



# Public Document Pack

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31 May 2023

## ANNUAL COUNCIL MEETING

To all Members of the Council

You are summoned to attend The Annual Meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 31 May 2023** at **6.00 pm** in the **Council Chamber, at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

A handwritten signature in black ink, appearing to read "James Hassett".

James Hassett  
Chief Executive

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting, they are to be seated in the Public Gallery.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk)

**AGENDA – SUPPLEMENT PACK – ITEMS 10, 11 AND 16**

10. REVIEW OF ENTITLEMENT OF POLITICAL GROUPS AND NON-ALIGNED COUNCILLORS TO SEATS ON COMMITTEES (Pages 1 - 12)

This report asks the Council to:

- i) agree the numerical allocation of committee seats to political groups in line with the overall political proportionality of the Council;
- ii) appoint councillors to the committees in accordance with the statutory requirements for political balance; and
- iii) elect committee Chairs and Vice-Chairs

11. REPRESENTATION ON OUTSIDE BODIES (Pages 13 - 20)

To appoint the Council's representatives on Outside Bodies in line with Council Procedure Rule 30.1 [Nomination to Outside Bodies].

The report and Appendix are attached.

16. ARRANGEMENTS FOR THE APPOINTMENT OF AN INTERIM HEAD OF PAID SERVICE AND CHIEF EXECUTIVE OFFICER (Pages 21 - 22)

The current Head of Paid Service and Chief Executive Officer, James Hassett, has resigned from his position at Arun District Council and his last working day will be 31 May 2023. The legal requirement for the Council is that we have a Head of Paid Service in post at all times. The post of Chief Executive is designated as Head of Paid Service under Arun District Council's Constitution. For the purposes of this report this role is referred to as CEO. The report makes recommendations on interim arrangements pending the permanent appointment to the post of Head of Paid Service and Chief Executive Officer.

An additional Appendix is attached.

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](https://www.arun.gov.uk/part-8-cp-section-5-filming-photographic-protocol.pdf).

## Arun District Council

<b>REPORT TO:</b>	<b>Annual Meeting of the Council – 31 May 2023</b>
<b>SUBJECT:</b>	<b>Review of Entitlement of Political Groups and Non-Aligned Councillors to Seats on Committees 2023/24</b>
<b>LEAD OFFICER:</b>	<b>Daniel Bainbridge, Group Head of Law and Governance (Monitoring Officer)</b>
<b>LEAD MEMBER:</b>	<b>Leader of the Council</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
To reflect legislative and constitutional requirements for reviewing the proportionality and allocation of seats to Committees; and to agree the annual schedule of appointments in line with constitutional requirements.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Responsibility for these matters sits within the remit of the Group Head of Law & Governance.	
<b>FINANCIAL SUMMARY:</b>	
There are no financial implications associated with this report.	

### 1. PURPOSE OF REPORT

1.1 This report asks the Council to:

- i) agree the numerical allocation of committee seats to political groups in line with the overall political proportionality of the Council;
- ii) appoint councillors to the committees in accordance with the statutory requirements for political balance; and
- iii) elect committee Chairs and Vice-Chairs.

### 2. RECOMMENDATIONS

2.1 Subject to any updates given at the meeting, Full Council is asked to:

- (1) approve the appointments to Committees, Working Parties and Panels for 2023-24, together with the confirmation of the Chair and Vice-Chair where relevant, as set out in Appendix 1 or, alternatively, to
- (2) request alternative appointments.

## 2. EXECUTIVE SUMMARY

- 2.1. Following the Arun District Council local elections on 4 May 2023, the Council is asked to review the representation of political groups and un-grouped councillors to seats on Committees, Working Parties and Panels in accordance with statutory proportionality rules.

