



Public Document Pack

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager Jane Fulton (Extn 37611)

23 August 2022

POLICY AND FINANCE COMMITTEE

A meeting of the Policy and Finance Committee will be held in **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 6 September 2022 at 6.00 pm** and you are requested to attend.

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

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

1. Where a member of the public wishes to attend the meeting or has registered a request 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, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

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, 30 August 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

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

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

- 1) the item they have the interest in
- 2) whether it is a pecuniary/personal interest and/or prejudicial interest
- 3) 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 Policy and Finance Committee held on 30 June 2022, as 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 REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

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

6. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution: -

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

7. STRATEGIC OPTIONS FOR THE REGENERATION OF THE REGIS CENTRE - EXEMPT [30 MINUTES] (Pages 13 - 22)
This report sets out the strategic options for the regeneration of the Regis Centre, Bognor Regis utilising Levelling up Fund grant funding.
8. REGIS CENTRE HEADS OF TERMS REPORT - EXEMPT [30 MINUTES] (Pages 23 - 32)
This report sets out proposed heads of terms in relation to lease arrangements for the Regis Centre and an associated development opportunity for approval.
9. LITTLEHAMPTON SEAFRONT PROJECT - UPDATE [30 MINUTES] (Pages 33 - 38)
This report provides an update on progress and requests that the draft design is endorsed ahead of stakeholder engagement, and that the heads of terms budget figure is increased to accommodate the Changing Places toilet grant award.
10. BUDGET MONITORING REPORT [15 MINUTES] (Pages 39 - 54)
The budget monitoring report appended to this report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of June 2022.
11. REVENUE AND CAPITAL OUTTURN 2021-22 [15 MINUTES] (Pages 55 - 72)
The appended report provides a summary of revenue and capital outturn expenditure for 2021/22 and compares this expenditure with the approved budget.
12. BUDGET PROCESS 2023-2024 [10 MINUTES] (Pages 73 - 78)
The report provides a summary of the budget process for 2023/24 for Members' consideration and approval.
13. EQUALITY, DIVERSITY & INCLUSION POLICY [15 MINUTES] (Pages 79 - 88)
A revised Equality, Diversity and Inclusion policy was approved at the Formal Unison/Employer Consultation meeting on 22 June 2022. The policy requires approval at Finance and Policy Committee.

ITEMS PUT FORWARD FROM SERVICE COMMITTEES

14. ENVIRONMENT COMMITTEE - 14 JULY 2022 AND FINANCIAL REPORT [10 MINUTES] (Pages 89 - 100)

To consider a recommendation from the meeting of the Environment Committee held on 14 July 2022 in relation to Options for Introducing Further Controls on the Quality of Houses in Multiple Occupation and the Financial Implications covered in the report.

The recommendation can be found at Minute 142

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

There are no updates to be received for this meeting.

15. WORK PROGRAMME 2022-23 [5 MINUTES] (Pages 101 - 102)

For information only.

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

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

Public Document Pack Agenda Item 3

Subject to approval at the next Policy and Finance Committee meeting

63

POLICY AND FINANCE COMMITTEE

30 June 2022 at 6.00 pm

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

Councillors Bower, Chace, Mrs Cooper and Goodheart were also in attendance for all or part of the meeting.

102. WELCOME

The Chair welcomed Members and Officers to the meeting and extended a very warm welcome to Daniel Bainbridge the Council's newly appointed Group Head of Law & Governance and Monitoring Officer.

The Chair also welcomed Non-Committee Councillors present being Councillors Bower, Chace, Mrs Cooper and Goodheart.

103. APOLOGIES FOR ABSENCE

There were no Apologies presented to this meeting.

104. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

105. MINUTES

The minutes from the meeting of the Committee held on 31 March 2022 were approved by the Committee as a correct record and were signed by the Chair at the conclusion of the meeting.

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

The Chair confirmed that there were no urgent items for this meeting.

107. PUBLIC QUESTION TIME

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

Policy and Finance Committee - 30.06.22

108. START TIMES

The Committee

RESOLVED

That its start times for meetings for the remainder of the Municipal Year be 6.00 pm.

109. SUPPLEMENTARY ESTIMATE TO DEFEND PLANNING APPEALS AT CHANDLERS, ANGMERING (A/1101/21/PL), RUSTINGTON GOLF CENTRE (A/129/21/PL), WORTHING ROAD (A,168/21/PL) AND PAGHAM ROAD (P/178/21/OUT). THIS WILL ALSO COVER THE COSTS AWARD AT SHIRPNEY ROAD (BE/109/19/OUT)

The Group Head of Planning presented his report to the Committee. He explained that four public appeals had been submitted all in close succession of each other. Normal practice was to receive one at the most every one or two years and so to receive this level was highly unusual. The Planning Department did not have the capacity in house to deal with the volume of work for all four of those appeals. The Group Head of Planning then explained the appeal costs as outlined in his report and why a supplementary estimate of £100,000 would be sufficient to cover all costs highlighted.

The Chair invited questions from the Committee. A couple of questions were asked in recognition of the fact that £100,000 was a significant amount of money. An observation was made that the current appeals had all been refused under delegated authority, which was positive, but the question that needed to be asked was whether the appeals were happening because of the presumption in favour of development and because the council was not complying with the Government's demands for house building in the area. Were developers seeing opportunities to make demands and submit planning applications on sites outside of the local plan, with the expectation that the applications would be granted on appeal? What progress was the council making on putting this situation right? Another question was asked in relation to the Fitzalan Road acoustic barrier as it was understood that the acoustic advice given had been provided by the Highways Department at West Sussex County Council. Was there merit in negotiating with WSCC to meet some of these costs, especially as the height of the barrier was felt to be unnecessary for the noise and volume of traffic along that road.

The Group Head of Planning responded. He outlined that the appeals had been applications refused under delegated authority. He stated that the council had had the presumption in favour of sustainable development imposed upon it for over 2 years now and so this was not a new issue. There had also been some substantial appeals held recently such as Tarrs Farm, Barnham which because of the situation the council was in with its housing land supply and the high targets imposed, developers were taking a chance at appeal because it was a process and a system that was heavily in their favour in terms of applying that. It could not be said with absolute certainty that the council would win the appeals in front of an Inspector that might give way to other

factors. Turning to the Fitzalan Road acoustic barrier, it was confirmed that WSCC did not get involved in the process in terms of the noise effectiveness of the barrier. They had only become involved in the technical aspects when Persimmon Homes had handed over the maintenance and management of the structure. It had been the council's Environmental Health team that had dealt with the noise implications and the noise surveys that the applicants submitted at the time of the planning application.

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

The Committee

RECOMMEND TO FULL COUNCIL

That a supplementary estimate of £100,000 is agreed in order to defend appeals taken on planning applications A/110/21/PL A/168/21/PL, A/129/21/PL and P/178/21/OUT to cover the costs award in respect of BE/109/19/OUT and to carry out further work required on the Fitzalan Acoustic Barrier.

The Band D equivalent for a £100,000 supplementary estimate is £1.58.

(During the course of the debate on this item, Councillor Walsh declared a Personal Interest as a Member of West Sussex County Council).

110. COMBINED CLEANSING SERVICES CONTRACT EXTENSIONS - FINANCIAL IMPLICATIONS

In the absence of the Interim Group Head of Corporate Support and Section 151 Officer, the Interim Financial Services Manager joined the meeting virtually and presented the report to the Committee. He explained that at its meeting held on 19 May 2022, the Environment Committee had considered a report entitled 'Combined Cleansing Services Contract' and had made decisions that had significant financial implications for the council. This report explained those implications.

Working in line with the Constitution, it was necessary for this Committee to confirm that the finances needed would be available. The Committee was therefore being requested to recommend to Full Council supplementary estimates to regularise the budget position for 2022/23 and future years.

Various questions were asked about costs. Clarification was sought in terms of whether the extra costs were a result of not proceeding with the food waste collection due to start next year. It was explained that the additional costs resulted from the council deciding to continue with its existing service. It was highlighted that the costs as set out in the report reflected the current position, however Members were reminded of the inflationary pressures that existed in the economy at the moment and the impact this was having on the cost of living. It was possible that as a result of those pressures the council would need to revisit these costs.

Policy and Finance Committee - 30.06.22

Other comments made were that the Environment Committee had made a sensible decision to continue with the current service until more was known about Central Government funding for food waste.

The recommendations were then proposed by Councillor Dixon and seconded by Councillor Roberts.

The Committee

RECOMMEND TO FULL COUNCIL - That

(1) It approves a supplementary revenue budget of £180k in 2022/23 to fund the increase in cost of the contract indexation as agreed for year 6 of the current contract and 2 months of the new contract. This equates to a Band D equivalent tax of £2.86; and

(2) It approves a further supplementary revenue budget of £109k (£655k full year effect) plus appropriate indexation in 2022/23 to fund the increased cost of continuing current weekly refuse collections in February and March 2023. The £109k for 2022/23 equates to a Band D equivalent Council Tax of £1.73 (and the £665k equates to a Band D Council Tax of £10.40).

111. LITTLEHAMPTON SEAFRONT PROJECT

The Principal Landscape and Project Officer presented her report highlighting that it provided a general update as to how this project was progressing. She focused Members' attention on the sections of the report that were relevant to what the Committee was being asked to approve. Firstly, paragraph 1.3 noted the appointment of the consultants through the Southern Construction Framework. It was outlined that the fee submission had exceeded the sum allocated in the Levelling-Up Fund bid and the approval from the meeting of the Committee in December 2021. This had partly been due to the percentage applied previously being on the lower side and because the sum for surveys originally sat in the contingency sums for the project. This meant that there was a need to increase the fees in order to award a contract for the full value and the table in the report illustrated that adjustment.

Paragraph 1.7 of the report looked at the intention of appointing a design and build contractor which would mean that at this stage they could be involved in the preconstruction phases which would help the transition through to construction. Finally, Paragraph 2.2 set out the heads of terms for the procurement process in terms of the scope, contract duration and the form of contract.

The response from Members was that they were pleased to see the project reaching a stage where a contractor could be appointed to meet the tight deadlines that were a condition of the grant. A question was asked over the condition of the drainage system and capacity of the existing toilet provision and whether the council had access

to site maps of the drainage network in the area. Similar issues had been encountered with the Littlehampton Wave project when at that time the council did not have access to drainage maps for the Southern Water pipes and so it was hopeful that Officers could confirm or provide reassurance that this project would not be hit or delayed in this way causing unexpected extra costs as a result of finding unexpected or unknown drainage networks.

The Officer response was that some of this information was already contained in council systems, however, pipes were not always evident. Therefore, some underground surveys would be undertaken next month to map the underground infrastructure.

A due diligence exercise to review the scheme had been undertaken with this process highlighting a number of considerations requiring further investigation. Were any of these serious enough to jeopardise the project? The Officer confirmed that at this stage it was not possible to answer – the process of survey work and the collection of data would help the consultant team to pull all information together and from that it would then be achievable to identify any causes for concern.

Although Members of the Committee welcomed the update provided and applauded the progress being made with the project, there was one Member who felt that communication around LUF projects had been sporadic and he sought a commitment from Officers to have regular updates planned for future meetings of the Committee. The Chair referred Members to the Committee's Work Programme which detailed when these updates would be received.

Having had the recommendations proposed by Councillor Cooper and seconded by Councillor Roberts,

The Committee

RESOLVED – That

- (1) It approves that the budget for the procurement of multi-disciplinary services for RIBA Work Stages 0-7 is increased from £460,340 to £549,357 to be contained within the project budget; and
- (2) Authority be given to carrying out a procurement process for the appointment of a design and build contractor to provide pre-construction and construction services in accordance with the heads of terms in 2.2 of the report.

112. LEVELLING-UP FUND, ROUND TWO BID

The Chair invited the Business Development Manager to present her report. She outlined that the report was asking the Committee to endorse the submission of a bid for funding to the Levelling Up Fund Round Two for funding to support the Arun Cycle Way project in Arundel and Littlehampton.

The Committee was reminded that a total of up to £20 m was available for non-transport projects and this project was not seen to be a transport project. Members were also made aware of the fact that the deadline for submission of this round of completed bids was 6 July 2022 and that submitters of bids needed to be able to demonstrate spending from the fund in the 2022-23 financial year. This was an important development project to put forward as it sought to deliver both a leisure cycleway down to the western bank of the River Arun and would provide delivery of a commuter route between Arundel and Ford station, along Ford Road and beyond the A259, providing a wide range of economic and health and wellbeing benefits.

It had been vital to have a developed bid to put forward and Members were reminded that the Economy Committee had agreed last year to the further development of this project, with this work having now been completed. Also, as the Council had already been successful in achieving funding from Round One of the Levelling Up Fund for projects in Littlehampton and Bognor Regis, this project was sighted as suitable for submission. Members were also reminded that the number of applications to the Levelling Up Fund were allocated by Parliamentary constituency. As Arun had three Parliamentary constituencies it could submit a further application to Round Two covering the constituency area of this project.

Section two of the report detailed the proposals in place and that it was hoped that the parts of the commuter route not covered by this project could be delivered through a mixture of Community Infrastructure Levy funding, capital from WSCC and a bid to National Highways using what was referred to as Designated Funds. The report covered the predicted costs of the project and that consultation with landowners had taken place as this needed to be provided as evidence when the bid was submitted.

In discussing the project, the project was welcomed by the Committee with Members acknowledging the benefit for the district and ward areas.

In looking at the recommendations, an amendment was requested by Councillor Roberts to Recommendation (2) with the additional wording shown in bold as set out below:

“Authorises the Director of Place/ in consultation with the Chair of the Policy & Finance Committee to finalise the bid documentation and make changes as considered appropriate without changing the core message or details”.

This amendment was seconded by Councillor Dixon.

A further amendment was then requested to add in the words **Chief Executive** after the Director Place.

On these amendments being put to the vote they were declared CARRIED.

Further discussion on the project saw some Members referring back to the process that had been put into place when compiling the LUF Round one bids which they felt had been far more consultative. The benefits of a Working Party of Members established to consider the Round One projects were highlighted. For Round One, the establishment of a Working Party had allowed Members to submit suggestions for the bid and to then refine the detail of the bids selected. Despite the tight deadline in place, there was feeling that it would have been beneficial to Members if a similar approach could have been taken with this submission. Questions were also asked as to whether the council had the required officer capacity to develop this project, if approved and in the timescales dictated by Government. The Chief Executive responded stating that the council had committed to this project formally already and as an agreed priority for the council, would have always approached any funding stream to support it as it had been confirmed as a priority. On officer capacity, this was partly why he and the Business Development Manager had developed the project further. It was a live existing project that would continue irrespective of funding sources but would require a bid for additional resources to ensure that the council was adequately resourced to progress it. Part of the process being worked on currently was looking at zero based budgeting as an organisation to identify headroom within the overall budget to allow the council to bend its resources to meet the vision document that the council had adopted, with the economy being one of the four major strands pushed forward. The council was in a point of transition and would be bringing forward subsequent requests for resources to deliver its priorities and vision.

