict with policies SO DM1 of the Arun Local Plan, H1 of the Yapton Neighbourhood Development Plan and paragraph 170 of the National Planning Policy Framework.

62. CM/4/19/PL LAND SOUTH OF THE A259, GREVATT'S LANE, CLIMPING BN17 5RE

CM/4/19/PL – Construction of a crematorium comprising of a crematorium building & associated structures, car parking, access & landscaped spaces. This application is a Departure from the Development Plan, Land south of the A259, Grevatt's Lane, Climping The meeting had been advised that this application had been withdrawn from the agenda.

63. Y/103/18/PL 10 ACRE FIELD, NORTH OF GREVATTS LANE, YAPTON

Y/103/18/PL – Single Chapel Crematorium with car parking, landscape works, surface water drainage features & associated highway improvements. This application is a Departure from the development Plan, 10 Acre Field, North of Grevatts Lane, Yapton The meeting had been advised that this application had been withdrawn from the agenda.

64. A/40/18/OUT LAND NORTH OF WATER LANE, ANGMERING

*(Councillor Bicknell had declared a personal interest on this item and remained in the meeting and took part in the debate and vote.)*

A/40/18/OUT – Outline application with some matters reserved for the development of up to 525 residential dwellings (Class 3), 3 ha (gross) of employment land (Class B1), public open space, play areas, access, associated infrastructure and landscaping, Land North of Water Lane, Angmering The Committee received this report, together with the officer's written report update detailing:-

- Withdrawal of the Arboricultural Officer's objection to the proposed development
- 3 further representations from Angmering Parish Council
- Amendment to the wording in the draft S106 agreement regarding the servicing of the employment needs to include the provision of 'roads and footways'

The Strategic Principal Planner gave a comprehensive presentation on this application and advised Members that a detailed design masterplan would be produced prior to submission of a full reserved matters application; TPOs (Tree Preservation Orders) had been placed on significant trees within the site; and that improvements to the Palmer Road Recreation Ground would be enabled. Agreement was being sought to delegate authority to the Group Head of Planning, in consultation with the Chairman and Vice-Chairman, to (i) authorise the execution and completion of the Section 106 Agreement; and (ii) grant planning permission, subject to conditions and the S106 Agreement.

In the course of debate on the matter, Member comment was made that the provision of a primary school was of the utmost urgency, particularly in light of the forthcoming dualling of the A259 which would make travel to the existing school difficult for those living north of the railway line. The contribution to the delivery of a new school by way of this development was considered to be a positive outcome. The Strategic Principal Planner reassured the Committee that the existing monies set aside for education from earlier developments, together with this proposal, had been and would be ring fenced and would only be used in Angmering.

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The Senior Drainage Engineer also reassured Members that the site was in Flood Zone 1 and that the proposed surface water drainage scheme would improve the situation for the residents of Angmering.

Following consideration, the Committee

**RESOLVED**

That the application be approved and that authority be delegated to the Group Head of Planning, in consultation with the Chairman and the Vice-Chairman to

- (i) authorise the execution and completion of the Section 106 Agreement; and
- (ii) grant planning permission, subject to conditions and the S106 Agreement.

(The meeting concluded at 5.10 pm)

# Agenda Item 20 Public Document Pack

Subject to approval at the next Environment & Leisure Working Group meeting

1

## ENVIRONMENT & LEISURE WORKING GROUP

4 July 2019 at 6.00 pm

Present: Councillors Mrs Staniforth (Chairman), Brooks (Vice-Chair), Catterson, Chapman, Dixon, Huntley, Jones, Kelly, Ms Thurston, Mrs Worne and Gunner

Councillor Oppler was also in attendance for all or part of the meeting.

Apologies: None

### 1. DECLARATIONS OF INTEREST

Councillor Brooks declared a Personal Interest in item 7 on the agenda in so far as he wanted to add an item relating to Cemeteries and he personally knew one of the Cemetery Manager's.

### 2. MINUTES

The Minutes of the meeting held on 22 January 2019 were approved and signed by the Chairman as a correct record.

### 3. START TIMES

The Committee

RESOLVED

That its start times for meetings during 2019/2020 be 6.00 pm.

### 4. LITTLEHAMPTON WAVE UPDATE

The Working Group received a report and a presentation from the Principle Landscape and Group Head of Community Wellbeing. This set out the completion of work to the Littlehampton Wave Leisure Centre.

A summary of the updates is set out below;

- The Littlehampton Wave Leisure Centre was opened on 29 March 2019
- Littlehampton Sports and Swimming Centre (LSSC) had been previously built in 1982 and a life span of 30 years, so the upgrade was 7 years overdue.
- The Sports Dome had been built as a temporary structure
- In 2013 the Leisure Strategy was adopted, and a detailed feasibility study was undertaken in 2015

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- Willmott Dixon Construction was appointed under the Southern Construction Framework
- The location of the new Centre is in Mewsbrook Park
- The original concept of design was maintained
- The Sports Dome demolition took place in July 2017
- The old LSSC structure will be demolished within 6 months of the new building being finished as stated in the Planning conditions
- Materials from the old building are being recycled and used on site
- Children and young people had been given opportunities for work experience and apprenticeships. STEM Sussex had also been involved and offered children and young people a range of educational experiences. The Arun Youth Aqua Centre also benefited from a relocated and enhanced compound.
- Added benefits from the new building will see it generating an income for the Council. Early visitor numbers suggest that there is already more active community enjoying the activities the new building has to offer.
- The new centre will enhance Mewsbrook Park which has already achieved a green flag park status and the reinstatement work will further raise the profile of the park.