## 3. DETAIL

- 3.1. It is the duty of the Council to review from time to time the entitlement of political groups to seats on its Committees, Working Parties and Panels in accordance with the proportionality rules set out in the Local Government & Housing Act 1989 (the Act) and the Local Government (Committees and Political Groups) Regulations 1990 (the Regulations), together hereinafter referred to as “the rules”. The rules allow adjustments to be made to fractions in order to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made on that basis.
- 4.2 The Act sets out four proportionality rules and requires authorities to apply them in descending order of priority:
- a) The first rule is that no political group (“group”) can have all the places on a Committee.
  - b) The second rule is that a group having an overall majority on the Council is entitled to a majority of seats on each Committee.
  - c) The third rule provides that, without being inconsistent with the first two rules, the gross number of seats on all Committees is allocated as near as possible in accordance with each group’s proportionate entitlement.
  - d) The fourth rule provides that, so far as is consistent with Rules (a) to (c), the number of seats on each Committee is allocated in accordance with each Group’s entitlement
- 4.3 Legislation defines a political grouping for these purposes and in accordance with that legislation Arun has five “political groups” and two Councillors who are not grouped. The application of these rules to Arun Council indicates that:
- a) Paragraph 1.2(a) above **does** apply to Arun and therefore no Committee, Working Party or Panel can be made up of Councillors from only one political group;
  - b) Paragraph 1.2(b) above **does not** apply to Arun as no political group has an overall majority of seats on the Council;
  - c) Paragraph 1.2(c) above **does** apply to Arun so that when the Council considers the total number of seats on Committees, Working Parties and Panels, the proportion allocated to any one political group is the same as that group’s proportion of seats on the Council; and
  - d) Paragraph 1.2(d) above **does** apply to Arun to allow for the total number of seats on each individual Committee, Working Party and Panel allocated to a political group to be the same proportion as they have on the Council

- 4.4 Under the rules above, if there are Councillors who do not belong to a political group then, once the division of seats between the political groups has been made, any remaining seats are allocated to these members by the Council.
- 4.5 The Council can only depart from these rules by passing a resolution with no member voting against the resolution.
- 4.6 The current distribution of elected Members on Arun District Council following the 4 May 2023 elections is as follows:

Conservatives	20
Liberal Democrats	14
Labour	8
Green	6
Independent Group	4
Independent (non-group)	2

- 4.7 The Council has the following relevant Committees:

<b>Committee</b>	<b>Seats</b>
Policy & Finance Committee	9
Corporate Support Committee	11
Planning Policy Committee	11
Housing & Wellbeing Committee	11
Environment Committee	11
Economy Committee	11
Audit & Governance Committee	11
Planning Committee	11
Licensing Committee	11
Standards Committee	11
CEO Remuneration Committee	5
Statutory Officers Investigatory and Disciplinary Committee	5
<b>Total</b>	<b>118</b>

- 4.8 The table below sets out the percentage of the 54 Councillors belonging to each grouping and the number of committee seats that each grouping is entitled to based upon the percentage of Councillors:

Number of Councillors (54)					
Con	Lib Dem	Labour	Green	Ind Group	Ungrouped
20	14	8	6	4	2
37.04%	25.93%	14.81%	11.11%	7.41%	3.70%
Number of Committee Seats (118)					
44	31	17	13	9	4

4.9 Appendix 1 to this report sets out the allocation of seats to each political group based on the proportionality rules, as prepared by officers.

4.10 Group Leaders have been provided with the officer calculation of seats to be allocated to political groups and have supplied a list of their groups' memberships of each committee, working party and panel for confirmation at this meeting.

## **5 CONSULTATION**

5.1 Consultation has taken place with all Group Leaders as required by the Council Procedure Rules.

## **6 OPTIONS / ALTERNATIVES CONSIDERED**

6.1 At the time of writing this report, no alternative proposals to the statutory allocations have been made. To not agree allocations would put the Council at risk as set out below. No alternative allocations have been put forward by Group Leaders, with Appendix 1 having been agreed by all Group Leaders ahead of this meeting.

## **7 COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

7.1 There are no financial implications associated with this report.

## **8 RISK ASSESSMENT CONSIDERATIONS**

8.1 This report provides the Full Council with the earliest opportunity to update the memberships following the 4 May 2023 elections.

