



Public Document Pack

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23 August 2021

CORPORATE POLICY AND PERFORMANCE COMMITTEE

A meeting of the Corporate Policy and Performance Committee will be held in the Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF on **Wednesday 1 September 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Oppler, Roberts, Seex, Stanley and Dr Walsh

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre in order to best manage safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet at this address. To watch this meeting, please use the link below: [Meeting of the Corporate Policy & Performance Committee – 1 September 2021](#)

- a) Where a member of the public has registered to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. In accordance with COVID risk management, there will be very limited public access to this meeting. Admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending in person take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings (except where exempt) and maintain distancing when in the building/meeting room.
- d) Members of the public must **not** attend any face to face meeting if they have COVID-19 symptoms, have tested positive or otherwise been directed to self-isolate.

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, 24 August 2021** in line with current Procedure Rules. It will be at the Chief Executive's/Chair's

discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

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. MINUTES

(Pages 1 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Corporate Policy and Performance Committee held on 17 June 2021, which are attached.

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

5. PUBLIC QUESTION TIME

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

6. REVENUE AND CAPITAL OUTTURN EXPENDITURE 2020/21 [30 MINUTES]

(Pages 13 - 28)

The attached report provides a summary of revenue and capital outturn expenditure for 2020/21 and compares this expenditure with the approved budget.

7. BUDGET 2022/23 - PROCESS [15 MINUTES] (Pages 29 - 32)

This report provides a summary of the Budget process for 2022/23 for Members' consideration.

ITEMS PUT FORWARD FROM SERVICE COMMITTEES

8. UPDATE ON THE FUTURE OF JOINT ARUN AREA COMMITTEES [10 MINUTES] (Pages 33 - 36)

A decision was made by the Full Council at West Sussex County Council (WSCC) to establish a new informal District/Borough-based forum to replace the Joint Arun Area Committees. This paper informs Arun District Councillors of that decision.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

9. FEEDBACK FROM A MEETING OF THE GREATER BRIGHTON ECONOMIC BOARD HELD ON 20 JULY 2021 [10 MINUTES] (Pages 37 - 42)

This is a feedback report provided by the Group Head of Economy following the recent meeting of the Greater Brighton Economic Board held on 20 July 2021.

10. JOINT CLIMATE CHANGE BOARD [10 MINUTES] (Pages 43 - 48)

The Committee is asked to confirm that it approves that Councillor Staniforth will be this Council's nominated representative to attend Joint Climate Board Meetings organised by West Sussex County Council.

A meeting of the Board was held on 7 July 2021. Councillor Staniforth's feedback report is attached.

11. WORK PROGRAMME (Pages 49 - 52)

A copy of the Committee's Work Programme for the remainder of 2021/22 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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Public Document Pack Agenda Item 3

Subject to approval at the next Corporate Policy and Performance Committee meeting

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CORPORATE POLICY AND PERFORMANCE COMMITTEE

17 June 2021 at 6.00 pm

Present: Councillors Gunner (Chair), Pendleton (Vice-Chair), Cooper, Dixon, Oppler, Roberts, Seex, Stanley and Walsh.

Councillors Bower, Brooks, Clayden, Mrs Cooper, Coster, Edwards, Thurston and Worne were also in attendance for all or part of the meeting.

79. WELCOME

The Chair welcomed Members and Officers to this first and virtual meeting of the Corporate Policy and Performance Committee.

The Chair confirmed that this meeting was being held in accordance with the resolution made at the Extraordinary Council Meeting held on 12 May 2021 (Minute 551) which continued Section 5 Part 5 of the Constitution (The Virtual Meeting Procedure Rules) and declared 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.

80. DECLARATIONS OF INTEREST

Councillor Walsh declared a Personal Interest in Agenda Item 10 [Minutes from the Meeting of the Planning Policy Committee - 1 June 2021 – Minute 42 – Delivery of West Bank Strategic Allocation] as a Member of the Littlehampton Harbour Board, representing Arun District Council.

Councillor Pendleton also declared a Personal Interest in the same item as a Member of the Littlehampton Harbour Board, but in her capacity as a West Sussex County Councillor.

81. URGENT ITEMS - START TIMES

The Committee

RESOLVED

That its start times for meetings during 2021-22 be 6.00 pm.

82. PUBLIC QUESTION TIME

The Chair confirmed that no questions had been submitted for this meeting.

83. TERMS OF REFERENCE FOR THE CORPORATE POLICY AND PERFORMANCE COMMITTEE; MATTERS RESERVED; AND DELEGATION TO OFFICERS

The Chair invited the Interim Monitoring Officer to present his report. He provided a short introduction confirming the Committee's Terms of Reference as given by Full Council and he asked the Committee if it wished to make suggestions for change to the Constitution Working Party as appropriate. He outlined to Members that this report was different to others that had already been presented to other Committees where reference had been made to the Matters Reserved scheme. This Committee was different in that a large number of its Terms of Reference were policy matters which were reserved to Members, it was not necessary to have a reserved matters scheme unless Members wanted one.

No requests were made by the Committee to change its Terms of Reference, though in making reference to the Committee's Calendar of Meetings for 2021/22, the Chair proposed that the next meeting of the Committee scheduled for 2 September 2021 be moved to 1 September 2021, for a range of reasons. This proposal was seconded by Councillor Pendleton.

Following discussion around the need to make this change in date, Councillor Walsh proposed an amendment which was that the meeting date be 31 August 2021. This was seconded by Councillor Stanley.

Following some discussion around the need to ensure that any change in meeting date should be consulted with all Members of the Committee in advance, Councillor Walsh's amendment was put to the vote. As the result of this vote was split with 4 voting for and 4 voting against, the Chair used his casting vote and the amendment was declared NOT CARRIED. A vote was then held on the substantive motion to move the date to 1 September 2021, and on putting this to the vote, the result was again split with 4 voting for and 4 voting against. The Chair then used his casting vote and the substantive amendment was then declared CARRIED.

The Chair then returned to the substantive recommendations as outlined in the Interim Monitoring Officer's report.

The Committee

RESOLVED – That

- 1) the general Terms of Reference for Committees in Part 3 Paragraph 3 of the Constitution be noted and the specific Terms of Reference for the Corporate Policy and Performance Committee as established by Full Council on 19 May 2021 as set out in part 1 and Part 2 of Appendix 1 attached to the report be noted;

- 2) no suggestions were identified to be considered by Full Council through the Constitution Working Party (CWP) for clarifications of these Terms of Reference;
- 3) the schedule of Corporate Policy and Performance Committee meetings as set out in the Calendar of meetings provided as an e-link in the background papers section of this report be noted but as amended at the meeting in that the next meeting of the Committee be moved from 2 to 1 September 2021; and
- 4) it was confirmed that there were no matters to be on the matters reserved scheme whereby matters not reserved by Committee to itself are delegated to Officers by default and set out in Appendix 2 (attached).

84. CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT, 1960 - FIT AND PROPER PERSON TEST

The Chair invited the Group Head of Technical Services to present his report. He explained that in Arun there were over 1,100 households that lived in residential park homes and that most site owners managed these households effectively treating their residents well. It was confirmed that in 2017 the Government undertook two calls for evidence and that in 2018 it published its response. Part of this response included a package of measures which were committed to in policy to include introducing legislation to prevent exploitative service charges on residents and to prevent complex and opaque ownership structures from depriving residents of security of tenure. A Working Group had been established (which Arun participated in) to help promote awareness of rights amongst residents. In addition, the Government committed to engaging with Local Authorities through a forum which Arun had set up nationally which was the Site Licencing Officers Group which had a membership of over 200 Local Authorities. This had been an effective way to focus on best practice and to engage with the Government. The final piece of the Government's response was to introduce a 'fit and proper persons test' to protect the best interest of residents on sites and this was added to Local Authorities' existing powers in order to target the worst offenders in this sector.

The Group Head of Technical Services explained that in response to this, Officers had worked with the Site Licencing Officers Forum to commission barristers to help with the implementation of this new regulatory function which led to the production of two policies [the Fit & Proper Person Determination Policy and the Fit & Proper Person Fees Policy] which had been attached as appendices to the report for the Committee to approve so that they could be adopted. This new regime had to be implemented by local authorities on 1 July 2021. Legislation confirmed that applications could be received by local authorities from 1 July 2021 until midnight on 30 September 2021, with the local authority being able to recover costs, once the appropriate Fees Policy had been adopted.

The Chair then invited questions. One Member made reference to the part of the Policy that referred to the instance where if a site manager was unable or unwilling to submit a Fit and Proper Person Test then could the Council install its own Fit and Proper Person to then manage the site '*with the site owner's permission*'. This led to further questions being asked as to what would happen if the Council did not get this permission and what would be the consequences for that site. The same Member also asked if there was an ongoing rating mechanism after the initial judgement or whether this test happened annually to deal with future acquired criminal offences.

In response, the Group Head of Technical Services confirmed that as part of the technical consultation it was suggested to Government through the forum that Local Authorities should have powers to act in such circumstances and not be reliant upon site owners' cooperation but that this was not currently legislated for so in situations of non-cooperation the Council could revoke the licence meaning the site owner was committing a criminal offence by continuing to run a site without one and that penalties could be imposed by the Courts. He further confirmed that inclusion on the Fit and Proper Person Register would last for five years after which a new application would have to be submitted, but that if evidence was brought to the Council then a review of status and inclusion on the register could happen in the interim.

In response to another Member asking whether these were nationally drafted or local versions of policies, the Group Head of Technical Services explained that the Officer Forum provided template policies for all its member Local Authorities to assist in implementation and to ensure consistency where site owners had properties over several Districts' jurisdictions.

Councillor Walsh then proposed the recommendations which were then seconded by Councillor Stanley.

