



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 Helen Burt (Ext. 37614)

13 September 2022

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 22 September 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chair), Chace (Vice-Chair), Bicknell, P. English, Goodheart, Huntley, Needs, Pendleton, Thurston, Warr and Worne

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 webpages](#).

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, 13 September 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:

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

3. MINUTES

(Pages 1 - 8)

The Committee will be asked to approve as a correct record the Minutes of the Environment Committee held on 14 July 2022.

4. 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

5. PUBLIC QUESTION TIME

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

6. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2022 TO 30 JUNE 2022

(Pages 9 - 14)

This report sets out the performance of the Key Performance Indicators at Quarter 1 for the period 1 April 2022 to 30 June 2022.

[15 Minutes]

7. BUDGET 2023/2024 - PROCESS (Pages 15 - 22)

The report provides a summary of the budget process for 2023/24 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2023/24 as outlined in the report, having been endorsed by the Policy & Finance Committee on 6 September 2022.
[15 Minutes]

8. ACCESS AGREEMENT RELATING TO THE FRAMEWORK AGREEMENT FOR THE SUSSEX COASTAL POLLUTION CLEAN-UP AND DISPOSAL SERVICE (Pages 23 - 28)

This report seeks the approval of the Environment Committee to give the Group Head of Environment and Climate Change delegated authority to sign up to a framework agreement.

The framework provides access to a specialist clean-up and disposal contractor, at pre-agreed rates, to be used in the event of significant coastal pollution on Arun District Council's coastal shoreline. Typically the pollution would be oil but other pollutants such as overboard cargo may be included.
[15 Minutes]

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

9. WORK PROGRAMME (Pages 29 - 32)

The Committee is required to note the Work Programme for 2022/23.
[5 Minutes]

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

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

This page is intentionally left blank

Public Document Pack Agenda Item 3

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

Arun District Council

REPORT TO:	Environment Committee – 22 September 2022
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 1 performance report for the period 1 April 2022 to 30 June 2022.
LEAD OFFICER:	Jackie Follis – Group Head of Organisational Excellence
LEAD MEMBER:	Councillor David Edwards
WARDS:	ALL
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT:	
This report is produced by the Group Head of Organisational Excellence to give an update on the Q1 Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY:	
Not required.	

1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q1 Performance Outturn for the Key Performance indicators for the period 1 April 2022 to 30 June 2022.

2. RECOMMENDATIONS

- 1.2. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 20 October 2022.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance Indicators at Quarter 1 for the period 1 April 2022 to 30 June 2022.

3. DETAIL

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition

to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 3.4. This is the first quarterly report covering performance from 1 April 2022 to 30 June 2022 and will cover only those indicators that are due to be measured at this point.
- 3.5. Please note that the CMT Member shown on the appendix was as of the end of Q1. CMT Members have changed for some service areas following the Group Head restructure which took effect from 4 July 2022.
- 3.6. Thresholds are used to establish which category of performance each indicator is within.

Achieved target	100% or above target figure
Didn't achieve target but within 15% range	85%-99.9% below target figure
Didn't achieve target by more than 15%	85% or less target figure

- 3.7. There are 42 Key Performance indicators. 10 of these indicators relate to this Committee and all 10 are measured at Q1.
- 3.8. This report gives the status of the indicators at Q1, which may be different to the status for June. To view the status of indicators for June please see Appendix A. This appendix gives full commentary for each indicator and notes any action to be taken to address any under performance.

Status	Number of Key Performance indicators in this category
Achieved target	6
Didn't achieve but within 15% range	3
Didn't achieve target by more than 15%	1
TOTAL	10

4. CONSULTATION

- 4.1. No consultation has taken place.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. To review the report

5.2. To request further information and/or remedial actions be undertaken

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

6.1. None required.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. None required

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

8.1. None required

9. HUMAN RESOURCES IMPACT

9.1. Not applicable.

10. HEALTH & SAFETY IMPACT

10.1. Not applicable.

11. PROPERTY & ESTATES IMPACT

11.1. Not applicable.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Not applicable.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. Not applicable.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. Not applicable.