## **9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

9.1 The legal and governance positions are set out within the body of this report. The question arises about the legality of decisions taken by full Council and Council committees following allocation of seats lawfully or unlawfully. Section 16(3) of the Act states that the proceedings of a body to which the duty to allocate seats applies shall not be invalidated by any defect by virtue of section 15 or 16 in the appointment of any person to that body

## **10 HUMAN RESOURCES IMPACT**

10.1 None associated with this report.

## **11 HEALTH & SAFETY IMPACT**

11.1 None associated with this report.

**12 PROPERTY & ESTATES IMPACT**

12.1 None associated with this report.

**13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 None associated with this report.

**14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 None associated with this report.

**15 CRIME AND DISORDER REDUCTION IMPACT**

15.1 None associated with this report.

**16 HUMAN RIGHTS IMPACT**

16.1 None associated with this report.

**17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 None associated with this report.

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**CONTACT OFFICER:**

Name: Daniel Bainbridge

Job Title: Group Head of Law and Governance (and Monitoring Officer)

Contact Number: 01903 737607

**BACKGROUND DOCUMENTS:** None.

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**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

<b>POLICY AND FINANCE COMMITTEE</b>	<b>CORPORATE SUPPORT</b>	<b>PLANNING POLICY</b>	<b>HOUSING AND WELLBEING</b>
<p><i>(Leader of the Council)</i> (Chair) STANLEY</p> <p><i>(Deputy Leader of the Council)</i> (Vice-Chair) NASH</p> <p>BIRCH BROOKS COOPER [Andy] GREENWAY GUNNER OPPLER PENDLETON</p>	<p>OPPLER (Chair) TANDY (Vice-Chair)</p> <p>BOWER [Ricky] BROOKS ENGLISH LLOYD JONES LAWRENCE O'NEILL TURNER WARR</p>	<p>LURY (Chair) YEATES (Vice-Chair)</p> <p>BOWER [Ricky] ELKINS HARTY HUNTLEY LONG MCAULIFFE PARTRIDGE STANTON TANDY</p>	<p>BIRCH (Chair) HAYWOOD (Vice-Chair)</p> <p>BATLEY BICKNELL BENCE ENGLISH MAY NEEDS PENDLETON WILTSHIRE YEATES</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

<b>ENVIRONMENT</b>	<b>ECONOMY</b>	<b>AUDIT &amp; GOVERNANCE COMMITTEE</b>	<b>STAFF CONSULTATION PANEL</b>
<p>WALLSGROVE (Chair) WORNE (Vice-Chair)</p> <p>BLANCHARD-COOPER BOWER [Philippa] BROOKS BULKINS GREENWAY MADELEY MAY WARR WILTSHIRE</p>	<p>NASH (Chair) WALSH (Vice-Chair)</p> <p>COOPER [Andy] EDWARDS GUNNER LAWRENCE LLOYD NEEDS NORTHEAST PENYCATE STANLEY</p>	<p>WALSH (Chair) O'NEILL (Vice-Chair)</p> <p>BOWER [Philippa] GOODHEART JONES HAYWOOD MAY OPPLER PURSER TURNER WALLSGROVE</p>	<p><i>(Chair of Corporate Support Committee)</i> OPPLER</p> <p><i>(Vice-Chair Corporate Support Committee)</i> TANDY</p> <p><i>Chief Executive</i></p> <p><i>UNISON Branch Executive Members x 2</i></p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