The Committee

RESOLVED – That

- 1) The Fit and Proper Person Determination Policy be adopted;
- 2) The Fit and Proper Person Fees Policy be adopted;
- 3) Delegated authority be given to the Group Head of Technical Services to have the ability to make minor revisions to the Fit and Proper Persons Fee Policy, including amendments to the fees schedule.

85. SUPPLEMENTARY ESTIMATE TO COVER COSTS AWARDED AGAINST THE COUNCIL IN APPEAL P/58/19/PL

The Chair invited the Director of Place to present his report. He explained that planning permission for application P/58/19/PL had been refused by the then Development Control Committee contrary to the advice of Officers from this Council, West Sussex County Council and the Council's appointed Highways consultant.

In deciding the subsequent appeal, the Inspector had concluded that the Council had acted unreasonably in refusing planning permission and had awarded costs against the Council. This report sought a supplementary estimate of up to a maximum of £26,000 to settle that award of cost.

The Chair then invited questions. One Member, commenting on the Planning Inspector's decision, asked whether the Council would have fared better if it had provided more photographic evidence and he asked how well the Council had performed in providing sound evidence for the appeal. In response, the Director of Place could not confirm if any specific photographs had been provided as part of the evidence submitted (but would confirm this outside of the meeting) but he did confirm that plentiful evidence had been provided to the Inspector and he invited Members to learn from what the Inspector had confirmed in Paragraph five of the decision letter, which was read out as follows:

'Committee Members are not bound by this advice, and I accept that they have important local knowledge. However, in this case the extensive professional evidence from both main parties prior to the determination of the application indicates that this application should have been permitted. Furthermore, as can be seen in my main decision, I have not been presented with evidence at appeal which leads me to disagree with the recommendations of these professionals at the application stage. Therefore, this application should clearly have been permitted. Consequently, refusing the application on this basis is unreasonable behaviour.'

He concluded that, though Members had the right to make a decision that was contrary to an Officer's recommendation, this had to be done in a reasonable manner and the Planning Inspector had come to the view that the decision taken was unreasonable. Further confirmation was sought in terms of where the fault for this decision laid and whether the appeal had been defended robustly enough. The Director of Place was asked if, after consulting the appeal paperwork, to circulate to all Committee Members his response regarding the inclusion of photographs.

Another Member asked for clarification on whether the report concerned a single application or multiple applications, and how the figure of £26,000 had been established as settlement negotiations were still on-going. Concern was expressed as to whether such negotiations could be weakened on the Council's side as it had publicly declared a maximum figure it would be prepared to settle at. The Director of Place confirmed that this report related to one application [P/58/19/P] and that a figure had been set although Officers were still in discussion with the appellant around agreement on what the reasonable costs associated with the reasons for refusal were. The Member, having been given the right to respond by the Chair, suggested that the wording in the recommendation be amended so that it was clear that it related to just one planning application. Concern was expressed that confirming an award sum in a public setting was 'perhaps declaring the Council's hand' and could weaken Officers' power of negotiation. A suggestion was made as to whether this item should be deferred until further evidence gathering had taken place.

The Director of Place explained that the costs discussed in the report were a debt because the Council's actions had been deemed to be unreasonable. He urged Members not to defer this matter to the next meeting of the Committee as the Council would run the risk of being legally challenged for not meeting its debt. A Member spoke about there being lessons to be learnt by Officers and Members of the Development Control Committee in accepting Officer advice and ensuring decisions made were robust enough to stand up to inspection.

The Interim Monitoring Officer outlined the awarding of costs process for Members' clarity confirming that when a Planning Inspector made a decision that costs should be awarded the amount was not quantified at that stage but agreed through subsequent negotiation which, if unsuccessful, returned for determination. He acknowledged that publicly agreed budgets could pose a risk to negotiations but also indicated to the appellant that that was all the money available, and that there might be the case to hold some of these type of discussions in the exempt part of the agenda. The Director of Place confirmed that this was an upper estimate but as correspondence with the appellant was still ongoing was reluctant to give further details in the meeting.

A non-Committee Member raised possible contradictions within the Planning Inspector's written decision which could have suggested the need for a judicial review but that the Council's Solicitor was not asked to explore this and only considered the issue of appropriate assessment which was not an issue when the planning application went to the Development Control Committee and was not discussed. The Director of Place explained that he had believed a judicial review, whether a decision maker had got something wrong in law sufficiently that the decision be substantially flawed, was not justified. Legal advice had been sought which confirmed there were no reasonable grounds to pursue a judicial review and that this had previously been explained separately to the Member.

In response to the Chair, the Interim Group Head for Corporate Support confirmed that a figure did need to be set as the report was budget related and the budget would need to be regularised. In concluding the discussion, the Chair suggested that these matters be dealt with under Exempt business going forward.

Councillor Roberts then proposed the recommendation which was then seconded by Councillor Cooper.

The Committee

RECOMMEND TO FULL COUNCIL

That approval be given to a retrospective supplementary estimate of up to a maximum of £26k to settle the award of costs in respect of application P/58/19/PL (equivalent to a Council Tax Band D of £0.42) in order to regularise the budget position.

86. SUPPLEMENTARY ESTIMATE TO COVER COSTS FOR DEFENDING APPEAL ON LAND SOUTH OF BARNHAM STATION, BARNHAM

The Chair invited the Director of Place to present his report. He explained that the Council had refused an application for substantial development south of Barnham railway station and that there had been ten sound reasons for this refusal. As a result, the applicant had appealed against the decision and it was confirmed that the appeal would be heard by way of a Public Inquiry that was estimated to last eight days later in 2021.

The Council now needed to fund its legal representation to include Counsel costs and costs associated with the appointment of planning consultants and any specialist consultants to assist with defending the appeal. A supplementary estimate of £50,000 was requested in this respect.

The Director of Place outlined that there was no alternative to defending the appeal, but that Council Officers could defend the appeal instead of appointing planning consultants but that they did not have the capacity to undertake such a huge task and that if this option was suggested as an alternative it would mean that Officers would be taken away from their normal activities to act as the Council's witness for this appeal. Notwithstanding that, a supplementary estimate of some form would still be needed to pay for the services of an Advocate to act on the Council's behalf in this matter. The Director of Place confirmed that the £50,000 was the approximate cost of the Advocate and a total of £30,000 was for expert witnesses with these sums representing a worst case scenario for budgeting purposes.

In response to Members, the Director of Place confirmed that the application had been refused by Officers under Delegated Authority and not by the Development Control Committee, the reasons for this application not being presented to Committee were explained.

Another non-Committee Member implored Members to allow the Council to make the strongest possible representation by approving this recommendation.

Following further discussion, Councillor Stanley then proposed the recommendation which was then seconded by Councillor Oppler.

The Committee

RECOMMEND TO FULL COUNCIL

That approval be given to a supplementary estimate of £50,000 for costs associated with defending the appeal in respect of application BN/142/20/OUT. These include Counsel costs and costs of the appointment of planning consultants and any specialist consultants to assist with defending the appeal. A supplementary estimate of £50,000 equates to a Band D equivalent Council Tax of £0.80.

87. CORPORATE PLAN 2018-2022 - QUARTER 4 AND END OF YEAR PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2020 TO 31 MARCH 2021 FOR THE CORPORATE PLAN AND SERVICE DELIVERY PLAN INDICATORS

The Group Head of Policy presented this report confirming that the commentary for each indicator set out the extent to which each target had achieved for the period covering 1 April 2020 to 31 March 2021 with an explanation where necessary and also setting out which indicators required special monitoring in 2022.

It was explained that there was an error in the report at Paragraph 1.14 [Actions] where it had been suggested that the targets for SDP 16 [Business Rates Collected] and SPD 18 [Cost of Emergency Accommodation] be changed for 2021/22. There were no recommendations to change these indicators.

The Chair then invited debate and questions reminding Members that this item was being presented to this Committee so that it could fulfil its scrutiny role.

A range of questions were then asked, which have been summarised below:

- SDP 6 [Vacant Private Sector Dwellings Returned to Occupation] – praise was directed towards the Council’s Empty Homes Officer for achieving another award for her work undertaken. In the commentary it stated that much of that success had been due to the temporary provision of additional administration resource. It was hoped that this resource could continue to ensure that this valuable work could provide a long term solution to this problem.
- SDP 7 [Income received from general fund assets] – it was important for Arun to continue to have a strong presence as a landlord.
- SDP 1 [Major Applications Determined in 13 weeks] SDP 2 [Minor Applications determined in 8 Weeks] and SDP 3 [Other Applications Determined in 8 Weeks] – concern was expressed over the way the Council was measuring these indicators. They were being presented as successes when in fact the targets were failing in that they were only over-achieving by using extensions of time agreements. The Director of Place explained that an Extension of Time agreement was a voluntary agreement between the Council and the applicant to agree that rather than determine an application within the real time period of 8 or 13 weeks, an arrangement could be agreed for a longer determination time usually to allow time to iron out a wide range of issues, and examples were provided.

The point was made that if the Council was under performing in anything that the first stage in improving performance was to acknowledge that there was under performance and to then address the problem.

- CP7 [Homelessness Applications where Homelessness is Prevented] – what were the reasons for this target being below target, apart from Covid. The Director of Services explained that the reason for underperformance had mostly been attributed to Covid-19 but that there were other reasons in that the probate rented sector was stagnant; family relationships were under strain, partly due to the pandemic and subsequent on and off lockdowns. As a result, the ability to negotiate for people to remain living at home had become very limited.

88. MINUTES FROM THE MEETING OF THE PLANNING POLICY COMMITTEE - 1 JUNE 2021

The Chair introduced this item explaining that at Minute 42 [Delivery of West Bank Strategic Allocation] there were two recommendations for this Committee to consider. It was explained that the minutes had been provided to the Committee as a supplement pack which had been uploaded to web on 15 June 2021.