15. HUMAN RIGHTS IMPACT

15.1. Not applicable.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. Not applicable.

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: *None*

No.	Indicator	Council Vision Theme	Service Committee	Service Area	CMT Member for June data	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn (June only)	June 22 Outturn - Q1 (April-June)	June 22/Q1 Commentary	June 22 Status	Q1 Status
CP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Improving wellbeing of Arun	Environment	Cleansing	Philippa Dart	Monthly	Lower is better	80	102	101	Slight rise on the previous month, however performance has remained consistently good over the year.	Not achieving but within 15% range	Not achieving but within 15% range
CP13	Food businesses with food hygiene ratings of 3 (satisfactory and above)	Improving wellbeing of Arun	Environment	Environmental Health	Karl Roberts	Monthly	Higher is better	93%	98.80%	98.80%	High levels of compliance are being maintained across the district, as we clear the backlog of inspections caused by the pandemic.	Achieving	Achieving
CP22	Vacant private sector dwellings returned to occupation	Delivering right homes in right places	Environment	Environmental Health	Karl Roberts	Quarterly	Higher is better	50	No June figure, see Q1 figure	36	Above target achievement for the first quarter due to both informal engagement with property owners as well as undertaking enforcement action. The Empty Homes Officer has unfortunately had to take short notice leave in June reflecting the figure for this month, however, this will not impact on progress and achievement of the annual target.	No status - quarterly indicator	Achieving
CP23	Residual household waste per household per annum	Supporting environment	Environment	Cleansing	Philippa Dart	Quarterly	Lower is better	450kg	No June figure, see Q1 figure	112.46kg/hh	This is on course to meet the target for the year	No status - quarterly indicator	Achieving
CP24	Household waste sent for re use, recycling and composting	Supporting environment	Environment	Cleansing	Philippa Dart	Quarterly	Higher is better	50%	No June figure, see Q1 figure	46.10%	This quarter is traditionally high due to the high levels of garden waste produced in the growing season. This indicator will fail until we adjust our collection regime to at least 2 weekly and bring in food waste collection. Members have decided not take this course of action at present.	No status - quarterly indicator	Not achieving but within 15% range
CP25	Contractor achieving performance target for all green space management operations following monitoring	Supporting environment	Environment	Greenspace	Philippa Dart	Quarterly	Higher is better	>66%	No June figure, see Q1 figure	67.38%	Whilst the GMC PM score exceeds the contractual requirement there have been challenges mainly for the mobile grounds maintenance rounds which are typically formed of the smaller sites with grass mowing being the main issue. Grass mowing in town centres, flagship parks and recreation grounds have performed very well often exceeding 80%. Other GMC operations have performed very well.	No status - quarterly indicator	Achieving
CP37	Building Regulation submissions processed within 5 weeks (or 2 months if client requests extension)	Fulfilling Arun's economic potential	Environment	Building Control	Karl Roberts	Monthly	Higher is better	100%	100%	100%	All Building Regulation submissions dealt with within prescribed periods	Achieving	Achieving
CP38	% of Building Regulation submissions assessed within 21 days of date of deposit with the Council	Fulfilling Arun's economic potential	Environment	Building Control	Karl Roberts	Monthly	Higher is better	60%	79%	90%	Target exceeded	Achieving	Achieving
CP39	% of Building Control applications registered within 3 days	Fulfilling Arun's economic potential	Environment	Building Control	Karl Roberts	Monthly	Higher is better	60%	11%	31%	Target not met due to work volume, staff absence and current Surveyor vacancy	Not achieving	Not achieving
CP40	Building control site inspection dealt with within one day	Fulfilling Arun's economic potential	Environment	Building Control	Karl Roberts	Monthly	Higher is better	100%	99.79%	99.73%	Only 4 out of 1488 Inspections not undertaken on the same day but all within statutory period	Not achieving but within 15% range	Not achieving but within 15% range

This page is intentionally left blank

REPORT TO:	Environment Committee – 22 September 2022
SUBJECT:	Budget 2023/2024 - Process
LEAD OFFICER:	Carolyn Martlew, Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor David Edwards
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.	

For general release

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

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

2. EXECUTIVE SUMMARY

2.1. The report provides a summary of the budget process for 2023/24 as required by the Council’s Constitution. The Committee is then asked to approve the Budget process for 2023/24 as outlined in the report, having been endorsed by the Policy & Finance Committee on 6 September 2022.

3. DETAIL

3.1. 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 Policy and Finance Committee on 10 February 2022 before approval by Special Council on 23 February 2022.

- 3.2. The process went reasonably well for 2022/23 and a budget was set on 23 February 2022 for the 2022/23 financial year.
- 3.3. 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.
- 3.4. Members will be updated with the most up to date information when the Financial Prospects Report is considered by Policy and Finance 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. The key dates for this Committee for the Budget 2023/24 process are summarised below:

Budget Reports	Date
Budget Consultation Report	22 September 2022
Financial Prospects Report General Fund (Policy and Finance Committee) – confirms budget parameters	20 October 2022
Committee Report – Service Specific	31 January 2023
Policy and Finance Committee	9 February 2023
Special Council	1 March 2023

4.8 It should be noted that any budget proposals should be fully costed and feasible to be delivered for inclusion in the budget for 2023/24.