The following questions/comments by the Working Group were made: -

- Councillor Chapman offered his congratulations to the whole team on completion of this project. He then asked if there were figures in relation to energy saving costs from the new building in comparison to the old building. The Group Head of Community Wellbeing explained that the performance data was not available at present, however Freedom Leisure have confirmed that it was performing better than the old building which was a much smaller facility. Councillor Chapman then asked for assurance that there would be no threat to the walkway in response to any further alterations to the car park. It was confirmed that the location of the central walkway would remain as indicated on the master plan.
- In respect to customer numbers, it was confirmed that the number of people going through the tills had increased by 37%, equivalent to 12,000 people a month.
- Councillor Mrs Worne was full of praise for the new building, explaining to the Committee that it housed special waterproof wheelchairs so that wheelchair users could be lowered into the pool and that the changing rooms allowed her to be completely independent as a wheelchair user.
- It was stated that the Littlehampton Wave was a facility for the benefit of all residents in Arun, but Councillor Ms Thurston wanted to understand more about any impact on Arun Leisure Centre at Felpham. It was explained the statistics were not available for the first quarter, but the leisure operator had not indicated that the Arun Leisure Centre had been significantly affected. It was noted that the Arun Leisure Centre had received significant investment in recent years, but the 'wet' changing rooms particularly were in need of refurbishment.

- Councillor Gunner was concerned that reusing recycled materials on the demolition site may result in problems for future generations. It was explained that the recycling of materials on site was in accordance with guidelines and reduced the environmental impact of moving materials to landfill and bringing in large amounts of material.

The Chairman thanked the Principal Landscape Officer and the Group Head of Community Wellbeing for the update which was then noted by the Working Group.

## 5. CAR PARKS UPDATE

The Working Group received a report from the Group Head of Neighbourhood Services' who provided an update on the information previously reported at the meeting of the Working Group on 22 January 2019.

The key points highlighted;

- The Council own 28 Car Parks and the income generated for 2018/19 was £1.6 million. Any income generated by Car Parks is ringfenced to Car Park improvements.
- RingGo mobile phone-based parking service had been very successful in 2018/19. The benefits are identified in the report and include the reduction of the need to count cash.
- The Parking team are currently working with Cobalt Telephone Technologies Ltd the providers of RingGo to produce a virtual permit for the public and a corporate permit for staff and members.
- A separate programme of refurbishment for Fitzfleet car park is set to start this year.
- In January 2019 the Parking Services Manager put forward 26 car parks for a Parkmark award, after an assessment all 26 car parks were awarded a Parkmark award.
- Work with the Environmental Health Team is ongoing to explore funding opportunities from Government grants for introducing further electric charge points to car parks.

The following comments were made: -

- After some discussion regarding Sunken Gardens Hothampton Car Park it was confirmed that a review of the lower levels of this car park would be completed. The upper levels had resurfacing work completed earlier in 2019, however the lower levels were 'patched' due to the expectation of the Pavilion Park work instructed under the last administration in this area of the car park.

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- It was suggested by Councillor Chaman that could there be opportunity to speak with the Parking Services Manager regarding Electric Scooters and linking up with shop mobility to provide a 'scooter on arrival' service for scooter users in Littlehampton.
- Councillor Dixon stated that it was encouraging to see so much work planned over the next year, he was specifically interested in 'Free parking' and how it may contribute to Town Centre regeneration. It was confirmed that as part of the Parking charges review regeneration would be an important part of the review and at present we don't have any analysis.
- Councillor Brooks made a request that at Fitzfleet car park when work is completed regarding signage could it be ensured that the signage in the lift also be completed.

The Chairman thanked the Group Head of Neighbourhood Services' for his update and the Working Group noted the report.

#### 6. WORK PROGRAMME 2019 - 2020

The Group Head of Neighbourhood Services and the Group Head of Community Wellbeing presented the Work Programme to the Working Group.

Key Points highlighted below: -

- Climate Change – we expect to see some prioritising work load on this item
- Visibility of our work with the Arun biodiversity forum

Comments made by the Working Group summarised below: -

- Councillor Ms Thurston asked if the Working Group would be given the opportunity to feed in to the work on Climate Change It was confirmed a report with a number of options would be produced and Members would then be able to debate these at a meeting.
- Councillor Brooks wanted it raised that a previous report regarding British Standards for headstones was rejected by Cabinet last year and he still felt that it needed to be looked at by the Working Group and suggested that the meeting in February 2020 would be suitable timeframe for a report to be prepared.

There were a number of items proposed by members that were already scheduled either for the Overview Select Committee or Housing and Customer Services Working Group. To ensure that this group was focused on areas where they were able to make a difference the Chairman suggested a separate informal meeting be set up, so that the group could review the Overview Select Committee and Housing and Customer Services Work Programmes to ensure no overlap in its work. The Working group agreed this was a good idea.

Subject to approval at the next Environment & Leisure Working Group meeting

5

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The Committee then,

RECOMMEND

To Full Council for approval

(The meeting concluded at 7.15 pm)

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# Agenda Item 21 Public Document Pack

Subject to approval at the next Cabinet meeting

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## CABINET

8 July 2019 at 5.00 pm

Present: Councillors Dr Walsh (Chairman), Oppler (Vice-Chair), Mrs Gregory, Lury, Purchase, Stanley and Mrs Yeates

Councillors Batley, Brooks, Charles, Chapman, Clayden, Coster, Dendle, Dixon, Goodheart, Gunner and Huntley were also in attendance at the meeting.

### 72. DECLARATIONS OF INTEREST

Councillor Stanley confirmed that he wished to make an Open-Minded Declaration in relation to Agenda Item 7 [Pavilion Park Project, Bognor Regis] and read out the following statement "I wish to make this meeting aware that I may have made public statements as part of my election campaign and may have expressed my concerns in relation to proposals for the Pavilion Park. These were my views that I held at that time, however, with regard to tonight's meeting I do have an open mind regarding this item and will listen and consider all of the relevant issues and I confirm that I will reach my decision on merit. Councillor Stanley requested that his declaration be recorded fully within the Minutes of this meeting.

