



# Public Document Pack

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**This meeting will be webcast live – to view the meeting please go to the Policy & Finance Committee web page.**

Committee Manager - Jane Fulton (Ext 37611)

11 October 2022

## **POLICY AND FINANCE COMMITTEE**

A meeting of the Policy and Finance Committee will be held in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on Thursday 20 October 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 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](mailto:Committees@arun.gov.uk) by 5.15 pm on **Wednesday, 12 October 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](mailto:Committees@arun.gov.uk).

## **AGENDA**

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

3. MINUTES

(Pages 1 - 14)

The Committee will be asked to approve as a correct record the Minutes of the Policy and Finance Committee held on 6 September 2022, as attached.

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. BUSINESS RATES POOLING - [10 MINUTES]

(Pages 15 - 20)

The purpose of this report is to seek retrospective Member approval for the Interim Group Head of Finance and S151 Officer, in consultation with the Chair of this Committee, to continue membership of a business rate pool with selected other West Sussex authorities. The retrospective approval is requested as the Department for Levelling Up, Housing and Communities (DLUHC) required Councils to indicate their intentions by 22 September 2022 for the 2023/24 financial year.

7. PRESENTATION FROM MACE CONSULT LTD [COUNCIL'S CONSULTANTS] ON THE LATEST DESIGN FOR THE REGENERATION OF THE REGIS CENTRE, BOGNOR REGIS - [50 MINUTES]

Representatives from Mace Consult Ltd, the Council's Consultants working on the developing the scheme, will be in attendance to provide a presentation to Members on the latest design for the regeneration of the Regis Centre.

There will be an opportunity for Members to ask questions following this presentation.

8. LITTLEHAMPTON SEAFRONT PROJECT - [20 MINUTES] (Pages 21 - 26)

This report provides an update on the progress of the Littlehampton Seafront scheme.

9. CARBON EMISSION UPDATE - 2021-2022 - [20 MINUTES] (Pages 27 - 36)

This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2021-2022 financial year.

10. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 JUNE 2022 - [30 MINUTES] (Pages 37 - 44)

This report is to update the Committee on the Q1 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 30 June 2022. It will also report on any items referred by other committees to this committee. As this is the first cycle of the new process this is described in section 4. of this report.

## **ITEMS PUT FORWARD FROM SERVICE COMMITTEES**

There are no items for this meeting.

## **OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

There are no items for this meeting

11. WORK PROGRAMME - [5 MINUTES] (Pages 45 - 48)

The Committee's Work Programme for the remainder of the Municipal Year is attached for the Committee's information.

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

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

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## POLICY AND FINANCE COMMITTEE

6 September 2022 at 6.00 pm

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

Councillors Bennett, Mrs Cooper and Coster were also in attendance for all or part of the meeting.

NOTE: The following Councillors were absent from the meeting during consideration of matters outlined in the following minutes – Councillor Pendleton – Minute 230 to Minute 235 (Part) and Councillor Goodheart – Minute 230 to Minute 235 (Part) – after the vote had been taken.

Apologies: None

### 230. WELCOME

The Chair welcomed Members and Officers to the meeting and extended a very warm welcome to Councillor Goodheart as a new Member to the Committee, replacing Councillor Seex.

### 231. DECLARATIONS OF INTEREST

Councillor Dixon declared a Personal Interest in Agenda Items 7 [Strategic Options for the Regeneration of the Regis Centre, Bognor Regis] and 8 [Heads of Terms for Hotel and Regis Centre] as he owned fourteen Whitbread shares.

Councillor Walsh declared a Personal Interest in Agenda Item 9 [Littlehampton Seafront Project] as a Member of Littlehampton Town Council and as they could be involved in the project.

### 232. MINUTES

The minutes from the meeting of the Committee held on 30 June 2022 were approved by the Committee as a correct record and were signed by the Chair at the conclusion of the meeting.

### 233. 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 no questions had been submitted for this meeting.

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234. PUBLIC QUESTION TIME

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

235. EXEMPT INFORMATION

The Chair confirmed that the next two agenda items 7 and 8 would be considered under Exempt Business and that he would be proposing a Motion to move into confidential business. Once this had been seconded and a vote undertaken and declared, if approved the webcast of the meeting would be paused for the consideration of the two items.