The Director of Place was invited to explain the recommendations to the Committee. He outlined that this item related to West Bank, Littlehampton and that this strategic site allocation in the Local Plan had not been delivered due to a variety of challenges and so consequently an alternative plan of action was now proposed which where the recommendations that had been resolved by the Planning Policy Committee on 1 June 2021. The issue for this Committee was that there was a cost associated with that alternative strategy which had not been budgeted for and so this was why this Committee was being asked to approve the funding required to allow the actions approved on 1 June 2021 to be taken forward. Members' attention was drawn to the second recommendation for it to consider which was for the Council to accept financial contributions from third parties to support the delivery of Recommendations (1) and (2) approved on 1 June 2021. The Director of Place confirmed that he had been in discussion with a number of third parties [third party landowners] and that financial commitments had been made totalling £50,000 towards the cost of this work and that there might be other contributions that could come forward in due course. Members were asked to reflect on this in considering the two recommendations which were before them.

(At this point in the meeting, Councillor Walsh redeclared his Personal Interest made at the start of the meeting).

There were key concerns expressed by several Members relating to spending £100k on this project despite this site being an allocation in the Council's Local Plan. The concerns were centred around the sea defences at Clymping breaking through and the flooding that had extended up to the A259 and to other parts of the road, making this land extremely floodable. Another issue was the cost of the required flood work which had been estimated to be in the £30-40m mark which would be an additional cost on top of buying the land and developing it. Based on such facts, there was great uncertainty that this land would ever be an attractive proposition and so there was a reluctance to spend up to £100k on what was seen as a risk. It was acknowledged that if the decision was made to not pursue this work, there was no alternative suggestion of where this housing might go if de-allocation was pursued. This was therefore a difficult

decision for the Committee to make and it had to consider the amount of money to be spent on potentially an undevelopable piece of land.

The Committee was reminded that £50k had since been committed from external funders and so the recommendation before the Committee needed to be amended in terms of the £100k supplementary estimate which should now read £50k.

Many of the points being raised by the Committee were a repeat of the debate that had taken place at the Planning Policy Committee on 1 June 2021. The Chair reminded Councillors that the matter before this meeting was to decide whether to recommend to Full Council that a supplementary estimate of £50k be approved, not the merits around whether this was a suitable site or not.

The Chair asked if this decision had to be considered today and whether it should be deferred pending the outcome of the bid made to the Community Renewal Fund. The Director of Place confirmed that any deferral would mean that four months of valuable work would be lost.

Following further discussion, Councillor Cooper then proposed the recommendations, amended to show a figure of £50k, and this was seconded by Councillor Roberts.

The Committee

RECOMMEND TO FULL COUNCIL – That

(1) should any application for funding for this project submitted to the UK Community Renewal Fund be unsuccessful, then a supplementary budget of up to £50,000 to fund the cost of recommendations (1) & (2) approved by the Planning Policy Committee on 1 June 2021, be agreed as the Council's contribution to the cost of the project; This equates to a Council tax equivalent of £0.80 for a Band D property; and

(2) the Council accept financial contributions from third parties to support the delivery of recommendations (1) and (2) approved by the Planning Policy Committee on 1 June 2021.

89. FEEDBACK FROM JOINT ARUN AREA COMMITTEES

Although there were no items for this meeting, the Chair provided the Committee with a brief update as he had been consulted by West Sussex County Council regarding the abolition of Joint Arun Area Committees. He was consulting with Group Leaders with regard to the response that should be sent back to West Sussex County Council.

90. OUTSIDE BODIES

The Chair confirmed that there were no feedback reports from Outside bodies to present to this meeting.

91. LOCAL COUNCIL TAX SUPPORT SCHEME

The Committee received a report from the Chief Executive confirming that in accordance with the provisions of the Officer Scheme of Delegation in the Council's Constitution, he had taken a decision to incur expenditure and to take urgent action to continue the Covid-19 Hardship Fund for claimants or the Local Council Tax Support Scheme for 2021-22. The Committee was being asked to ratify the decision made by the Chief Executive.

The Committee

RESOLVED – That

(1) the urgent decision to continue the Covid-19 Hardship Fund for claimants of the Local Council Tax Support Scheme for 202/21, which continued an additional discretionary discount of up to £150 per household for working age claimants be ratified and

(2) the funding of the proposal from the balance of the funding allocated in 202/21 (approximately £210k) be noted.

92. CONTAIN OUTBREAK MANAGEMENT FUND (COMF) GRANT

The Committee received and noted a report from the Interim Group Head for Corporate Support and Section 151 Officer which provided an update on the Contain Outbreak Management Fund (COMF) grant allocations.

A question was asked regarding the Settled Status Advisor and the deadline in place. The Interim Group Head of Corporate Support and Section 151 Officer confirmed that she would provide a written response to the Committee outside of this meeting.

93. THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC SITUATION

The Committee received and noted a report from the Chief Executive which updated the Committee on the Council's response to the pandemic situation.

A range of questions were asked in terms of the arrangements in place to conduct a gradual return to staff working in the Civic Centre from 19 July 2021 onwards.

The Chief Executive confirmed that in preparing for the opening of the Civic Centre, the next meeting of the Planning Committee would be held physically, the date to be confirmed. This meeting would need to adhere to any Covid-19 restriction in place. Tests were underway to ensure that the webcasting equipment, cameras and projector were working sufficiently.

The Chief Executive was asked if all physical meetings would take place in the Council Chamber so that the webcasting equipment could be used moving forward. Other points made were the need to accept that as a result of the 15 month lockdown, many things would need to operate differently, such as the way in which the Council interacted with the public as demand would be different.

94. WORK PROGRAMME

The Chief Executive introduced the Committee's draft Work Programme for 2021-22 confirming that this was work in progress.

As a way forward, the Chair invited Councillors to have a think about future items and to email suggestions to him so that he could discuss these with Officers.

The Committee was reminded that one of its strategic aims was to address climate change by way of approving an Action Plan. This would be added to the work programme and would also be incorporated into the new Corporate Plan which was in the process of being developed via a series of Member workshops that would be held in July and August 2021. It would be this Committee that would oversee the development and adoption of a new Corporate Plan.

Having corrected when the Budget Monitoring Report would be reported to the Committee in February 2022 instead of 9 March 2022 and having received no further suggestions, the Chair thanked Members for their input.

(The meeting concluded at 8.41 pm)

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE POLICY AND PERFORMANCE COMMITTEE ON 1 SEPTEMBER 2021

SUBJECT: Revenue and Capital Outturn Expenditure 2020/21

REPORT AUTHOR: Carolin Martlew, Interim Group Head of Corporate Support and s151 Officer

DATE: July 2021

EXTN: 37568

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

The attached report provides a summary of revenue and capital outturn expenditure for 2020/21 and compares this expenditure with the approved budget.

RECOMMENDATIONS:

Committee is recommended to:

- (i) Consider the attached outturn report in Appendix 1;
- (ii) Note the revenue and capital outturn expenditure for 2020/21, subject to audit;
- (iii) Approve the carry forward of £1m Housing Capital spending from 2020/21 to 2021/22 as outlined at paragraph 4.5;
- (iv) Approve the level of balances and unused S.106 sums at 31 March 2021, noting the reasons explained for the increase in reserve balances;
- (v) Note the additional £0.833m contribution to the Funding Resilience Reserve;
- (vi) Note the transfer of £0.961m to Business Rates Reserve; and
- (vii) Note the transfer of £0.538m to the COVID Contingency Reserve.

1. BACKGROUND:

The 2020/21 budget was considered by the Overview Select Committee on 28 January and Cabinet on 10 February 2020 before being formally approved by Full Council on 19 February 2020.

The budget took account of the Council's Medium-Term Financial Strategy and Housing Revenue Account business plan. The provisional Local Government Finance settlement issued by the Ministry of Housing, Communities and Local Government (MHCLG) in December 2019 was also taken into consideration.

This report shows a comparison between the actual expenditure and income for 2020/21 and the budget approved by Full Council, plus supplementary estimates and virements approved during the year.

Progress against the budget was closely monitored during the year and monitoring statements were considered by Cabinet at regular intervals. Unforeseen requirements were reported to Cabinet members or Cabinet. Where no funding source could be identified, approval for supplementary estimates were sought from Full Council. During the year a number of expenditure items were identified as corporate underspend (due to sound management) which was utilised as a source for virement to minimise the number of supplementary estimates during the year. 2020/21 has been an exceptional year due to the impact of the ongoing COVID19 pandemic, with significant under and over spending against the budget, combined with large amounts of central government support. Early in the pandemic, the Council identified approx. £1m of savings in the 2020/21 budget. These were used to support the Council's response to the pandemic.

It is important to note that the statutory deadlines for the preparation of the Accounts (Accounts and Audit Regulations 2020) have been changed for 2020/21, similar to 2019/20 due to the ongoing impact of Covid-19.

The statutory deadline for the approval of the Accounts has been moved to 30 September 2021 (previously 31 July; amended to 30 November 2020). The draft Accounts, subject to audit were published on the Council's website on 23 July 2021. The External Auditor has advised that the year end audit cannot be provided until November 2021. The Group Head of Corporate Support and S151 Officer has expressed the Council's concerns regarding this delay. Assurance has been received that the Auditors have accepted responsibility for the delay and no criticism of the Council will be made. It is expected that the Council's Statement of Accounts for 2020/21 will be submitted to the Audit and Governance Committee in December 2021 or January 2022. The draft (unaudited) Statement of Accounts and Annual Governance Statement are available on the Council's website using the link: [Financial Information](#).

2. PROPOSAL(S):

Corporate Policy and Performance Committee is requested to consider the attached report which contains details of the revenue and capital outturn expenditure and specific reserve transactions for 2020/21; and the level of balances and unused S.106 sums at 31 March 2021.

