



Public Document Pack

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2 June 2021

CORPORATE SUPPORT COMMITTEE

A virtual meeting of the Corporate Support Committee will be held on **Thursday 10 June 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Dendle (Chair), Roberts (Vice-Chair), Bennett, Buckland, Clayden, Mrs Cooper, Huntley, Madeley, Oppler, Purchase and Seex.

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

This meeting is held in accordance with the resolution made by the Extraordinary Meeting of the Council on 12 May 2021 (Minute 551) which continues Section 5 Part 5 of the Constitution (The Virtual Meeting Procedure Rules) and declares the use of Council powers, under Section 111 of the Local Government Act 1972, and the general power of competence under Section 1 of the Localism Act 2011, for making advisory decisions, as appropriate.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

*Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Tuesday, 2 June 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chairman's discretion if any questions received after this deadline are considered.*

For further information on the items to be discussed, please contact: committees@arun.gov.uk

AGENDA

1. **APOLOGIES**

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

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

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

4. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes)

5. START TIMES

The Committee is asked to approve its Start Times for meetings during 2021/2022.

6. TERMS OF REFERENCE FOR THE CORPORATE SUPPORT COMMITTEE; MATTERS RESERVED; AND DELEGATION TO OFFICERS

(Pages 1 - 8)

This report asks the Corporate Support Committee to note its terms of reference as given by Full Council to make any suggestions to the Constitution Working Party for clarifying these terms of reference and to make, by exception, delegations to Officers under matters reserved.

7. OFFICER DECISION IN RELATION TO THE RENEWAL OF A THREE-YEAR MICROSOFT LICENCE SUBSCRIPTION USING THE KENT COMMERCIAL SERVICES FRAMEWORK

(Pages 9 - 18)

This report provides an update to the Committee on the decision taken by the Chief Executive to renew the Microsoft Licenses for three years.

8. JOINT STAFF CONSULTATIVE PANEL (Pages 19 - 22)

This report recommends that the Committee supports the proposals for the future reporting and scheduling of Unison Staff Consultation Panel meetings.

9. OVERVIEW SELECT COMMITTEE - 23 MARCH 2021 - EQUALITY & DIVERSITY POLICY (Pages 23 - 32)

To receive the Minutes from the meeting of the Overview Select Committee held on 23 March 2021, which are attached.

There is a recommendation for the Committee to consider at Minute 448 [Equalities and Diversity] – to view the Officers report – please click this link - [Report](#)

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

The Committee will receive reports from the Council's representatives or appointees on Outside Bodies as appropriate.

10. WORK PROGRAMME (Pages 33 - 34)

A draft of the Committee's Work Programme is attached, for the Committee's information.

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 [Filming Policy](#)

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ARUN DISTRICT COUNCIL REPORT TO CORPORATE SUPPORT COMMITTEE ON 10 JUNE 2021

SUBJECT Terms of Reference of Corporate Support Committee, Matters Reserved and Delegation to Officers

REPORT AUTHOR: Solomon Agutu – Interim Monitoring Officer
DATE: 27 May 2021
EXTN: 37432
COMMITTEE: Corporate Support Committee

EXECUTIVE SUMMARY:

This report asks the Corporate Support Committee to note its Terms of Reference, as given by Full Council, and to make any suggestions to the Constitution Working Party (CWP) for clarifying these Terms of Reference and to make delegations to Officers under matters reserved.

RECOMMENDATIONS:

It is recommended that the Corporate Support Committee:

1. Notes the general Terms of Reference for Committees in Part 3 Paragraph 3 of the Constitution and further notes the specific Terms of Reference for this Committee as established by Full Council on 19 May 2021 as set out in Part 1 and Part 2 of Appendix 1 (attached);
2. Makes suggestion to Full Council through the (CWP) for clarifications of the these Terms of Reference;
3. Notes the schedule of Committee meetings as set out in the Calendar of meetings provided as a link in the background papers section of this report; and
4. Agrees the 'matters reserved' scheme whereby matters not reserved by Committee to itself are delegated to Officers by default as set out in Appendix 2 (attached)

Background

1.This is the first meeting of the Committee under the new Committee System and it is appropriate that this Committee considers its Terms of Reference and where necessary seek clarification of these Terms of Reference from Full Council by way of a co-ordinated report from the (CWP) which is charged with reviewing the Constitution and coordinating suggestions from other Committees.

2. Section 101 of the Local Government Act 1972 allows Full Council to arrange for the discharge of its functions by a Committee or by an Officer. Part 3 of the Constitution sets out the responsibility for functions and Paragraph 3 of Part 3 the Constitution sets out the general Terms of Reference of all Committees. These provisions allow this Committee to reserve matters to itself and to delegate the remaining functions to officers (Part 3 paragraph 3.1.5)

3. Arranging for the discharge of specific functions by Officers is by a process known as “delegation by exception” or “matters reserved”.

4. This means Committee can reserve matters to itself that can only be discharged by the Committee. Matters not reserved are then delegated *by default* to Officers.

5. In accordance with Part 4 and section 2 of the Constitution the matters not reserved are *by default* delegated the Chief Executive, Directors and Group Heads who have the power to take all lawful action consistent with overall Council policy to deliver agreed strategy, plans and policy, and to comply with and undertake all statutory obligations, duties, functions and powers within their area of responsibility and within approved budget.

6. In accordance with Part 4 and Section 2 of the Constitution the Chief Executive or Director having received their delegations expressly or by default can then prepare a scheme of “authorisations” or “allocations” authorising identified officers to discharge various functions and to take decisions. Unless authorised by law a delegate cannot delegate further their own functions (“*delegates non potest delegare*”) and thus the discharge of functions below Chief Executive and Director level is generally by a “scheme authorisations” not a “scheme of delegation”. If there were to be a further “delegation” they are to be recorded in writing and retained for the duration of the delegation and shall not exceed a specified period exceeding six months.