Returning to the bid, concern was expressed at the statement made earlier that this project was not a transport plan. It was the view of one Member that cycling routes were part of transport strategies. Concerns were also expressed over the costs quoted in the report which were seen as high for a cycle route of this length. Other questions focused on what would be the effect of running this bid alongside the existing bid from Arundel Town Council, supported by this Council and WSCC, for the central commuter route along Ford Road and had these consultations taken place. Other concerns expressed were over connectivity and concerns that the project could end up with a not very well connected junction. The section between Ford Station and the River at Littlehampton was a vital component which should be included. Further concerns over connectivity at the southern end with the existing south coast cycle path and the connections around the Tesco roundabout and bridge over the River Arun were raised as these still needed to be resolved.

Responses were provided to these concerns. Officers had studied the LUF guidance which had confirmed this project as not being a transport bid. Referring to the link to the Arundel project, Arundel Town Council was not bidding to LUF and so there was no direct conflict, any inclusion of this part of the route meant that it would have to be submitted through Arun or WSCC. The southward route from Ford Station was being funded by developers via the CIL process and Officers outlined that they were fully

Policy and Finance Committee - 30.06.22

aware of the concerns towards the south end and would seek to address these but not before the bid was submitted. The Chair also confirmed that for the commuter route, WSCC was in discussion with National Highways over funding.

Other Councillors expressed their enthusiasm for the project sighting its huge benefits for the district as well as enhancing the connectivity of the towns which would also promote visitor economy. Questions were then asked about the ten per cent match funding and how would this be found. It was confirmed that this would be funded from CIL funding.

Following some discussion about possible Round Three bids and ideas, the recommendation was then proposed by Councillor Cooper and seconded by Councillor Roberts.

The Committee

RESOLVED – That

- (1) It endorses the submission of a bid for funding to the Levelling-Up Fund for funding to support the Arun Cycle Way project in Arundel and Littlehampton; and
- (2) It authorises the Director of Place or Chief Executive in consultation with the Chair of the Policy & Finance Committee to finalise the bid documentation and make changes as considered appropriate without changing the core messages or details.

113. UK SHARED PROSPERITY FUND - INVESTMENT PLAN

The Group Head of Economy in presenting this report provided a short presentation to the Committee.

The Committee was informed that the report explained the UK Shared Prosperity Fund and the preparation of the council's Investment Plan. The UK Shared Prosperity Fund was the Government's domestic replacement for the European Structural and Investment Programme (ESIF) which the UK continued to participate in until 2023. The ESIF programme was essential for local regeneration, employment and skills. The Government had published its prospectus for the UK Prosperity Fund in April 2022 inviting councils to prepare an Investment Plan. Many councils across the country had been awarded a grant from this fund with this council's grant being £1.083 m which needed to be spent over three years. A condition of receiving this money was that councils had to prepare an investment plan confirming how this money would be spent. The programme set out the priorities that should be focused on, which were community and place; supporting local businesses; people and skills with the council being required to consult with its communities and stakeholders on what should be included within the Investment Plan. This had been achieved through a process of consultation with the list of stakeholders having been attached as an appendix to the report. Stakeholders had had the opportunity to feed back to the council on what they felt

should be included as project ideas and local priorities. This process had been concluded with 118 project ideas being put forward. Moving forward, the process now was to collect that information, to understand what the themes and focuses were and to see if these matched with the council's local priorities prior to matching these against the council's vision. The slides before the committee were then explained highlighting that each project or theme had to have an input and an outcome matching the Government's interventions which were explained.

In developing the Investment Plan for the council, the confirmed three themes of the fund were explained in further detail and that there was a need for the council to be able to demonstrate how its plan would contribute towards these.

Arun's funding was explained and what could be spent and when. It was highlighted that the council was at the preparation stage of its plan which had to be submitted on 1 August 2022. Once the plan had been completed and if accepted by Government, it was explained that the council would consult further with its partners and stakeholders explaining the framework of the plan and inviting them to put more substantial bids forward that the council could then assess and hopefully support.

The Chief Executive confirmed that the Economy Committee would be included as part of the discussions as to how the council would handle the priorities discussed and that there was opportunity for a Member Briefing or Working Party to be organised if this would be of benefit.

Many questions were asked by the Committee in considering this item. It was felt that it was vital for the council or this committee to see the final plan before it was submitted rather than having to accept that it aligned to the council's vision. Many Councillors wanted to see what the council was bidding for and whether these aligned to Councillors' visions. A suggestion was made as to whether this could be brought to the Special Meeting of the Committee on 18 July 2022. The Chair highlighted that the meeting on 18 July might not be proceeding but that he could see no reason not to provide Councillors with a copy of the Investment Plan prior to its submission. Upskilling and Job Creation were highlighted as key priorities. A further request was made that the finalised Investment Plan be shared with the Economy Committee if that met prior to the August deadline and if that was not possible that the Plan be circulated to Members of that and this Committee in advance of the submission deadline.

The Group Head of Economy provided reassurance to Members in that the intention of the Plan was to provide notional indication within it as to how much budget would be set aside for each of the three themes. Year 3 of the plan had the most money in it and would be when most activity would occur with the plan giving an indication as to the outputs or outcomes of this work which would align with the council's corporate priorities and economic development strategy. Years 1 and 2 of the Plan would prepare for this.

Following further discussion and having had the recommendations proposed by Councillor Cooper and seconded by Councillor Roberts,

The Committee

RESOLVED – That

- (1) The outcome of consultation with local partners be noted and it notes how the consultation has been taken into account in preparing the required Investment Plan, the priorities of the Government as set out in the 'outputs and outcomes' document and the priorities of this council in determined the content of the Investment Plan;
- (2) Delegated authority be given to the Chief Executive in consultation with the Chair of the Policy & Finance Committee to make any changes necessary to improve clarity, understanding and then submit the completed Investment Plan to the Government;
- (3) The Committee accepts the UK Shared Prosperity Fund conditional grant from Government; and
- (4) The Committee authorises the Chief Executive to process, assess and where appropriate approve applications for funding from local partners in accordance with the details of the approved Investment Plan.

114. CORPORATE PLAN AND SERVICE DELIVERY PLAN 2018-2022 - QUARTER FOUR/END OF YEAR PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2021 TO 31 MARCH 2022

The Group Head of Policy presented this report confirming that it set out the End of Year Performance of the council and covered the final year of the Corporate Plan with the appendices of the report providing performance figures for the past four years. Looking forward there would be an annual report covering other issues and key milestones on the performance of the council which would be reported to this Committee at its October 2022 meeting.

The key performance headlines had been set out within the report and it was outlined that the first report of the new vision indicators would be coming to this Committee in September 2022.

The Committee focused firstly on those indicators that had been coloured in red – indicators that were failing their targets. These were:

- CP7 – Homelessness applications where homelessness is prevented. It was felt that the council needed to lobby the Government for additional funding as during Covid it had been proved successfully that with adequate funding in place – homelessness could be massively reduced.
- CP11 – Household waste sent for reuse, recycling and composting – what was being done to advance the move to food waste

- CP8 – Number of new Council homes built or purchased per annum
- SDP 5 – Occupied retail units in Bognor Regis – the work of the Bognor Regis Business Improvement District (BID) was praised which had assisted in improving this target
- SDP 6 – Vacant private sector dwellings returned to occupation – congratulations were extended to the council's Empty Homes Officer for her effective work.

Discussion returned to recycling and homelessness and how the council could improve its performance in these areas. Education for recycling was seen as a key issue in terms of educating the public more on what they could and could not recycle and if they could learn about the benefits of recycling and what new products were produced from recycling. Discussion then continued on the following indicators:

- CP9 – Number of new homes implemented – could it be confirmed in writing to the Committee how many new homes had been completed?
- SDP 1, 2 and 3 – concerns were expressed over the length of time it took to determine planning applications and the critical overuse of extension of time agreements which was still continuing and needed to be addressed.

Following further discussion, a proposal was put forward by Councillor Walsh that there needed to be an indicator on planning enforcement which was becoming an issue due to a lack staffing and vacant posts that could not be filled. The request to include this as an indicator was seconded by Councillor Dixon. The Chief Executive reminded Councillors that these indicators were indicators from the previous corporate plan and were effectively now legacy indicators. The Council at previous meetings of the Full Council had already approved its indicators moving forward with the new Vision of the Council. The Chief Executive confirmed that he would take this forward.

115. WORK PROGRAMME

The Committee received and noted its Work Programme for the new Municipal Year acknowledging that it was work in progress and would be expanded further.

(The meeting concluded at 7.58 pm)

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Arun District Council

REPORT TO:	Policy and Finance Committee: 6 September 2022
SUBJECT:	Littlehampton Seafront Project
LEAD OFFICER:	Philippa Dart – Director of Environment & Communities / Joe Russell-Wells – Group Head of Environment & Climate Change
LEAD MEMBER:	Cllr Gunner
WARDS:	Beach Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The Littlehampton Seafront project will implement parts of the Council's Vision by improving infrastructure that supports wellbeing and enabling improvements and activities to increase visitor spend. The project will also meet the town centre aspirations of ADC's Economic Development Strategy 2020-2025.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The Littlehampton Levelling Up Fund project sits within the Directorate plan. Its design will take account of existing maintenance contracts and management strategies.</p>	
FINANCIAL SUMMARY:	
<p>The approved budget for the project is £7,234,201 and is being provided through an external grant from the Levelling Up Fund. The budget breakdown allocates £549,357 to professional fees and £6,684,844 to capital works and contingencies.</p> <p>Additional external funding of £40,000 has been awarded towards the provision of a Changing Places toilet facility with a partnership contribution from ADC of £22,000 for capital works and £9,300 for project management. Authority for the expenditure of the grant was approved by the Economy Committee on 26 July 2022. This additional funding increases the total project budget to £7,305,501.</p> <p>The project costs were compiled for the Levelling Up Fund bid in June 2021. Since that time, a range of economic uncertainties have impacted construction industry costs which have risen considerably. The budget for the scheme needs to reflect the likely costs during the construction period and take expected inflation rates into account.</p> <p>Survey and site investigation information will refine the proposed design and more detailed costs will become available during RIBA Stage 2.</p>	

1. PURPOSE OF REPORT

1.1. This report provides an update on the progress of the Littlehampton Seafront scheme, including outline design proposals which will form part of the stakeholder engagement process.

2. RECOMMENDATIONS

- 2.1. That the draft concept design, as presented, is endorsed prior to engagement with stakeholders and public consultation.
- 2.2. That the budget figure within the heads of terms for the procurement of the design and build contractor is increased from £6,684,844 to £6,756,144 to incorporate the Changing Places toilet capital allocation and management fee.

3. EXECUTIVE SUMMARY

- 3.1. The Littlehampton Seafront project is progressing through the concept design stage and designs are being reviewed against the survey results and budget. This report provides an update on progress and requests that the draft design is endorsed ahead of stakeholder engagement, and that the heads of terms budget figure is increased to accommodate the Changing Places toilet grant award.

4. DETAIL

4.1. Background

Arun District Council has been awarded a £7,234,201 grant from the Levelling Up Fund to (LUF) transform the seafront public realm in Littlehampton. The scheme, which received positive public support during consultation in 2016, will transform the seafront open space, attract more visitors, and boost economic regeneration in the town. The improvements will provide better opportunities to access culture, encourage outdoor activities that strengthen social connections and improve mental and physical health and well-being.

Consultants, Mace Consult Ltd, have been appointed to support ADC in delivering the scheme through the design and construction phases. The consultant team undertook a due diligence exercise to review the scheme scope and costs prior to commencing the RIBA work stages.

At their meeting on 30 June 2022 Policy and Finance Committee approved that the budget for the procurement of multi-disciplinary services be increased from £460,340 to £549,357 to be contained within the total project budget. Committee also approved the heads of term for the procurement of the design and build contractor.

4.2. Surveys

The design team commissioned a range of surveys to better understand any site constraints and opportunities. Surveys undertaken to date include topographic, underground utilities, ecology, building condition, arboriculture and desktop ground investigation. The results of these are being used to inform the design development. Further surveys will be required at a later stage.

4.3. Design

The conceptual design principals for the Littlehampton seafront green were recommended for approval by the Littlehampton and Regeneration Sub-Committee at their meeting on 14 June 2017 and ratified by Full Council on 12 July 2017. The

scheme proposals were refreshed in 2021 as part of the submission to the Levelling Up Fund bid and were endorsed by the Economy Committee on 8 June 2021.

In taking the project to the next phase the Mace design team is working through the concept design stage of the project and reviewing the 2021 scheme against survey outcomes as well as the budget allocation. Draft concept proposals are being prepared for stakeholder engagement prior to public consultation and will be presented at the meeting. The following provides an update on how the different elements of the LUF bid scheme are being accommodated within the scheme:

4.3.1 New social hub, concessions building and showers – the building survey work outcomes has led to the recommendation that new toilet and shower facilities are provided, with the objective of increasing capacity and upgrading to modern standards. In addition, the foreshore facility will be re-provided in a nearby location. The layout of the facilities will need to consider the location of the existing below ground infrastructure and covenants. The reconfiguration of the new buildings will enhance the arrival experience for visitors.

Options for the provision of catering concessions at Banjo Road are being considered which balance the desire to increase food offer on the seafront with the preference to retain local coach parking and a location for the big wheel.

4.3.2 Improved car park landscape – the design of the car park will need to account of existing car parking capacity, the existing drainage infrastructure below the overflow area, the intention to incorporate EV charging point infrastructure and current car parking lighting standards. The site is within flood zone 2 and 3 and the project consultants are aware of flooding incidents at South Terrace. The drainage design will seek to take this into account and work with other agencies such as Southern Water.

4.3.3 Changing Places toilet facility – the new facility is expected to be incorporated within the new toilet block and will follow guidance issued by the Changing Places Consortium.

4.3.4 Additional walkways and the performance space – new walkways are proposed to form part of the final design together with enhancements to complement the existing performance space.