Councillor Dixon confirmed that he objected to these items being considered in Exempt business and he explained why. He confirmed that the council would need to submit a planning application to itself for the Levelling-Up project and so information relating to this proposed development could not be considered as Exempt. The Local Government Act 1972 as amended under Schedule 12a, Part 2, Paragraph 9 outlined that information was not exempt if it related to proposed development for which the local planning authority might grant itself planning permission or permission in principle pursuant to Regulation 3 of the Town and County Planning General Regulations 1992. Also, under Paragraph 5, it stated that this included information in respect of claim to legal professional privilege could be maintained in legal proceedings. Councillor Dixon stated that in addition to this, in the council's constitution, at Part 6, Section 1, Paragraph 11.4b confirmed the same thing in the same terms. Also, Part 6, Section 1, 2.1 [Scope], confirmed that these rules applied to all meetings of the council and its committees. Councillor Dixon confirmed that he wished to have placed on record that treating these matters as Exempt was in breach of The Local Government Act 1972 and so they should be considered in public.

The Chair invited the Group Head of Law & Governance and Monitoring Officer to respond. He confirmed that agenda items 7 and 8 had been published as Exempt under Paragraph 3 of Schedule 12a of the 1972 Act, which was information relating to the financial or business affairs of any particular person, including the authority holding that information. Councillor Dixon had mentioned Paragraph 5 [information in respect of which a claim to legal professional privilege could be maintained in legal proceedings] but these two items had not been published citing that exemption as a reason for their confidentiality and so this could not apply. The Monitoring Officer then explained the exemption around applying Paragraph 3 to the items. He outlined that the items for consideration were not reports that were considering a planning application and if they were then they would be considered by the Planning Committee and not this Committee. He confirmed that Part 2, Paragraph 9, of the Local Government Act 1972, as quoted by Councillor Dixon could not apply to these reports.

Councillor Walsh also spoke on this point stating that there were principles included in the exempt papers alongside the commercial details that would facilitate those principles being put into practice. His view was that the Committee could discuss the principles and heads of terms, in open session, as those principles were important and should be in the public domain. He completely understood the commercial considerations surrounding finance and conditions of the lease that should be considered as Exempt business.

Councillor Gunner then proposed to move into Exempt Business, and this was seconded by Councillor Pendleton.

As a recorded vote had been requested, those voting for were Councillors Cooper, Gunner, Pendleton and Roberts [4]. Those voting against were Councillors Dixon, Oppler, Stanley and Walsh [4]. No Councillors abstained from voting.

As the result on this motion was tied, the Chair used his casting vote and voted for.

The Committee

#### RESOLVED

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 items of business on the grounds that they may 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 items.

236. STRATEGIC OPTIONS FOR THE REGENERATION OF THE REGIS CENTRE AND HEADS OF TERMS FOR HOTEL AND REGIS CENTRE (EXEMPT - PARAGRAPH 3 - INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION) OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

The Chair confirmed that as the next two agenda items were closely linked, he proposed to combine them to make debate easier. He confirmed that the voting on each item's recommendations would remain separate as there were recommendations that would be forwarded to Full Council to consider.

The Regeneration Consultant was invited to present his reports. He explained that the first report (Item 7) focused on the strategic options for regeneration of The Regis Centre, Bognor Regis using the levelling-up fund grant funding.

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The committee was reminded that the council owned the freehold of the Regis Centre site where the theatre was currently located. The Regis Centre building was held on a long lease from the council by Whitbread Plc. The southern end of the building (seaward facing) was operated by Whitbread as a Brewers Fayre restaurant and pub. The northern end of the building was sub-let to Arun Arts, a registered charity operating the theatre. To progress any refurbishment or extension of the Alexandra Theatre the council needed to negotiate with Whitbread Plc to either allow full access to the building to enable work to progress or surrender their lease of the whole building.

The report before the Committee set out in detail the options available to the council to secure the most desirable medium-term outcome in order that inward investment be retained on the site and that its cultural, social and economic value to the Town was maximised. It was outlined that there might be other options that the Committee might wish to debate at length and consider.

The next report [Agenda Item 8] set out proposed heads of terms in relation to lease arrangements for The Regis Centre and an associated development opportunity for approval.