2. PROPOSAL(S):

The proposal is that Committee reserves to itself the “matters reserved” at Appendix 2 and delegates all other functions to Officers as set out in Appendix 1 Part 2

3. OPTIONS:

1. Do nothing
2. Agree the proposals as recommended
3. Agree the proposals as recommended but with suggested amendments for clarifications to be made to CWP for consideration and recommendation to Full Council

4. CONSULTATION:

N/A

Has consultation been undertaken with?	YES	NO
Relevant Town/Parish Council		
Relevant District Ward Councillors		
Other groups/persons (please specify)		

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		
Legal		
Human Rights/Equality Impact Assessment		
Community Safety including Section 17 of Crime & Disorder Act		
Sustainability		
Asset Management/Property/Land		
Technology		
Other (please explain)		

6. IMPLICATIONS:

Legal: the legal implications are set out in the background paragraph above

Finance: the financial implications of delegations are set out in the contract standing Orders and in the Financial Regulations

7. REASON FOR THE DECISION:

The reason for the decision is to allow the business of the Council to be conducted effectively and efficiently in accordance with the principle of subsidiarity which mandates that decisions are to be taken at the most appropriate level.

8. BACKGROUND PAPERS:

[Committee Calendar 2021-22](#)

Corporate Support Committee terms of Reference from 2021/2022

PART 1 - GENERAL TERMS OF REFERENCE

Extract from Part 3 Paragraph 3 of the Constitution

3.0 TERMS OF REFERENCE OF COMMITTEES

3.1 Committees will work to the following general terms of reference in discharging the specific functions allocated to them:

3.1.1 Each Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do other things that they reasonably consider necessary to inform their deliberations.

3.1.2 Each Committee is expected to determine by resolution all matters falling within their purpose and functions with the exception of:

- a) any plans and strategies listed in the Policy Framework at Article 4 of this Constitution;
- b) compulsory purchase orders;
- c) limitations set out in the Financial Procedure Rules and Purchasing, Procurement, Contracts & Disposals Rules as set out in Part 6 of this Constitution; and
- d) any matter which by law must be reserved to the Full Council which will be recommended to the Full Council or Corporate Policy and Performance Committee, as appropriate.

3.1.3 Where a function does not clearly fall within the remit of one particular Service Committee, the Corporate Policy and Performance Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

3.1.4 Each Committee is authorised to establish Sub-Committees and Working Parties as it considers necessary for the effective conduct of the Committee's powers and duties. The establishment of any Sub-Committees and Working Parties shall have regard to the overall resource parameters and advice of the Chief Executive and officers.

3.1.5 Each Committee is authorised to delegate to officers such further powers as it thinks fit to facilitate the effective management of the Council's and the Committee's business.

3.1.6 In discharging its functions, Committees must have regard to the ongoing requirement to make savings and efficiencies.

1.1 CORPORATE SUPPORT COMMITTEE

Membership

11 Members

Purpose

The Committee has delegated authority to exercise the Council's functions relating to the delivery, by or on behalf of the Council directly or through any Sub-Committees it establishes, and through partnership arrangements, that fall within the following service areas:

- Finance
- Legal Services
- Human Resources
- Communications
- Design, print and postal services
- ICT and Digital Agenda
- Information Management
- Customer Services
- Committee Services
- Elections and electoral reviews

The Committee will lead on the following key plans and strategies:

- Digital Agenda Project

Specific Functions

The Committee shall also exercise the following specific functions by or on behalf of the Council:

1. Approving any service area policies where these do not require a Full Council decision under the Policy Framework at Article 4 of this Constitution.
2. Determining matters relating to the acquisition or disposal of land and assets.
3. Receiving reports for decision from the ICT and Digital Agenda Working Party, as and when required.
4. Monitoring and considering Ombudsman investigation reports and other complaints made.
5. Considering and awarding compensation in the event that a complaint investigation finds in a complainant's favour.
6. In line with the limits listed in the Financial Procedure Rules set out in Part 6 of this Constitution approval of:
 - a) the virement of monies received in accordance with the terms of any agreement made under Section 106 Town Country Planning Act 1990;
 - b) virements of expenditure within relevant service area budgets;
 - c) the drawing down of funds; and

- d) the award of grants to organisations, including discretionary rate relief
- 7. Reviewing and considering electoral matters and making recommendations to the Returning Officer/Electoral Registration Officer and/or the Full Council as appropriate.
- 8. Considering and recommending to the Full Council proposals by the Chief Executive/Returning Officer for polling districts and polling places within the Arun District as required by the Review of Polling Districts and Polling Places [Parliamentary Elections] Regulations 2006.
- 9. Considering reports from the Returning Officer on reviews of elections held and registration matters.
- 10. Considering and recommending to the Full Council any proposals for an electoral review of Arun District Council.
- 11. Reviewing and recommending to the Full Council any proposals from the Local Government Boundary Commission for England on electoral reviews of Arun District Council or West Sussex County Council and any consequential warding proposals for the Town/Parish Councils within the Arun District.
- 12. Reviewing and submitting comments on behalf of the Council on any proposals from the Boundary Commission for England on a review of Parliamentary constituency boundaries affecting the Arun District.
- 13. Undertaking community governance reviews in accordance with the Local Government and Public Involvement in Health Act 2007 and recommending any proposals for change to the Full Council.
- 14. Considering and agreeing a response to consultation documents on electoral matters.
- 15. Considering reports from the Joint Staff Consultative Panel, as required.
- 16. Approving the write-off of Sundry Debts where the value exceeds £10,001.

Performance Management

The Committee will have responsibility for monitoring service performance within the Corporate Plan and Service Delivery Plans across the range of their functions and reporting on the outcomes of their review to the Corporate Policy & Performance Committee.

Outside Bodies

The Committee will receive feedback reports from the Council's representatives on the following outside bodies and report any issues requiring action to the Council as appropriate:

APPENDIX 2

CORPORATE SUPPORT COMMITTEE RESERVED MATTERS

The functions set out in Appendix 1 part 2 above are all delegated to officers except for the following functions, which are expressly reserved to committee for determination and cannot be discharged by an officer:

1. Policies
 - i. Approving any service area policies where these do not require a Full Council decision under the Policy Framework at Article 4 of this Constitution
2. Settlement Agreements
 - i. to agree terms of Settlement Agreements with staff in excess of £25,000
3. Virements
 - i. approve virements of expenditure within budget in excess of the financial limits listed in the Financial Procedure Rules at Part 6 Section 5 of the Constitution
4. Electoral Review
 - i. To make recommendations to Full Council following electoral reviews by the Returning Officer
 - ii. To review and make recommendations to Full Council on any Proposals from the Local Government Boundary Commission for England affecting the Arun District
5. Compensation
 - i. Monitoring and considering Ombudsman investigation reports and other complaints made.
 - ii. Considering and awarding compensation in excess of £5,000 if a complaint investigation finds in a complainant's favour
6. Award of Grants
 - i. The award of grants to organisations in excess of £20,000.
7. Procurement
 - i. Awarding contracts valued at over £100,000 unless prior authorisation has been given to officers by a report to committee approving the budget and setting out relevant heads of terms of the contract
8. Charges for Services
 - i. Increasing and decreasing charges for services
9. Outside Bodies

The Committee will receive feedback reports from the Council's representatives or appointees on Outside Bodies as appropriate.