4.3.5 Creation of play activity social spaces – new activity spaces will be created which will be an attraction for visitors, including water play and a range of other facilities such as boules and volleyball etc.

4.3.6 Additional areas of soft landscape and ornamental planting – in keeping with the original design significant areas of the scheme will incorporate new planting. Much focus is being given to ensuring this is sustainable and suitable for a coastal setting.

4.4. Costs

The budget costs included within the LUF bid were high-level because the design was at an early stage. As the design develops a further level of detail will emerge

which will enable the anticipated project costs to be refined. Following the outcome of the due diligence study and the uncertainties in cost, it may be necessary to adjust the scope of the project to fit the budget.

The following are not included within the current budget allowance: contaminated materials, abnormal foundations, FF&E associated with building fit out, increasing drainage/electricity capacity. These would need to be considered as part of design development and may require the use of the contingency sum.

4.5. Procurement

The procurement process to appoint a design and build contractor has commenced through the Southern Construction Framework (SCF). A two-part mini competition will invite contractors on the framework to submit bids with the preferred bidder expected to be appointed in autumn 2022.

4.6. Next steps

Stakeholder engagement will be undertaken in September to review the draft concept proposals and Members will be invited to take part in this process. Following stakeholder engagement, the plans will be prepared for public consultation ahead of a planning application submission. It is intended that designs will be presented to Policy and Finance Committee to approve the frozen design before the planning application is submitted.

The project team is working to deliver the project by March 2024 and will be looking at ways of minimising impact of the construction phase on the 2023 summer season.

The following table sets out the expected work programme:

RIBA 1/2: Survey work, concept design, public consultation, Framework tender to procure design and build contractor	Summer - Autumn 2022
RIBA 3: Detailed design, planning application	Autumn - Winter 2022
RIBA 4: Technical design, construction tender process	Winter - Spring 2023
RIBA 5: Construction phase	Spring 2023 - Spring 2024

5. CONSULTATION

5.1. The original plans for the Littlehampton Seafront were consulted on in 2017. The plans received a high degree of support with some areas requiring further consideration. These included coach parking, shelter, concessions and materials.

The Levelling Up Fund scheme focuses on the area west of, and including, Banjo Road and therefore has a reduced scope and cost from the original scheme.

Following a review of the design option proposals within the funding bid, stakeholder engagement will be undertaken to discuss the evolving designs in more detail, to ensure the scheme functions operationally. Plans will then be prepared for public consultation prior to the submission of a planning application.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. The council is committed to delivering the scheme in accordance with the terms of the Levelling Up Fund grant award, therefore no alternative options are being considered.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. None

8. RISK ASSESSMENT CONSIDERATIONS

8.1. A project risk register will be maintained for the duration of the project. The highest risks to the project are currently identified as increasing costs, delivery within programme, buried services and covenants.

The risks will be regularly reviewed, and mitigation measures considered to reduce the risks.

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

9.1. None

10. HUMAN RESOURCES IMPACT

10.1. None

11. HEALTH & SAFETY IMPACT

11.1. The design team will produce a designer's risk assessment, and the project will be delivered in accordance with the Construction, Design and Management (CMD) Regulations 2015.

12. PROPERTY & ESTATES IMPACT

12.1. The project will result in improvements to council assets as well as the potential for additional assets. These will impact on future planned maintenance budgets.

Covenants and lease arrangements will require review and discussions with relevant parties to mitigate for potential constraints.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. The EIA for the project identifies positive impacts to the following protected characteristics/groups:

- Age – new facilities and creation of social spaces will form part of the project.
- Disability - Changing Places facility is included as a result of successful grant funding.
- While not a protected characteristic the project will also benefit Socio economic disadvantaged groups through the provision of new, free facilities.

The appointed design and build contractor will be required to set out their social value proposals as part of the procurement process.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. The carbon footprint impact of the project will be considered as part of the design phase. Betterment will be looked for in terms of drainage and flooding mitigation. The project aims to achieve 10% Biodiversity Net Gain through new planting on the site.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. Stakeholder engagement with the community safety and crime prevention teams will assess potential issues and opportunities for mitigation.

16. HUMAN RIGHTS IMPACT

16.1. It is not anticipated there will be any impact.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. Sensitive data will be handled in accordance with the GDPR.

CONTACT OFFICER:

Name: Rachel Alderson

Job Title: Principal Landscape and Project Officer

Contact Number: 01903 737946

BACKGROUND DOCUMENTS:

[Levelling Up Fund Bid Submission - Economic Committee 8 June 2021, Item 63](#)

[Levelling Up Fund Projects – Policy & Finance Committee 9 December 2021, Item 504](#)

[Levelling Up Fund Projects – Full Council 26 January 2022, Item 623](#)

[Levelling Up Fund Projects – Bid Submission](#)

[Littlehampton Seafront Project – Policy & Finance Committee 30 June 2022, Item 111](#)

Arun District Council

REPORT TO:	Policy and Finance Committee – 6 September 2022
SUBJECT:	Budget Monitoring Report to 30 June 2022
LEAD OFFICER:	Carolin Martlew – Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Cllr Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s budgets support all of the Council’s Corporate Objectives.	
DIRECTORATE POLICY CONTEXT:	
Budget monitoring is a major component in ensuring sound financial controls and control of spending is in place. It is also a major part of ensuring sound governance arrangements.	
FINANCIAL SUMMARY:	
The report shows the Capital, Housing Revenue and General Fund Revenue budget performance to the end of June 2022.	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to apprise the Policy and Finance Committee of performance against the budgets approved by the Council on at its meeting of 23 February 2022.

2. RECOMMENDATIONS

- 2.1. Any specific project related General Fund revenue underspend continues to be transferred to earmarked reserves as per previous policy to allow projects to be completed;
- 2.2. As it is forecast that the HRA balance will decline below the £2m recommended minimum balance approved by the Council, a report updating the budget be prepared and presented to this Committee on 8 December 2022 and reported to Full Council if appropriate; and
- 2.3. The Capital, Asset Management and Projects programme be reviewed to determine future projections, schemes to be included or removed and deliverability of current projects.

3. EXECUTIVE SUMMARY

- 3.1. The budget monitoring report appended to this report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of June 2022.

4. DETAIL

- 4.1. The Council approved a General Fund revenue total net expenditure budget of £25.874 million; a Housing Revenue Account revenue total expenditure budget of £19.351 million; and a capital budget of £11.473 million for the year 2022/23. This report provides information to enable actual spending and income to be monitored against profiled budget for the period to 30 June 2022.
- 4.2. The Committee is requested to note the budget monitoring report in Appendix 1. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council within the context of the budget book summary. The report highlights the significant additional expenditure and loss of income apparent in the first quarter of the financial year to date.

5. CONSULTATION

- 5.1. No consultation has been undertaken with external bodies.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. No alternatives have been considered.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1. It is sound governance to monitor spending against budget during the financial year. Such control allows the Council to take prompt corrective action if spending or income significantly varies from the approved budgets.
- 7.2. The Council continues to incur some additional expenditure and loss of income due to the COVID-19 pandemic and net expenditure is monitored closely to ensure that corrective action continues to be taken if necessary. In addition, current inflationary pressure is likely to have an adverse effect on the Council's financial position. An inflation contingency reserve of £500k was set up at the end of 2021/22 to help mitigate the effects of the unprecedented high rates of inflation on expenditure including major contracts. These are reviewed and monitored as part of the process.
- 7.3 The HRA balance projection is a significant concern and is forecast to decline below the £2m recommended minimum balance approved by the Council. A report be prepared and presented to this Committee on 8 December 2022 and reported to Full Council if appropriate.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. The main risk arising is poor financial control and budget overspend. By ensuring budgets are monitored regularly and this is reported to Members, corrective action can be taken promptly if any issues arise.

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

9.1.No comment.

10.HUMAN RESOURCES IMPACT

10.1.None.

11.HEALTH & SAFETY IMPACT

11.1.None.

12.PROPERTY & ESTATES IMPACT

12.1.None.

13.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1.None.

14.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1.None.

15.CRIME AND DISORDER REDUCTION IMPACT

15.1.None.

16.HUMAN RIGHTS IMPACT

16.1.None.

17.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1.None.

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Budget Book 2022/23

This page is intentionally left blank

ARUN DISTRICT COUNCIL BUDGET MONITORING

Financial Position as at end of June 2022

1. Introduction

- 1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to end of June 2022 and presents performance information for all aspects of financial risk such as income and specific savings targets.
- 1.2 Budget performance is presented after taking account of the following:
- Spend to date excluding commitments against profiled budgets.
 - Consultation with managers and budget holders on service performance.
 - Budget savings identified where possible from existing budgets to cover additional expenditure.

2. General Fund Summary

- 2.1 The 2022/23 budget was approved by Full Council on 23 February 2022.
- 2.2 The General Fund performance to end of June 2022 against profiled budget is shown in the table below. The table presents only the variances on budget in excess of +/- £50k.

General Fund variance on profiled budget to end of June 2022	
Service controllable spend	Variance on Budget Jun £'000
Housing and Wellbeing Committee	
Nightly paid accommodation and homelessness (see 2.5.1)	190
Other Variances less than +/- 50k	(54)
Total Service controllable budget variance	136
Corporate controllable budget	
Establishment against savings target	(50)
Corporate Underspends	(30)
General Fund net expenditure variance against profiled budget	56

- 2.3 Table 2.2 above shows a general net expenditure variance of £56k unfavourable profiled budget to the end of June 2022. Variations are on services first, followed by corporately controlled budgets.
- 2.4 The Council has not been awarded any special non-ringfenced grants in 2022/23 for Covid-19 (2021/22 £844k).

2.5 Housing and Wellbeing Committee

- 2.5.1 To date, the overall spending variance for nightly paid accommodation and homelessness is £190k above profile.
- 2.5.2 The number of placements in emergency accommodation continues to increase, albeit slowly. Access to private owned nightly paid accommodation is very limited at present which means that there is a need to use hotels, which are costly, particularly during the warmer months. There are several void properties within Arun's housing stock which are due to have works completed in the next few weeks which will reduce the need to use holiday type accommodation.
- 2.5.3 At present, the expected use of government grants is below the expected profile. A summary is shown below, which is not included in the assessment of under/overspend as it is anticipated all available grant funding will be applied by 31 March 2023.

Description	£'000
Ex-offender's grants	(42)
Prevention grants	(32)
Rough sleeping grants	(342)
Domestic abuse grants	(32)
Other	(4)
Total	(452)

- 2.5.4 For Rough Sleeper Initiatives, a 3 year settlement, Arun District Council has successfully secured £1.714m. Plans are progressing well with implementing new ways to prevent homelessness for single people and support for verified rough sleepers.
- 2.5.5 £824k has been secured in Homelessness Prevention Grant which is a 1 year settlement. The grant is to prevent and relieve homelessness wherever possible. For example, by providing help with deposits, rent in advance and other landlord incentives.
- 2.5.6 Accommodation for Ex-Offenders has been carried forward from 2021/22 funding with an extra £9k being given to keep the scheme running until September 2022.
- 2.5.7 The impact of the pandemic is still present with the loss of assured shorthold tenancies being the highest cause of homelessness in the district. The lifting of the ban on evictions in June 2021 is still being felt with due to cases taking time to work through the courts. Added to this are changes within the housing market. Increase in property prices has led to landlords selling their properties or raising rents to levels beyond people who are on low incomes or benefits.

2.6 Corporate Underspend

2.6.1 The corporate underspend relates to identified unrequired contingency and corporately controlled budgets and Government grants that are available for potential resource allocation. Budgets are set based on assumptions about service delivery, which sometimes result in a different actual budget requirement resulting in surplus budget. As these are identified, the surplus budget is vired to a corporate underspend account and made available for resource re-allocation. The advantage of this is a reduction in the need for supplementary estimates and managing service delivery within the approved budget and Medium-Term Financial Strategy (MTFS). Senior Management Team (SMT) are expected to exercise their discretion in managing their budgets responsibly and prudently and wherever possible meeting additional cost pressures by virement from within existing budgets. The corporate net underspend is £30k at the end of June 2022 and the breakdown is shown in the following table:

Corporate Underspends Confirmed June 2022	
	Jun 22
	£'000
Additional investment income	100
Underspends from contingencies/miscellaneous	68
Total identified corporate underspend	<u>168</u>
Virements actioned/earmarked from corporate underspend	(138)
Corporate Underspends June 2022 (Net)	<u>30</u>

2.6.2 There has been a £168k contribution to the corporate underspends:

Description	£'000
Investment income – increase in interest rates	100
Rates – Public Conveniences now outside NDR	68
Total	168

2.6.3 The corporate underspend has so far been used to fund the following items:

Description	£'000
Regeneration Specialist	138
Total	138

3. Externally Funded Services

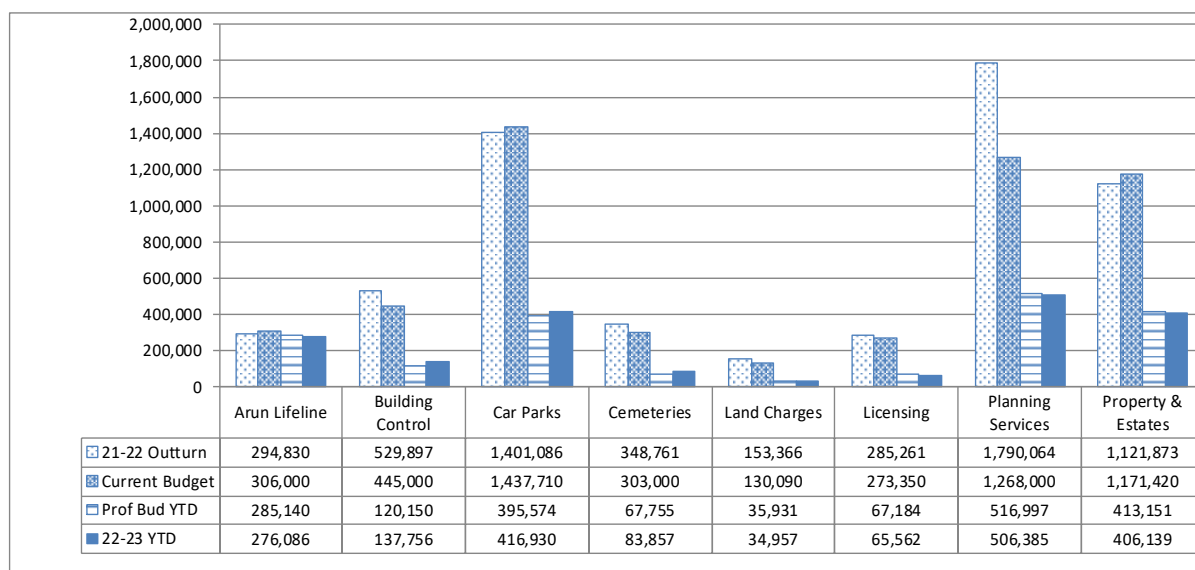
3.1 Arun District Council hosts several services under its stewardship as the Accountable Body. Whilst these services are entirely externally funded, Arun District Council has service provision interests. These services are the Wellbeing team and Car Parking enforcement. There are no budgetary concerns to report on these services.