The Chair invited questions on both reports. Councillor Stanley confirmed that he wished to make amendments to the recommendations in Item 7 as he had concerns over the style of any future hotel which would be located next to a Grade II listed property. This was because he believed that there had been questionable planning decisions made previously on heritage assets which had been destroyed in Bognor Regis. His amendment intended to make it clear that that the council would like more conversation in terms of its expectations for any hotel.

Councillor Stanley then confirmed the wording to his amendment to Recommendation (1) – as set out below. Additions are shown in **bold** with any deletions shown using ~~strikethrough~~

- (1) Approve Option 2 in the report which is for the council to secure the surrender of Whitbread PLC's lease of the existing Regis Centre building with the sale of a new lease of 125 years to Whitbread for the southeast corner site for the construction of a 102 bedroom hotel, **and the Committee looks forward to a development that is respectful of its seafront and its position next to a Grade 2 listed building.**

Councillor Stanley then confirmed the detail of his second amendment which read: **“Subject to a fixed agenda item on all Policy & Finance Committee meetings to provide Committee Members an update on this project as well as a monthly progress report distributed to all via email.”**

Councillor Oppler seconded this amendment.



The Regeneration Officer and the Group Head of Law & Governance and Monitoring Officer provided advice to the Committee. They confirmed that the Committee could not fettle with planning processes and advised against making a subjective aspiration that could not be measured, however, felt comfortable with the Committee confirming an aspiration. It was confirmed that the second amendment should be classed as a new recommendation (2a) that the Committee could resolve.

The Chair then invited debate on the amendment. This saw some Councillors stating that it was sensible for the council to send a signal to Whitbread which it could respond to.

As there were no more Councillors requesting to be speak further on the amendment, the chair put it to the vote. On the amendment being put to the vote it was unanimously passed.

The Chair then returned to the substantive recommendations for Item 7 and the recommendations for Item 8 and invited debate.

A detailed question and answer session then took place.

The Regeneration Officer then explained the Heads of Terms in relation to lease arrangements. Timescales were discussed and explained alongside financial implications. Questions relating to the other options set out within the report were asked and answered, alongside other scenarios raised by the Committee.

In debating the proposed option set out within the report, there were Members that confirmed that they could not give the proposals their full support. They felt pressurised into making decisions and wanted more enhanced facts and information. Some felt that the risks to the council and others were too great. Some felt that there were too many disadvantages making this a poor deal for Bognor Regis.

Following a lengthy debate and further questions, the Chair then turned to the substantive recommendations in Item 7. A recorded vote was requested.

Those voting for recommendations (1) and (2) were Councillors Cooper, Goodheart, Gunner, Pendleton and Roberts (5). Councillor Dixon voted against the recommendations. Councillors Oppler, Stanley and Walsh abstained from voting (3).

The Committee

RESOLVED – That

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(1) Approval be given to Option 2 in the report which is for the council to secure the surrender of Whitbread PLC's lease of the existing Regis Centre building with the sale of a new lease of 125 years to Whitbread for the southeast corner site for the construction of a 102-bedroom hotel; and the committee look forward to a development that is respectful of its seafront setting and its position next to a Grade 2 listed building.

(2) Agree to delegate authority to the Chief Executive in consultation with the Section 151 Officer to conclude the detailed negotiations with Whitbread PLC to deliver the project; and

(2a) Subject to a fixed agenda item on all P&F committee meetings to provide committee members an update on this project as well as a monthly progress report distributed to all via email.

The Chair then turned to Recommendations (3) and (4). A recorded vote had been requested. Those voting for were Councillors Cooper, Goodheart, Gunner, Pendleton and Roberts (5). No Councillors voted against. Councillors Dixon, Oppler, Stanley and Walsh abstained from voting (4).

The Committee therefore

RECOMMEND TO FULL COUNCIL – That

(1) A supplementary Capital Estimate of £3m to support the delivery of Option 2 as outlined in the report is approved; and

(2) A supplementary Capital Estimate of £750k to buy back the current lease of the site as outlined in Paragraph 4.15.16.

The Chair then turned to the recommendations in Agenda Item 8. A recorded vote had been requested. Those voting for were Councillors Cooper, Goodheart, Gunner, Pendleton and Roberts (5). Councillor Dixon voted against (1). Councillors Oppler, Stanley and Walsh abstained from voting (3).