10. Legal Professional privilege

- i. Waiver of Legal Professional Privilege in consultation with Legal Services

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE SUPPORT COMMITTEE ON 10 JUNE 2021

SUBJECT:

Officer Decision in Relation to the Renewal of a three-year Microsoft Licence Subscription using the Kent Commercial Services Framework.

REPORT AUTHOR: Nigel Lynn – Chief Executive

DATE: 1 June 2021

EXTN: 01903 737585

AREA: Corporate Support

EXECUTIVE SUMMARY:

This report provides an update to the Committee on the decision taken by the Chief Executive to renew the Microsoft Licenses for three years.

RECOMMENDATIONS:

That the Corporate Support Committee ratifies the decision taken by the Chief Executive in consultation with Group Leaders.

1. BACKGROUND:

The Council purchases its Microsoft licences on a subscription model, and this is due to be renewed at the end of June 2021 as discussed with the Arun Improvement Programme Board (AIP), the cost is approximately £157,000 per year and is built into the budget. The licence period is for a three-year term and attracts a large Government discount of between 40-60% depending on the particular licence.

A report was due to go to Cabinet on the 17 May 2021 for approval at pre-contract stage with agreement for the S151 Officer to sign electronically, this meeting was cancelled following a change in administration brought about by the two District By-Elections held on 6 May 2021.

To be confident the licences will be renewed in time, it has been necessary for the Chief Executive to make this Officer decision which he has done so in consultation with the Group Leaders and the Chair and Vice-Chair of this Committee. This is so that the Council can place the order within the first few days of June 2021. This is important due to the impact of the pandemic on Microsoft resources meaning they are no longer committing to service levels for licence renewals, and also taking into consideration that June is a busy period for license renewals nationally. If we do not have licences, then effectively we

would have to turn off all our computers.

These licences are integral to the operation of the Council's IT systems including desktops, servers, databases and security, they are used in many of our departmental systems for automation and to maximise staff efficiency.

Consideration was given to using alternative products however this would be expensive, disruptive to services and risky; a business case cannot be made for it.

Renewing the licences will continue to support the Council progressing its adopted ICT Strategy and cloud first approach, we will continue to use open source development and operate a mixed software environment.

The Contract value requires the ratification of this decision by Committee.

2. PROPOSAL(S):

The Corporate Support Committee is being asked to note this report.

3. OPTIONS:

There are no other options available.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)	ICT Finance Legal Procurement Group Leaders	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal	X	
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X

Other (please explain)		X
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6. IMPLICATIONS:

Usage of Microsoft products is conditional on having a licence agreement in place; if we did not renew the licences by end of June 2021 then we would not be able to use any Council computers or back-office systems.

Legal

This is a report relating to the renewal of a licence to use Microsoft products for three years at an annual value of £157,000 (total value of £471,000 over three years). As the value is above GPA threshold (previously EU threshold), Procurement Rule 4.2 applies which requires the formal tender of this Contract or use of an appropriate framework. The appropriate framework in this case is the Kent Commercial Services Framework which has been through a tendering process.

The renewal was to have been approved at Cabinet on 17 May 2021. With the change in administration, some Members of the Council have raised doubts as to whether the continued use of the Microsoft licence provides value for money. That is a separate question as to whether the Microsoft Licence should be renewed. If the market was to be tested in order to see if the Council can obtain better value for money, this market testing decision would have been taken earlier in order to allow time to tender or implement some other form of market testing for seeking alternative licences before the current Microsoft Licence expired at the end of June 2021. It should be noted that the Arun Improvement Board did not ask for the market to be tested and it is now (1 June 2021) too late to commence a market testing process. Failure to extend/renew the licences would require the Council to cease using Microsoft products or to use them without permission and this would expose the Council to legal action for breach of intellectual property rights.

The issue here is purely whether and how the licence is to be renewed/extended. Contract Standing Orders provide that the renewal of an existing contract requires a waiver of contract standing orders except where the modification or variation is provided for within the existing contract. As the extension is provided for within the existing contract and there is a budget for it, Cabinet [and now Committee] can award the contract without further process. However, the Chief Executive, in consultation, with Group Leaders has now taken the decision in order to secure value for money and to prevent licensing from lapsing and so the Committee is asked to ratify the decision.

7. REASON FOR THE DECISION:

Due to the operational risk of not having Microsoft licences and with potential delays in securing these the Chief Executive in consultation with Group Leaders and the Chair and Vice-Chair of the Corporate Support Committee has dealt with this matter as an urgent decision.

The Corporate Support Committee is being asked to ratify this decision.

8. BACKGROUND PAPERS:

Original Cabinet Report – published for 17 May 2021 which was cancelled is attached.

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 17 MAY 2021

SUBJECT:

Procurement of a three-year Microsoft Licence Agreement using the Kent Commercial Services Framework.

REPORT AUTHOR: Paul Symes, Head of Technology & Digital

DATE: 22 March 2021

EXTN: 01903 737585

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

The Council uses Microsoft products to provide services to the desktop and also for its back-office databases/servers. The products are licenced on a three-year agreement and the current agreement expires at the end of June 2021.

We are looking to procure the next three-year licence through an EU compliant framework. The value of the contract is above the EU threshold and requires Cabinet approval at the pre-award stage.

RECOMMENDATIONS:

- i. Cabinet approves the purchase of a three-year Microsoft Licence Agreement with Trustmarque through the Kent Commercial Services Framework
- ii. Delegates authority to the Section 151 Officer to execute the contract under hand.

1. BACKGROUND:

The Council uses Microsoft products to provide services to the desktop and also for its back-office servers and databases.

Consideration was given to using alternative products for some of the licenced components however this is not felt to be practical, costs effective and cause considerable disruption of service.

The products are licenced on a three-year agreement and the current agreement expires at the end of June 2021.

As part of our five-year ICT Strategy we are transitioning services to the Cloud, Trustmarque (our existing licence supplier) are providing expertise and support to help us with this work and as a Microsoft Gold Partner have secured additional Microsoft migration

investment for us.