Councillor Oppler confirmed that he too needed to declare an Open-Minded Declaration in relation to Agenda Item 7 [Pavilion Park Project, Bognor Regis] and read out the following statement "I wish to make this meeting aware that I may have made public statements as part of my election campaign and may have expressed my concerns and in other circumstances may have supported or opposed elements of the proposals for the Linear Park/Pavilion Park. These were my views that I held at that time, however, I confirm that I have an open mind regarding this item and will listen and consider the relevant issues and I confirm that I will reach my decision on merit. Councillor Oppler requested that his declaration be recorded fully within the Minutes of this meeting.

### 73. QUESTION TIME

*(Please note that the questions and answers in these minutes are a summarised version, with the full version published on the Council's website).*

The Chairman confirmed that one question had been submitted in accordance with the requirements of the Council's Constitution.

Cabinet - 8.07.19

This question related to the Regis Centre and Hothampton sites in Bognor Regis with the questioner asking if he could be told the total sum of money that had been spent to date on the development of these sites including money spent on consultants. The questioner also asked if the residential element of the scheme was removed what calculations had been made of the sum of money that would be lost to fund any future proposals.

The Chairman responded stating that analysing the Council's spend for the period 2015/16 onwards, the Council had spent or committed a total of £659k of which the approved total costs of the current contract with the landscape consultant for the Pavilion Park project was £329k, although the final account was still awaited. Any future proposals for both sites remained undefined and unfunded.

The questioner then asked a supplementary question. He stated that the sums confirmed were large amounts of public sector money which could not be afforded to be thrown away. The questioner then referred to the health centre stating that if there were plans to remove this from the site then there needed to be close liaison with the Clinical Commissioning Group (CCG), as it had plans to redevelop and relocate the health centre in one of its Strategies. Finally, the questioner stated that he was surprised that Cabinet would be resolving this decision this evening, he felt that this should be a decision that Full Council should have the opportunity to debate.

The Chairman responded to the supplementary question stating that NHS Estates and NHS England did not have capital funding available to progress any redevelopment or relocation of the health centre. He stated that the questioner was making the assumption that money spent to date would be wasted, however, he could confirm that this was not the case as the work undertaken to date would be used in progressing the scheme.

#### 74. MINUTES

The Minutes of the Cabinet meeting held on 3 June 2019 were approved by the Cabinet as a correct record and signed by the Chairman.

#### 75. BUDGET VARIATION REPORTS

There was no item for this meeting.

#### 76. PAVILION PARK PROJECT, BOGNOR REGIS

The Chairman invited the Director of Services to present her report. She confirmed that it had been requested by the new administration in response to their wish to review the status of the Pavilion Park scheme. The report therefore reviewed this and it set out proposals for an alternative way forward.

Before debate on this item commenced, Councillor Purchase confirmed that he wished to make an Open-Minded Declaration as he had acted as Councillor Stanley's Election Agent during the 2 May District Council Elections. Councillor Purchase stated that despite any views that he may have expressed at that time, he had an open mind regarding this item and would listen and consider all the relevant issues and would reach his decision on merit. He asked for his full declaration to be recorded within the minutes of this meeting.

Councillor Purchase stated that he had listened very carefully to the concerns of the people in and around Bognor Regis who had expressed a very clear love for the Sunken Gardens and had very clearly stated that they wished to see them improved but also retained in some way. The request to revisit the future of this site would be a positive step and the aim was to work up a project brief for the future in a democratic way providing the public with the opportunity to have their say and to show that the Council was taking on board their concerns. The Sunken Gardens contained history and nostalgia and should be replaced by something that could significantly enhance the area.

These views were strongly supported and it was stated by Councillor Oppler that he had genuinely looked and researched into this issue for well over a year and that he had listened together with other Ward Councillors to verbal and written comments made by local people in greater Bognor Regis. The very strong message being delivered was that the Sunken Gardens needed to be saved. On 2 May 2019, electors had been given a distinct choice to make whether to vote for a party that promised to review this scheme or to vote for the old administration that would continue with the Linear Park proposals. It was clear from the survey results seen that the majority of residents in the area wished to see the Sunken Gardens to be retained in some form. The report before Members presented the best solution, which was that a new brief would be pulled together setting out three options for Cabinet to consider before being subject to public consultation. The consultation exercise would allow the public to have direct input into what would be proposed for the future. Looking at costs, the Council was reminded that it had spent £659k on regeneration plans to date, with very little to show for this money. From now onwards, there would be a significant change of direction in that the Sunken Gardens would be kept for future generations to enjoy.

Councillor Stanley confirmed that he welcomed the recommendations and he stated that this was a positive moment for this Council. There had been very clear options on the table for the community to consider. The result being that the public had voted for a party that would save and enhance the Sunken Gardens and this was precisely what would now happen but in a very democratic way as well as retaining the health centre in the area.

The Cabinet

Cabinet - 8.07.19

RESOLVED – That

- (1) The Council revisits the future of Hothamton site in Bognor Regis and develop three alternative proposals for the areas previously designated for the Pavilion Park, which focus on the Sunken Gardens and Hothamton play areas only, which is to retain the split levels (Map at Appendix 2). These proposals will not include any residential development and the health centre will not be affected by any of the plans put forward;
- (2) The previously approved option and consultant appointment be terminated; and
- (3) A brief for Cabinet to consider be drawn up prior to public consultation.

The Cabinet then confirmed its decision as per Decision Notice C/006/080719), a copy of which is attached to the signed copy of the Minutes.

77. THE FUTURE WEBCASTING OF COUNCIL MEETINGS

The Chairman introduced this item stating that Cabinet had asked Officers to continue to provide the webcasting of Full Council and Development Control Committee meetings but to also investigate expanding the webcasting of other Committees as appropriate. This report suggested a short-term way of making this a reality.