4. Establishment

- 4.1 Each year a vacancy management target is included within the budget to ensure that the establishment complement is scrutinised for efficiency and reflects the needs of on-going service delivery changes. For the Financial Year 2022/23 the target is set at £500k.
- 4.2 The current vacancy allowance is (£50k) above profile to June 2022. This includes the recent final pay offer by the National Employers for local government services of £1,925 for every employee. The original budget included provision for a 2.5% pay award. 0.5% was added to the HR Reserve for anticipated inflationary pressure at 31 March 2022. It is expected further negotiations will take place before a pay award is agreed and this will be updated in future reports.

5. Income

- 5.1 Income from fees, charges and rents are included within net cost of service. In total this amounts to an overall financing of £5.335 million. Income is a key risk area to the budget as it is predominantly externally influenced, without direct link to service cost and each source is unique.
- 5.2 General Fund income is currently overachieving by (£26k).
- 5.3 The graph below shows income by source and value, achievement to end of June 2022 against profiled budget, full year budget and 2022/23 outturn.



6. Estimated Outturn

- 6.1 There were 3 supplementary estimates waiting for approval at Full Council on 13 July 2022. These are listed below:

Description	£'000
Defending planning appeals	100
Combined Cleansing Contract	180
Continuing weekly refuse collections	109
Total	389

- 6.2 The change in planned original budget General Fund Reserve movement due to budget performance to end of June 2022 is shown in the table below:

General Fund Reserve Movement estimated outturn 2022/23	Original Budget £'000	Current Budget £'000
Net Budget Requirement	22,132	22,128
Financed by:		
Government Grants and Retained Business Rates	(4,866)	(4,962)
Council Tax	(17,266)	(17,266)
Taken From / (Added to) Balances	0	(100)
General Fund Balance 01 April 2022	5,000	5,000
Budgeted draw down from GF Reserve	0	(389)
Current Budget Variation Estimated Outturn 2022/23	0	(56)
General Fund Balance 31 March 2023	5,000	4,555

Should the General Fund Reserve balance be below £5m at 31 March 2023, a transfer from the Financial Resilience Reserve will be made to maintain the General Fund Balance at £5m as approved by Council.

7. Earmarked Reserves

- 7.1 Earmarked reserves are amounts set aside from General Fund Reserve to provide financing for specific future expenditure plans and held alongside the General Fund for drawdown as required under the scheme of virement. These reserves are to be reviewed regularly to ensure that they are being drawn down as appropriate or returned to General Fund reserve.

8. Housing Revenue Account (HRA)

- 8.1 The estimated reserve movement for the HRA against original budget to end of June 2022 is shown in the table below:

Housing Revenue Account Reserve Movement estimated outturn 2022/23	Original Budget £'000	Current Budget £'000	
HRA balance 01 April 2022	4,921	3,891	*
Budgeted deficit for 2022/23	(1,396)	(1,396)	
Capital slippage		(181)	
Current Budget Variation Estimated Outturn 2022/23 (YTD)		(653)	
HRA Balance at 31 March 2023	3,525	1,661	

HRA Major Repairs Reserve is currently £2,886k at 01 April 2022

* The current budget shows the actual HRA balance on 01 April 2022.

- 8.2 The Capital slippage of £181k from 2021/22 relates to the new Housing IT system.
- 8.3 Repairs and maintenance (planned and responsive) expenditure has a current over commitment of £457k against profiled budget. At this point, it is difficult to forecast a full year position.
- 8.4 HRA income consists almost entirely of rents. Current projections forecast rental income in line with the budget forecast.
- 8.5 The projection of the HRA balance at 31 March 2023 is £1.661m. This is below the Council's recommended minimum level of £2m. A new HRA business plan and proposals for updating the budget will be prepared and presented to Housing and Wellbeing Committee on 6 October 2022 and reported to this Committee and Full Council if appropriate.
- 8.6 Loss of income due to Right to Buy (RTB) disposals and void dwellings remain a key financial risk. The estimated number of RTB disposals for 2022/23 was set at 10 (there were 11 RTB disposals in 2021/22 and 4 disposals in 2020/21). To date there has been 1 disposal in the current year.
- 8.7 Details of the HRA capital, improvements and repairs programmes are shown in Paragraph 9 and 10.

9. Capital Receipts

- 9.1 Arun has entered into an agreement with the Government to keep the additional receipts generated by the relaxation of the Right to Buy discount rules, subject to these receipts being used for the provision of new social housing and Arun matching every £40 of receipts with £60 of its own funding. A further condition is that the receipts must be spent within three years, failing which they must be returned to the Government plus interest at 4% above base rate.
- 9.2 All 1-4-1 up to the end of June 2022 have been committed.
- 9.3 One of the key priorities of Arun's HRA Business Plan is a development programme to enable the delivery of an additional 250 new Council dwellings over a ten-year period.
- 9.4 In order to protect the Council's investment in the provision of new social housing, exemption from capital receipt pooling has been obtained in respect of all Arun's new dwellings in the current investment programme. This will enable Arun to retain 100% of the receipts from any future right to buy disposals in respect of these new dwellings (although it is worth noting that these receipts will be net of any discount entitlement).

10. Capital, Asset Management and Other Project Programmes

- 10.1 The Council's budget for 2022/23 was set at £17.471m in February 2022. Recommended carry forwards from 2021/22 have increased the budget to £55.286m. The main changes in budget are:

	£'000
Total Original Budget	17,471
General Fund	
Levelling Up Fund Alexander Theatre	12,190
Levelling Up Fund Littlehampton Sea Front	7,234
Littlehampton Public Realm	3,301
Asset Management	756
Other GF Schemes less than £500k	3,408
Housing Revenue	
Stock Development	7,735
Summer Lane, Paghams	1,687
Cinders Nursery, Yapton	842
Chichester Road, Bognor Regis	571
Other Housing Schemes less than £500k	91
Total Current Budget	55,286

- 10.2 The capital and projects budget will continue to be monitored on a corporate level as this provides better information and control of the budget. In addition, officers will be requested to review all capital budgets as part of the 2023/24 budget preparation exercise to determine if projects are still required in the budget, can be re-profiled or delayed to future years.

	Original Budget £'000	Current Budget £'000	Actual 2022/23 £'000	Balance £'000
General Fund				
<i>Policy and Finance</i>				
Levelling Up Fund Alexander Theatre	0	12,190	35	12,155
Levelling Up Fund Littlehampton Seafront	0	7,234	24	7,210
<i>Corporate Support</i>				
Computer Services	-	403	32	371
Arun Direct Telephony	200	200	1	199
<i>Economy</i>				
L'ton Public Realm	-	3,301	420	2,881
Asset Management	240	996	5	991
Works to Public Conveniences	-	495	81	414
Changing Places	157	157	-	157
Fitzleat Car Park	200	546	278	268
Arcade Roof	210	210	-	210
Beach Huts	-	260	-	260
Air B&B	-	486	-	486
<i>Environment and Neighbourhood Services</i>				
Disabled Facilities Grants	1,400	1,400	335	1,065
Keystone Centre	-	250	-	250
Sunken Gardens	-	466	4	462
Bersted Brooks Country Park	320	320	-	320
Place St. Maur	-	465	238	227
Play Areas	225	293	-	293
Hotham Park Play Area	-	27	-	27
Trinity Way	-	20	19	1
Lashmar Play Area	-	50	-	50
Homewood Play Area	-	42	1	41
BR Seafront Gym	-	30	29	1
<i>Residential and Wellbeing Services</i>				
ALC Wet Change	987	987	1	986
Total General Fund	3,939	30,828	1,503	29,325

	Original Budget £'000	Current Budget £'000	Actual 2022/23 £'000	Balance £'000
Housing Revenue Account				
<i>Residential and Wellbeing Services</i>				
Stock Development	100	7,745	231	7,514
Summer Lane, Pagham	-	1,687	305	1,382
Cinders Nursery, Yapton	-	842	165	677
Chichester Road, Bognor Regis	-	571	154	417
Sheltered Accommodation	2,600	2,600	-	2,600
Housing IT				
Civica Implementation	285	466	99	367
Housing Improvements	690	690	58	632
Domestic Boiler Installations	651	651	227	424
Commercial Boiler Rooms	100	100	9	91
Reroofing Programme	950	950	47	903
Kitchen & Bathroom Replacement Programme	950	950	56	894
Windows & Doors	1,575	1,575	554	1,021
Aids & Adaptations	450	450	77	373
Housing Repairs	2,649	2,649	832	1,817
Day to Day General Repairs	1,519	1,519	563	956
Voids	1,013	1,013	357	656
Total Housing Revenue Account	13,532	24,458	3,734	20,724
Total Programme	17,471	55,286	5,237	50,049
Please note Housing Improvements, Adaptations & Repairs expenditure includes QL commitments taken from the Housing Mgmt. System				
Total programme comprises Capital, Asset Management and other projects budget plus Housing Repairs. Although Housing Repairs forms part of the HRA revenue budget it is included here because of the close link with the Housing Improvements Programme.				

General Fund

- 10.3 The current budget includes £6.96m related to delayed projects, broken down as follows:
- 10.4 £3.3m Littlehampton Public Realm, all phases due to be completed in 2023. The project is funded from LEP Local Growth Fund, Coastal Communities Fund, West Sussex County council, Littlehampton Town Council and Arun District Council.
- 10.5 £465k Place St Maur, Bognor Regis which is nearing completion. The project is funded from the Getting Building Fund and Arun District Council. This is delivering new surfacing, seating and improved landscaping to make the space more attractive and useable for events.
- 10.6 £466k Sunken Gardens, Bognor Regis. Tenders are due back shortly with works expected to commence in September 2022.
- 10.7 £250k Keystone Centre, Littlehampton. An update on this was presented to Environment Committee on 14 July 2022.

- 10.8 £232k Play Areas, of which Trinity Way, Littlehampton and Bognor Regis seafront gym equipment has already been delivered this financial year.
- 10.9 £403k ICT, which will deliver schemes delayed due to Covid-19 and uncertainties around remote working. The table below shows the schemes and timeframes for delivery

Scheme	£'000	Comment
Backup and secure email gateway	30	Scheme complete in 2022/23
Disaster Recovery	20	Under assessment before commencing
Cyber Security Solutions	50	Internal audit is imminent. Outcome will determine project
Cisco Network Access Control	20	Estimated completion Q4 2022/23.
Azure Cloud Funding	28	Will be delivered in 2022/23
Core Switches	55	This will be reviewed in 2022/23
Network Switches and Security	50	Project will run alongside core switches when determined.
Civic Centre Wireless Network Replacement	50	Procurement due to commence October 2022 and delivered in 2022/23
Digital Strategy	100	Expected to be delivered in 2022/23
Total	403	

- 10.10 £1.85m Asset Management. £1.09m of this relates to Beach Huts, Public Conveniences (PCs) and Fitzleet Car Park, Bognor Regis.

A report is planned to be presented to Economy Committee later in 2022/23 with regards to the provision of more beach huts.

Works are now complete at the PCs located at Avisford Park, Bognor Regis. Redesign and refurbishment of Bedford Street PCs are currently out to tender. To allow Changing Places facilities to be incorporated into the building, planned maintenance works at Crown Yard PCs in Arundel will be delivered as part of the Changing Place Project (funded separately).

Resurfacing at Fitzleet car park is complete.

- 10.11 The current Asset Management budget also includes £486k supplementary estimate for the provision of an Air B&B property and following approval of the Economy Committee, architects have been instructed to design a scheme and a planning application will be submitted to the Council shortly. Initial approval of this scheme was agreed at Economy Committee on 29 March 2022.
- 10.12 As part of the budget process in the Autumn, project managers will be asked to review all capital schemes to determine whether they should remain in the programme.

Housing Revenue Account

- 10.13 The current budget includes £10.9m related to delayed projects. £181k relating to CIVICA implementation and the balance stock development.

10.14 Phase 1 of the Cinders Nurse project delivered 10 units in March 2022. Phase 2 is due to complete shortly supplying 5 more units. There was also one property acquisition in this quarter.

11. Section 106 sums

11.1 Section 106 (s106) 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.

11.2 The Council currently holds £6.777m on deposit for s106 agreements, plus £3.818m is held on behalf of other organisations (e.g. NHS and WSCC). The total held on deposit is £10.594m.

12. Cash Flow and Treasury Management

12.1 As at June 2022 it is estimated that by year end the budgeted investment returns will exceed original budget by approximately £400k. This is due to increased sums available to invest and several increases in the Bank of England rate (now at 1.25%). During budget setting, it was assumed that the average principal sums would be around £44m but is now at an average of £62m, resulting in more interest. The increase in average principal sums is due to the following reasons:

- Unused Covid-19 grant funding has not been repaid to government and new grants have been received;
- Council Tax energy rebate grant has not all been allocated at this time (£1.6m remaining);
- House building programme is delayed; and
- General Fund capital/asset management slippage.

13. Risk Analysis

13.1 Corporate and Operational risk registers are reviewed and updated for financial implications as part of the Council's risk management process on the criteria of probability of occurrence and materiality of impact upon balances. The most significant risk to the Council at present is the inflationary pressures building up within the economy. The Bank of England's latest forecast is predicting a rate of 11% by the end of 2022.

13.2 Other risks which are inherent within the overall budget are analysed below.

13.3 As the DLUHC has changed the capital receipt pooling arrangements, with a cap being introduced on Right to Buy receipts for acquisitions with effect from 01 April 2022, going forward, it is important that the Council has a robust HRA Business Plan to meet the new requirements. This will prevent the Council having to repay to the Government some or all of these "1 for 1" receipts, together with interest at a penalty rate of base rate (currently 1.25%) plus 4%.