A three-year licence will allow us to continue with the transition work already started and after that we plan to do a review of the market and products to meet our future needs.

It is not possible to buy these licences directly from Microsoft and we wish to let the contract as a direct award with Trustmarque using the EU (OJEU) complaint Kent Commercial Services Framework.

Microsoft update their prices monthly and when the renewal is taken out the price is locked in for the whole licence period, we estimate the annual licence cost to be approximately £157,000 this will be funded by the existing IT budget and any increase will be covered from existing resources.

The Council will enter into the contract by signing the framework call-off agreement. To comply with Contract Standing Orders, a contract of this value should be executed as a deed under seal. Authority is sought to allow the call-off contract to be executed under hand by the Section 151 Officer.

2. PROPOSAL(S):

Purchase a three-year Microsoft Licence Agreement with Trustmarque using the Kent Commercial Services Framework and gives the Section 151 Officer authority to execute the contract under hand.

3. OPTIONS:

- i. Procure a three-year Microsoft Licence Agreement via the Kent Commercial Services Framework.
- ii. Look at replacing some Microsoft products with alternative products.
- iii. Not procure a new Microsoft Licence Agreement and stop using Microsoft products.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)	ICT Finance Legal Procurement	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X

Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Usage of Microsoft products is conditional on having a licence agreement in place; if we do not renew the licences by end of June 2021 then we will not be able to use any council desktop computers or back-office systems.

7. REASON FOR THE DECISION:

To allow the purchase of a three-year Microsoft Licencing Agreement from Trustmarque via the Kent Commercial Services Framework and provide continuity of service.

8. BACKGROUND PAPERS:

None


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ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

DATE DECISION TAKEN	1 June 2021
SUBJECT	Renewal of a Three-Year Microsoft Licence Subscription using the Kent Commercial Services Framework
DECISION TAKEN	In consultation with the five Political Group Leaders, I have exercised my delegated authority to approve the renewal of a three-year Microsoft Licence Agreement with Trustmarque through the Kent Commercial Services Framework and give delegated authority to the Section 151 Officer to execute the Contract under hand.
REASON FOR THE DECISION	<p>To allow the renewal of a three-year Microsoft Licencing Agreement from Trustmarque via the Kent Commercial Services Framework and provide continuity of service.</p> <p>A report was due to be submitted to Cabinet on 17 May 2021, but this meeting was cancelled following the results of the two District By-Elections held on 6 May 2021 resulting in a changed administration. There is now a need for a decision on the renewal of the Microsoft Licence. The Chief Executive has consulted with Group Leaders and this was done via email on 27 May 2021 and verbally in a meeting between the five political Group Leaders and Chief Executive later on that day [27 May 2021]. The Group Leaders have confirmed that they are happy with this and give their support.</p> <p>The reasons for this decision are:</p> <ul style="list-style-type: none"> • The Council purchases its Microsoft licences on a subscription model, and this was due to be renewed at the end of June as discussed with the Arun Improvement Programme Board (AIP), the cost is approximately £157,000 per year [£471,000 over three years] and is built into the budget. The licence period is for a three-year term and attracts a large Government discount of between 40-60% depending on the particular licence. • A report was due to go to Cabinet on the 17 May 2021 for approval at pre-contract stage with agreement for the S151 Officer to sign electronically, this meeting was cancelled.

***This record to be maintained for six years or such period as statute requires
with the relevant subject file***

ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

	<ul style="list-style-type: none"> • To be confident the licences will be renewed in time, it has been necessary for the Chief Executive to make this Officer decision which he has done so in consultation with the Group Leaders and the Chair and Vice-Chair of this Committee. This is so that the Council can place the order within the first few days of June 2021. • Due to the impact of the pandemic on Microsoft resources they are no longer committing to service levels for licence renewals, also June is a busy period for license renewals nationally. If we do not have licences, then effectively we would have to turn off all of our computers. • These licences are integral to the operation of the Council's IT systems including desktops, servers, databases and security, they are used in many of our departmental systems for automation and to maximise staff efficiency. • Consideration was given to using alternative products however this would be expensive, disruptive to services and risky; a business case cannot be made for it. • Renewing the licences will continue to support the Council progressing its adopted ICT Strategy and cloud first approach, we will still continue to use open source development and operate a mixed software environment.
ALTERNATIVE OPTIONS CONSIDERED OR REJECTED	To consider this report at the Corporate Support Committee on 10 June 2021, however this would result in a delay, which would mean that the above listed reasons for expediting this decision would not be overcome.
ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i>	None
NAME OF THE DECISION TAKER	Nigel Lynn
SIGNATURE	

*This record to be maintained for six years or such period as statute requires
with the relevant subject file*

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE SUPPORT COMMITTEE ON 10 JUNE 2021

SUBJECT: Unison Staff Consultation Panel meetings

REPORT AUTHOR: Nigel Lynn – Chief Executive

DATE: 1 April 2021

EXTN: 37600

PORTFOLIO AREA: Chief Executive Directorate

EXECUTIVE SUMMARY:

This report recommends to the Corporate Support Committee to support the proposals for the future reporting and scheduling of Unison Staff Consultation Panel meetings.

RECOMMENDATIONS:

It is recommended that the Corporate Support Committee:

- (i) Support the continuation of the Informal and Formal Unison Staff Consultation Panel meetings, in the existing format; and
- (ii) Support the proposal that this Committee give approval of formal policies and reports submitted to them from the Formal Unison Staff Consultation Panel meetings.