4.9 A summary of the budgets managed by this Committee and the out turn for 2021/22 is shown in Appendix B for information. This Committee's controllable budget for 2022/23 is £8.257m. The figures shown for controllable expenditure and income exclude items that are for accounting purposes only.

4. CONSULTATION

4.1. No consultation has been undertaken with external bodies.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. No other options are available.

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

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

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. 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.

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

8.1. 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.

9. HUMAN RESOURCES IMPACT

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

10. HEALTH & SAFETY IMPACT

10.1. 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.

11. PROPERTY & ESTATES 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 Property & Estates impact of the committee's functions

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. 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.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. 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.

14. CRIME AND DISORDER REDUCTION IMPACT

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 Crime and Disorder reduction impact of the committee's functions.

15. HUMAN RIGHTS 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 Human Rights impact of the committee's functions.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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 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:

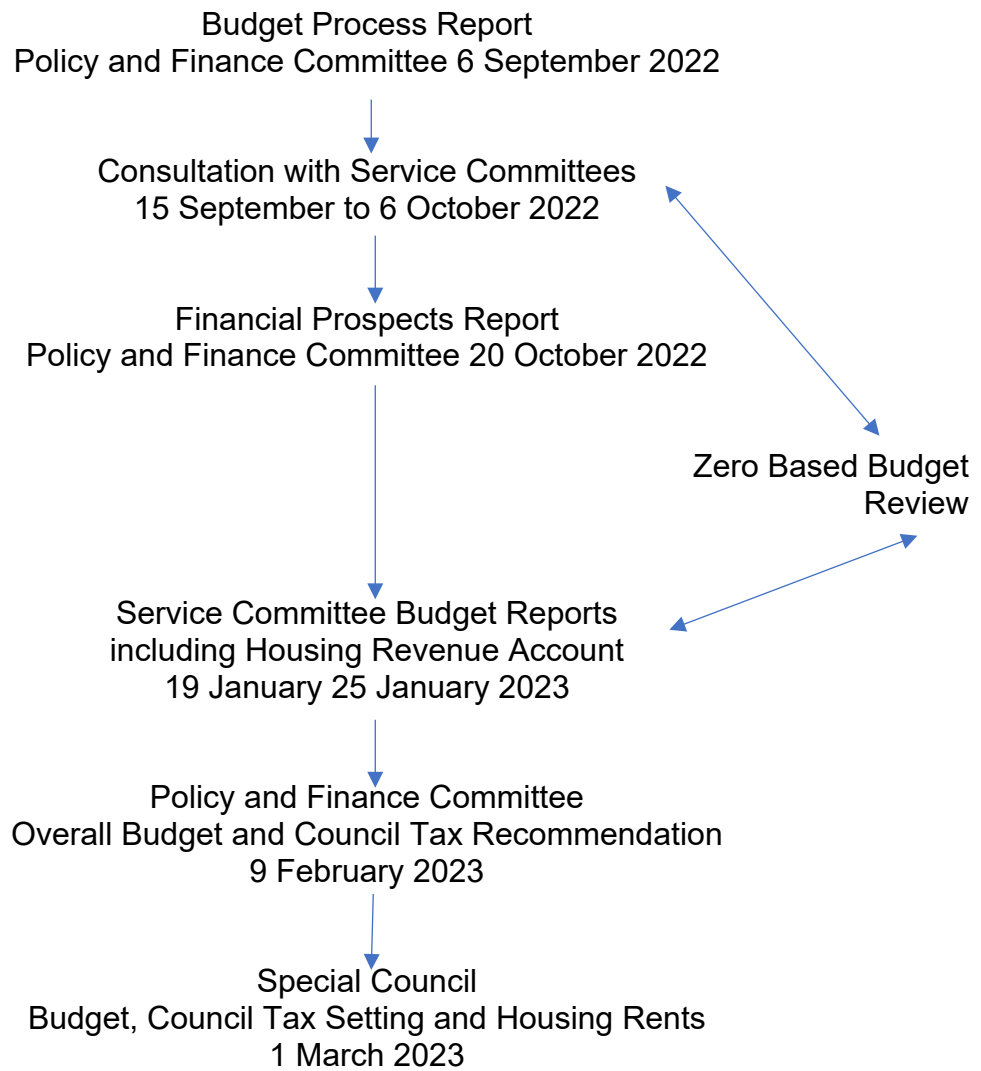
Council Constitution

Approved Budget 2022/23

Budget Process 2023/24 Report to Policy and Finance Committee 6 September 2022

Statement of Accounts 2021/22

Budget Process 2023/24 Flowchart



Actual 2021-22 £'000	Description	Budget 2022-23 £'000
Environment Committee		
Direct Services		
(44)	Building Control	112
(15)	Bus Shelters & Street Nameplates	11
(842)	Car Parks	(912)
28	Cemeteries & Churchyards	(33)
5,909	Cleansing Services	5,696
134	Coast Protection & Land Drainage	131
45	Emergency Planning & Support	54
879	Environmental Health & Protection	555
130	Foreshores	36
1,510	Parks & Green Spaces	1,744
203	Private Sector Housing	302
7,937	Total for Direct Services:	7,696
Environment Committee		
Management & Support Services		
448	Engineering & Infrastructure Services	561
448	Total for Management & Support Services:	561
8,385	Environment Committee Total:	8,257

This page is intentionally left blank

Arun District Council

REPORT TO:	Environment Committee – 22 September 2022
SUBJECT:	<p>Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service: A request to the Environment Committee to give delegated authority to the Group Head of Environment and Climate Change to sign the ‘Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service’.</p>
LEAD OFFICER:	Joe Russell-Wells, Group Head of Environment and Climate Change
LEAD MEMBER:	Councillor Edwards
WARDS:	<ul style="list-style-type: none"> • Pagham • Aldwick West • Aldwick East • Marine • Hotham • Felpham West • Felpham East • Middleton-on Sea • Yapton • River • Beach • Rustington West • Rustington East • East Preston • Ferring
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>Signing up to the framework will help the Council in ‘Supporting our environment to support us’ by ensuring we have expertise available to deal with coastal pollution, should it occur, in a timely and efficient manner.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>Emergency Planning under which this agreement will operate falls within the Directorate of Environment and Communities.</p>	