The Chief Executive explained that the Council had managed to renegotiate a new contract with Auditel Systems which would allow it to be able to webcast an unlimited number of meetings at a one-off total cost covering the next twelve months. This would improve transparency and the availability of the Council's processes. In the coming months, a corporate Officer Team would be looking at how the Council could invest in longer term solutions such as the ability to webcast meetings in the remainder of the Committee Suite and to allow for the introduction of electronic voting. Once the work of this Group had been concluded, a further report would be brought to Cabinet setting out the findings in taking forward future webcasting arrangements.

The report was very much welcomed and the view expressed was that Cabinet was now glad that this work was being progressed enabling the public to better participate and be involved in decision making.

The Cabinet welcomed the review that would be undertaken to address expanding webcasting to other meetings of the Council and would look at introducing electronic voting.

The Chairman referred to West Sussex County Council's Health and Adult Social Care Select Committee which he stated was probably the most popular meeting that was webcast at WSCC. When webcasting had firstly been introduced there had been very few viewers, however, this had increased substantially over time with archived recordings being viewed very regularly. It was hoped that as webcasting progressed within the Council, viewing figures would increase and as more feedback was received from the public.

Following some further discussion,

The Cabinet

RESOLVED

That Officers be instructed to procure an agreement with Auditel Systems to webcast Full Council and Development Control Committee meetings for the next year at a one-off total cost which could be contained within the Committee Services Budget.

The Cabinet then confirmed its decision as per Decision Notice C/007/080819, a copy of which is attached to the signed copy of the Minutes.

*(During the course of the discussion on this item, Councillor Dr Walsh declared a Personal Interest as a West Sussex County Councillor and as Vice-Chairman of the Health and Adult Social Care Select Committee).*

(The meeting concluded at 5.30 pm)

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**ARUN DISTRICT COUNCIL**

**DECISION NOTICES FROM THE CABINET MEETING HELD ON  
8 JULY 2019**

<b>REF NO.</b>	<b>DECISION</b>
C/006/080719	Pavilion Park Project, Bognor Regis
C/007/080719	The Future Webcasting of Council Meetings

**PLEASE NOTE THAT THESE DECISIONS WILL COME INTO EFFECT  
FROM 10.00 AM ON WEDNESDAY 17 JULY 2019 UNLESS THE CALL-IN  
PROCESS IS APPLIED**

If a Councillor wishes to request a call-in of any of the decisions taken above, they will need to take the following steps in line with the Scrutiny Procedure Rules at Part 6 of the Constitution – Scrutiny Procedure Rules (Other)

They will need to:

- Submit their request in writing for a Call-In to the Group Head of Policy & Scrutiny and identify who will act as the lead Member of the Call-In
- Specify which decision is to be the subject of the Call-In
- Explain which of the criteria for the Call-In apply

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 13.18 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: Pavilion Park Project, Bognor Regis</b>	
<b>OFFICER CONTACT: Philippa Dart – Director of Services</b> Extn: 01903 737811 e.mail: <a href="mailto:Philippa.dart@arun.gov.uk">Philippa.dart@arun.gov.uk</a>	
<b>EXECUTIVE SUMMARY:</b> This report reviews the status of the Pavilion Park scheme and sets out proposals to revisit the future of the Hothampton site in Bognor Regis.	
<b>DECISION:</b>  The Cabinet  RESOLVED - To  <ol style="list-style-type: none"> <li>1. revisit the future of the Hothampton site in Bognor Regis and develop three alternative proposals for the areas previously designated for the Pavilion Park, which focus on the Sunken Gardens and Hothampton play area only, which is to retain the split levels. (Map at appendix 2). These proposals will not include any residential development and the health centre will not be affected by any of the plans put forward;</li> <li>2. terminate the previously approved option and consultant appointment; and</li> <li>3. draw up a brief for Cabinet to consider prior to public consultation.</li> </ol>	
<b>REASON FOR THE DECISION:</b> This report and the recommendations were requested by the new Cabinet following a briefing on the Pavilion Park project on the 12 June 2019.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b>  To not approve the recommendations.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

REFERENCE NO: C/007/080719

<b>FULL CABINET DECISION</b>	<b>YES</b>
<b>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES</b>	<b>NO</b>
<b>SUBJECT: The Future Webcasting of Council Meetings</b>	
<b>OFFICER CONTACT: Nigel Lynn – Chief Executive</b> Extn: 01903 737600 e.mail: <a href="mailto:nigel.lynn@arun.gov.uk">nigel.lynn@arun.gov.uk</a>	
<b>EXECUTIVE SUMMARY:</b> The report proposes that the Council regularly webcasts its Full Council meetings (as well as its ongoing webcasting of Development Control Committee meetings).  An alternative one-year contract is proposed because this is financially a more viable approach to our current contract.  A future report will consider longer term financial and staffing implications.  This report contains an Exempt appendix which refers to the contract arrangements in place with Auditel Systems and so is classed as Exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended].	
<b>DECISION:</b>  The Cabinet  RESOLVED  That Officers be instructed to procure an agreement with Auditel to webcast Full Council and Development Control Committee meetings for the next year at a one-off total cost which can be contained within the Committee Services budget.	
<b>REASON FOR THE DECISION:</b> The ongoing use of a “call-off” contract is not viable if webcasting of Full Council is to continue in a regular basis. A more regularised contract, as proposed, is more viable in the short to medium term.	
<b>OPTIONS CONSIDERED BUT REJECTED:</b> To not agree the proposals and request an alternative approach.	
<b>CABINET MEMBER(S):</b>	
<b>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</b>	None
<b>DISPENSATIONS GRANTED :</b>	None
<b>CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION:</b> None	

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# Agenda Item 27

Subject to approval at the next Overview Select Committee meeting

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## OVERVIEW SELECT COMMITTEE

25 June 2019 at 6.00 pm

Present: Councillors Coster (Chairman), Clayden (Vice-Chair), Bennett, Bicknell, Mrs Catterson, Dendle, Elkins, English, Huntley, Miss Rhodes, Miss Seex, Tilbrook and Mrs Worne

Councillors Chapman, Mrs Gregory, Gunner, Lury, Oppler Dr Walsh and Mrs Yeates were also in attendance for part of the meeting.