13.4 The Council's External Auditors, Ernst & Young LLP, have continued to charge the same fees since 2019/20 based on the current Public Sector Audit Appointments Ltd (PSAA) scale fee as no final decision has been made on the rebasing. Depending on the outcome, the Council could be charged up to £30k for the previous year. New Burdens Funding for this is expected from central government.

13.5 Labour shortages are becoming a major problem across the United Kingdom. Unfilled vacancies were estimated at 1.3m in April 2022 (source: Office of National Statistics). This is causing recruitment issues in many areas across the Council with agency staff covering vacant posts, leading to increased establishment costs.

14. Conclusions and Recommendations

14.1 The budget monitoring to 30 June 2022 indicates that for 2022/23 the Council will:

- Be on track against the General Fund Revenue budget;
- Overspend to the Housing Revenue Account budget, should the current spending profile on repairs and maintenance continue. The HRA balance is projected to decline below its recommended minimum level of £2m. Corrective action is therefore required as outlined in Section 8.
- Significantly underspend on its Capital, Asset Management and Projects;
- Where it becomes clear that any budget provision is no longer required, it will be removed in future budgets.

Arun District Council

REPORT TO:	Policy and Finance Committee – 6 September 2022
SUBJECT:	Revenue and Capital Outturn Expenditure 2021/22
LEAD OFFICER:	Carolyn Martlew – Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Cllr Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The recommendation supports all of the Council's Corporate Objectives.	
DIRECTORATE POLICY CONTEXT:	
The timely publication of the Council's Annual Accounts and submission of outturn information for the 2021/22 financial year demonstrates sound financial control and governance.	
FINANCIAL SUMMARY:	
The report provides a comparison between the actual income and expenditure for 2021/22 and the budget approved for the year. The financial summary is in the Appendix.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to allow Members of the Policy and Finance Committee to review the revenue and capital out turn figures for 2021/22 for the Council, subject to external audit.

2. RECOMMENDATIONS

- 2.1. Approve the carry forward of £18m Capital spending (£7m General Fund and £11m Housing Capital) from 2021/22 to 2022/23 as outlined at paragraph 4.5;
- 2.2. Approve the level of balances and unused S.106 sums at 31 March 2022, noting the reasons explained for the decrease in reserve balances; and
- 2.3. Approve the £ 343k contribution to the Funding Resilience Reserve in 2021/22; and
- 2.4. Approve the £500k transfer to an inflation contingency reserve.

3. EXECUTIVE SUMMARY

3.1. The appended report provides a summary of revenue and capital outturn expenditure for 2021/22 and compares this expenditure with the approved budget.

Arun District Council

4. DETAIL

- 4.1. The 2021/22 budget was considered by the Overview Select Committee on 26 January and Cabinet on 8 February 2021 before being formally approved by Full Council on 17 February 2021. 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 2020 was also taken into consideration.
- 4.2. This report shows a comparison between the actual expenditure and income for 2021/22 and the budget approved by Full Council, plus supplementary estimates and virements approved during the year.
- 4.3. Progress against the budget was closely monitored during the year and monitoring statements were considered by Policy and Finance Committee at regular intervals. Unforeseen requirements were reported to the relevant Service Committee. 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. As in 2020/21, 2021/22 has been an exceptional year due to the impact of the ongoing COVID19 pandemic, with under- and over-spending against the budget, combined with the receipt of central government support.
- 4.4. It is important to note that the statutory deadlines for the preparation of the Accounts (Accounts and Audit Regulations 2022) remain extended, similar to 2020/21, due to the continuing impact of Covid-19. The statutory deadline for the approval of the Accounts is 30 November 2022. The draft Accounts, subject to audit were published on the Council's website on 28 July 2022. The External Auditor has advised that the year-end audit should be provided from September 2022. It is expected that the Council's Statement of Accounts for 2021/22 will be submitted to the Audit and Governance Committee in November 2022 or February 2023. (A special meeting could be convened if required) The draft (unaudited) Statement of Accounts and Annual Governance Statement are available on the Council's website using the link: <https://www.arun.gov.uk/financial-information>
- 4.5. Policy and Finance Committee is requested to consider the attached report which contains details of the revenue and capital outturn expenditure and specific reserve transactions for 2021/22; and the level of balances and unused S.106 sums at 31 March 2022.

5. CONSULTATION

- 5.1. No consultation has been undertaken with external bodies.

Arun District Council

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. No alternatives have been considered as the Council's Statement of Accounts has to be prepared using proper accounting practice.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. The report provides a comparison between the actual income and expenditure for 2021/22 and the budget approved for the year. Such comparisons are a part of sound governance and financial control.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. The main risks with the process are:

- Late publication of the accounts – this risk has been successfully mitigated as the Accounts were published before the deadline, subject to audit;
- Incorrect information provided – as budget monitoring has been undertaken during the financial year and qualified staff engaged on the process, the Council has taken reasonable steps to mitigate the risk;
- Reputation – by meeting the deadline for accounts' publication, the Council has maintained its reputation.

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

9.1. By publishing its Annual Statement of Accounts 2021/22, subject to audit within the statutory deadline, the Council has met its obligations under the Accounts and Audit Regulations 2015 and 2022.

10. HUMAN RESOURCES IMPACT

There are no direct impacts arising from this report.

11. HEALTH & SAFETY IMPACT

There are no direct impacts arising from this report.

12. PROPERTY & ESTATES IMPACT

There are no direct impacts arising from this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

There are no direct impacts arising from this report.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

There are no direct impacts arising from this report.

15. CRIME AND DISORDER REDUCTION IMPACT

There are no direct impacts arising from this report.

16. HUMAN RIGHTS IMPACT

There are no direct impacts arising from this report.

Arun District Council

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

There are no direct impacts arising from this report.

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Published Budget 2021/22;

Draft Statement of Accounts 2021/22;

Budget monitoring reports 2021/22.

ARUN DISTRICT COUNCIL REVENUE AND CAPITAL OUTTURN REPORT 2021/22 - Policy and Finance Committee 6 September 2022

1. Introduction

1.1 This report sets out the Capital, Housing Revenue and General Fund Revenue outturn performance against budget for 2021/22. The report compares actual expenditure and income with the budget approved by Council on 17 February 2021 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 2021/22 anticipated no change in the level of General Fund Reserve of £7.076m. During the year six supplementary estimates totalling £278k were approved:

- Three relating to Planning Appeals, totalling £101k;
- One for West Bank Strategic Allocation of £50k; and
- Two related to the recruitment and appointment of a Chief Executive, totalling £127k.

These changes resulted in a total approved budgeted draw down from General Fund Reserves of £278k.

2.2 In addition, as part of 2022/23 budget setting, Full Council approved the transfer of £2.076m from General Fund balance to the Financial Resilience Reserve, setting the General Fund balance to the minimum requirement of £5m. This will help with presentation of financial information going forward

2.3 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		0
Fitzalan Road Acoustic Fencing	25	
Planning Appeal P/58/19/PL	26	
Planning Appeal BN/142/20/OUT	50	
West Bank Strategic Allocation	50	
Recruitment of permanent CEO	30	
Recruitment of Interim CEO	97	
Transfer of Balance to FRR	2,076	
Total approved General Fund Movement 2021/22		2,354
Total approved Budget 2021/22		2,354

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

General Fund Movement 2021/22	Original Budget £'000	Outturn 2021/22 £'000
Net Budget Requirement		
Cost of Service	18,374	21,323
Contribution to/(from) earmarked reserves	(963)	2,501 *
Other Corporate Costs	8,576	6,121
Net Budget Requirement	25,987	29,945
Financed By:		
Retained Business Rates	(5,866)	(5,963)
New Homes Bonus	(1,040)	(1,040)
Other non-ringfenced Grants	(2,416)	(4,201)
Council Tax	(16,665)	(16,665)
Total Financing	(25,987)	(27,869)
(Taken from) / Added to Balances	0	2,076
General Fund Balance 31 March 2022	7,076	5,000

*Details of earmarked reserve balances are shown at Appendix E.

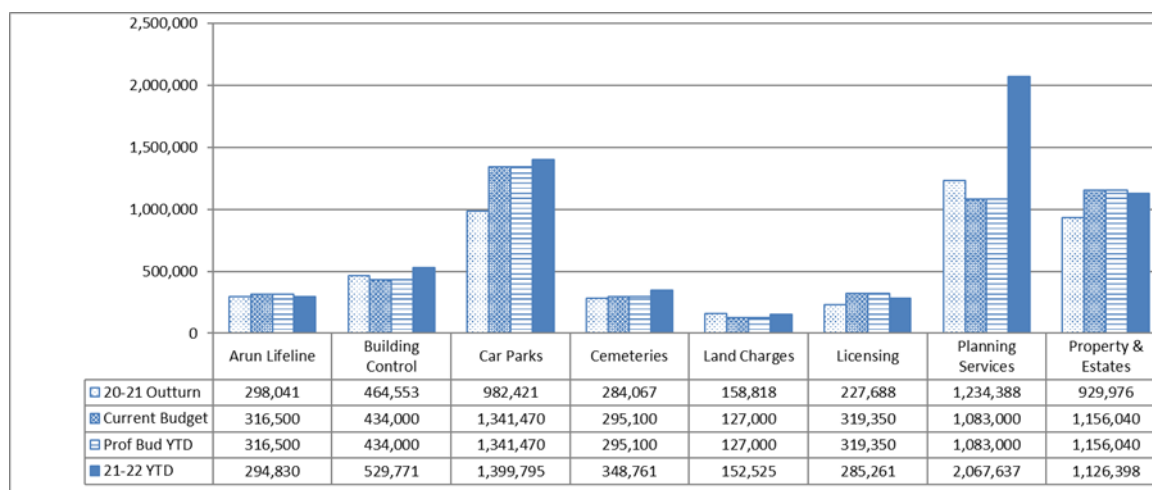
- 2.4 The General Fund variations against original budget are summarised in Appendix A. It should be noted that some of the variations against the original budget are due to accounting requirements (e.g., IAS19 pension adjustments) and the way the original budget is presented (Contingency budget). During the year contingency and miscellaneous budget items were 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. It should be noted that the budget for 2022/23 does not contain any contingency items, with approved service bids being included in the appropriate committee budget. The variations +/- £200k against original budget are summarised in the table and notes below:

Variation Analysis original budget to outturn 2021/22

	£'000
Expected Use of Reserves 2021/22	0
Favourable Variations	
Fees and Charges Income	(845)
Recharge to Housing Revenue Account	(284)
Contingency	(248)
Commuted Sums Felpham Site 6	(263)
Non Ringfenced Government Grants	(200)
Other Variances Net	(135)
Total Favourable Variations	(1,975)
Adverse Variations	
Supplementary Budgets approved by Full Council	278
Littlehampton Public Realm	400
Homelessness net	454
Inflation Contingency	500
Additional Underspend transferred to Financial Resilience Reserve	343
Transfer of General Fund Balance to Financial Resilience Reserve	2,076
Total Adverse Variations	4,051
Change in General Fund Balance 2021/22	2,076

- 2.5 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. 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 Fees and charges income exceeded budget, mainly due to Planning Services income. This exceeded budget expectation mainly due to ten residential and three commercial planning applications of significant value during the year. In addition, an application was received for a strategic site in the district which was not anticipated.
- 2.7 An estimate is made at the commencement of each financial year of recharge to Housing Revenue from General Fund for services provided. The out turn was £1.710m compared to an original estimate of £1.426m; a variation of 20%. The largest variance arises from charges from ICT. This element increased due to staff turnover during the year in Housing Services. The other significant variances arose from Accountancy and Legal Services recharges. These can be difficult to estimate and therefore susceptible to variances.
- 2.8 The central contingency was largely transferred to services as the year progressed and items were committed. The variation here is items in the contingency budget that were not required.

- 2.9 The timing of income from commuted sites cannot be anticipated and included in the budget.
- 2.10 The COVID19 pandemic remained an issue during 2021/22. A number of unexpected government grants were received during the year. The Contained Management Outbreak Fund (COMF) help take pressure off the Council's budgets with £x spent and £x carried forward into 2022/23. These sums are in earmarked reserves to ensure the funding is available if it has to be repaid.
- 2.11 The £135k remaining favourable variation is the sum of a large number of smaller service budget variations, unrequired earmarked reserves returned to the General Fund and financing of capital/project expenditure in the year which were less than £200k.
- 2.12 Supplementary budgets approved during 2021/22 are listed above, totalling £278k in the year.
- 2.13 Littlehampton Public Realm Scheme was not included in the original revenue budget. The variance is a projected overspend on the project due to unforeseen circumstances including supply chain issues. The potential increase was reported to the Economy Committee on 26 July 2022 and the situation was regularised by virement from identified underspends.
- 2.14 During the COVID19 pandemic, the government implemented a number of policies to aid people in housing need, including a ban on private sector evictions. This was removed in June 2021 and a number of further issues have increased homelessness and housing problems across the whole country. This has resulted in an increase in demand for the service locally, increasing expenditure.
- 2.15 An Inflation contingency reserve of £500k was set up at 31 March 2022 to offset anticipated cost increases in 2022/23 which were not evident when budgets were set.
- 2.16 The £343k transfer to the Financial Resilience Reserve is in line with the Council's policy of using this reserve for under and overspends at year end. The accumulated balance will assist the Council in dealing with expected decreases in income and increases in expenditure in future years.
- 2.17 The change in General fund balance is the transfer of £2.076m balances above £5m to the Financial Resilience Reserve approved by the Council in February 2022. Planning Services income exceeded budget expectation mainly due to ten residential and three commercial planning applications of significant value during the year. In addition, an application was received for a strategic site in the district which was not anticipated.
- 2.18 With the exception of Planning Services, the Council's income from fees and charges was in line with the original budget in 2021/22



2.24 Members can obtain further information on the 2021/22 outturn from the Group Head of Finance & S151 Officer.

2.25 Members are asked to approve the General Fund balance of £5.000m (£7.076m previous year) and Earmarked General Fund Reserves of £29.125m (£29.162m previous year) Appendix E at 31 March 2022.

3 Housing Revenue Account (HRA) (Appendix B)

3.1 Taken together the HRA and Major Repairs Reserve showed a deficit of £2.058m for the year, compared with a budgeted deficit of £1.967m. The HRA balance at 31 March 2022 was £3.891m, with a further £2.886m held in the Major Repairs Reserve. These balances are expected to continue to 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 2022/23 is a £1.396m deficit.

3.2 Members are asked to approve the HRA balance at 31 March 2022 of £3.891m, and Major Repairs Reserve balance of £2.886m.