<b>PLANNING COMMITTEE</b>	<b>LICENSING COMMITTEE</b>	<b>HOUSING APPEALS PANEL</b>
<p>HAMILTON (Chair) WALLSGROVE (Vice-Chair)</p> <p>BOWER [Ricky] KELLY LONG LURY PARTRIDGE PATEL McDOUGALL NORTHEAST WOODMAN</p> <p><b>Named Substitute Members</b></p> <p>LLOYD [2 further Conservatives TBC] BLANCHARD-COOPER HAYWOOD McAULIFFE O'NEILL WORNE [Amanda]</p>	<p>BLANCHARD-COOPER (Chair) HAYWOOD (Vice-Chair)</p> <p>BATLEY BENCE COOPER [Andy] GOODHEART MADELEY McAULIFFE McDOUGALL PATEL WORNE [Amanda]</p>	<p>BLANCHARD-COOPER (Chair)</p> <p>BENCE COOPER [Alison] LONG McDOUGALL PENDLETON WALLSGROVE (1 Cons Vacancy) (1 Independent Vacancy)</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

<b>STAFF APPEALS PANEL</b>	<b>CHIEF EXECUTIVE'S REMUNERATION COMMITTEE</b>	<b>STATUTORY OFFICERS' INVESTIGATORY AND DISCIPLINARY COMMITTEE</b>	<b>CHIEF EXECUTIVE'S APPRAISAL PANEL</b>
BLANCHARD-COOPER (Chair) BENCE COOPER [Alison] PENDLETON LONG O'NEILL WALLSGROVE (1 Independent vacancy)	NORTHEAST (Chair) LURY (Vice-Chair)  McAULIFFE (2 Cons Vacancies)	TANDY (Chair) LURY (Vice-Chair)  WALLSGROVE (2 Cons Vacancies)	<i>(Leader of the Council)</i> STANLEY  <i>(Deputy Leader of the Council)</i> NASH  <i>(Leader of the Opposition – The Conservative Group)</i> GUNNER

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

<b>CHIEF EXECUTIVE'S RECRUITMENT AND SELECTION PANEL</b>	<b>CONSTITUTION WORKING PARTY</b>	<b>STANDARDS COMMITTEE</b>	<b>STANDARDS COMMITTEE ASSESSMENT PANEL</b>	<b>DISPENSATION PANEL</b>
<p>STANLEY (Chair) BIRCH (Vice-Chair)</p> <p>GUNNER NASH PENDLETON</p>	<p>YEATES (Chair) JONES (Vice-Chair)</p> <p>BUTCHER BOWER [Ricky] HAYWOOD PENYCATE PURSER (1 Cons Vacancy)</p>	<p>HUNTLEY (Chair) MAY (Vice-Chair)</p> <p>JONES KELLY LLOYD PURSER TURNER WALLSGROVE WOODMAN WORNE [Amelia] (1 Vacancy) <b>Persons:</b> JOHN THOMPSON SANDRA PRAIL JOHN COOKE</p>	<p>3 Members drawn from the Standards Committee, plus 1 Independent Person [as and when needed]</p>	<p>3 Members drawn from the Standards Committee [confirmed as and when needed]</p>

**ARUN DISTRICT COUNCIL  
APPOINTMENTS TO COMMITTEES FOR 2023/24**

**STAFF SAFETY  
PANEL**

*(Chair of Policy & Finance)*  
STANLEY

*(One other Councillor from the  
Majority Group)*  
TBC

## Arun District Council

<b>REPORT TO:</b>	<b>Annual Meeting of the Council – 31 May 2023</b>
<b>SUBJECT:</b>	<b>Representation on Outside Bodies 2023-2024</b>
<b>LEAD OFFICER:</b>	<b>Daniel Bainbridge, Group Head of Law and Governance</b>
<b>LEAD MEMBER:</b>	<b>Leader of the Council</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
This report seeks council’s approval to approve the list of Members to be appointed to Outside Bodies, in line with Council Procedure Rule 30.1 of the Constitution.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Responsibility for these matters sits within the remit of the Group Head of Law & Governance.	
<b>FINANCIAL SUMMARY:</b>	
There are no financial implications associated with this report.	

### 1. PURPOSE OF REPORT

- 1.1 In accordance with Council Procedure Rule 30.1 of the Council’s Constitution, to approve the list of Members to be appointed to Outside Bodies, as attached.