[Note: The following Councillor was absent from the meeting during the following items of business – Councillor Mrs Worne Minute 453 to Minute 454 (Part).]

Apologies: Councillors B Blanchard-Cooper, Buckland and Cabinet Member for Technical Services, Councillor Stanley.

### 43. WELCOME

The Chairman gave a warm welcome to members of the public, Cabinet Members and the Members of the Committee to the first meeting of the Overview Select Committee in this administration.

### 44. DECLARATIONS OF INTEREST

Councillor Elkins declared a Personal Interest in the Agenda Item 8 [Feedback from Meeting of the West Sussex County Council, Health and Adult Social Care Select Committee held on 12 June 2019] in his capacity as a member of West Sussex County Council.

Councillor Miss Seeks declared a Personal Interest in the Agenda Item 4 [Urgent Item – Minutes of Meeting the of Council Tax Support Task and Finish Working Party on 16 April 2019] in so far as she claimed the single persons discount in respect of her Council Tax.

### 45. MINUTES

The Minutes of the Overview Select Meeting held on 12 March 2019, as previously circulated, were approved by the Committee as a correct record and were signed by the Chairman.

### 46. URGENT ITEM - 456. MINUTES OF MEETING OF THE COUNCIL TAX SUPPORT TASK & FINISH WORKING PARTY ON 16 APRIL 2019

The Chairman agreed with the Committee to defer the urgent item to be discussed towards the end of the meeting.

47. MEETING START TIMES

The Committee

RESOLVED

That its start times for meetings during 2019/2020 be 6.00 pm.

48. CORPORATE PLAN 2018-2022 - Q4 AND END OF YEAR PERFORMANCE OUT TURN FOR 1 APRIL 2018 TO 31 MARCH 2019

The Group Head of Policy introduced this report that set out the Q4 performance outturn for the Corporate Plan performance indicators for the period 1 April 2018 to 31 March 2019.

It was noted that there are 11 Corporate Plan indicators, split into three priority headings, Your Council Services, Your Future and Supporting You. Of these 7 indicators had Over Achieved the target set for them, with 1 indicator (CP3) marginally missing the target attributed to the minimum £3.70 per week contribution that was applied across the board. From 2018/19 this contribution would no longer exist. The remaining 3 indicators (CP1, CP4 and CP9) did not have data available at Q4 and would be presented later in the year.

There was discussion around the targets set for the following indicators:

(CP11) Household waste sent for reuse, recycling and composting

Councillor Dendle opened the discussion by asking the Committee to consider a more ambitious target for the following year. The Director of Services that this would be something that could be considered, the following points were raised and discussed:

- More education needed to get people recycling and single use plastics
- Benchmarking Arun District Council Targets against other Councils

The Director of Services agreed by stating that it was important to have a focus on education.

Councillor Dendle then proposed that the target for CP11 be increased from 40% to 50% for 2019 – 2020. This proposal was seconded by Miss Rhodes and was then put to the vote on. All 12 Member voted in favour of this increased target, so this proposal was therefore CARRIED.

(CP8) Number of new Council Homes built or purchased per annum

Councillor Dendle questioned the target for the number of Council Homes built or purchased during 2019 – 2020 as he felt that this target should be increased from 25 to

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35 based on the need for more housing, Arun's current performance level against this target and an indicator of the Councils' intentions.

The Director of Services advised that while there was scope, discussions were being had with Cabinet and a proposal would be presented to Members at a later date.

Councillor Dendle stated that this was good to hear but felt strongly about not waiting any longer than needed and proposed to increase the target for the number of new Council Homes built or purchased per annum from 25 to 35. This was then seconded by Miss Rhodes.

The Chairman then invited the Leader of the Council, Councillor Dr Walsh to speak, who reconfirmed the Director of Services' earlier statement, that a proposal to increase this target was being considered by Cabinet and felt it would be inappropriate for the Committee to set a revised target today.

The Chairman reminded the Committee that a formal proposal had been made and invited Councillor Miss Rhodes as the seconder to speak. Councillor Miss Rhodes confirmed her view that this matter could not wait, and it was declared CARRIED.

The Committee then;

RECOMMEND – to Cabinet on 29 July 2019 - that

- A) the CP11 indicator target be increased from 40% to 50% for 2019 - 2020
- B) the CP8 indicator target be increased from 25 to 35 for 2019 – 2020 and;
- C) the Council's overall performance against the targets set out in the Corporate Plan Performance indicators be noted as set out in the report and Appendix A.

49. SERVICE DELIVERY PLAN 2018-2022 - Q4 AND END OF YEAR PERFORMANCE OUT TURN 1 APRIL 2018 TO 31 MARCH 2019

The Group Head of Policy introduced the report that set out the Q4 outturn performance for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2018 to 31 March 2019.

It was explained that behind the 11 Corporate Plan Indicators which had been presented via the previous report, were a series of Service Delivery Plan (SDP) indicators that provided more detail about how the service was doing. It was noted that performance of the SDP indicators was reported to the Corporate Management Team (CMT) every quarter and to the Overview Select Committee and Cabinet every 6 months and at year end.

Members were referred to Appendix A of the report which provided the full details of each indicator, including outturn performance history for the period 1 April 2018 to 31 March 2018 and information on performance over the past 5 years.