FINANCIAL SUMMARY:	
<p>Signing up to the framework will not incur any expense unless we are required to respond to a significant pollution incident on our beaches.</p> <p>The cost of cleaning coastal pollution is an unknown entity, and every effort would be made to claim any costs incurred, from the polluter or from the International Oil Pollution Compensation Funds (IOPC Funds).</p> <p>Signing up to this framework would assist in any such claim as it would help the Council to justify that it had been reasonable in incurring the costs that it had.</p>	

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to request that the Environment Committee make the **decision** to give delegated authority to the Group Head of Environment and Climate Change to sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'.

2. RECOMMENDATIONS

- 2.1 That the Environment Committee approve the delegated authority for the Group Head of Environment and Climate Change to sign the 'Access Agreement relating to the Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'.

3 EXECUTIVE SUMMARY

- 3.1 This report seeks the approval of the Environment Committee to give the Group Head of Environment and Climate Change delegated authority to sign up to a framework agreement.
- 3.2 The framework provides access to a specialist clean-up and disposal contractor, at pre-agreed rates, to be used in the event of significant coastal pollution on Arun District Council's coastal shoreline. Typically the pollution would be oil but other pollutants such as overboard cargo may be included.

4 DETAIL

- 4.1 Arun District Council, as a local authority, has a responsibility for ensuring the clean-up of pollution from its shorelines, including land exposed by falling tide.
- 4.2 Whilst shoreline clean-up operations may be contracted directly by the body responsible for the pollution, where a polluter is unknown it is likely that the local authority will lead the clean-up operation and may incur costs associated with this.
- 4.3 The local authority may later claim reasonable costs from the polluter, if identified, or from the International Oil Pollution Compensation Funds (IOPC Funds).
- 4.4 The clean-up operation can require specialist knowledge and equipment, and costs can run into millions of pounds.
- 4.5 To meet this responsibility effectively and economically, Arun District Council can sign up to the 'Framework Agreement for the Sussex Coastal Pollution Clean-up and Disposal Service'.
- 4.6 This framework was developed by East Sussex County Council and is a result of competitive tendering.

- 4.7 This agreement will allow the Council to call off equipment and services from a specialist contractor at rates and at a service level as agreed under the terms of the framework.
- 4.8 This would save the Council running onerous procurement tenders under emergency conditions.
- 4.9 There is no financial commitment until an order for services is placed.
- 4.10 Any retainers are paid by West and East Sussex County Councils.
- 4.11 For Arun District Council to be able to call off from the framework it needs to have completed an access agreement with East Sussex County Council and named Arun District Council officers will have authority to instigate a call off.
- 4.12 The framework commenced operation on 1 April 2021 and will run for 5 years
- 4.13 All Sussex coastal local authorities are signed up to the framework except Arun.