### 2. RECOMMENDATIONS

- 2.1 The Council is asked to resolve as follows:

1. Subject to any updates given at the meeting, to approve the appointments on representation to Outside Bodies for 2023-2024 as set out in the attached Appendix 1.

### 3.0 EXECUTIVE SUMMARY

- 3.1 In order to effectively represent the District of Arun, Councillors, need to be aware of matters which impact both Arun, as a District, as well as the organisation itself. There are a number of key external organisations with are independent of the Council to which the Council make appointments in order that it can create and maintain effective partnerships with those organisations and their members.
- 3.2 This report is set out in Appendix 1 and following consultation and agreement with the Group Leaders, the Council’s appointment to Outside Bodies for 2023-2024 are listed which the Council is asked to approve.

#### **4.0 DETAIL**

- 4.1 The Council is asked to approve the appointments on representation to Outside Bodies for 2023-24 as set out in Appendix 1 to this report.
- 4.2 It is expected that each Committee will receive feedback reports from those Outside Bodies relevant to the Committee's Terms of Reference and that for the Member(s) appointed to sit on these outside bodies, the Committees will need need to report any issues requiring action to the Council as appropriate. Each Committee workplan is expected to make provision for reports from outside bodies.
- 4.3 To facilitate this kind of reporting and feedback the Council's representative(s) on Outside Bodies will normally be expected to be either the Chair or a Member of the appropriate Committee, but this is not always achievable.

#### **5.0 CONSULTATION**

- 5.1 The Group Head of Law and Governance has consulted with all Group Leaders.

#### **6.0 OPTIONS / ALTERNATIVES CONSIDERED**

- 6.1 The Council could decide to not support the appointments and request alternatives. Failure to agree the Appointments to representation on Outside Bodies for 2023-24 would mean that the Council would not be complying with its Council Procedure Rules but this would also impact upon its partnership working and reputation with those bodies.

#### **7.0 COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

- 7.1 There are no financial implications associated with this report.

#### **8.0 RISK ASSESSMENT CONSIDERATIONS**

- 8.1 The risk is that the Council would not be working to its Council Procedure Rules as confirmed in the Council's Constitution.

#### **9.0 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 9.1 The legal and governance position is set out within the body of this report.

#### **10.0 HUMAN RESOURCES IMPACT**

- 10.1 None associated with this report.

#### **11.0 HEALTH & SAFETY IMPACT**

- 11.1 None associated with this report.



**12.0 PROPERTY & ESTATES IMPACT**

12.1 None associated with this report.

**13.0 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 None associated with this report.

**14.0 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 None associated with this report.

**15.0 CRIME AND DISORDER REDUCTION IMPACT**

15.1 None associated with this report.

**16.0 HUMAN RIGHTS IMPACT**

16.1 None associated with this report.

**17.0 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 None associated with this report.

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**CONTACT OFFICER:**

Name: Daniel Bainbridge

Job Title: Group Head of Law and Governance

Contact Number: 01903 737607

**BACKGROUND DOCUMENTS:**

None.

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## REPRESENTATION ON OUTSIDE BODIES – 2023-24