1. BACKGROUND:

1.1 Informal consultation with staff is carried out on regular basis between Human Resources management and Unison as matters arise. Unison is the representative body formally recognised for the purposes of consultation and negotiation by the Council. Formal consultation used to take the form of the Local Joint Staff Panel (LJSP) held quarterly, and regular meetings between Unison, the Chief Executive and the Head of Human Resources and Customer Services held every 6-8 weeks. In March 2015, a report was submitted to Full Council with the following recommendations, all of which were approved:

1. To disband the Local Joint Staff Panel with effect from the Full Council meeting on 11 March 2015;
2. To establish new arrangements for formal consultation with effect from the civic year 2015/2016 with initial terms of reference as follows:
 - a) Formal consultation with staff to be through a meeting between the Chief Executive, Head of Human Resources and Customer Services, the Cabinet Member with responsibility for Human Resources, one other Elected Member to be proposed by the majority group and two members of the Unison Branch

Executive

- b) For a meeting to be quorate it will require all of the above membership to be in attendance, or appropriate substitutes.
 - c) Meetings will take place quarterly, with additional meetings arranged if necessary
 - d) The purpose of the forum will be to facilitate consultation and negotiation between the Council and its employees and to maintain and improve relations between both parties
 - e) Minutes from the Health and Safety Panel will be reported to this forum to be noted and/or for action
 - f) This forum will make recommendations from time to time to Full Council where significant or wide ranging policy changes are proposed, or where there is failure to reach agreement between the Employer and Unison.
3. To amend the Constitution accordingly following consideration of the initial terms of reference at the first meeting of the forum.
- 1.2 Following the approval of the above, the first Formal Unison Staff Consultation Panel meeting took place in August 2015 and regular meetings have taken place since that date. Attendees on those meetings are the Chief Executive, Human Resources Manager, two Unison representatives and two elected Members (more recently these two Councillors were Cllrs Oppler and Goodheart). Informal Unison Staff Consultation Panel meetings take place a few weeks before each Formal meeting to set the agendas for the Formal meetings and these Informal meetings are held with the Chief Executive, Human Resources Manager and two Unison representatives.
- 1.3 The Formal meetings are used to discuss both policy and operational issues. According to the Constitution the objective of the Formal meetings is to facilitate consultation between the Council and its employees and to maintain and improve relations between both parties. The Formal meetings also consider minutes from the Health and Safety Panel. It is not an executive body, but may make recommendations where appropriate to Full Council. This is usual in the case of Policies or Reports which require Full Council approval. It is agreed, by the Members on The Panel, UNISON, and Officers, that the format has worked well, and has encouraged a more informal discussion approach leading to more agreement on policies.
- 1.4 Due to the change to the Committee system from May 2021, it is proposed that instead of Reports or Policies being referred to Full Council for approval, that they come to the Corporate Support Committee. It is also proposed that the existing Formal and Informal Unison meetings continue to take place in their normal form and that meetings of the Formal Unison Staff Consultation Panel meeting would take place to fit in with the Committee timetable of meetings and allow for such items to feed through to the Committee for consideration and approval.
- 1.5 In the Constitution at Part 3 – Joint Staff Consultative Panel [which should read Staff Consultation Panel] at Paragraph 8.4 – it states that this Consultation Panel meeting should report to the Corporate Support Committee and that the 2 Councillors on the Formal Unison Staff Consultation Panel should be the Chair and Vice-Chair of the Corporate Support Committee.

<p>1.6 The next Formal Unison Staff Consultation Panel meeting to take place following this Committee meeting is scheduled for 22 September 2021 and the two Councillors would start attending these meetings from this date and all scheduled meetings of the Formal Panel would be given to those Councillors for their diaries.</p>		
<p>2. PROPOSAL(S):</p> <p>It is proposed that the Corporate Support Committee give approval to the continuation of the Informal and Formal Unison Staff Consultation Panel meetings, in the existing form and that the Committee give approval that formal policies and reports be submitted to them for formal approval.</p>		
<p>3. OPTIONS:</p> <p>(a) to support the recommendations</p> <p>(b) consider an alternative approach</p>		
<p>4. CONSULTATION:</p> <p>The Portfolio Holder and CEO agree with the recommendation within the report.</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify) Unison CMT	x	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		
<p>6. IMPLICATIONS:</p> <p>Failure to have such a formal process would result in reduced communication, consultation and negotiation between the Council and Unison and would not give an authorised channel by which Council Policies and Procedures could be implemented via thorough consultation and approval.</p>		

7. REASON FOR THE DECISION:

To ensure continued communication, consultation and negotiation between the Council and Unison, to allow for fuller exploration of matters of concern to Staff, Managers and Elected Members and to ensure that Council Policies and Procedures are implemented via thorough consultation and approval.

8. BACKGROUND PAPERS:

None

Public Document Pack Agenda Item 9

Subject to approval at the next Overview Select Committee meeting

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OVERVIEW SELECT COMMITTEE

23 March 2021 at 6.00 pm

Present: Councillors Northeast (Chairman), English (Vice-Chair), Bennett, Bicknell, Mrs Cooper, Cooper (Substitute for Dendle), Dixon, Edwards (Substitute for Elkins), Gunner, Huntley, Miss Needs, Miss Seex, Tilbrook and Ms Thurston (Substitute for Mrs Catterson)

Councillors Coster, Mrs Gregory, Roberts and Dr Walsh were also in attendance for all or part of the meeting.

Apologies: Councillors Catterson, Dendle, Elkins, Lury, Staniforth and Oppler

504. DECLARATIONS OF INTEREST

A request to change the order of the agenda was made to bring item 10 forward to item 5 before the Cabinet members in attendance had to leave the meeting. The Chairman agreed that item's 5 and 6 would continue as planned as there were guests in attendance for these items after this then item 10 would be brought forward to item 7.

The Chairman declared a personal interest in item 8 [Equalities and Diversity] as his wife was an employee of the Council.

Councillor Bennett made an open-minded declaration in item 9 [Feedback from the Police and Crime Panel meetings held on 15 January and 29 February 2021] as he was a candidate for the Police and Crime Commissioner election.

505. MINUTES

The Committee approved as a correct record the minutes of the meeting held on the 26 January 2021 and agreed that the Chairman would sign these as soon as practicably possible.

506. GREENSPACE MANAGEMENT CONTRACT

The Environmental Services and Strategy Manager provided members with an overview of his report, where he drew members attention to the following key points;

- That there had been a consistent and constant flow of communication in terms of the planning and execution of the contract during the last 12 months and that this had strengthened the working relationship between Tivoli and the Council, enabling any day to day issues to be resolved swiftly.
- Page 5 (page 13 of the agenda) of the report before members highlighted the contract performance scores which showed that high level of standards had been maintained throughout the pandemic.

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- He expressed that the hard work that had been completed behind the scenes had allowed for a consistent, largely uninterrupted service, all while keeping Tivoli staff and the Council officers safe and protected from unnecessary risk
- Finally, he drew members attention to part 6 of the report that highlighted the Council's 6th Green Flag award had been achieved in 2020 for Brookfield Park in Littlehampton.

He then introduced Ian McIlroy, Danny Willmott and Dave O'Hare from Tivoli Group Ltd who provided members with a presentation on their performance over the last 12 months.