3. OPTIONS: n/a

4. CONSULTATION:

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:

The report provides a comparison between the actual income and expenditure for 2020/21 and the budget approved for the year.

7. REASON FOR THE DECISION:

To ensure that Members are fully aware of the Council's outturn for 2020/21; and the level of reserves at 31 March 2021, which will be available for use in future years.

8. BACKGROUND PAPERS:

Budget 2020/21 and Draft Statement of Accounts 2020/21 Financial Information

ARUN DISTRICT COUNCIL REVENUE AND CAPITAL OUTTURN REPORT 2020/21 – Corporate Policy and Performance Committee 1 September 2021

1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue outturn performance against budget for 2020/21. The report compares actual expenditure and income with the budget originally approved by Council on 19 February 2020 plus supplementary estimates and virements approved during the year.
- 1.2 The report comprises of:
- General Fund Revenue Summary (Appendix A);
 - Housing Revenue Account (Appendix B);
 - Capital and Asset Management Statement (Appendix C);
 - Capital Receipts (Appendix D);
 - Earmarked Reserves Statement (Appendix E); and
 - S.106 Summary.

2. General Fund Summary (Appendix A)

- 2.1 The General Fund outturn summary is included at Appendix A. The original budget for 2020/21 anticipated a reduction in the level of General Fund Reserve of £617k. During the year seven supplementary estimates totalling £1,053k were approved:
- Three to provide Covid-19 assistance for the Leisure Contract, £406k (15/07/2020), £192k (26/11/2020) and £178k (13/01/2021);
 - Two for Planning Appeals £40k (16/09/2020) and £33k (17/03/2021);
 - One for HMO Licensing work £20k (25/01/2021); and
 - One for Sunken Gardens £184k (13/01/2021).
- These changes resulted in a total approved budgeted draw down from General Fund Reserves of £1.670m.
- 2.2 The change in the planned original budget General Fund Reserve movement due to supplementary estimates is shown in the table below:

	£'000	£'000
Original Budget		617
Assistance for Leisure Contract (1)	406	
Assistance for Leisure Contract (2)	192	
Assistance for Leisure Contract (3)	178	
Planning Appeal	40	
Planning Appeal	33	
HMO Licensing Work	20	
Sunken Gardens	184	
Total approved General Fund Movement 2020/21		<u>1,053</u>
Total approved Budget 2020/21		<u>1,670</u>

Although supplementary estimates relating to the Leisure Contract of £776k were approved in the year, only £356k was required. Further detail is given in paragraph 2.11 below.

The outturn General Fund Reserve movement compared to original and current budget is summarised in the table below:

General Fund Movement 2020/21	Original Budget £'000	Outturn 2020/21 £'000	
Net Budget Requirement			
Cost of Service	17,742	20,507	
Contribution to/(from) earmarked reserves	(1,454)	13,394	*
Other Corporate Costs	9,949	5,606	
Net Budget Requirement	26,237	39,507	
Financed by:			
Retained Business Rates	(3,669)	(2,683)	
Section 31 Grants	(2,359)	(12,172)	*
New Homes Bonus	(2,295)	(2,295)	
Other non-ringfenced Grants	(713)	(5,772)	*
Council Tax	(16,584)	(16,585)	
Total Financing	(25,620)	(39,507)	
Taken from / Added to Balances	617	0	
General Fund Balance 1 April 2020	6,459	7,076	

Note *: the change of £14.8m in contribution to earmarked reserves is largely explained by the increase in Section 31 grants and other non-ringfenced grants. Details of earmarked reserve balances are shown at Appendix E.

- 2.3 The General Fund variations against original budget are summarised in Appendix A. It should be noted that some of the variations against the original budget are due to accounting requirements (e.g. IAS19 pension adjustments) and the way the original budget is presented (Contingency budget). During the year contingency and miscellaneous budget items are vired to service areas; capital schemes; and contributions to earmarked reserves (if required for future years). Alternatively, if unrequired they are made available as part of identified savings (corporate underspend) that can be vired to fund unforeseen expenditure in order to minimise the use of supplementary estimates during the year.

2.4 The variations +/- £200k against original budget are summarised in the table and notes below:

	£'000
Expected Use of Reserves 2020/21	617
Favourable Variations	
Homelessness funding (Nightly paid accommodation Establishment)	(850)
Over-achieved Income (fees and charges)	(494)
COVID-19 Support Grants	(206)
Use of Reserves not required in 2020/21	(2,944)
Other Variations Net	(617)
Total Favourable Variations	<u>(5,378)</u>
Adverse Variations	
Leisure Centres (management fees)	236
Council Tax Collection	204
Rent Rebates and Rent Allowance	352
Homelessness Expenditure (Nightly paid accommodation)	1,004
Under-achieved Income (fees and charges)	373
Business rate losses reserve	260
Transfer to Covid Contingency Reserve	538
Transfer to Funding Resilience Reserve	833
Transfer to Business Rates Reserves	961
Total Adverse Variations	<u>4,761</u>
Change in General Fund Balance 2020/21	0

2.5 It is worth noting that the improved variation against budget was due in no small part to robust financial management. Members and officers received regular monitoring reports which highlighted the Council's financial position including the predicted underspend against current budget. The supplementary estimates approved by Full Council during the year were required for good governance as they draw Members' attention to significant additional expenditure in addition to the approved budget. The favourable outturn effectively meant that additional expenditure could be financed from underspends and savings identified during the year. It is important to note that some of the savings (e.g. establishment) are not known until the end of the year and cannot therefore be used to fund additional expenditure during the year.

2.6 When lockdown measures were introduced, Councils were instructed to minimise the number of people without accommodation. The gross extra spending incurred of £1.004m is shown above, which was partly offset by central government funding of £850k.

2.7 The Establishment favourable variation is largely due to an underspend in salaries during 2020/21, partly offset by the Corporate Vacancy allowance.

- 2.8 The Council experienced both over and under achievement of expected income from fees and charges during 2020/21. As these were in some cases, significant amounts, they are shown in total in the above analysis. Over-achieved income in 2020/21 was largely from Development Control (£175k) due to significant increase in workload; the remainder was derived from Building Control fees.
- 2.9 The £2.944m of COVID 19 support shown as a favourable variance represents that part of central government support not used to offset additional spending/lost income in 2020/21. This partly arose due to the Council utilising its own resources and cutting back on spending. The Council recognises that the effects of the pandemic will continue in 2021/22 and transferred a total of £2.332m to earmarked reserves, shown in the adverse variations. These comprised:

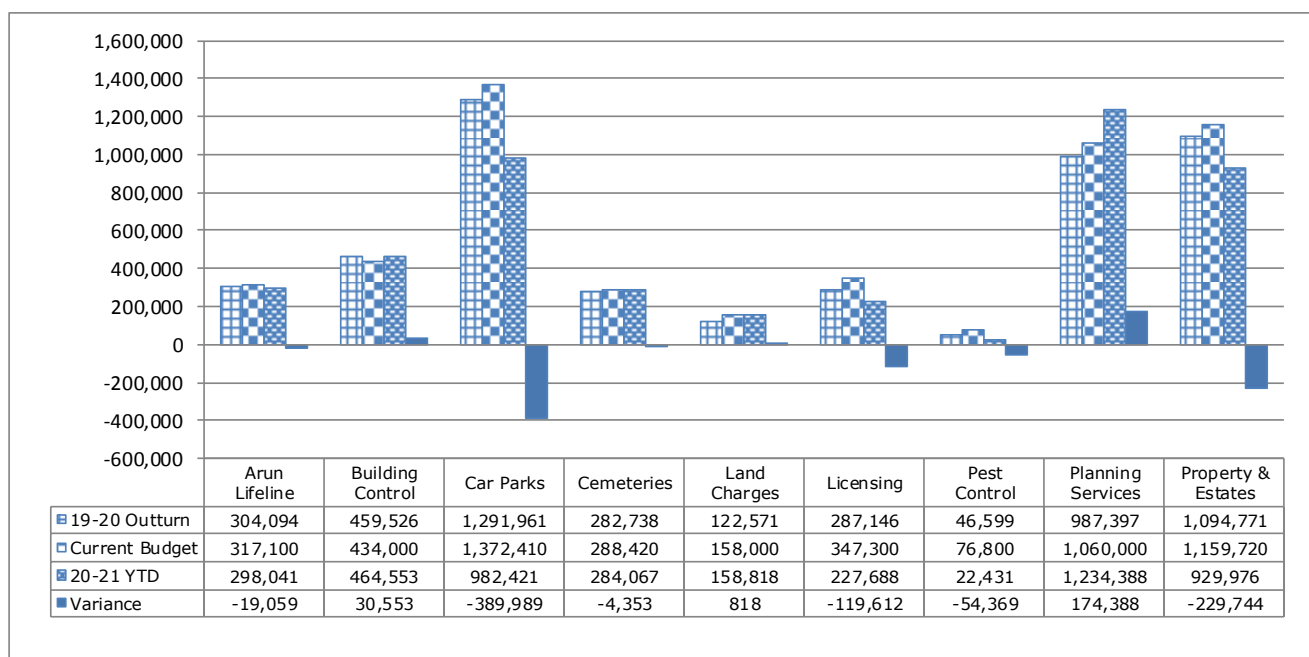
	£'000
Transfer to Covid Contingency Reserve	538
Transfer to Funding Resilience Reserve	833
Transfer to Business Rates Reserves	961
Total	2,332

- 2.10 The transfer to the Funding Resilience Reserve will allow the Council 2 years to resolve issues with the base budget. The Business Rates Reserve was set aside to counteract the extreme volatility in the BRRS, mostly arising from backdated rating appeals. The COVID contingency reserve will allow the Council to reduce any financial issues arising from the pandemic in 2021/22.
- 2.11 The Council's leisure provider was severely affected by the pandemic with the centres forced to close by the government on three separate occasions. The Council was awarded £332k from the National Leisure Recovery Fund. Of this, £138k was applied to fund expenditure in the fourth quarter of 2020/21, with the balance available for 2021/22. The variation against budget of £356k relates to the Council supporting the leisure provider against its losses (applying the £776k of supplementary estimates). £572k was recovered through the government's income compensation scheme. The remaining balance of the leisure management fee was deferred until the end of the current contract and is included as long term debtors in the Statement of Accounts for 2020/21.
- 2.12 No recovery proceedings in court were undertaken during 2020/21 resulting in a loss of income of £204k. The adverse variation in Rent Rebates and Housing Benefit has arisen for a similar reason as no court proceedings were undertaken in respect of overpayments' recovery.
- 2.13 Areas of income under-achievement in 2020/21 are sundry property rentals (£230k), car parking income (£390k), licensing (£119k), pest control (£55k) and others (£23k). £444k of government support was used to reduce the loss to £373k. It should be noted that sundry property rentals were excluded from the sales, fees and charges compensation scheme. However, rental income mostly held up well with the main issue being from the Bognor Regis Arcade which had a £160k shortfall in income compared to budget.