The Group Head of Policy informed the Committee that out of the 23 SDP indicators that were measured at Q4 18 had either achieved or over achieved the target set for them. There were 5 SDP indicators which did not achieve their target, these have been set out below:

**Marginally behind target:**

SDP5 – Occupied Retail Units in Bognor Regis

Q4 data: 407 Properties  
357 Occupied

For wider BID area and represents 50 empty premises, a 3% rise in vacancies echoed nationally and in Littlehampton. Also, a new opportunity; The Arcade has new vacant unites from a Charity Shop leaving which will bring good quality retail/catering. This was only just behind target at 87.70% against the target of 90%.

SDP16 – Business Rates collected

Marginally under target at 98.60% against a target of 99% attributed to the high street downturn.

**Consistently monitored:**

SDP10 – Number of Stage 2 corporate complaints found to be justified or partially justified

In total 29 stage 2 complaints have been received this year. Of these, 3 were justified (2 in Housing and 1 in Street Naming), and 15 were partly justified (11 in Planning, 4 in Housing). There have been a number of repeat complaints relating to particular planning applications (4 relating to one application, and 5 relating to a second application).

The Group Head of Council Advice & Monitoring Officer would continue to review complaint levels and lessons learned with the Senior Management Team.

**Carefully monitored:**

SDP18 – Cost of emergency accommodation per annum (net)

Following implementation of the Homelessness Reduction Act (HRA) there had been an increased demand. The national picture one year into the HRA was that 78% of LA's report increased homelessness presentations and 60% of LA's have more households in TA. The Council significantly raised recovery of contributions from those

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households placed in emergency accommodation. The focus is now very much on the prevention of homelessness to reduce the number of placements and length of stay in temporary accommodation. This would continue to be monitored.

SDP21 – Average time from property vacated to property re let

252 properties completed with an average turnaround of 32 days. This target has not been met due to dealing with complex Anti-Social Behaviour (ASB) issues leaving properties longer than the target of 15 days to enable the ASB issues to be resolved. The indicator is measured from when the property is vacated to the date it is re let.

The Chairman opened discussion of the report to the Committee and the following points were raised:

- Councillor Miss Seex raised concerns about the need for additional measures for fire safety. These concerns were confirmed by the Director of Services' as being covered in the current programme
- Councillor Bicknell asked the question 'would it be possible for Gas and Electrical inspections to be done at the same time?' The Director of Services and the Chairman jointly explained that this process was a complicated one as each inspection would be carried out by different contractors, so would not be possible.
- Councillor Elkins made a request that more detail be given for SDP10 [Number of Stage 2 corporate complaints found to be justified or partially justified] indicator, specifically complaints that were related to planning. The Director of Place confirmed that the information could be brought to a future meeting of the Committee
- Councillor Huntley questioned the number of enforcement officers the Council had in place and wanted it noted that more might be needed to cope with increasing work load
- Councillor Mrs Worne queried the placement and location of the planning application consultation forms.

The Committee then,

RESOLVED

That the Council's overall performance against the targets set out in the Service Delivery Plan Report 1 April 2018 to 31 March 2019 as set out in Appendix A of the report be noted.

50. FEEDBACK FROM MEETINGS OF THE HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE HELD ON 12 JUNE 2019

The Committee received and noted the feedback report received from Councillor Bennett, as this Council's nominated representative, following his attendance at the meeting of the West Sussex County Councils Health and Adult Social Care Committee (HASC) held on 12 June 2019.

A summary of the discussion that took place is set out below:

- Councillor English raised his concerns to the Committee regarding the reduction in Homelessness support services voicing concern from a wellbeing perspective for those individuals affected. It was explained by Councillor Bennett that HASC had established a Working Party which would be looking at the impact of these cuts and would report back to HASC at the September meeting. Councillor Bennett also advised the Committee that more detail would be available via the agenda on the West Sussex County Council (WSSCC) web page for HASC.
- Councillor Dendle made a request for a representative from the Clinical Commissioning Group (CCG) to be invited to attend a meeting of this Committee to answer questions. It was clarified by the Leader of the Council, Councillor Dr Walsh Vice Chairman of HASC that HASC was there to scrutinise the services of WSSCC and was not a service Committee itself, it does not make decisions. He also advised that it had been proving difficult to get a representative from the CCG to attend HASC meetings due to staff shortages and that he would be very grateful for this Committee to add its weight in making a request for them to attend one of its meetings. He also made a statement which covered HASC not being a decision-maker of the cuts that had been made.
- Councillor Tilbrook requested that demographic data regarding mental health figures in the area be provided and the Director of Place advised that this information could be circulated to Members at a later date.

In concluding this item, the Chairman reminded the Committee that it had been suggested that a member of the CCG should be invited to a future meeting.

Discussing this further this was proposed by Councillor Bennett and seconded by Councillor Dendle on this being put to the vote, this proposal was CARRIED.

The Committee

Therefore RESOLVED

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That the Group Head of Policy would make arrangements with the Chairman who would then invite a member of the CCG to attend a future meeting of the Committee.

51. FEEDBACK FROM MEETINGS OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 26 APRIL 2019

The Committee received and noted the feedback report received from Councillor Clayden following his attendance at the meeting of the Sussex Police and Crime Panel held on 26 April 2019.

It was also noted by the Committee that the Councils' new nominated representative for 2019/20 is the Cabinet Member for Community Wellbeing, Councillor Mrs Gill Yeates.