NO	BODY	CURRENT REP	TERM OF OFFICE	RELEVANT COMMITTEE	RELEVANT LEAD OFFICER
1	Littlehampton Harbour Board	Cllr Walsh, Haywood, Roger Spencer [already appointed – 17 March 2021] Cllr Bicknell	4 year until 31 March 2025	Environment	Karl Roberts
1a	Littlehampton Harbour Board – Advisory Group	Butcher	19 May 21 – to May 2024	Environment	Karl Roberts
3	West Sussex Mediation Service	May	1 yr – to Sept 2024	Housing & Wellbeing	Mo Hussein
4	Court of the University of Sussex	Penycate	1 yr–to 31 July 2024	Policy & Finance	Chief Executive
5	Action in Rural Sussex	Nash	1 yr - to Oct 2024	Economy	Denise Vine
6	South-East Employers	Oppler and Warr (sub) Nash (sub) Lawrence	1 yr - to July 2024	Corporate Support	Jackie Follis
7	Tourism South East Sussex	Walsh	1 yr - to May 2024	Economy	Denise Vine
9	South Downs National Park Authority	McAuliffe	4 yrs – May 2019 to May 2024	Planning Policy	Neil Crowther
10	Conservation Area Advisory Committee	Lury and Yeates (sub) Huntley (sub) McAuliffe	1 yr - to May 2024	Planning Policy	Neil Crowther
11	Keystone Centre Management Committee	Northeast	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
12	St Mary's Community Centre, Felpham – Management Committee	Stainton	1 yr - to May 2024	Corporate Support	Antony Baden
13	Bognor Regis Regeneration Board and Bognor Regis Regeneration Steering Group	Stanley	1 yr - to May 2024	Economy	Denise Vine
14	Arun Wellbeing and Health Partnership	Birch and May	1 yr - to May 2024	Housing & Wellbeing	Philippa Dart
15	West Sussex Health and Adult Social Care Committee	Needs	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart

## REPRESENTATION ON OUTSIDE BODIES – 2023-24

16	LGA's Coastal Issues Special Interest Group – [Appointment made by the LGA]	Wiltshire	1yr to Sep 2024	Environment	Nat Slade
18	Coastal West Sussex Partnership Board (Formerly Coastal West Sussex Area Investment Framework Board)	Lury Sub - Nash	1 yr - to May 2024	Economy	Denise Vine
20	Police and Crime Panel	Haywood Sub - Birch	1 yr – to May 2024	Housing & Wellbeing	Philippa Dart
21	Rural West Sussex Partnership	Nash	1 yr – May 2024	Economy	Denise Vine
22	Safer Arun Partnership	Butcher Sub Cooper [Alison]	1 yr to May 2024	Housing & Wellbeing	Philippa Dart
23	Coastal West Sussex Planning Board	Nash	1 yr to May 2024	Planning Policy	Karl Roberts
24	Coast to Capital Strategic Joint Committee	Leader of the Council Sub: Deputy Leader	1 yr to May 2024	Policy & Finance	Denise Vine
26	West Sussex Fire & Rescue Services Inter Authority Fire & Rescue Liaison Group	Yeates	t.b.c.	Housing & Wellbeing	Philippa Dart
28	Arun Hub Partnership Board [formally known as Integrated Prevention and Earliest Help (IPEH) Board]	Birch	1 year to May 2024	Residential and Wellbeing Services	Philippa Dart
30	Greater Brighton Economic Board	Leader of the Council – Sub: Deputy Leader –	1 year to May 2024	Policy & Finance	Denise Vine
31	Inter Authority Air Quality Group	Worne [Amanda]	1 year to May 2024	Environment	Nat Slade
32	South East Coastal Group Monitoring Meeting	This is an Officer Group to which the Councillor appointed is invited to attend once per year  Wallsgrove	1 year to May 2024	Environment	Nat Slade
33	A27 Arundel Improvements Consultation Group <b>NOTE: This group was disbanded and reformed at Council on 17 March 2021</b>	Leader of the Council plus 3 other Cllrs – Birch McAuliffe Wallsgrove	March 2021 to TBC	Policy & Finance – as a major partnership function	Jackie Follis