2.14 As a result of ratepayer relief granted, £9.086m of income due to the Council was lost during 2020/21. Government grant of £8.826m was received which reduced the shortfall in the year to £260k.

2.15 The £267k remaining favourable variation is the sum of other favourable and adverse variations in the year which were less than £200k.

2.16 The graph below analyses £611k adverse outturn income variation by source and value. Income levels were expected to decline against projected as the covid-19 pandemic had resulted in a complete lock down of the Country at 1 April 2020. However, a gradual return of most income streams did occur, although not to the levels previously budgeted for.



2.17 Members can obtain further information on the 2020/21 outturn from the Group Head of Corporate Support & S151 Officer.

2.18 Members are asked to approve the General Fund balance of £7.076m (£7.076m previous year) and Earmarked General Fund Reserves of £29.162m (£15.768m previous year) appendix E at 31 March 2021.

3 Housing Revenue Account (HRA) (Appendix B)

- 3.1 Taken together the HRA and Major Repairs Reserve showed a deficit of £113k for the year, compared with a budgeted deficit of £1.726m. The HRA balance at 31 March 2021 was £6.489m, with a further £2.346m held in the Major Repairs Reserve. These balances are expected to significantly reduce over the early years of the HRA Business Plan as a result of the programme of new dwellings and additional expenditure on the housing stock. The budget for 2021/22 is a £1.967m deficit.
- 3.2 Members are asked to approve the HRA balance at 31 March 2021 of £6.489m, and Major Repairs Reserve balance of £2.346m.

4. Capital and Asset Management (Appendix C)

- 4.1 The Council's budget for 2020/21 included several projects which although included in the Capital budget for project management and monitoring purposes cannot, under current accounting regulations, actually be charged to the capital accounts. Expenditure on these projects is transferred from capital to revenue at the end of the financial year and is included in the relevant cabinet portfolio or support service. The result of this transfer is an increase in service expenditure and a corresponding reduction in the amount of capital expenditure financed from revenue (there is accordingly no effect on the Council's total net expenditure). As the Council has changed its governance from the cabinet model to committees, it is suggested that in future budget cycles projects which are not capital are budgeted for in revenue. This will be commenced from the 2022/23 budget process.
- 4.2 A budget of £17.564m for capital and special revenue projects was approved by the Council for 2020/21. In addition, £16.187m was carried forward from 2019/20 to complete approved projects and additional budget of £2.272m approved during the year, giving a current budget of £36.023m. Actual expenditure for the year amounted to £9.402m (£7.7m previous year) on capital schemes and £1.333m (£2.1m previous year) on special revenue projects. As stated in paragraph 4.1 above, the practice of showing special revenue projects as capital will be reviewed during the 2022/23 budget cycle.
- 4.3 The Council's General Fund capital programme is limited by the resources available. The majority of the larger one-off schemes are delivered in partnership in order to maximise external funding and to minimise the risk to the Council.
- 4.4 The delivery of the capital programme was significantly affected in 2019/20 and 2020/21 by the COVID19 pandemic. The delays will continue in to 2021/22 and it is expected that as restrictions are eased and the economy reopened, that work can re-commence and delayed schemes and projects are delivered.

- 4.5 On Housing Capital, a number of projects have been delayed due to the pandemic, some of these have now been tendered (e.g. roofing), whilst others are ready to go out to tender (e.g. kitchen & bathrooms). The £1m capital underspend in 2020/21 is therefore required to be carried forward to 2021/22 to allow the programme of works to catch up and be delivered, otherwise it will continue to run behind which will impact future budgets. In addition, there is also pressure to increase the rate at which works are completed that are required by the regulator, for example fire compliance. Members are therefore requested to approve the carry forward of £1m for Housing Capital Projects to 2021/22.
- 4.6 The Council recognises the need to maintain a clear view on the affordability of the above priorities, and the financial model which supports the Business Plan will be regularly updated in the light of changing circumstances.
- 4.7 Appendix C shows, for comparison purposes, all Capital, Asset management and other projects expenditure for the year, including sums transferred to revenue at the end of the year.

5 Capital Receipts (Appendix D)

- 5.1 The capital receipts statement in appendix D shows total capital receipts of £1.933m as at 31 March 2021 (£2.815m previous year). £0.549m of this figure relates to retained right-to-buy receipts ("1 for 1" receipts) which can only be spent on the provision of new social housing, failing which they must be returned to the Government. One of the approved priorities of the Council's Housing Revenue Account Business Plan is a significant new development programme and the implementation and phasing of this programme will be a key factor in determining whether or not the Council spends its unused receipts within the required time scale.

6 Earmarked Reserves (Appendix E)

- 6.1 The earmarked reserves statement 2020/21 in appendix E shows the amounts set aside from the General Fund in earmarked reserves for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2020/21. These reserves were reviewed regularly during 2020/21 to ensure that they are being drawn down as appropriate or returned to General Fund reserve. Earmarked reserves balances increased significantly during 2020/21 mainly due to timing differences in COVID19 government support receipts and the Council being able to apply it correctly. This process ensured the funding would be available for its intended cause after the financial year end. Members are asked to approve the level of earmarked reserves of £29.162m (£15.768m previous year) which included the following s31 grants at 31 March 2021 to aid the Council in its response to the pandemic:

Grant/Reserve	£'000
Business Rates COVID19 Spread	10,048
Council Tax COVID19 Spread	105
COVID19 Contingency Reserve	538
COVID19 Council Tax Hardship Fund	210
Other grants	265
Total	11,166

7. Section 106 Receipts

- 7.1 Section 106 agreements, also known as planning obligations, are agreements between developers and Arun District Council (as the local planning authority) that are negotiated as part of a condition of planning consent. The Town and Country Planning Act 1990 enables Arun to negotiate contributions towards a range of infrastructure and services, such as community facilities, public open space, transport improvements and/or affordable housing.
- 7.2 The Council held £9.122m in section 106 developer contributions at 31 March 2021 (£8.544m previous year). Members and officers were updated on S.106 sums at regular intervals during 2020/21 as part of the budget monitoring process.

General Fund Revenue Budget and Outturn 2020/21 Summary

	Original Budget £'000	Actual £'000	Variance £'000
Cost of service			
Community Wellbeing	(708)	(241)	467
Corporate Support Direct	130	169	39
Economy	120	(40)	(160)
Neighbourhood Services	4,725	5,293	568
Planning	(760)	(1,036)	(276)
Residential Services	939	2,397	1,458
Technical Services	(1,429)	(1,360)	69
Support Services	2,120	2,160	40
Establishment	13,340	13,868	528
Rates	551	564	13
Insurance	181	193	12
Recharges	(1,466)	(1,460)	6
Total Cost of Service	17,743	20,507	2,764
Corporate Costs			
Parish Precepts	4,832	4,832	0
Other precepts and levies	208	208	0
Interest and investment income	(551)	(635)	(84)
Contingencies / miscellaneous	1,589	0	(1,589)
Contribution to / (from) earmarked reserves	(1,454)	13,394	14,848
Capital expenditure financed from revenue	2,728	0	(2,728)
Pension deficit contributions	1,143	1,201	58
Total corporate costs	8,495	19,000	10,505
Total net budget requirement	26,238	39,507	13,269
Financed by:			
Revenue Support Grant	0	0	0
Retained Business Rates	(6,028)	(14,855)	(8,827)
New Homes Bonus	(2,295)	(2,295)	0
Other non-ringfenced grants	(713)	(5,772)	(5,059)
Council Tax income	(16,445)	(16,445)	0
Collection Fund deficit / (surplus)	(140)	(140)	0
Total external finance	(25,621)	(39,507)	(13,886)
Transfer (to) / from General Fund Reserve	617	0	(617)

Housing Revenue Account Summary 2020/21

	Original Budget £'000	Actual £'000	Variance £'000
Expenditure			
Supervision & Management	5,473	5,203	(270)
Repairs & Maintenance	3,893	4,525	632
Financing of capital expenditure	4,095	1,860	(2,235)
Net Loan charges	4,964	5,002	38
Total Expenditure	18,425	16,590	(1,835)
Income			
Rents (dwellings, garages, hostels, other property)	(16,059)	(15,982)	77
Charges for services and facilities	(640)	(501)	139
Interest on Balance (net)	(1)	7	8
Total Income	(16,700)	(16,476)	224
HRA Surplus/Deficit	1,725	114	(1,611)
HRA Reserves – Balance brought forward	(8,947)	(8,947)	0
Budget changes in year	(698)		698
HRA Reserve – Balance carried forward	(7,920)	(8,833)	(913)

Capital, Asset Management and other projects Summary 2020/21

<i>Portfolio</i>	<i>Original Budget</i>	<i>Current Budget</i>	<i>Outturn</i>
	£,000	£,000	£,000
Community Wellbeing			
Littlehampton Wave	0	212	100
Total	0	212	100
Corporate Support			
Arun Improvement Programme	0	281	32
Information Technology	580	934	27
Financial Management System	0	80	48
Total	580	1,295	107
Economy			
Littlehampton Public Realm	200	3,035	117
Total	200	3,035	117
Neighbourhoods			
Keystone Centre	0	250	0
Place St. Maur Bognor Regis	0	1,807	31
Sunken Gardens	0	500	0
Play Areas	100	361	161
Total	100	2,918	192
Residential Services			
Housing Improvements & Repairs	3,995	2,995	1,967
Housing IT	0	402	39
Stock Development	9,341	19,744	4,677
Registered Social Landlords	0	300	300
Total	13,336	23,441	6,983
Technical Services			
Asset Management	1,848	3,622	1,525
Improvement & Discretionary Grants	1,500	1,500	1,711
Total	3,348	5,122	3,236
Summary			
GENERAL FUND	4,228	12,882	4,052
HOUSING REVENUE ACCOUNT	13,336	23,141	6,683
Total	17,564	36,023	10,735

Capital Receipts 2020/21

	£,000
Balance at 1 April 2020	2,815
Receipts during year (net of pooling)	707
Financing of capital expenditure	(1,589)
Balance at 31 March 2021*	1,933

* Figure includes £0.549m of “1 for 1” receipts which can only be used for the acquisition or building of new social housing.