A summary of the discussion that took place has been detailed below:

- Councillor Dendle made a request that, Councillor Mrs Yeates ask at the next meeting how many Police Officers have and wear body cameras when on duty.
- A further question from Councillor Dendle to Vice-Chairman, Councillor Clayden was asked regarding the status of the recruitment of extra Police Officers/PCSO's. Councillor Clayden advised that he was not up to date on the current status, but he understood recruitment was ongoing.
- Councillor Mrs Worne advised the Committee that she had booked in a meeting with the Sussex Police and Crime Commissioner (SPCC), Katy Bourne for 8 July 2019 and to channel any questions to her prior to the meeting date.
- Councillor Bennett advised the Committee that he had been informed that improvements to the 101 service would be made, with Councillor Mrs Worne advising she would request an update on the progress of these improvements at her meeting on 8 July 2019.
- There was discussion on previous responses received from SPCC Katy Bourne where it was felt by some Members of the Committee that she relied heavily on the response of 'that's an operational matter'. Councillor Dendle stated he felt that as Katy Bourne was responsible for the budget this response did not stand up.

52. MINUTES OF MEETING TUESDAY, 16 APRIL 2019 OF COUNCIL TAX SUPPORT TASK & FINISH WORKING PARTY

*(Councillor Miss Seex re-declared a Personal interest as a Member of Arun District Council and in so far as she had claimed single persons discount under the scheme)*

*(During the course of the discussion on this item, the following Councillors declared interests:*

- *Councillor Dendle declared a Personal Interest as a Member of Arun District Council and stated he would not take part in the discussion; and*
- *Councillor Miss Rhodes declared a Personal Interest as a Member of Arun District Council; and*
- *Councillor Bicknell declared a Personal Interest as a Member of Arun District Council; and*
- *Councillor Clayden declared a Personal Interest as a Member of Arun District Council).*

The Benefits Team Leader from Residential Services Keira Stevenson introduced this item stating that the Council Tax Support Task and Finish Working Party on 16 April 2019 had recommended to the Committee that **Option 1. To Retain the Councils current income banded Scheme – No change** be agreed.

This was because the Working Party had only made its recommendation to Full Council and had their suggested recommendation approved in January 2019, this being the reason why it was too early to make any decisions based on the changes that had been implemented. The Council needed more time to allow these changes to imbed before their impact can be assessed.

Due to the nature of the items being discussed, the Committee

#### 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 item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1 and Part 5 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

The Committee agreed to;

RECOMMEND to Cabinet

OPTION 1. To Retain the Council's current income banded scheme – No Change

The Chairman reopened the meeting to discuss the membership of the Council Tax Support and Task Working Party membership.

The Committee

RESOLVED

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That the Council Tax Support and Task Working Party membership for 2019 –2020 would be; Councillors Clayden, Coster, Elkins, Miss Rhodes, Miss Seeks and Tilbrook

53. CABINET MEMBER QUESTIONS AND UPDATES

The Leader of the Council, Councillor Dr Walsh confirmed that work was ongoing with Officers on how the Council would move from a Cabinet system to Committee system and an update will be reported in due course. As well as confirming an intension for new homes target to be increased from 250 to 500.

Councillor Dendle asked several questions around the Council's package with Auditel (webcast provider) including when electronic voting would be available and what was the update regarding the contract with Auditel incorporating all meetings being webcast.

Deputy Leader of the Council, Councillor Oppler replied that electronic voting would be part of the package with Auditel and hopefully this would be able to be implemented before the end of the year. He also confirmed that work is ongoing regarding the contract with Auditel; currently Development Control Committee and Full Council meetings are the only meetings that are webcast. We are very keen to webcast more, but this does come with an increased cost attached as well as the work we are currently undertaking to ensure that we have no equipment failure moving forward.

Councillor Dendle requested if this Committee (Overview Select Committee) would be considered for being webcast. Councillor Oppler responded by stating that we are very open to webcasting as many of our meetings as possible, but we must consider the cost implications of this.

Councillor Dendle asked the Cabinet Member for Planning, Councillor Lury if he still lent his support regarding, a offline bypass for A27 south of Arundel. Councillor Lury responded that Yes, Councillor Dendle could rely on his support.

Councillor Clayden asked the Cabinet Member for Wellbeing Councillor Mrs Yeates considering the huge success of the Littlehampton Wave opening has any consideration been given to the parking space issues that have arisen.

Councillor Mrs Yeates responded that yes, she was aware of the parking issues and discussions on this point were taking place regarding possible solutions.

Councillor Dendle asked the Cabinet member for Wellbeing, Councillor Mrs Yeates with reference to the foreshores report that Roger Spencer brought to the Cabinet meeting can you give your unequivocal support for coastal defences.

Leader of the Council, Councillor Dr Walsh responded that Councillor Mrs Yeates was not the Cabinet Member responsible for this portfolio and confirmed that there had been no change in current policy regarding the costal defences.

Councillor Oppler raised the subject of questions being provided in advance of the meeting, so Cabinet Members had the opportunity to be fully prepared to give full and detailed responses.

The Group Head of Policy encouraged Members to follow this process as outlined in the Agenda. But confirmed that they did not have to be asked in advance.

The Chairman lent his support to Councillor Oppler and advised the Committee that to get the best answer, process should be followed; it was not about catching people out, it would be sensible to follow this process moving forward.

The Chairman thanked those who asked and answered questions.

#### 54. WORK PROGRAMME 2019/2020

The Group Head of Policy introduced this item and clarified some slight changes to the current programme:

- Review of Call in procedure and the Section 106 review would be moved to the December meeting

The Director of Services, confirmed that the Cleansing Contract Review was a review of the current performance of that contract, it would not be a review for what the Council might do in the future, nor was it a debate on the recycling issues that had been raised previously at the meeting, The review would form part of the retender process and Members would be fully involved in that process.

Councillor Bennett made a request that the CCG be invited to the September meeting of this Committee as he felt that this was an important topic.

The Group Head of Policy advised the Committee that this would be dependent on their availability and given the previous discussions on this topic Members may wish to get together informally prior to this meeting to clarify questions they would want to ask.