5 CONSULTATION

- 5.1 Hampshire Services Strategic Procurement have been consulted and their advice to seek committee approval is being followed.

6 OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 An alternative option considered is not to sign up to the framework and for the Council to carry out its own competitive tender if the need arose. This is not recommended as it is likely to cost the Council more in the event of a coastal pollution incident as it would not have the time to run a full tender to obtain the best value quote under an emergency. It may also delay its response.
- 6.2 Another alternative option considered would be for the Council to run a competitive tender itself in advance. However, this is not recommended as it would incur a cost and the Council would likely have to pay a retainer to the successful contractor. By using the existing framework the Council would not incur the cost of running a tender and the retainer fees are being covered by WSCC and ESCC.
- 6.3 Another alternative option considered is to manage a coastal clean-up operation using the Council's staff, hiring in extra labour and resources as required. This is not recommended as the Council does not have enough resources or expertise to provide an effect clean-up operation. It may also delay our response.

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

7.1 Confirmation received that there are no impacts.

8 RISK ASSESSMENT CONSIDERATIONS

8.1 Access to this agreement by ADC offsets the risks presented by a pollution incident.

9 COMMENTS BY THE GROUP HEAD OF LAW AND GOVERNANCE & MONTITORING OFFICER

9.1 There are no specific legal or governance implications.

10 HUMAN RESOURCES IMPACT

10.1 No impacts

11 HEALTH & SAFETY IMPACT

11.1 As part of the agreement the contractor shall at all times comply with the requirements of the Health and Safety at Work etc Act 1974 and of any other Acts, Regulations, Orders or Laws pertaining to health and safety.

12 PROPERTY & ESTATES IMPACT

12.1 No impacts.

13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 As part of the agreement the contractor shall comply with the Equalities Act 2010.

14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 Not to sign up to this framework could lead to a delayed and less skilled response to a coastal pollution which is likely to increase the impact a pollution incident could have on the environment and the use of the beaches.

15 CRIME AND DISORDER REDUCTION IMPACT

15.1 None

16 HUMAN RIGHTS IMPACT

16.1 As part of the agreement the contractor shall comply with Human Rights Act 1998.

17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 The framework contractor acknowledges that the Council is subject to the requirements of the Freedom of Information Act and the Environmental Information Review and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.

CONTACT OFFICER:

Name: Michael Rowland

Job Title: Emergency Planning Officer

Contact Number: 01903 737922

BACKGROUND DOCUMENTS:

- [Arun District Council Approval of a Framework or DPS for use by Arun District Council](#) (attached as a link).
- [Access Agreement template](#) (attached as a link).
- [Sussex Coastal Pollution Clean-up Framework Agreement](#) (attached as a link).
- [Guide to Calling Off Coastal Pollution Clean-up Framework Agreement](#) (attached as a link).
- [The National Contingency Plan – A Strategic Overview for Responses to Marine Pollution from Shipping and Offshore Installations](#) (attached as a link).

This page is intentionally left blank

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Cleansing contract May 2022	Oliver Handson	19-May-22	6pm	13.7.22
Update from the Beach Access Working Party (information update)	Chair			
Keystone update	Joe Russell-Wells	14-Jul-22	6pm	14.9.22
Options for Introducing Further Controls on the Quality of Houses in Multiple Occupation	Louise Crane			
Update from the Beach Access Working Party (information update)	Chair			
Potential increase in the number of designated Bathing Waters in Arun District	Roger Spencer			

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Update from the Beach Access Working Party (information update)	Chair	22-Sep-22	6pm	9.11.22
Q1 KPI Reporting				
Coastal Pollution Framework	Michael Rowland			
Budget 2023/2024 Process	Carolyn Martlew			
Page 30				
Bersted Brooks Country Park project	Joe Russell-Wells	17-Nov-22	6pm	18.1.23
Update from the Beach Access Working Party (information update)	Chair			
Car Park Charging Proposals	Calvin Baylis			
Q2 KPI Reporting				

Environment Committee	<u>Report Author</u>	<u>Date of Meeting</u>	<u>Time</u>	<u>Full Council Meeting Date</u>
Parks / Greenspace Strategy	Oliver Handson	31-Jan-23	6pm	15.3.23
Empty Property Strategy 2023-2028	Louise Crane			
Update from the Beach Access Working Party (information update)	Chair			
Q3 KPI Reporting				

This page is intentionally left blank