Members then took part in a full debate where the following points were raised;

- A question was raised regarding the flowering shrubs in Littlehampton that had been replaced by dwarf hebe, which was felt to have depleted the insect population in that area. It was advised by the Parks & Cemeteries Manager that the Council always tries to balance the appropriateness and species selected for planting schemes to the particular challenges of the space. It was also commented that the Council were always happy to hear from members of the public with their feedback.
- Discussion was had on the challenge of litter being left in public spaces and the increased collections needed to keep up with the level of visitors. Comments on education for the public on what to do with their litter if the bins were full, along with signage on the bins with clear contact details and a designated number for the bin, to ensure that it can be easily identified for the public to report. Concerns were also discussed at the increase in visitors that would also be seen at the beaches within the district over Bank Holidays and school breaks. It was confirmed that bin numbering was already in place for bins on the cleansing contract (Biffa) and that the Parks team would look to implement similar for some of the key parks. Tivoli were expecting a much busier Easter and summer period and plans were already being drawn up to be in place in time for the seasonal peaks.
- Clarification was sought on who would lead on the biodiversity plan for the Council, it was confirmed that a formal Biodiversity Action Plan is led by Planning, but that the Greenspace Service would continue working in partnership with Tivoli to deliver projects within parks and public open spaces that support biodiversity.
- Concern raised in relation to vandalism within the district and the ongoing cost of putting this right was raised. It was confirmed that this was closely monitored, and a list of hot spots did exist. Furthermore, the teams were working on plans to address and minimise the risk of vandalism happening within the district, from locking Hotham Park gates earlier, and working with the local Police. It was also confirmed that unfortunately there were a few persistent individuals who keep causing problems and unfortunately there was a cost to rectifying these issues.

Having fully debated the item the Chairman then drew the item to a close, thanked those in attendance from Tivoli Group Ltd, the Environmental Services &

Strategy Manager and the Park & Cemeteries Manager for their presentation and report update.

The Committee then noted the report.

507. COMBINED CLEANSING SERVICES CONTRACT - BIFFA

[Councillor Roberts and Dr Walsh left the meeting at 18:58pm. Councillor Gregory arrived at the meeting at 19:39pm]

The Environmental Services and Strategy Manager provided members with an overview of his report, where he drew members attention to the following key points;

- Section 1 and 2 of the report that detailed the scope of the contract that Biffa was responsible for.
- Section 3 of the report that detailed the challenges of the last 12 months, operating in a pandemic and in line with restrictions. He commented that Biffa had done a brilliant job in maintaining their excellent service levels.
- Section 4 outlined the Council's approach to managing the contract
- Section 5 covered detail of the areas of performance that were monitored in line with the Councils' Corporate Plan and Service delivery Plan.
- Section 6 summarised health and safety compliance and that this area was priority for both Biffa and the Council.

He then introduced Fabrice Bouchon and Damien O'Neill from Biffa Municipal Ltd who provided members with a presentation on their performance over the last 12 months.

Members then took part in a full debate where the following points were raised;

- The Chairman commented that he had nothing but praise for the way Biffa had seamlessly operated over the last year and that it was also really good to hear that they had kept themselves safe throughout the pandemic.
- A query regarding street washing, specifically, related to the public realm work expected to take place in Littlehampton that was inclusive of new paving through part of the town centre and would street washing of this area be something that Biffa could incorporate. It was confirmed that this would be taking place.
- In answer to a question relating to Biffa recruitment and the salary for staff, it was explained that from a contract management point this would be something that would be addressed at contract renewal stage. The representative from Biffa also confirmed that they had a companywide goal to become a real living wage company.
- Clarification was sought on Waste Electrical and Electronic Equipment (WEEE) recycling collections and what exactly can residents put out for this. It was explained that all the collection vehicles were fitted with cages to allow the crew to pick up the waste of electrical equipment. However, the cages

were limited on their size, and because of this it would be electrical appliance that would fit in a carrier bag.

- Discussion took place regarding the missed bin collections in Rustington and East Preston and that for a short period Green Waste collection were also suspended. It was also raised that there had been a significant issue in reporting and resolving the issue of the bins overflowing in the summer months throughout Rustington and, East Preston. Several members were in agreement with this concern and it was asked by the Leader of the Opposition how were the daily priorities adjusted and how were these decided at this time? It was clarified that there was no impact to the refuse collections, but there were 8 days of impact to the Green Waste collections. It was also explained that litter was a massive challenge, a combination of the lovely weather and increased visitors to the area. There were several lessons learned from this and there were elements of shared responsibility. It was a balancing act and it was difficult at times due to staffing issues. However, the Council and Biffa were now in a much stronger position; contingency planning has gone well, and there will be extra measures brought in to mitigate a busy Easter and the busy summer months. It was also clarified that there were daily communications between the Council and Biffa, where any resident complaints and or Member complaints were dealt with quickly and escalated when needed. The Environmental Services and Strategy Manager stated that he believed the approach taken last year was reasonable, and he was comfortable with the decisions and actions taken at that time.
- Comments were made regarding combatting the issue with Seagulls ripping open rubbish bags. It was explained that in Bognor Regis there was currently a trial ongoing with the use of Seagull proof bags (hessian sacks).
- A query was raised specifically as to what happens with the rubbish collected from the curb side and was any of that material able to be recycled. It was confirmed that residual waste goes through the Mechanical and Biological Treatment (MBT) Plant in Horsham and recycling collections are process through the Materials Recycling Facility (MRF) in Ford. Both of these sites are operated by West Sussex County Council (WSCC) as the waste disposal authority.
- It was raised by the Chairman that it was almost time for grass verges to be cut, he asked if there was any partnership working between Arun and West Sussex County Council (WSCC) specifically to ensure that a litter pick was completed before the verges are cut, to stop the litter that had accumulated being left to blow around the district. It was confirmed that a Working Group has been started between Arun and WSCC, not only would litter picking of the grass verges take place, but that this would also improve the communication between the two Council's to ensure that resources are in the right place at the right time.,
- A concern was raised regarding the height and style of the bins along Bognor Seafront, which made it difficult for those in wheelchairs to use.. It was confirmed that some larger bins had been placed to allow for a greater capacity during peak times and that more recycling bins would be installed in May 2021. The Cleansing Operations Manager was more than happy to look at options for additional bins would be easily accessible to all.