Councillor Miss Seeks requested that she would like to add Houses in Multiple Occupation (HMO's) to the work programme specifically focusing on the wellbeing side of things. The Group Head of Policy responded and advised the Committee that she understood where Councillor Miss Seeks was coming from, however thought that the Committee needed to be very clear on what that work looked like and involved. She suggested that a meeting be held to scope out the work aside of the Committee and bring it back to everyone at a later date.

Further discussion and an agreement made that the Group Head of Community Wellbeing should be invited back to the Committee to provide an update on the Wellbeing programme and advise on the future work planned.

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The Director of Services stated that having heard the wide range of topics being discussed that it might be beneficial for the Committee to agree a range of topics and then allow the officers to put the work programme together for them once the wider considerations have been accounted for.

The Chairman agreed with the Director of Services and thanked her for her advice.

The Committee then,

**RECOMMEND**

To Full Council for approval but there will be consideration to future added topics

(The meeting concluded at 8.15 pm)

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**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 25 JUNE 2019</b>			
<b>Date of Agenda Prep: 28 May 2019</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
	There are no items for this meeting		
<b>Performance Reviews</b>			
1	Corporate Plan 2013-2018 – Q4 and End of Year Performance outturn for 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
2	Service Delivery Plan 2013-2018 – Q4 and End of Year Performance outturn 1 April 2018 to 31 March 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
4	Feedback from Health & Adult Social Care Panel meeting on 12 June 2019	Councillor Bennett	
5	Feedback from Sussex Police & Crime Panel held on 26 April 2019	Councillor Mrs Yeates	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
7	To agree the work programme for 2019/20	Jackie Follis	<b>To be reported to Full Council on 17 July 2019</b>

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 03 September 2019</b>			
<b>Date of Agenda Prep: 15 August 2019</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Homelessness Reduction Act – Update	Satnam Kaur	
<b>Performance Reviews</b>			
	There are no items for this meeting		
<b>Contractor/Partner Performance Reviews</b>			
2	Combined Cleansing Services Contract – Review of Performance since award and extension of Contract	Ollie Handson – Greenspace & Development Manager	
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
3	Feedback from Police and Crime Panel Meeting held on 28 June 2019	Councillor Mrs Yeates	
<b>Holding Cabinet to account</b>			
4	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
<b>Work Programme</b>			
5	Work Programme – 2019/20 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 22 October 2019</b>			
<b>Date of Agenda Prep: 8 October 2019</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Leisure Contract Annual Report	Robin Wickham	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
3	Feedback from Police and Crime Panel Meeting held on 27 September 2019	Councillor Mrs Yeates	
4	Feedback from Meeting of HASC held on 26 September 2019	Councillor Bennett	
<b>Holding Cabinet to account</b>			
5	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
6	Work Programme 2018/19 – Update	Jackie Follis – Group Head of Policy	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 10 DECEMBER 2019</b>			
DATE OF AGENDA PREP: 26 NOVEMBER 2019			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Citizens Advice Report	Robin Wickham	
2	Call in Procedure Review	Jackie Follis	
	Section 106 Review	Neil Crowther	
<b>Performance Reviews</b>			
2	Corporate Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2019 – 30 September 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
3	Service Delivery Plan – 2018 – 2022 – Q2 Performance outturn report for the period 1 April 2019 – 30 September 2019	Gemma Stubbs – Executive Assistant to the Chief Executive	
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
4	Leisure Operating Contract – Annual Report [including review of Dual Use Agreement at the Arun Leisure Centre]	Robin Wickham – Group Head of Community Wellbeing	It is a constitutional requirement for the Committee to annually review the Dual Use Agreement
<b>Feedback from Joint Scrutiny in West Sussex</b>			
5	Feedback from Meeting of HASC held on 13 November 2019	Councillor Bennett	
<b>Holding Cabinet to account</b>			
6	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
7	Work Programme 2019/20 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 28 JANUARY 2020</b>			
<b>DATE OF AGENDA PREP: 9 JANUARY 2020</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	Council Budget – 20/21	Alan Peach – Group Head of Corporate Support	
2	Overpaid Housing Benefit Policy 2014 Review	A Dale	
<b>Performance Reviews</b>			
	There are no items for this meeting		
<b>Contractor/Partner Performance Reviews</b>			
3	Greenspace Management Contract	Oliver Handson – Greenspace & Development Manager	
<b>Partner Reviews</b>			
	There are no items for this meeting		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
4	Feedback from the Meeting of the HASC Panel held on 15 January 2020	Councillor Bennett	
<b>Holding Cabinet to account</b>			
5	Cabinet Member Questions and Updates	All Cabinet	
<b>Work Programme</b>			
6	Work Programme 2019/20 – Update	Jackie Follis [Group Head of Policy]	

**OVERVIEW SELECT COMMITTEE  
WORK PROGRAMME – 2019/20**

<b>Date of Meeting: 10 MARCH 2020</b>			
<b>DATE OF AGENDA PREP: 20 February 2020</b>			
<b>Policy/Strategy Reviews</b>			
<b>Agenda Items</b>	<b>Subject</b>	<b>Lead Officer/Member</b>	<b>Comments</b>
1	There are no items for this meeting		
2			
<b>Performance Reviews</b>			
	There are no items for this meeting		
<b>Contractor/Partner Performance Reviews</b>			
	There are no items for this meeting		
<b>Partner Reviews</b>			
	There are no items for this meeting.		
<b>Feedback from Joint Scrutiny in West Sussex</b>			
3	Feedback from Sussex Police and Crime Panel Meeting held on 31 January 2020	Councillor Mrs Yeates	
<b>Holding Cabinet to account</b>			
4	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
<b>Work Programme</b>			
5	Work Programme 2019/20 – Update and Work Programme planning for 2020/21	Jackie Follis – Group Head of Policy	