4 Capital and Asset Management (Appendix C)

4.1 The Council's budget for 2021/22 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 committee 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). In future budget cycles, projects which are not capital will be budgeted for in revenue. This has been commenced as part of the 2022/23 budget preparation process.

- 4.2 A budget of £7.960m for capital and special revenue projects was approved by the Council for 2021/22. In addition, £25.436m was carried forward from 2020/21 to complete approved projects and additional budget of £1.080m approved during the year, giving a current budget of £34.476m. Actual expenditure for the year amounted to £11.281m (£9.402m previous year) on capital schemes and £2.150m (£1.333m previous year) on special revenue projects.
- 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 continued in 2021/22 and it is expected that as restrictions continue to be eased and the economy reopened, that work can re-commence and delayed schemes and projects are delivered. A review will be undertaken of planned capital spending to ensure schemes in the programme are deliverable. If not, they will be removed.
- 4.5 On Housing Capital, a number of projects continued to be delayed due to the pandemic, some of these have now been tendered, whilst others are ready to go out to tender. The £11m capital underspend in 2021/22 is therefore required to be carried forward to 2022/23 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 £11m for Housing Capital Projects to 2022/23. In addition, £7m of spending on General Fund capital schemes has been identified as required in 2022/23 and therefore recommended for carry forward to 2022/23. It should be noted that some expenditure relates to future years. This recommendation is subject to a review of the carried forward spending to ensure the budgets are still required as part of the 2023/24 budget setting.
- 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 £2.036 as at 31 March 2022 (£1.933m previous year).

6. Earmarked Reserves (Appendix E)

- 6.1 The earmarked reserves statement 2021/22 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 2021/22. These reserves were reviewed regularly during 2021/22 to ensure that they are being drawn down as appropriate or returned to General Fund reserve. Earmarked reserves balances changed significantly during 2020/21 and 2021/22 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 £27.533m (£29.162m previous year) which included the following s31 grants at 31 March 2021 and 31 March 2022 to aid the Council in its response to the pandemic:

Grant/Reserve	2021 £'000	2022 £'000
Section 31 Business Rates Grants	7,865	3,742
Business Rates COVID19 Spread	1,221	814
Business Rates Reserve	962	962
Council Tax COVID19 Spread	105	70
COVID19 Contingency Reserve	538	343
COVID19 Council Tax Hardship Fund	210	100
Other grants	265	587
Total	11,166	6,618

- 6.2 It should be noted that £3,742k has been included in the budget for 2022/23 (£7,865k previous year) in relation to s31 grants received in 2021/22 which will result in an adverse variation on the Collection Fund in 2022/23 (also included in the budget 2022/23). The Business Rates spread and Council Tax Covid 19 spread reserves are required to match £442k in 2022/23 and 2023/24 (£35k Council tax and £407k Business Rates) the three year covid spreading collection fund losses required by statute.
- 6.3 WSCC continued support of the Council Tax hardship fund enabled the Council to continue the scheme which allows support up to a maximum £150 per household. The decision was made too late to include in the budget for 2022/23. £100k was therefore set aside for the Council's share. Housing and Wellbeing Committee endorsed this action at its meeting on 17 March 2022.
- 6.4 The purpose of the Covid Contingency Reserve (set up at the end of 2020/21) is to allow the Council to reduce any financial issues arising from the pandemic in 2021/22 and further in the future. There is approximately £300k uncommitted in the reserve at 31 March 2022, which is available for this purpose in 2022/23. This includes work that would have been carried out in 2021/22 but slipped due to the

pandemic. This reserve will be applied to work on the Operating Model of the Council as a whole. The organisation moved to a largely homebased scenario as a direct result of the Pandemic and the ongoing scares have resulted in this way of working becoming entrenched. The Council however has not changed or altered Terms and Conditions, policies, working practices, consulted the public on how services should be provided, consulted Members or staff or looked at office use. The new paradigm created by COVID requires the Council to examine a whole host of issues related to its operation. This includes expert help to design and implement the new operating model as the impacts of COVID start to become just accepted norms, that future proof the organisation and mitigate the impacts of the new way of working the Pandemic forced upon the Council.

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 £9.412m in section 106 developer contributions at 31 March 2022 (£9.122m previous year). Members and officers were updated on S.106 sums at regular intervals during 2021/22 as part of the budget monitoring process.

General Fund Revenue Budget and Outturn 2021/22 Summary

Cost of Service	Original Budget £'000	Outturn £'000	Variance £'000
Policy and Finance Committee	50	59	9
Corporate Support Committee	2,013	2,708	695
Economy Committee	167	903	736
Environment Committee	3,576	3,966	390
Planning Policy Committee	(516)	(1,505)	(989)
Housing and Wellbeing Committee	406	1,089	683
Establishment	13,356	15,033	1,677
Rates	561	565	4
Insurance	187	215	28
Recharges	(1,426)	(1,710)	(284)
Total Cost of Service	18,374	21,323	2,949
Corporate Costs			
Parish Precepts	4,877	4,877	0
Other Precepts and Levies	278	256	(22)
Interest and Investment Income	(344)	(442)	(98)
Contingencies	1,008	0	(1,008)
Contribution to/(from) Earmarked Reserves	(963)	2,501	3,464
Capital Expenditure Financed from Revenue	1,711	332	(1,379)
Pension Deficit Contributions	1,046	1,098	52
Total Corporate Costs	7,613	8,622	1,009
Total Net Budget Requirement	25,987	29,945	3,958
Financed by:			
Retained Business Rates	(5,866)	(5,963)	(97)
New Homes Bonus	(1,040)	(1,040)	0
Other Non-ringfenced Grants	(2,416)	(4,201)	(1,785)
Council Tax Income	(16,665)	(16,665)	0
Total External Finance	(25,987)	(24,605)	(1,882)
Transfer to/(from) General Fund Reserve	0	2,076	2,076

Housing Revenue Account Summary 2021/22

	Original Budget £'000	Actual £'000	Variance £'000
Expenditure			
Supervision & Management	5,199	5,905	706
Repairs & Maintenance	3,887	5,514	1,627
Financing of capital expenditure	4,732	6,634	1,902
Net Loan charges	5,162	1,507	(3,655)
Total Expenditure	18,980	19,560	580
Income			
Rents (dwellings, garages, hostels, other property)	(16,391)	(16,316)	75
Charges for services and facilities	(632)	(693)	(61)
Interest on Balance (net)	10	47	37
Total Income	(17,013)	(16,962)	51
HRA Surplus/Deficit	1,967	2,598	631
HRA Reserves - Balance brought forward	(8,081)	(6,489)	
Budget changes in year			
HRA Reserve - Balance carried forward	(6,114)	(3,891)	

Appendix C

Capital, Asset Management and other projects Summary 2021/22

<i>Committee</i>	<i>Original Budget £,000</i>	<i>Current n Budget £,000</i>	<i>Outtur £,000</i>
Corporate Support			
Arun Improvement Programme	0	75	75
Information Technology	120	784	356
Financial Management System	0	32	33
Total	120	891	464
Economy			
Littlehampton Public Realm	0	4,611	1,309
Asset Management	1,582	3,310	1,097
Total	1,582	7,921	2,406
Environment			
Chipper	26	26	23
Keystone Centre	0	250	0
Place St. Maur Bognor Regis	0	1,776	1,311
Sunken Gardens	0	500	34
Play Areas	100	394	162
Improvement & Discretionary Grants	1,400	1,400	1,413
Total	1,526	4,346	2,943
Residential & Wellbeing			
Littlehampton Wave	0	113	25
Housing Improvements & Repairs	4,632	5,632	3,002
Housing IT	0	442	262
Stock Development	100	15,132	4,328
Total	4,732	21,319	7,617
Summary			
GENERAL FUND	3,228	13,270	5,839
HOUSING REVENUE ACCOUNT	4,732	21,206	7,592
Total	7,960	34,476	13,431

Capital Receipts 2021/22

	£,000
Balance at 1 April 2021	1,933
Receipts during year (net of pooling)	1,499
Financing of capital expenditure	1,396
Balance at 31 March 2022*	2,036

* There were no 1-4-1 receipts as at 31 March 2022

Appendix E

Earmarked Reserve Balances 2021/22

	Balance at 31 March 2021 £'000	Net Transfers 2021/22 £'000	Balance at 31 March 2022 £'000
Delayed capital & special projects	4,923	(1,449)	3,474
Enhanced asset management and other schemes	50	(50)	0
Community Wellbeing	529	(266)	263
Leisure Provision	120	0	120
Littlehampton Wave	113	(26)	87
COVID 19 Grant	94	(27)	67
Corporate Support	393	1,881	2,274
Funding Resilience Reserve	6,659	2,414	9,073
Business Rates COVID19 Spread	1,221	(407)	814
Section 31 Grants	7,865	(4,032)	3,833
Business Rates Reserve	962	0	962
Council Tax COVID19 Spread	105	(35)	70
COVID19 Contingency Reserve	538	(195)	343
Council Advice and Monitoring	36	(3)	33
Economy	525	3	528
Neighbourhood Services	609	3	612
Place St Maur	575	(111)	464
Planning	321	217	538
Planning LDF	148	59	207
Residential Services	49	0	49
COVID19 Council Tax Hardship Fund	210	(110)	100
Community Housing Fund	547	(225)	322
Flex Homelessness Grant	352	0	352
NB-Homelessness Reduction	131	(59)	72
Technical Services	675	805	1,480
Community Flood Fund	589	133	722
Asset Management	652	22	674
COVID19 Grants	171	(171)	0
Total Earmarked Reserves	29,162	(1,629)	27,533

This page is intentionally left blank

Arun District Council

REPORT TO:	Policy and Finance Committee – 6 September 2022
SUBJECT:	Budget 2023/2024 Process
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Shaun Gunner
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council's budget promotes all of the Council's Corporate Priorities.	
DIRECTORATE POLICY CONTEXT:	
The Council's budget has an effect on all Directorates of the Council.	
FINANCIAL SUMMARY:	
The financial effects are contained in the body of the report.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to inform Members of the budget process for 2023/24 as required by the Council's Constitution.

2. RECOMMENDATIONS

2.1. The Committee is recommended to approve the Budget process for 2023/24 as outlined in the report.

3. EXECUTIVE SUMMARY

3.1. The report provides a summary of the budget process for 2023/24 for Members' consideration and approval.

4. DETAIL

4.1. The budget for 2022/23 was the first to be completed under the Committee system form of governance. The relevant budgets were considered by each Service Committee before the full Budget was considered by this Committee on 10 February 2022 before approval by Special Council on 23 February 2022.

4.2. The process went reasonably well for 2022/23 and a budget was set on 23 February 2022 for the 2022/23 financial year.

4.3. 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 the current other inflationary pressures.

4.4. Members will be updated with the most up to date information when the Financial Prospects Report is considered by this Committee on 20 October 2022. 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 6 December 2022. The Financial Prospects Report will confirm the budget parameters for 2023/24.

4.5. 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. Similar to 2022/23, Committees will 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.

4.6. The budget guidelines issued will run parallel with any initiatives that are being worked on; in particular the Zero-Based Budgeting project which will inform and assist with budget preparation.

The budget resource switching parameters for 2023/24 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.

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.

4.7. The key dates for the Budget 2023/24 process are summarised below:

Budget Consultation Reports	Date
Corporate Support Committee	15 September 2022
Planning Policy Committee	21 September 2022
Environment Committee	22 September 2022
Economy Committee	27 September 2022
Housing and Wellbeing Committee	6 October 2022
Financial Prospects Report General Fund (Policy and Finance Committee)	20 October 2022

Budget Reports	Date
Corporate Support Committee	19 January 2023
Planning Policy Committee	26 January 2023
Environment Committee	31 January 2023
Economy Committee	2 February 2023
Housing and Wellbeing Committee	25 January 2023
Policy and Finance Committee	9 February 2023
Special Council	1 March 2023

5. CONSULTATION

5.1. No consultation has been undertaken with external bodies. Service Committees will be consulted on the process during the next cycle of meetings.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. No other options are available.

7. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

7.1. The budget will form the main reference point for financial decisions made in 2023/24 and the process has to comply with the Constitution.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. The main risks arising from the process are:

- The statutory deadline for setting the budget including setting the Council tax is not met;
- The budget is not considered within statutory guidance and the Constitution.

Processes in place and financial controls mitigate against these risks.

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

9.1. The Council has a legal duty to ensure its expenditure can be met by its income, inclusive of reserves. The process outlined above must comply with relevant legislation.

10. HUMAN RESOURCES IMPACT

10.1. This is a report about process. It is expected that as the reports go to each committee each committee will draw attention to any Human Resources impact of the committee's functions.

11.HEALTH & SAFETY IMPACT

11.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Health and Safety impact of the committee's functions.

12.PROPERTY & ESTATES IMPACT

12.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Property &Estates impact of the committee's functions

13.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1.This is a report about process. It expected that as the reports goes to each committee each committee will have regard to the Public Sector Equality duty in making their recommendations.

14.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Climate Change environmental impact and social value impact of the committee's functions

15.CRIME AND DISORDER REDUCTION IMPACT

15.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Crime and Disorder reduction impact of the committee's functions .

16.HUMAN RIGHTS IMPACT

16.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any Human Rights impact of the committee's functions.