The Chief Executive then confirmed to members that the Government had been consulting on waste, he confirmed that they announced on Monday (22 March 2021) that they were entering their second round of this waste consultation. One of the options that had been put forward was food waste collections. He explained that the Council would be responding to that consultation and that Arun were working with WSCC and the District Councils' Network (DCN) on what waste collections may look like in the future.

Having fully debated the item the Chairman then drew the item to a close, thanked those in attendance from Biffa Municipal Ltd, the Environmental Services & Strategy Manager and the Cleansing Manager for their presentation and report update.

The Committee then noted the report.

The Chairman then confirmed to members that were in attendance that, as there was only one Cabinet Member in attendance at this point in the meeting he would commence with the original order of the agenda and the next item would be the Covid-19 update.

508. COVID-19 UPDATE

The Chairman stated that on this day of reflection, he was sure that we all knew someone who had lost someone to Coronavirus, including one of our own Arun colleagues. Our thoughts go out to all those that had been affected over the last year.

The Chief Executive provided members with an overview of his report, he drew members attention to the following points;

- The Government had announced today more grant money that would be made available to Councils. In particular that all Council's would be in receipt of a Covid Outbreak Management Fund (COMF) grant. This funding would be distributed via West Sussex County Council (WSCC) and could be used for a number of activities.
- Further funding for Housing bids and funding to aid homelessness, from money advice right through to digital inclusion tools

Members were then invited to ask questions on the report update which are summarised below;

- Questions in relation to Government grant monies, how much had been retained by the Council versus how much had been given out were asked. It was advised that a written answer would be given to answer these questions.
- Staff returning to the office, it was asked if staff had yet returned to working one day from the Council buildings it was confirmed that there had been approximately 15/20 people who had and were still working out of the Council buildings. It was also confirmed that the Election Team were now also working from the office preparing for the upcoming election in May 2021. It

was also stated that there was some cross-communication in terms of Government guidelines as these, still state that office workers should continue to work from home where possible until 21 June 2021. It was also confirmed that Local Government Association (LGA) and the District Council Network (DCN) had been pushing the Government for a decision to be made regarding virtual meetings at a local level to be continued beyond 7 May 2021 or for the legislation to be extended beyond this date also. Discussion was also had on the availability of lateral flow tests. A letter of support from the Chairman was agreed to be sent to ask the Prime Minister to extend the legislation.

- A briefing for members was requested on how Freedom Leisure would be opening to the public ahead of the reopening date. It was also confirmed that an update regarding grant monies received for the Leisure industry would also be given.
- Covid Marshalls, clarification was sought as to the process that had been rolled out to be followed by Covid Marshalls. Concerns were raised by two members that in Rustington the marshalls had not been engaging with business owners, but simply observing from outside and then sending letters. An answer in writing was promised.

The Committee then noted the report and the actions taken to date.

509. EQUALITIES & DIVERSITY

(Councillor Roberts returned to the meeting at 20:45pm, during discussion on this item.)

The Group Head of Policy provided members with an overview of her report, drawing their attention to the following points;

- There are two key pieces of legislation the Equality Act 2010 which sets out the 9 legally protected characteristics and the Public Sector Equality Duty.
- There are a number of key principals set out in the public sector equality duty, but fundamentally decisions makers have to make decisions with due regard to equality and diversity.
- Mandatory training for members and staff had been completed in early 2020. Further training would be made available for all Members and all staff
- Digital strategy that was approved at Cabinet on 22 March 2021, we need to ensure that the Council considers full digital inclusion, there will be a number of people who do not have access to online resources.
- All of the Council's Contractors are obligated to meet our standard practices
- Recruitment and employment flexibility, there is a need to balance our needs as a business with the needs of our staff, a lot of staff can work from anywhere in terms of a geographical location and we need to ensure that we remain an attractive employment opportunity.

Members then took part in a full debate, where the following points/concerns were raised;

- Clarification was sought about whether a Consultant should be recruited to complete an action plan, what was the budget that had been set aside for this and how would the members be kept up to date on the progress of this. It was confirmed that a budget of £10,000 had been set aside for equalities, but this was not all for consultancy support. It was also confirmed that all future updates on this item, would report into the Policy and Resources Committee from May 2021.
- Concerns were discussed in relation to why the work for this was not being completed 'in house', with an approach of reaching out to other Council's for advice and guidance if needed. As well as concerns voiced in reference to spending a large amount of money at the current time.
- It was confirmed that this work linked back to the strategic targets approved by members, and it had been budgeted for at the time the targets were approved. It was also confirmed that this work falls into a specialised and essential area, that it required a person with the right skills to complete the essential work.
- It was requested by the Leader of the Opposition that at the time the recommendation was put to the vote, that the recommendation was to be split into two parts, recommendation A and B to be taken together and C separately.

The Group Head of Policy thanked Members for their debate and reminded members that at this current time it was a balancing act in terms of workload. The Budget had already been agreed and that the £10,000 documented in her report was a maximum figure. Recruitment of an individual to complete the action plan would be carried out effectively and diligently to ensure best value for money.

On turning to the vote, the Leader of the Independent Group requested a recorded vote was requested for recommendation 1, part a) and b).

Those voting for were, Bennett, Bicknell, Mrs Cooper, Dixon, Edwards, English, Huntley, Miss Needs, Northeast, Tilbrook and Ms Thurston (11). Those voting against were, Cooper and Gunner (2). Councillors how abstained from voting were Miss Seex (1).

The recommendation was therefore carried,

The Committee

RECOMMEND to Cabinet that;

- a) a consultant is appointed to carry out an in-depth Equality and Diversity Survey and advise on a best practice action plan for the Council

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- b) the Group Head of Policy be given delegated powers to appoint this resource within the available budget
- c) the Council takes full account of Equalities and Diversity in the development of the new Corporate Plan 2022- 2027

510. FEEDBACK FROM MEETINGS OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 29 JANUARY & 15 FEBRUARY 2021

The Committee took the report that had been attached to the agenda as read.

511. CABINET MEMBER QUESTIONS AND UPDATES

The Chairman expressed his disappointment at the lack of Cabinet Members in attendance tonight. The Chief Executive stated he would follow this up the following morning. The Chairman then invited members to share their updates and ask questions from Cabinet Members who were in attendance.

There were several comments made and opinions expressed by various members regarding the lack of attendance of Cabinet Members at the meeting. Support for a motion to suspend standing orders at Full Council meeting to be held on 24 March 2021 to allow for questions to be put to those Cabinet Members who were not in attendance tonight (23 March 2021). The Chairman agreed he would put this motion forward at the meeting of Full Council tomorrow night (24 March 2021).