The Committee therefore

RESOLVED

That subject to the approval of the required funding by Full Council, the Committee:

(1) Approve the Heads of Terms with Whitbread PLC;

(2) Delegates to the Chief Executive in consultation with the Section 151 Officer, to:

- Negotiate and agree on outstanding matters within the Heads of Terms
- Grant a lease of 125 years for the land in the south-eastern part of the Regis Centre car park, including the former fire station
- Accept a surrender of the head lease of the Regis Centre building
- Accept the surrender of the sublease of the Alexandra Theatre
- Grant a new short-term lease for the pub/restaurant to Whitbread Plc
- Grant a new lease for the Alexandra theatre to Arun Arts
- Take any actions necessary consequential to the discussions taken above, in relation to expunging existing leases or granting new leases.

***The meeting then returned to open business.***

237. REGIS CENTRE HEADS OF TERMS REPORT - EXEMPT - PARAGRAPH 3 - INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION) OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT CT 1972

As confirmed by the Chair earlier, this item had been considered jointly with Agenda Item 7.

238. LITTLEHAMPTON SEAFRONT PROJECT - UPDATE

The Principal Landscape and Project Officer presented her report highlighting that it provided a general update as to how this project was progressing and it signified the start of the stakeholder engagement process. Looking at next steps, although the report had highlighted that the stakeholder engagement would be undertaken in September 2022, this was now likely to be in October and a date would be confirmed to Members shortly.

Moving forward to the proposals for the scheme, a draft layout which would form the basis of the stakeholder engagement, was shared to the meeting. It was explained that the concept layout contained the elements included within the Levelling-Up Fund bid and followed the design principles of plans previously consulted upon. A short presentation was then provided to the committee on the plans being displayed to include the different features that would be provided. The second sheet provided an aerial view to bring the area to life. It was explained that the plans were in draft form as the project moved towards the stakeholder process. As Members had been keen to see how the design proposals were forming, it was hoped that the plan and the presentation provided made it clear what the project would provide to the local community before the consultation with stakeholders commenced.

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In inviting questions from the Committee, the Chair highlighted how other projects had suffered with increasing inflation and so he was keen to know if this would be an issue for this project. It was highlighted that it was difficult to predict this, however, the council's consultants were very mindful as to what was happening globally and so they had built in a good percentage for inflation increases into their cost plans. Despite this, it was acknowledged that there needed to be flexibility and that the scope may need to be reviewed and perhaps changed as the designs were taken further forward and as solid prices for the scheme were received.

In asking further questions it was acknowledged what a good news item this scheme was for Littlehampton and the District. The plans were welcomed and as they contained nearly all features requested and the retention of the coach parking in Banjo Road, which during the summer had demonstrated that there was a continuing need for. The provision of new toilet facilities and a foreshore office was a positive and it was hoped that the public conveniences would have a changing place toilet and would contain showers for members of the public to use having used the beach. It was pointed out that most tourist towns with beaches did now offer showering facilities and these were a big attraction. Members welcomed the suggestion of water play features to include channels pools and a small number of water jets and were interested to know more on the number of jets that would be provided to make this a very usable public facility. It was also vital to receive a guarantee that whatever system was provided it would be sand proof or would have a feature that would make sand removal very easy to avoid the blocking of jets. In response, it was confirmed that there would be changing place toilets although it was difficult at this stage to confirm the exact number of water jets that would be provided. The design team would be looking at this and providing options as to what would work in the most effective way. Showers would be provided in the toilet block and family cubicles with baby change facilities too.

Moving on to other elements of the scheme and the new parking arrangements, the name of the car park as South Terrace Car Park was welcomed making it clearer to visitors where this could be found. It was hoped that signage for when visitors approached the other side of the car park could be enhanced.

A question was asked about Pier Road and what plans there were for this area as this was in close proximity to the scheme. It was explained that this did not fall within the remit for this project, however, plans were in place for Pier Road for the future.

Following further debate, questions were asked on camper van parking, car park lighting and concessions,

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

## The Committee

### RESOLVED – That

- (1) The draft concept design, as presented, be endorsed prior to engagement with stakeholders and public consultation; and
- (2) 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.

## 239. BUDGET MONITORING REPORT

The Interim Group Head of Finance and Section 151 Officer presented the first budget monitoring report for the first quarter of 2022/23. It detailed three main sections. The first was the General Fund summary which showed a projected spend of £56k over profiled budget which was a minor variation and took into account major under and overspends and agreed additional spending. The main area of concern currently was nightly paid accommodation. As stated in the report, any decline in the General Fund balance below £5m would be replaced by transfer from the resilience reserve to maintain the General Fund balance of £5m. The Funding Resilience Reserve was anticipated to be £8m by end of financial year as planned.