17.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1.This is a report about process. It expected that as the reports goes to each committee each committee will draw attention to any FOI/Data Protection impact of the committee's functions

CONTACT OFFICER:

Name: Carolin Martlew

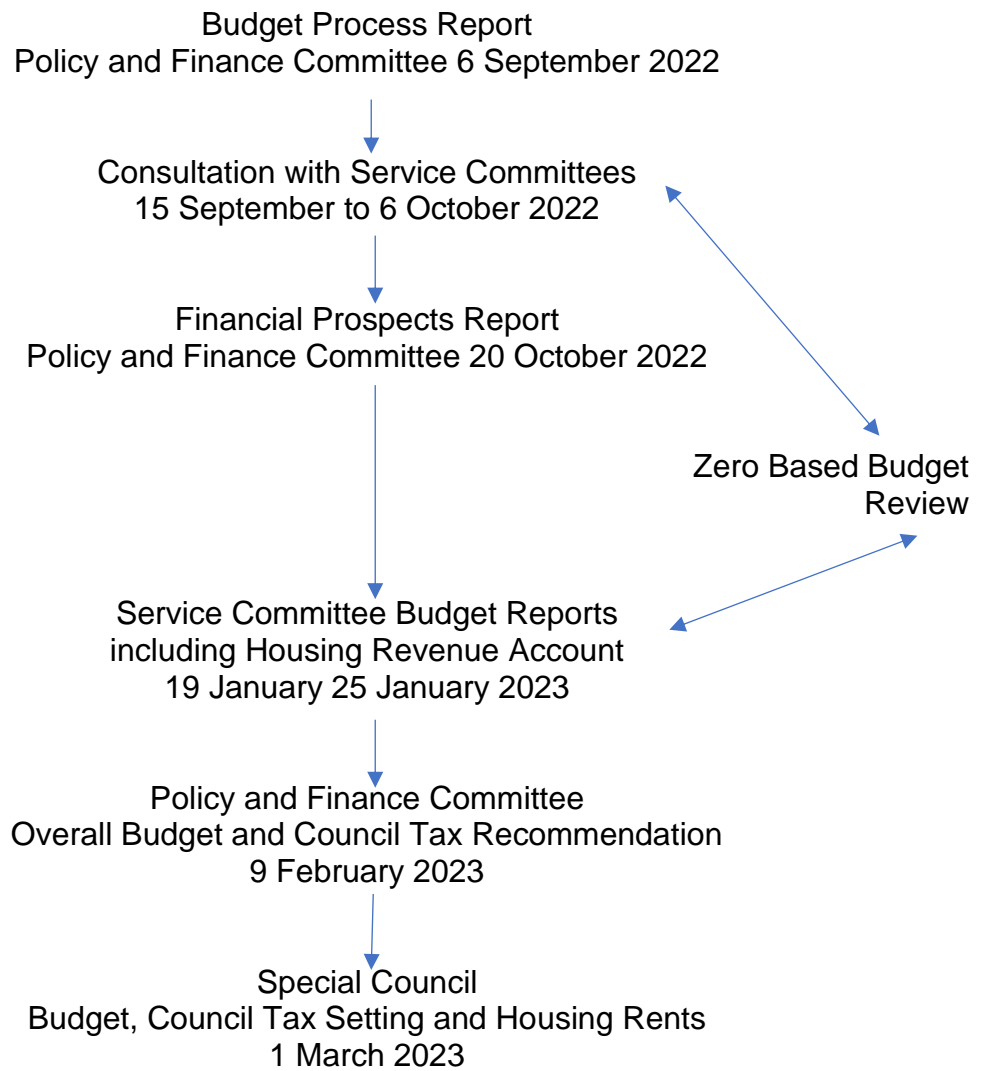
Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Council Constitution

Budget Process 2023/24 Flowchart



This page is intentionally left blank

Arun District Council

REPORT TO:	Policy and Finance Committee on 6 September 2022
SUBJECT:	Equality, Diversity, and Inclusion Policy
LEAD OFFICER:	Jackie Follis, Group Head for Organisational Excellence
LEAD MEMBER:	Cllr Shaun Gunner
WARDS:	Not Applicable
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The policy sets out the obligations on the Council to consider equalities in its provision of services and as an employer.	
DIRECTORATE POLICY CONTEXT:	
This report is produced to ensure the Council meets its statutory obligations in relation to Equalities legislation.	
FINANCIAL SUMMARY: Not Applicable	

1.0 PURPOSE OF REPORT

- 1.1 To inform the Policy and Finance Committee of the latest revision to the Council's Equality, Diversity, and Inclusion Policy and to seek approval to formally adopt the policy, prior to publishing to staff.

2.0 RECOMMENDATIONS

- (1) The Finance and Policy Committee is requested to approve and formally adopt the Equality, Diversity, and Inclusion policy.
and
- (2) The Group Head for Organisational Excellence be authorised to make any further consequential changes to the policy.

3.0 EXECUTIVE SUMMARY

- 3.1 A revised Equality, Diversity and Inclusion policy was approved at the Formal Unison/Employer Consultation meeting on 22 June 2022. The policy requires approval at Finance and Policy Committee.

4.0 DETAIL

- 4.1 A revised Equality, Diversity, and Inclusion policy was presented at the Formal Unison/Employer Consultation meeting on 22 June 2022 by Karen Pearce, Human Resources Manager. The policy is aimed at staff and sets out the

Council's commitment to equality, diversity and inclusion as an employer and service provider. It includes working practices that the Council has put in place to ensure equality at work and the procedure to be followed if an employee or member of the public wishes to make a complaint.

- 4.2 Although equalities legislation has not changed since 2010, it is necessary to review our policies on a regular basis to ensure that we are up to date with best practice. A copy of the revised policy is attached.

5.0 CONSULTATION

- 5.1 Unison, the Council's recognised union, has been consulted and feedback has been incorporated into the final version. The policy was also agreed at the Council's Formal Consultation Panel Meeting on 22 June 2022.

6.0 OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Although equalities legislation has not changed since 2010, the current policy appears dated and does not reflect current best practice. If the revised policy were to be rejected, a rewrite of the policy would be required.

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

- 7.1 There are no immediate financial implications but there may be as a result of future reviews.

8.0 RISK ASSESSMENT CONSIDERATIONS

- 8.1 Failure to have an up-to-date policy that reflects best practice would be to the detriment of the Council should a complaint be raised by an employee or member of the public. Council staff need to be educated on equalities and that would include having access to up to date policy that can be referred to if required.

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

- 9.1 The Equality Act 2010 sets out the statutory provisions of the Public Sector Equality Duty along with protected characteristics and other related matters. The Equality Act 2010 (Specific Duties) Regulations 2011 make statutory provision for publication of information relating to the Public Sector Equality Duty and adoption and publication of equality objectives.

10.0 HUMAN RESOURCES IMPACT

- 10.1 The Equality, Diversity and Inclusion policy helps to prevent discrimination against our employees and provides a recourse for staff who believe they have either been discriminated against or has witnessed discrimination, in the knowledge that their concerns will be taken seriously.

11.0 HEALTH & SAFETY IMPACT

11.1 The Council could fail in our obligation to provide a safe working environment if staff feel discriminated against or victimised. Complaints of this nature are often linked to psychological harm and/or stress related absences.

12.0 PROPERTY & ESTATES IMPACT

12.1 Not Applicable.

13.0 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 An equalities impact assessment has been conducted and it has been concluded that adopting a revised Equalities, Diversity and Inclusion policy offers a positive impact across all areas and no negative impact has been identified.

14.0 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 Not applicable

15.1 CRIME AND DISORDER REDUCTION IMPACT

15.2 Not applicable

16.0 HUMAN RIGHTS IMPACT

16.1 The Policy supports the Council's obligations in relation to the Human Rights Act 1998 – in particular protection from discrimination (Article 14).

17.0 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 The collection of equalities data relating to an applicant, employee or service provide is classed as sensitive personal data.

CONTACT OFFICER:

Name: Karen Pearce

Job Title: Human Resources Manager

Contact Number: 01903 737807

BACKGROUND DOCUMENTS: Equalities, Diversity, and Inclusion Policy

This page is intentionally left blank



EQUALITY, DIVERSITY, AND INCLUSION POLICY

Contents

Section	Title	Page Number
1	Our Commitment	2
2	The Policy in Practice	3
3	Complaints	4
4	Monitoring and Review of the Policy	5

1.0 Our Commitment

1.1 As an Employer

- 1.2 Arun District Council is committed to equality of opportunity, diversity, and inclusion. We will adopt and follow working practices, policies and procedures which are free from unfair and unlawful discrimination.
- 1.3 It is this Council's policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability. The organisation will monitor the composition of the workforce to ensure that this policy is effective.
- 1.4 Responsibility for eliminating discrimination and providing equality of opportunity to our colleagues and our customers predominately lies with management. However, the personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.
- 1.5 Through this policy and the training and development of managers and staff, the Council will do all it can to promote good practice in this area to eliminate discrimination and harassment as far as is reasonably possible. The organisation will also continue to work towards its dedicated goal of encouraging and promoting equality, diversity, and inclusion within the workforce.

1.6 As a Service Provider

- 1.7 Arun District Council is equally committed to eliminating any form of unlawful discrimination in services that we provide. The aim is for our workforce to be truly representative of all sections of society and our customers, however, although we encourage job applications from all sections of society, a true representation of our community can be difficult to achieve. Our aim therefore is for our workforce to be mindful and consider the diverse needs of our customers.
- 1.8 When we are providing services or facilities, staff must not discriminate against or harass a member of the public. We are under a duty to make reasonable adjustments to overcome barriers to using services caused by disability including the removal, adaptation, or alteration of physical features. In addition, we need to think ahead and make reasonable adjustments to address any barriers that may impede disabled people from accessing a service.
- 1.9 The objectives of this policy are to:
 - Recognise that it is unlawful to discriminate under the Equality Act 2010 protected characteristics which include age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, gender, and sexual orientation.
 - To be respectful and accepting of differences, including those not covered by the Equality Act, when dealing with colleagues, customers, and members of the public.

- To encourage staff to challenge discriminatory practices by bringing them to the attention of management or by using (or encouraging the use of) appropriate policies and procedures.
- The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because they associate with someone of a particular race, religion, sexual orientation, age, etc, for example an employee who is married to someone of a minority ethnic origin or has a dependent who is disabled.
- The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that they have a disability, is a transgender person, or is pregnant.

2.0 The Policy in Practice

2.1 Detailed below is a list of provisions and working practices the Council has put in place to ensure equality at work.

- a. This policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
- b. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- c. Where increased pay and/or enhanced benefits are offered to employees based on length of service, these are intended to reward loyalty, maintain motivation, and reflect higher levels of relevant experience.
- d. The policy applies to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary or seasonal.
- e. When establishing criteria for recruitment and promotion into vacant posts, the Council will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary.
- f. Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, transgender status, race, married status, civil partnership status, religion or belief, sexual orientation, disability, or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, your Line Manager should be consulted.
- g. The Council recognises the dangers of unconscious bias arising at work, which is where an opinion is formed on an individual by a manager or colleague without them necessarily being aware they have formed it. There are many different forms

- of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.
- h. The Council works against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion, and training opportunities, with a focus on promoting diversity and inclusion.
 - i. To counteract unconscious bias at recruitment stage, the Council will implement the following procedures:
 - a. maintaining a diverse panel wherever possible to make decisions but in any event, to always have more than one person interviewing.
 - b. referring to specific job criteria when making recruitment decisions
 - c. prohibiting panel members with personal relationships to applicants from sitting on the selection panel.
 - d. For the panel to reach consensus on the final selection decision.
 - j. The Council does not operate any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to them continuing to be sufficiently able to perform their job to a satisfactory standard.
 - k. The Council will, whenever it is operationally possible to do so, consider flexible retirement if an employee wishes to pursue this as an option prior to full retirement. The precise reduction to the number of days or hours worked will be discussed individually in each case.
 - l. Employees who are disabled or become disabled in the course of their employment should inform the organisation about their disability. Management will then arrange to discuss with the employee what reasonable adjustments to their job or working conditions or environment might assist them in the performance of their duties. The employee will also be encouraged to suggest any adjustments that they believe would be helpful. Careful consideration will be given to any proposals and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate proposals put forward by the employee.
 - m. All employees and job applicants will be asked, on a purely voluntary basis, to complete a form denoting their sex, race, ethnic origin, age, and any disabilities that they have. The Council guarantees that the information provided on this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.

3.0 Complaints

- 3.1 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment based on disability, sexual orientation, trans-gender status, religion or belief or age, then the complaint may be raised directly with the HR Manager. The organisation is concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint unless

the substance of the complaint is untrue or the complaint is made in bad faith, for example out of malice.

3.2 Where an employee is falsely accused of discriminatory conduct, then they may implement the Council's grievance procedure.

3.4 Any employee who makes a false accusation of harassment will be subjected to disciplinary action. In serious cases, such behaviour may be deemed to constitute gross misconduct and may result in summary dismissal.

3.5 Members of the public wishing to make a complaint should be directed to the Council's Complaint Procedure which can be found on the Council's website.

4.0 Monitoring and Review of the Policy

4.1 This policy will be monitored on a regular basis by the HR department. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy.

4.2 The Council treats personal data collected for reviewing equality of opportunity in recruitment and employment in accordance with its data protection policy. Information about how data is used and the basis for processing is provided in the organisation's job applicant and employee privacy notice.

Agreed at Joint Staff Consultative Panel
Agreed at Policy and Finance Committee

22 June 2022
XXXXXXXX

Arun District Council

REPORT TO:	Policy and Finance Committee – 6 September 2022
SUBJECT:	Options for Introducing Further Controls on the Quality of Houses in Multiple Occupation – Financial Implications
LEAD OFFICER:	Carolyn Martlew – Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Cllr Shaun Gunner
WARDS:	Marine, Hotham, River
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The recommendation supports:</p> <ul style="list-style-type: none"> • Improving the wellbeing of Arun; • Delivering the right homes in the right places. 	
DIRECTORATE POLICY CONTEXT:	
<p>The licensing of Homes in Multiple Occupation (HMO) is a major function performed in the Directorate.</p> <p>Medium Term Financial Plan: Supplementary estimates increase the amount of net expenditure which reduces the balances available.</p>	
FINANCIAL SUMMARY:	
<p>The report requests a supplementary revenue estimate of £40,000, to be funded from general fund balances.</p>	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to make financial arrangements to implement the recommendation of the Environment Committee at its meeting of 14 July 2022.

2. RECOMMENDATIONS

2.1. It is recommended that Policy and Finance Committee recommend to Full Council that a supplementary estimate of up to £40,000 be approved for additional resources to support the consultation process required to implement the additional licensing scheme for house in multiple occupation. This equates to a Band D Council Tax equivalent of 63p.

3. EXECUTIVE SUMMARY

3.1. The Environment Committee considered a report 'Options for introducing further controls on the quality of Houses in Multiple Occupation' at its meeting on 14 July 2022. The Environment Committee report contained a recommendation to approve a supplementary revenue estimate of up to £40,000 which has a financial implication for the Council. Under the Council Constitution, the Environment Committee resolution is subject to Policy and Finance Committee and Full Council confirmation of finances being available. This report recommends that Policy and Finance Committee approve the finance subject to Full Council approval.

4. DETAIL

4.1. As outlined above, the Environment Committee have approved instigating a consultation process for HMOs in Marine, Hotham and river Wards. This requires a consultation process to be undertaken.

4.2. There is no current provision for this in the 2022/23 General Fund Revenue Budget approved by the Council in February 2022. For the consultation to be undertaken, the Council must provide additional resource.

4.3. This report therefore recommends a non-recurring supplementary revenue estimate be approved of up to £40,000 in 2022/23.