In turning to the questions that were asked of the Cabinet Members in attendance a summary is detailed below;

The Leader of the Opposition asked the Cabinet Member for Commercial and Business Development, how had he fought excessive spending and kept costs down for the Council? The reply from the Cabinet Member stated that he did have concerns about the Council's future finances, and that there needed to be a focus on finding other ways to increase income to the Council, other than increasing Council Tax.

The Leader of the Opposition then asked his supplementary question which was, one of your election pledges was that you would keep Council Tax down, are you disappointed in what you have not been able to achieve in this last year as part of this administration? The reply from the Cabinet Member stated, yes, he was disappointed. The Pandemic immediately rendered what he wanted to do, almost impossible. He explained that the complications regarding the recruitment of a Commercial Manager had been discussed and explained at the Cabinet meeting on 22 March 2021 and that the welfare and wellbeing of Council staff and our residents had taken priority and that he was remaining patient.

Councillor Roberts asked the Cabinet Member for Residential Services was she surprised when the Leader of the Council announced at the Special Council meeting that housing supplied would be well over 90 houses and that this was a very different figure that those in your update reports, did you supply this information to the Leader of

the Council? The reply from the Cabinet Member stated that this was a difficult one to explain, in terms of the properties that had, had a deposit paid on them should have been able to be delivered within the timeframe we are referring to. However, we had a Pandemic and Brexit to work through and furthermore she was disappointed that we had not been able to take more people off, of the housing register during this time.

Councillor Roberts then asked a supplementary question which was, was the Leader deliberately misleading the public when he gave his answer? The Cabinet Member stated that she did not believe that the Leader deliberately misled anyone, he took the information provided by herself. She went on to explain that there were many factors that had slowed down the building process on some of these properties. She agreed that the word 'delivery' was misleading as that insinuates that it was here and ready. However, this was standard wording that was used when purchasing property.

The Cabinet Member for Residential Services was then invited by the Chairman to present her portfolio update for March to those in attendance at the meeting.

Councillor Bennett asked the Cabinet Member for Residential Services a question on housing numbers and stated that he thought it was great that this administration was providing more social housing. The Cabinet Member advised that the HRA Business plan had indicated that the Council could purchase additional properties to take the number up to 230 houses. She also explained that the Council were buying back any ex social housing, should the owner be wanting to sell within the first 5 years of their ownership and confirmed that 2 of these properties had already be bought back.

The Leader of the Opposition asked the Cabinet Member for Commercial and Business Development if he would elaborate on part of the answer he gave to his earlier supplementary question and he also mentioned that the Council lacked capacity to make progress with a Commercial Strategy. The Cabinet Member advised that he was not prepared to comment further on his last answer in reference to a 'test' that he completed. He then went on to state that his ideal in terms of recruiting a Commercial Manager and that he would be able to work with that Manager to draw up a Commercial Strategy for the Council. Not that the manager would do that work on their own. He stated that he felt the work needed to be done energetically and enthusiastically and not be a pickup and put down piece. It was evident to him that this would not have been possible at this current time. When the Council does appoint, it would need to have the right amount of man or woman power behind it to be successful.

The Leader of the Opposition then asked for clarification from the Cabinet Member, which was, what you are saying is that the Council, need more officers and that these would be financed through the commercial endeavours that you hoped to be able to complete. Discussion then was had on comments made at the Cabinet meeting that was held on 22 March 2021 in reference to the Cabinet Members previous comments on his ideas on how the Council could develop a great Commercial Strategy.

Councillor Cooper asked the Cabinet Member for Commercial and Business Development, what have you delivered for this council and do you feel that, that

represents value for money for the Council, can anything be carried forward when your Cabinet role ends and would it have been better and better value for money for you to have stood down when you realised that you could not deliver what you wanted to and save the Council money by not paying your Special Responsibility Allowance (SRA)? The Cabinet Member stated that, he was hugely disappointed that he had not been able to do all, that he wanted. However, he had been able to provide advice and experience in terms of commercial treatment of property and that he believed had been of added value to the Council. He also reminded members that his SRA did not cost the Council any additional money, as his SRA was created by reducing the other Cabinet Member's SRA's.

The Leader of the Arun Independent Group asked the Cabinet Member for Residential Services if she believed it was possible for the Council to build enough houses to meet the current demand? And was there anything the Town Council could do to support this? The Cabinet Member provided a detailed response and in summing up she stated that we would always need social housing and in terms of the Town Council getting involved it was not something she had, had experience of.

Councillor Roberts asked the Cabinet Member for Commercial and Business Development in terms of value for money, given your failure to deliver anything in your Cabinet Role, do you think you have a right to Chair one of the new committees. The Cabinet Member responded. No.

Councillor English asked the Cabinet Member for Commercial and Business Development, how have you managed to get away with taking an SRA from public money and deliver nothing? The Cabinet Member stated that the Leader of the Council at the Cabinet meeting yesterday voiced that he believed he (I) had added value for money through my advice and expertise.

The Chairman advised the Committee that there was no Work Programme as this was the last meeting of this Committee due to the upcoming change in Governance Structure. He went on to add his thanks to the supporting Officer team and for the help and support in enabling the Council to move so quickly to virtual meetings. He gave thanks to his Vice-Chair, Cllr English. He then stated that he had concerns in reference to the new Governance Structure being one that 'self-scrutinises', he said that meaningful scrutiny came from independence and unbiased. In summing up he thanked the Committee for their performance over the last 12 months, he stated that their questions had been challenging and effective in holding those to account, Chief Inspector Carter would attest to that.

(The meeting concluded at 10.11 pm)

Corporate Support Committee - Work Programme

Corporate Support Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
Committee TORs	Solomon Nigel	10 June 2021	6pm	14-Jul-21
Joint Staff Consultation Panel	Paul Symes			
Microsoft Licences Work Programme	JRWCM/JF/MO			
Reporting Back from the Elections held on 6 May 2011	Jackie Follis	27 July 2021	6pm	15-Sep-21
		28 September 2021	6pm	10-Nov-21
		23 November 2021	6pm	12-Jan-22
Budget Prep		18 January 2022	6pm	09-Mar-22
Pay Policy Statement 2022				
		24 March 2022	6pm	11-May-22

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