## REPRESENTATION ON OUTSIDE BODIES – 2023-24

34	Angmering Advisory Group	All Ward Members – Bicknell Cooper [Andy] - Chair Worne [Amelia]	1 year to May 2024	Planning Policy	Neil Crowther
35	North Littlehampton Advisory Group	May Northeast [Chair] Tandy	1 year to May 2024	Planning Policy	Neil Crowther
36	Yapton, Ford & Clymping Advisory Group	All Ward Members Jones - Chair Worne [Amanda]	1 year to May 2024	Planning Policy	Neil Crowther
37	Barnham, Eastergate and Westergate Advisory Group (BEWAG)	All Ward Members Ayling Lawrence Wallsgrove - Chair	1 year to May 2024	Planning Policy	Neil Crowther
38	Aldwick West & Pagham Advisory Group	Hamilton [Chair] Huntley Needs Purser	1 year to May 2024	Planning Policy	Neil Crowther
39	West Bersted Advisory Group	All Ward Members Greenway Lury Yeates - Chair	1 year to May 2024	Planning Policy	Neil Crowther
40	Civil Military Engagement Events Group and Military Champion for Arun District Council [through WSCC]	Turner	1 year to May 2024	Housing & Wellbeing	Philippa Dart
41	WSCC – Joint Climate Board	O'Neill	1 year to May 2024	Policy & Finance	Philippa Dart
42	Arun Integrated Prevention & Earliest Help [IPEH] Hub Partnership Advisory Board	Birch	1 year to May 2024	Housing & Wellbeing	Joy Bradbury Ball
43	Parking and Traffic Regulations Outside London Adjudication Joint Committee - <b>NEW</b>	Warr	1 year to May 2024	Environment	Nat Slade/Lisa Emmens
44	Arun UK Shared Prosperity Fund – Partnership Group - <b>NEW</b>	Leader of the Council Deputy Leader of the Council Chair of Economy	1 year to May 2024	Policy & Finance	

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## Annual Meeting of the Council – 31 May 2023

### **Arrangements for the Appointment of an Interim Head of Paid Service and Chief Executive Officer**

This appendix provides additional background information for members and updates the recommendations.

#### **Further detail on remuneration**

The two directors will take on full shared responsibility for the role of Interim Head of Paid Service and Chief Executive Officer. Given their other management responsibilities it is not possible for them to specify which days they would carry out this role and they will both share the full accountability and personal risk that goes with the role when they are making individual or joint decisions.

Under the proposed arrangements the two directors will continue to have operational line management responsibility for their existing areas. It is not feasible to backfill their very senior roles for a short and unknown timescale. In addition to this they will also take on operational responsibility for the three Group Heads and their service areas currently managed by the Chief Executive, that is: Group Head of Organisational Excellence, Group Head of Law and Governance and Monitoring Officer, Group Head of Finance and Section 151 Officer.

In recognition of the above, the remuneration for each Director, for as long as necessary, would go up to the same level as for the current Chief Executive. As set out in paragraph 7.1 of the report the underspend on the budget for the Chief Executive for 2023/2024 will more than fully fund these costs and savings will go towards funding the cost of recruiting a new permanent Chief Executive. It is difficult to be precise as, depending on timing of the recruitment, it must be assumed that the first few month's employment costs of a new Chief Executive would also be funded within the 2023/24 budget. The current annual salary for the Chief Executive is £126,925 (plus employment costs). To give members some context it should be noted that the cost of recruiting an external interim candidate carries a substantial premium and we are advised that with agency costs this would be at least £1300 per day.

The arrangements being proposed are a pragmatic approach to an urgent short-term situation, but because of workload are not sustainable in the longer term.

#### **Returning Officer and Electoral Registration Officer**

These are statutory posts separate to the Head of Paid Service function but which the Council must appoint to. The Constitution designates the Chief Executive as both the Returning Officer and the Electoral Registration Officer, and this report seeks confirmation that the two Directors will fulfil these functions in the interim period.

**Revised recommendations**

- a) That Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth are jointly appointed as Interim Head of Paid Service and Chief Executive Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other one will continue until an alternative is agreed.
- b) That the remuneration for the interim post for each director will be the same as the current Chief Executive salary, that is £126,925.
- c) That the Chief Executive's Recruitment and Selection Panel and the Chief Executive's Remuneration Committee are convened once their membership has been confirmed at the Annual Council meeting on 31 May 2023, with their terms of reference as set out in the Constitution.
- d) That Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth, are jointly appointed as Returning Officer and Electoral Registration Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other one will continue until an alternative is agreed.