5. CONSULTATION

5.1. No consultation has been undertaken with external bodies.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. No alternatives have been considered.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. The approval of the supplementary estimate will be funded from General Fund balances. The approved budget includes a withdrawal from balances of £817k. The approval of a one-off General Fund supplementary estimate of £40k is not material to the financial position of the Council.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. Undertaking the consultation will ameliorate any likely risks in the implementation of the new policy.

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

9.1. To implement an additional HMO licensing scheme a legally prescribed consultation process must be followed. Increased enforcement and potential appeals via the First Tier Tribunal will impact on the resources of the Legal Services Team.

10.HUMAN RESOURCES IMPACT

10.1. None.

11.HEALTH & SAFETY IMPACT

11.1. None.

12.PROPERTY & ESTATES IMPACT

12.1. None.

13.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. No adverse impacts on protected characteristics have been identified but a formal consultation for an additional licensing scheme would provide the opportunity for further consideration.

14.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. None.

15.CRIME AND DISORDER REDUCTION IMPACT

15.1. None.

16.HUMAN RIGHTS IMPACT

16.1. None.

17.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1. None.

CONTACT OFFICER:

Name: Carolin Martlew

Job Title: Interim Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Minutes of Environment Committee Meeting of 14 July 2022;

Report to Environment Committee of 14 July 2022 - Options for introducing further controls on the quality of Houses in Multiple Occupation

This page is intentionally left blank

Public Document Pack

Subject to approval at the next Environment Committee meeting

83

ENVIRONMENT COMMITTEE

14 July 2022 at 6.00 pm

Present: Councillors Chace (Vice-Chair, in the Chair), Bicknell, English, Goodheart, Huntley, Needs, Thurston, Warr and Worne

[Councillor English left the meeting during discussion of Minute 142 and was absent for the remainder of the items]

135. APOLOGIES

Apologies for absence had been received from Councillors Edwards and Pendleton.

136. DECLARATIONS OF INTEREST

Councillor Goodheart declared a Personal Interest in Agenda Items 7, 8 and 10 as a Member of Bognor Regis Town Council.

Councillor Needs declared a Personal Interest in Agenda Items 8 and 10 as a Member of Bognor Regis Town Council.

Councillor Warr declared a Personal Interest in Agenda Items 10 as a Member of the Bognor Regis Beach Access Team.

137. MINUTES

The Minutes of the meeting held on 19 May 2022 were approved by the Committee. These would be signed at the end of the meeting.

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

The Chair confirmed that there were no urgent matters for this meeting.

Environment Committee - 14.07.22

139. PUBLIC QUESTION TIME

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

140. OUTSIDE BODIES

There were no updates from Members regarding Outside Bodies.

141. EXIT STRATEGY FOR WITHDRAWAL OF THE 1-2-3 FOOD WASTE & ABSORBENT HYGIENE PRODUCTS (AHP) COLLECTIONS

Upon the invitation of the Chair, the Environmental Services & Strategy Manager presented the report to the Committee. He explained the report sought Committee approval on the timing of the early withdrawal from the 1-2-3 Food Waste Collection Trial, due to the discontinuation of funding from West Sussex County Council (WSSCC). Following the Committee decision at the last meeting, which had been to retain a weekly residual service from black sacks until such time that the Government mandated food waste collections to all household, WSSCC through the Joint Project Board had questioned the added value of continuing the 1-2-3 collections in the trial area and had concluded that continuing the collections in the trial area would not present the best use of their Recycling Improvement Fund.

It was recommended that the trial continue until the end of September which would allow a coordinated exit strategy and appropriate resident communications. There was a financial implication which was noted in the report.

The Environmental Services & Strategy Manager stated that the trial had provided some significant learning and data which would be useful and could be applied to future roll-out of a food collection service when this was mandated in the future.

Members then took part in a question-and-answer session and the following points were made:

- Disappointment was expressed by Councillor Thurston, who wanted this to be recorded. Councillor Thurston felt the wrong decision had been made at the last meeting, and that this was a backwards step, she thanked the Officers for their work.
- It was asked whether the exit strategy had been drawn up. The Environmental Services & Strategy Manager explained the exit strategy would be drawn up after the Committee had made their decision.

- Clarification was sought around which budget the £35,000 would come from, which it was confirmed would only be required if Committee decided to retain the 1-2-3 trial until the end of January 2023.
- Clarification was sought on the Absorbent Hygiene Products (AHP) collection, which the Environmental Services & Strategy Manager confirmed was part of the trial and would be stopping.
- Further disappointment was expressed.
- Questions were asked regarding electric vehicles and seagull proof bags, which the Environmental Services & Strategy Manager would circulate information about outside of the meeting.
- It was stated the Council should press on with 1-2-3 collection as soon as possible.

The recommendations were Proposed by Councillor English and Seconded by Councillor Bicknell.

The Committee

RESOLVED – That

1. The withdrawal of the 1-2-3 collections to residents from the end of September 2022 be approved.
2. Approval be given to fund the remaining collection costs until the point from existing Neighbourhoods Group budgets.

142. OPTIONS FOR INTRODUCING FURTHER CONTROLS ON THE QUALITY OF HOUSES IN MULTIPLE OCCUPATION

[Councillor English left the meeting during discussion of this Item]

Upon the invitation of the Chair, the Group Head of Technical Services presented the report to the Committee. He explained that at Full Council in February 2020 a Motion asked Officers to investigate means of improving the quality and standard of Houses in Multiple Occupation (HMOs) within the District. At the Housing and Customer Services Working Group meeting on 5 November 2020 Members recommended to Cabinet to continue to research and gather further evidence to help establish whether additional HMO licensing or Selective Licensing of the private rented sector was justified. This decision was approved by Cabinet on 14 December 2020 and Officers instigated the process of procuring the services of a company to undertake the required additional research and provision of a supporting report.

Environment Committee - 14.07.22

This report provided a summary of the findings from the research undertaken and set out recommendations for additional controls that could be implemented to manage the quality of HMOs. The research supported the ability of the Council to introduce additional HMO licencing or Selective Licencing in three wards, which were Marine, River and Hotham. Data suggested there were issues of disrepair of houses, anti-social behaviour and deprivation in those wards. Selective Licencing would apply to the whole of the private rented sector, requiring landlords to obtain tenant references as the aim was to reduce anti-social behaviour. Additional HMO licencing would allow properties comprised of 2 or more households and 3 or 4 people to be licenced. In addition, any self-contained flats which were not fully building regulation compliant and in blocks where less than two thirds were owner-occupied would also fall within the additional HMO licencing regime. The benefits of introducing additional HMO licencing in the three Wards would be the requirement of certain amenity standards; to enable a fit and proper person check to be carried out on the Landlord; and to enable the council to undertake proactive inspections, a proportion of which were cost-recoverable under licencing fees. Introducing additional HMO licencing fit within the council's Vision. The recommendations were then explained to the Committee.

Members then took part in a question-and-answer session and the following points were made:

- Clarification was sought on the data, which was provided by the Group Head of Technical Services
- It was asked what would be considered 'appropriate action' in paragraph 1.19. The Senior Environmental Health Officer for Private Sector Housing explained the council already had detailed standards which sat behind the summarised sentence, which were not appended to the report but were available.
- Was additional HMO licencing expected to resolve issues of disrepair, deprivation and anti-social behaviour? The Group Head of Technical Services explained that the purpose of the licence was to increase the standard of HMOs within the District.
- It was asked whether the Committee would hear the result of the consultation, which it was confirmed they would.
- Clarification was requested regarding funding the additional staff and ongoing costs which was provided by the Group Head of Technical Services.
- Support was offered for the recommendations.
- It was suggested that HMOs could be required to provide adequate waste storage areas.
- One Member expressed the view that the number of HMOs in the area should be reduced.

The recommendations were Proposed by Councillor Bicknell and Seconded by Councillor Thurston.

The Committee

RESOLVED

1. That they agreed to instigating the consultation process subject to funding being approved for a proposed additional licensing scheme for houses in multiple occupation for the wards Marine, Hotham and River, to cover privately rented properties occupied by three or four people making up two or more households and properties converted into self-contained flats that meet the definition of Section 257 HMOs at a cost of £40,000.

The Committee also

RECOMMEND TO THE POLICY & FINANCE COMMITTEE AND FULL COUNCIL

1. That a supplementary estimate of up to £40,000 for additional resources to support the consultation process required to implement the additional licensing scheme for houses in multiple occupation be approved. This is a Band D Council Tax equivalent of 63p.

143. POTENTIAL INCREASE IN THE NUMBER OF DESIGNATED BATHING WATERS IN ARUN DISTRICT

Upon the invitation of the Chair, the Engineering Services Manager presented this report to the Committee. He explained that since the report had been written the role of Director of Services had now been re-titled Director of Environment and Communities, so the recommendation was now slightly amended to reflect this change. The report sought authority to undertake the necessary investigation and survey work and then if appropriate to make representation to the Department for Environment Food and Rural Affairs (DEFRA), to increase the number of designated Bathing Waters in Arun District. The water sampling would be carried out by the Environment Agency (EA), so there would be no cost to Arun, and it would show the bathing water qualities at more points across the District, not just the six existing designated bathing water areas.

Members then took part in a question-and-answer session and the following points were made:

- Potential location of any new designated bathing waters. The Engineering Services Manager explained they were looking at West of the River Arun, potentially West Beach. The areas being looked at would be feasible in terms of facilities for users and landowners' agreement.
- It was felt important the EA sample the water for a broader picture.

Environment Committee - 14.07.22

- It was requested that a copy of the water sampling points be circulated to Members of the Committee, which the Engineering Services Manager agreed to do after the meeting.

The recommendations were Proposed by Councillor Worne and Seconded by Councillor Huntley.

The Committee

RESOLVED – That

1. Investigations, survey work and public consultation to ascertain whether or not any targeted beaches of the Arun District Council coastline, anticipated to meet the criteria for designating Bathing Waters, warrant a request to Department for Environment Food and Rural Affairs (Defra), to designate them as Bathing Waters under the Bathing Waters Regulation 2013, be approved.
2. The Director of Environment and Communities be authorised, in liaison with the Chair of Environment Committee to request that Defra considers designating any beaches found under 1 above to be suitable for designation.

144. KEYSTONE YOUTH CENTRE UPDATE

Upon the invitation of the Chair, the Group Head of Environment and Climate Change explained that the report was for the information of the Committee. He confirmed that the tenders had come in and were higher than budgeted for, so Littlehampton Town Council were examining options on that.

The Chair updated that it would be discussed at a Littlehampton Town Council Extraordinary Full Council Meeting next Thursday.

Members then took part in a question-and-answer session and the following points were made:

- It was asked where the additional funding would come from, which it was explained, would be for the Littlehampton Town Council to determine.
- Support was offered for this and it was hoped Arun would continue to support other youth projects around the District.

145. BOGNOR REGIS BEACH ACCESS WORKING PARTY - 06 JULY 2022

The Chair of the Bognor Regis Beach Access Working Party gave an update to the Committee. She explained that the survey results had been received, and there had been a great response to this. 588 people had completed the survey, and 4 members of the public had attended the second meeting of the Working Party to give verbal submissions. The evidence was now being looked at by Members of the Working Party and the Officers and a final report was due to come back to Environment Committee on November 17 2022.

It was asked where the location of the potential access would be. The Chair of the Bognor Regis Beach Access Working Party explained that there was no fixed idea of location yet as the evidence was still being assessed.

146. WORK PROGRAMME

Upon the invitation of the Chair, the Group Head of Environment and Climate Change introduced the Work Programme.

An update regarding the electricity supply at Place St Maur was requested. The Group Head of Environment and Climate Change explained that they were waiting for the electricity supply to be connected, as the supplier were yet to provide the meter. Daily updates were being requested from the supplier. It was asked whether an update could be provided on whether this would be sufficient to power the ice rink. This would be circulated after the meeting.

It was asked whether an update on tree planting could be provided at the next meeting. The Group Head of Environment and Climate Change explained that September would be too early for a tree planting update as it was too early in the season, but they would look at the November meeting.

The Work Programme was noted.

(The meeting concluded at 7.10 pm)

This page is intentionally left blank

Agenda Item 15

Policy and Finance Committee –Work Programme 6 September 2022

Policy & Finance Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
<p>Council Vision - Quarter 1 Performance Report</p> <p>Littlehampton Seafront Project</p> <p>Equality, diversity & Inclusion Policy</p> <p>Items put forward from Service Committees</p> <p>Options for introducing further controls on the quality of House in Multiple Occupation – Financial Implications</p> <p>Budget Monitoring Report to 30 June 2022</p> <p>Revenue and Capital Outturn 2021/22 - Report</p> <p>Budget Process 2023/24</p> <p>Regis Centre Heads of terms Report – Exempt</p> <p>Strategic Options for the Regeneration of the Regis Centre – Exempt</p> <p>Work Programme</p>	<p>Jackie Follis</p> <p>Rachel Alderson</p> <p>Karen Pearce</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Carolyn Martlew</p> <p>Neil Taylor</p> <p>Neil Taylor</p>	<p>6 September 2022</p>	<p>6pm</p>	<p>09-Nov-22</p>
<p>Financial Prospects 2022/23 to 2026/27</p> <p>Annual Performance Report</p> <p>Update on the Council's Scope 1, 2 and 3 emissions for 2021-2022</p> <p>Littlehampton Seafront Project</p> <p>Work Programme</p>	<p>Carolyn Martlew</p> <p>Jackie Follis</p> <p>Will Page</p> <p>Rachel Alderson</p>	<p>20 October 2022</p>	<p>6 pm</p>	<p>09-Nov-22</p>

Policy and Finance Committee –Work Programme
6 September 2022

Budget Monitoring Report – Quarter 2	Carolyn Martlew	8 December 2022	6pm	18-Jan-23
Review of Procurement Strategy	Carolyn Martlew			
Council Vision – Quarter 2 Performance Report	Jackie Follis			
Civica CX Implementation Programme – Financial Implications	Carolyn Martlew			
Work Programme				
Budget Monitoring Report – Quarter 3	Carolyn Martlew	09 February 2023	6 pm	1 March 2023
Committee Revenue and Capital Budget 2023/24	Carolyn Martlew			
The council’s Revenue and Capital Budgets 2023/24	Carolyn Martlew			1 March 2023
Work Programme				
Council Vision – Quarter 3 Performance Report	Jackie Follis	7 March 2023	6pm	15-March-2023
Update – Climate Change and Sustainability Action Plan	Will Page			
Work Programme				