Earmarked Reserve Balances 2020/21

	Balance at 31 March 2020 £'000	Net Transfers 2020/21 £'000	Balance at 31 March 2021 £'000
Delayed capital & special projects	2,358	2,565	4,923
Enhanced asset management and other schemes	1,390	(1,340)	50
Unallocated capital schemes	686	(686)	0
Community Wellbeing	418	111	529
Leisure Provision	0	120	120
Littlehampton Wave	212	(99)	113
COVID 19 Grant	0	94	94
Corporate Support	632	(239)	393
Funding Resilience Reserve	5,826	833	6,659
Business Rates COVID19 Spread	0	10,048	10,048
Council Tax COVID19 Spread	0	105	105
COVID19 Contingency Reserve	0	538	538
Council Advice and Monitoring	26	10	36
Economy	179	346	525
Neighbourhood Services	667	(58)	609
Place St Maur	237	338	575
Planning	285	36	321
Planning LDF	243	(95)	148
Residential Services	0	49	49
Northgate Project Revenues and Benefits	17	(17)	0
COVID19 Council Tax Hardship Fund	0	210	210
Community Housing Fund	552	(5)	547
Flex Homelessness Grant	352	0	352
NB-Homelessness Reduction	151	(20)	131
Private Sector Rented Accommodation	25	(25)	0
Technical Services	407	268	675
Community Flood Fund	601	(12)	589
Asset Management	504	148	652
COVID19 Grants	0	171	171
Total Earmarked Reserves	15,768	13,394	29,162

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF THE CORPORATE POLICY AND PERFORMANCE COMMITTEE ON 1 SEPTEMBER 2021

SUBJECT: Budget 2022/23 Process

REPORT AUTHOR: Carolin Martlew, Interim Group Head for Corporate Support

DATE: August 2021

EXTN: 37568

AREA: Corporate Support

EXECUTIVE SUMMARY:

The report provides a summary of the budget process for 2022/23 for Members' consideration.

RECOMMENDATIONS:

The Committee is requested to:

To approve the Budget process for 2022/23.

1. BACKGROUND:

- 1.1. The budget setting process for the General Fund, Housing Revenue Account and Capital was well established under the previous governance arrangements commencing with the Financial Prospects report in the autumn which was considered by Cabinet. The Financial Prospects Report in addition to the medium term financial forecast set the budget parameters for the following year. The budget was completed and subject to scrutiny by the Overview Select Committee before consideration by Cabinet and approval by Full Council in February.
- 1.2. The budget for 2022/23 will be the first to be completed under the new Committee system form of governance. The relevant budget will therefore have to be considered by each Service Committee before the full Budget is considered by this Committee on 10 February 2022 before approval by Special Council on 23 February 2022.

2. PROPOSAL(S):

- 2.1 The purpose of this report is to inform Members of the budget process for 2022/23.

- 2.2 Members are aware that the Council continues to face net expenditure pressures due to the unprecedented financial uncertainty over Government funding, the economy which has been compounded by the COVID-19 crisis and also Brexit. Brexit continues to cause issues, especially since the UK's official departure from the EU on 31 December 2020.
- 2.3 Members will be updated with the most up to date information when the Financial Prospects Report is considered by this Committee on 14 October 2021. It should be stressed that the Financial Prospects Report only covers the General Fund and that the Housing Revenue Account has its own business plan and financial model. The HRA Business Plan is due to be considered by the Residential and Wellbeing Services Committee on 2 December 2021. The Financial Prospects Report will confirm the budget parameters for 2022/23.
- 2.4 It is accepted that within the resource constraints there is the requirement for some resource switching to enable the Council's priorities to be progressed and to meet new statutory requirements. Committees will therefore be consulted on the budget, taking account of the medium term requirement to make savings and that any growth should be minimised and met from resource switching where possible.
- 2.5 The budget guidelines issued will run parallel with any savings initiatives that are being worked on.
- 2.6 The budget resource switching parameters for 2022/23 are:
- Growth will only be allowed in essential/priority areas
 - Proposals should aim to be cost neutral
 - Proposals should clearly identify any expenditure savings and Income generating ideas where appropriate.
- 2.7 It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.
- 2.8 The key dates for the Budget 2022/23 process are summarised below:

Budget Consultation Reports	Date
Environment and Neighbourhood Services Committee	23 September 2021
Corporate Support Committee	28 September 2021
Residential and Wellbeing Services Committee	30 September 2021
Planning Policy Committee	6 October 2021
Economic Committee	12 October 2021
Financial Prospect Report General Fund (CPPC)	14 October 2021

Budget Reports		
Corporate Support Committee		18 January 2022
Economic Committee		19 January 2022
Environment and Neighbourhood Services Committee		20 January 2022
Residential and Wellbeing Services Committee		24 January 2022
Planning Policy Committee		25 January 2022
Corporate Policy and Performance Committee		10 February 2022
Special Council		23 February 2022
3. OPTIONS:		
N/A The budget has to be set within statutory deadlines.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> • Leader of the Council • Group Leaders 		✓
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:		
The budget will form the main reference point for financial decisions made in 2022/23 and the process has to comply with the Constitution.		

7. REASON FOR THE DECISION:

To ensure that Members are fully informed about the budget process for 2022/23 as required by the Council's Constitution.

8. BACKGROUND PAPERS:

Constitution

ARUN DISTRICT COUNCIL

UPDATE REPORT TO THE CORPORATE POLICY AND PERFORMANCE COMMITTEE ON 1 SEPTEMBER 2021

SUBJECT: Update on the Future of Joint Arun Area Committees

REPORT AUTHOR: Jackie Follis - Group Head of Policy

DATE: 09.08.21

EXTN: 01903 737580

AREA: Corporate Policy

EXECUTIVE SUMMARY:

A decision was made by the Full Council at West Sussex County Council (WSSC) to establish a new informal District/Borough-based forum to replace the Joint Arun Area Committees. This paper informs Arun District Councillors of that decision.

RECOMMENDATIONS:

This report is to update Members on the decision made by West Sussex County Council, there are no recommendations for the Committee to consider.

BACKGROUND:

1. The West Sussex County Local Committees (CLCs) have existed for some years. These CLCs provided a forum for public question and answer sessions; the County Councillors at these meetings took decisions on grant funding (Community Initiative Fund); they also took decisions on some Traffic Regulation Orders (TROs); and Councillors were briefed on matters of mutual interest to the different tiers of local government. Membership was limited to the relevant WSSC Councillor and Parish Councillors for that area. It should be noted that the Community Initiative Fund ceased in 2021/22 as part of the WSSC budget process.
2. In Arun, following representations from Arun District Council Members, the membership was expanded to include Arun District Councillors and the Committees were known as Joint Arun Area Committees (JAACs). There were initially three JAACs, covering Eastern, Western and Downland areas within the District. The Joint Downland Arun Area Committee was later disbanded so that only two JAACs then represented the Arun District.
3. The meetings were administered by WSSC, although ADC did provide a financial contribution to this.

4. At its meeting on 28 June 2021, the WSCC Governance Committee received a paper setting out proposals to change the format of the meetings and move to a more informal local community engagement forum for county councillors. The paper is agenda item 5 in the following agenda:

<https://westsussex.moderngov.co.uk/documents/g2752/Public%20reports%20pack%2028th-Jun-2021%2014.15%20Governance%20Committee.pdf?T=10>

5. This paper included comments from Councillor Gunner on behalf of the Council and other Group Leaders, following a very short consultation by WSCC. On 16 July the Full County Council agreed the recommendation of the Governance Committee to remove County Local Committees, including the Joint Arun Area Committees.
6. We have been informed that an outline of the new, more flexible arrangements for community engagement to replace the CLCs will be provided to the WSCC Governance Committee on 6 September 2021 and a trial of the new format should be completed by March 2022 in order to establish a new model for 2022/23 onwards. Section 2.5 of the WSCC Governance Paper sets out the aims of a new model for these more flexible arrangements and local County Councillors

2. PROPOSAL(S):

This is an update on a decision made by another Council, there are no proposals

3. OPTIONS:

See 2.

4. CONSULTATION:

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

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)

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

6. IMPLICATIONS:

To allow Arun Councillors to be aware of the decision taken by West Sussex County Council.

7. REASON FOR THE DECISION:

N/A

8. BACKGROUND PAPERS:

WSSC Governance Committee Paper:

<https://westsussex.moderngov.co.uk/documents/g2752/Public%20reports%20pack%2028th-Jun-2021%2014.15%20Governance%20Committee.pdf?T=10>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE POLICY AND PERFORMANCE COMMITTEE ON 1 SEPTEMBER 2021

**SUBJECT: FEEDBACK REPORT FROM OUTSIDE BODY –
GREATER BRIGHTON ECONOMIC BOARD**

REPORT AUTHOR: Denise Vine – Group Head of Economy
DATE: August 2021
EXTN: 01903 737846
AREA: Directorate of Place

EXECUTIVE SUMMARY:

This is a feedback report on the recent meeting of the Greater Brighton Economic Board.

RECOMMENDATIONS:

No recommendations – Feedback Report

1. BACKGROUND:

- 1.1 Greater Brighton became a formally recognised City Region in March 2014, following the area's success in securing a City Deal Agreement with Government. A key commitment in the City Deal Agreement was the establishment of a legally constituted Economic Board. It comprises the Greater Brighton Economic Joint Committee and the Greater Brighton Business Partnership.
- 1.2 The City Region membership comprises the local authorities of Adur, Brighton & Hove, Crawley, Lewes, Mid Sussex and Worthing - the Greater Brighton Joint Committee; and, the Greater Brighton Business Partnership comprising; Adur & Worthing Business Partnership, Brighton & Hove Economic Partnership, Coastal West Sussex Partnership, Coast to Capital Local Enterprise Partnership, the South Downs National Park Authority, Gatwick Airport Ltd, the University of Brighton, Greater Brighton Metropolitan College and the University of Sussex.
- 1.3 Greater Brighton is currently home to 830,000 people, 525,000 of whom are of working age and it provides 360,000 jobs. Greater Brighton has 35,500 active businesses and generates over £21bn in gross value added (GVA), and therefore has a crucial part to play in driving growth across the LEP region and wider south east.

- 1.4 Key assets of the City Region include an international airport, a major road and rail transport corridor to London, two universities, and unique natural capital including the coast, South Downs National Park and the UNESCO Biosphere.
- 1.5 The overarching aim of the Board is to protect and grow the economy by co-ordinating economic development activities and investment at City Region level. By joining together places and working collaboratively to build on the area's economic assets and unblock its barriers, the City Region will be able to fulfil its economic potential to become one of the United Kingdom's top performing urban economies.
- 1.6 To that end the Board has been successful, as it has helped to secure over £160m in Local Growth Funds (LGF) through several funding rounds to support projects across the City Region. A further £48m has been secured from the Housing Infrastructure Fund (HIF) to unlock the development of key strategic sites where progress has stalled.
- 1.7 Since 2014 the Board made good progress in creating a strong brand that is recognised by Government, investors and key stakeholders. Through the Board's activities there has been an increased profile for the City Region. This has helped the region to engage with Government.
- 1.8 In October 2018 ADC requested to become a member of the Great Brighton Economic Board and in June 2019 ADC formally accepted the invitation to join the Board and become a constituted member. The council's application set out the benefits to ADC of becoming a member which included:
- Arun would have an active involvement and engagement with the LEP in relation to the production of their future investment priorities and strategies and aligning pipeline projects to strategic priorities.
 - Arun exhibits strong economic and functional relationships with Greater Brighton and membership would give scope to explore coordinated investment.
 - Arun's membership of the Board would provide funding opportunities to central government funds or to Local Enterprise Partnership to support local pipeline projects.
 - Membership could also pave the way for other local partners to become formally involved in the work of the Board, such as the University of Chichester which has strong links and growth plans in Arun and would complement existing higher education partner members.
 - Build a stronger strategic level influence with central government to push for transport infrastructure improvements.
- 1.9 The Board meets quarterly with the Leaders of the member Council's and Chief Executive's. A monthly programme Board meeting is also supported by the Group Head of Economy.
- 1.10 At the last meeting of the Board on 20 July 2021 the key items discussed were:

- Crawley Recovery Focus – a presentation from Crawley BC regarding the impact of the closure, due to the COVID 19 lockdown, on Gatwick airport and the Crawley community. They also set out the interventions planned to assist the towns recovery.
- Greater Brighton Recovery: Where next? The Board wishes to play a leading role in economic recovery in the region post-pandemic. It is recognised that the 2019 Five Year Priorities may need refreshing. Carbon neutrality is becoming increasingly important, issues and opportunities surrounding Britain's exit from the European Union are becoming clearer, and the COVID-19 pandemic has seen public spending to support businesses and jobs soar. The Board has recommended research is commissioned to provide a snapshot of the City Region economy as it emerges from the pandemic, to outline the shape of recovery and identify stress points. These findings will be used to re-focus the purpose and ambition of the partnership. A report outlining how partners can pool resources and work collectively to deliver outcomes that benefit all members will be ready to go to the 1st February 2022 Economic Board meeting.
- Greater Brighton Low Carbon Economy Blue/Green Print - The Board has strategic commitment and allegiance with the GB10 Pledges and recognises that transitioning to a net zero carbon region is vital to sustaining and optimising the economy.

The Board has agreed to the development and production of a net-zero innovation led economy Investment Plan (Blue/Green Print) to use as a lobbying tool. This will have the ability to strengthen and align public investment with business investment, improve consumer confidence and outline the region's investment requirements to be leaders in the UK's green industrial revolution and transition to net zero. It will demonstrate that the Greater Brighton area can be an exemplar to government about how to decarbonise a small city, rural communities and coastal areas and will assist in future discussions with government and negotiations on funding.

It has agreed to attend, support and promote the events taking place across the region in the lead up to COP26 this November in Glasgow and has tasked officers to look at hosting a Greater Brighton led Climate Summit in October 2021 to showcase the work and current aspirations happening within the region as part of the preparation for COP26 and our collective action to address the climate crisis whilst promoting economic recovery.

- Creation of a Greater Brighton Retrofit Task Force - The Board have supported the establishment of a Greater Brighton City Region Retrofit Task Force to ensure the city-region's homes and buildings are fit for a zero carbon future. This work will be overseen by Lewes District Council and led by the University of Brighton. The Task Force not only builds on the region's strength in terms of ability to support immediate challenges, it helps to develop solutions that takes us beyond the 2030 plan for decarbonisation and identifies whole life cycle decarbonisation approaches.

The Task Force objectives are to:

- outline how public sector home and building improvements can take place on a mass scale across the region, while identifying opportunities to boost new skills, create good jobs, and drive investment in low-carbon industries.
- Identify and promote long-term changes to energy usage, increase private sector engagement with the whole-life cycle decarbonisation agenda.
- Future proofing our private and public buildings within the region.

These goals meet Greater Brighton’s carbon reduction targets by 2030 and support a sustainable economic recovery from the pandemic by creating the conditions and supply chain to support the wider decarbonisation agenda.

The Board acknowledged that this agreement is in principle whilst some of the detail continues to be worked through noting that local authority members will need to approve to proceed through their own processes. The Task Force will report back on emerging findings in April 2022, with the completed Asset Management Plan and Roadmap in October 2022.

- Greater Brighton Food Plan - The UK’s food system contributes to a large amount of economic activity. The Board have supported this proposal to proceed with scoping out a Greater Brighton Food Plan. Coast to Capital is one of the largest horticulture areas in the UK, employing upwards of 9,000 FTE jobs providing more than £1 billion of production. A food plan for the city region provides an opportunity to plan, support and build a sustainable and climate resilient economy. The proposed Plan will align with the current UK government (National Food Strategy) and international work to develop sustainable, resilient, healthy and fair food systems. The draft Food Plan will be presented to the Board in April 2022.
- Greater Brighton Investment Programme – Progress Update on the local Growth Fund (LGF) Growth Deal Rounds 1, 2 & 3.

2. PROPOSAL(S):

Feedback report

3. OPTIONS:

Not applicable

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:		
None		

7. REASON FOR THE DECISION:
 Feedback report

8. BACKGROUND PAPERS:
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ARUN DISTRICT COUNCIL COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES

Report to Corporate Policy and Performance Committee – 1 September 2021

Name of Meeting:	West Sussex County Council's Joint Climate Change Board
Date of Meeting:	7 July 2021
Report by:	Councillor Samantha-Jayne Staniforth
Committee:	Corporate Policy and Performance Committee

These are my notes from the Joint Climate Board meeting. Both Philippa Dart, Director of Services, and I attended. I previously attending this as Cabinet Member also.

The Joint Board is a place for Officers and some lead Councillors to go along and listen to what other areas are doing towards their Climate Crisis agenda. There was one other leader there this time, but mainly Officers and a few Councillors. It is not a place for speeches, asking for things or general debate. It is purely to see what others are doing and hopefully helping everyone to work towards the same environmental goals. It can be really informative, and it was great to hear positive things going on in all areas.

So, my notes are just that, notes of what I heard, and of course I am happy to answer any questions.

Draft West Sussex Transport Plan

Daniel Lemmings, Transport Manager, Chichester

In 2026 the current plan expires but a bit out of date already so needs reviewing. New plan must support Councils' objectives and be fundable, economic, environmental and include social issues.

The transport network sets out the vision and objectives to include:

- Active travel
- Shared transport
- Rail Strategy
- Access to Gatwick etc

The Vision: carbon neutral, clean air, electric charging, net zero 2050 through electric services.

Planning on less cars on the road with good transport links.

The thematic and area strategies:

Active travel plan such as walking, riding, scooters

Shared transport: buses, mobility services, access network, but priority for congestion. Rail network for long distance connections,

Access to Gatwick, shared transport

Road network Strategy: To improve strategic routes,

Area transport strategies: 8 place-used strategies, new local plans with long and short term strategies

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

Report to Corporate Policy and Performance Committee – 1 September 2021

Implementation:

Action plan to include short term actions over next 5 years, which will be reviewed annually and again in full every 5 years. Local plans can then be updated.

Delivery will be dependent on funding, resources and partnership working.

Priority on how things fit with existing policies, and value for money.

Support the implementation by monitoring the direction of travel for direct and local impacts such as environmental.

Consultation will be from 16 July 2021

Adoption of the plan will go to Full Council 18 February 2022 - WSCC

Questions asked by others:

Network rail partnership, how will we influence them in working together?

We work with transport for the south east so hoping that relationship may help.

Do you have any specific carbon reductions targets?

Nothing set yet, as funding still uncertain. We are setting out a direction of travel though.

When we last heard, Stagecoach was asked if they were getting electric buses. They didn't have any plans. Has this changed?

Compass and metrobus operators and stagecoach have been asked. Stagecoach have worries over electric not really being the solution for buses. This is seen across the industry and they are more looking at hydrogen. (Hydrogen Sussex group). We think this is the way it will go. Surrey CC are also looking at this.

The elephant in the room is the pop-up cycle lanes which didn't work that well - mixed reception. How do we take the public with us on this, given cycle lanes are not that popular?

The approach we have taken is that we will consult early on for active travel and prioritise things that will increase in demand. Routes with most gains. Taking into account the impact. Best value for money routes, feasible and supported by stakeholders. This could be down to political lead. The Shoreham cycle scheme has been more successful which seems to be because they have been talking to Parish Councils and residents and the engagement has taken a lot of time. Focusing on the things with a good level of support is good.

Vauxhall have opened a new line of electric vehicles, making it more affordable with government funding. How will we get congestion down if people have electric cars still blocking up roads albeit electric ones?

Not all A roads are strategic, A27 is under pressure of course and we want to address those issues - Strategy states we will improve the efficiency of the routes, rather than making new roads, looking at pinch point junction improvements - some schemes already in the pipeline. Funding for the next 5 years should support this, following more development. Highways England decide how the improvements are delivered. Arundel, Chichester, and Worthing bottle necks are being focused on.

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

Report to Corporate Policy and Performance Committee – 1 September 2021

Air Quality

Direction of travel. There are 11 air quality management areas in the County. 2-3 years the improvements in air quality in some areas. Some local authorities are thinking of un-declaring those areas as they are below the national quality standard.

Difficult to make long term judgements as 2020 was not a typical year. Transport plan relates to air quality plans, priority for the next 5 years.

More electric vehicles should mean a fall in levels over the years too.

In Chichester there are 2 showing compliance. Orchard Street and Stockbridge Roundabout. Reasons for this we do not know, but assuming engine technology. There is a plan out for consultation. Midhurst Rumbles Hill is consistency high - although not a busy road, air can't blow away and gets trapped.

Waste

Proposal to develop a joint resources and waste plan for West Sussex. They are trying to develop a new joint Strategy, and as the current one is out of date. Overseen by Environmental Directors Group and Strategic Waste Officers Group SWOG.

This is driven by reducing carbon, recycling targets (currently 53%) 55% by 2025, 65% by 2035.

New duties of separating food waste and other recycling materials.

New funding streams – do not know size, but producers of packaging will have to pay for collections of waste packaging.

New Government deposit return scheme, on beverage containers. Which has big knock on effects down the line for collections. We all must work together to align the collections. New review sets out a common vision, agreement over Districts and Boroughs, consistent education, and communication to public. Same plan across all areas if possible.

We want to outline a proposal to the SWOG on 15 July 2021 and draft a more fully worked up scheme for our Climate Board October meeting, linking results from trials across the board.

Public consultation spring 2022 and then implement with a timeframe 2022/23.

Q&A

If we are serious about this, we need to show commitment to waste, Horsham have set up a re-use shop opposite the tip, to try and move towards waste minimisation. Hertfordshire has a re-use shop at every tip placement. Directing waste away from tips.

This will be picked up at the review for similar strategies

Food waste led by Government is the most significant change we can make to improve recycling rates. How do we know Districts and Boroughs are looking at this seriously rather than just doing it because of the impending Government guideline?

The feeling of the Environment Director is that we should work towards all of this, regardless of Government dates, and hopefully implementing sooner.

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

Report to Corporate Policy and Performance Committee – 1 September 2021

Chichester already separates food waste, how is this qualified as carbon reduction? Arun is doing 321, Worthing only have 140L bins, nervous on the 321 with smaller bins.

County do not set the service they just advise, the trials are to explore these issues, such as what bin capacity do residents have/need. Then the system implemented will be based on this information gathered.

Carbon impact, food separation - do not count in recycling rates. We need make sure it does as it is used in agriculture etc - but it is the overall waste reduction we need to look at. This is the big gain, even if we need extra resources to collect it.

321 food trial - Philippa Dart

Philippa talked about our trial on food and hygiene separation, which is funded by the West Sussex Waste Partnership. Exciting as we have a weekly service still. The trial gives us an opportunity to move forward in line with our climate crisis announcement. We also talked about our subscription green service. The whole project has involved a lot of work in comms, education, etc. We started in May 21, 1500 cross section of housing. Second phase due in September with 300 different properties such as HMOs and flats, in more challenging areas. This has involved massive communication and a project team that meets regularly to assess how it is going and adapting as necessary.

85-88%

High tonnage of food waste, shows food wasted. From the initial outset though, the food starts to dramatically reduce as people see what they are throwing out - behaviour change, realisation of money being wasted too.

Less residual waste as food taken out.

150 people are now using absorbent hygiene service.

Our rates are good for recycling.

Some of the communal flats and bins have not worked as well as hoped and these are being targeted now, adapted, and working better.

Seeing 43% up to maybe 60% food waste.

What will happen to properties after trial? As Government dates are 2023 to start this.

No formal decision has been taken yet. Intention is to continue if residents are happy and running smoothly. There is funding available to continue, which is great. If the Government put back dates, we would have to talk about that but assuming it does stay the same WSCC are continuing to fund this.

Where is the food taken and do we need to prove this collection system is better?

Yes, we do need to show we are collecting to the same quality standards. Should be easy through Ford MRF?

Material currently goes to anaerobic digester near Basingstoke, as nowhere here that offers this. Long term we need to provide this within the County. Must all work together to make sure it is processed at the same time to make this work successfully.

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

Report to Corporate Policy and Performance Committee – 1 September 2021

Decarbonising homes, boilers etc. Louise from Crawley, how they plan to do it:

The paper shows how we are working together to achieve this lower carbon within their housing stock, also maybe relevant to private housing. Crawley still owns most of its social housing. 8,000 properties, working on improving energy via upgrades to boilers, windows etc. “net zero collective” joined the group, discuss renewable energy technology. Heat pumps etc. The plan is to do a large retro fit of the properties. Research into looking at differing types of properties and how they perform and then planning the retro fit. Paper shows how this will be delivered, in a scalable manor creating jobs too. 10 homes differing types were put forward, differing construction fitted with monitoring equipment. Data over 6 months. Just got outcomes, with University of Southampton who crunched all the data.

Looking at carbon savings and costings, making a plan to apply across all the properties.

20,000 estimated average cost per property. Some property types cannot be retro fitted due to construction, cost, decarbonised etc.

Flats with solid wall insulation not always possible as some now been privately bought within the block.

Over next year they will be developing a plan to move forward.

Retro fit grants for private homes, using their research model. They have some funding for training for delivery, as there will need to be lots of people for the retro fitting.

COP26, is an Environmental conference, Glasgow, October this year - International event.

Residents need to know what we are doing as a Council for COP.

Schools, pack launches lunched by PM. Activities are needed for Nov/Dec as part of this. Also, for young people, school leavers.

Next meeting October to be set.

Focus on:

Environment Bill (SJS needs to read up on!) and implications.

Biodiversity and Nature Record Networks will be presenting

Sussex Wildlife Trust also joining us.

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Corporate Policy & Performance Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
Committee TORs Local Council Tax Support Scheme Contain Outbreak Management Fund (COF) Caravan Sites and Control of Development Act 1960 The Council's Response to the Covid-19 Pandemic Corporate Plan 2018-2022 – Quarter 4 Reporting Supplementary Estimate to Cover Costs Awarded Against the Council in Appeal P/58/19/PL Supplementary Estimate to Cover Costs for Defending an Appeal on Land South of Barnham Station, Barnham Minutes from Planning Policy Committee – 1 June 2021 – Consideration of Recommendation – Deliver of West Bank Strategic Allocation Work Programme	Solomon Nigel Carolyn Martlew Carolyn Martlew Nat Slade Nigel Lynn Jackie Follis Neil Crowther Neil Crowther Karl Roberts All	17 June 2021	6pm	14-Jul-21
Draft Outturn Report 2020/21	Carolyn Martlew	1 September 2021	6pm	15-Sep-21

Corporate Policy and Performance Committee - Work Programme

Budget Process – 2022/23	Carolyn Martlew			
Feedback Report from Outside Body – Greater Brighton Economic Board – 20 July 2021	Denise Vine			
Feedback report – Update on County Local Committees including Joint Arun Area Committees	Jackie Follis			
Feedback report – Joint Climate Change Board – confirmation of Outside Body Representative and Feedback Report following meeting on 7 July 2021	Verbal and Feedback report from Cllr Staniforth - TBC			
Financial Prospects Report	Carolyn Martlew	14 October 2021	6pm	10-Nov-21
Climate Change Update Report	William Page			
Budget Monitoring Report	Carolyn Martlew	9 December 2021	6pm	12-Jan-22
Corporate Plan 2018-2022 – Quarter 2	Jackie Follis			
Council Budget 2022/23	Carolyn Martlew	10 February 2022	6pm	09-Mar-22
Corporate Plan 2022-2026	Jackie Follis			

Corporate Policy and Performance Committee - Work Programme

Budget Monitoring Report	Carolyn Martlew	31 March 2022	6pm	11-May-22
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