The Housing Revenue Account (HRA) balance was projected to decline below its recommended minimum of £2m by 31 March 2023. Finance staff were in liaison with the Housing Team to compile a revised HRA Business Plan and proposals for the budget which would be presented to this Committee at its meeting to be held on 8 December 2022.

The Capital and Asset Management Plan Budget for 2022/23 had initially been set at £17.471 m but due to commitments brought forward the budget had increased to £55.286m and the main changes were highlighted but would be reviewed as part of the 2023/24 budget preparation process.

The Chair asked a question on the HRA stating that the current forecast did not take into account any planned changes for the housing service. He asked if the report to this Committee in December would focus on this. It was confirmed that it would.

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A non-Committee Member asked some questions on the HRA account and expressed concern that the balance could drop well below the minimum £2m balance agreed by Full Council. He wanted to know if the costs of the new IT system spend had been taken out and he also asked about another £3m that would need to be spent on the council's decarbonisation strategy. If the HRA balance was also to be used for this project, the HRA reserve account would become worryingly below what Full Council had agreed it should be. Councillors were referred to Section 8.1 of the report which showed the projected HRA balance. It was highlighted that this excluded any supplementary requests and that this was why the HRA Business Plan was being reprofiled.

Further questions were asked relating to the HRA account and why Members were not being given details of the reserve account funding the HRA at this stage. Concerns were expressed over the great use of temporary staff adding enormous agency costs to the budget. Reassurance was required that this was being addressed and would be covered as part of the reprofiling of the HRA Business Plan that would be presented to the Committee in December 2022.

Following further debate and having been proposed by Councillor Pendleton and seconded by Councillor Cooper,

The Committee

RESOLVED – That

- (1) Any specific project related Grant Fund revenue underspend continues to be transferred to earmarked reserves as per previous policy to allow projects to be completed;
- (2) As it is forecast that the Housing Revenue Account (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
- (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.

240. REVENUE AND CAPITAL OUTTURN 2021-22

The Interim Group Head of Finance and Section 151 Officer presented her final budget monitoring report for the year 2021/22. She referred Members to the General Fund on Page 61 of the report confirming that the council had had a favourable outturn as well as showing the major variations which allowed an additional £343k to be added to the funding resilience reserve which stood at £9m at the end of the year. This enabled the council to set up a £500k inflation contingency for the current year and as the level of inflation was not foreseen when the budget had been set in February 2022. There was also £300k remaining from the covid contingency which was available in the current year to finish off related work.

Having been proposed by Councillor Pendleton and seconded by Councillor Cooper,

The Committee

RESOLVED – That

- (1) The carry forward of £18 m capital spending (£7m General Fund and £11m Housing Capital) from 2021/22 and 2022/23 be approved as outlined at Paragraph 4.5;
- (2) The level of balances and unused Section 106 sums at 31 March 2022 be approved noting the reasons explained for the decrease in reserve balances;
- (3) Approve the £343k contribution to the Funding Resilience Reserve in 2021/22; and
- (4) Approve the £500k transfer to an inflation contingency reserve.

241. BUDGET PROCESS 2023-2024

The Interim Group Head of Finance and Section 151 Officer presented her report explaining the budget process for 2023/24 which the Committee was being asked to consider and approve. It was outlined that due to the cost of living crisis there may be the need for additional reports to be presented to this committee as and when information became available.

Having been proposed by Councillor Cooper and seconded by Councillor Pendleton,

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The Committee

RESOLVED

That the Budget process for 2023/24 as outlined in the report be approved.

#### 242. EQUALITY, DIVERSITY & INCLUSION POLICY

The Group Head of Organisational Excellence presented her report outlining that the Equality, Diversity and Inclusion Policy had been reviewed and that the updated policy had been presented to the Formal Unison and Employer Consultation meeting on 22 June 2022.

It was explained that the Policy set out the council's approach to equalities as an employer and a service provider and made it clear commitment to eliminating any form of unlawful discrimination in the services provided. It also made clear how a member of staff or customer can make a complaint if they believe they have not been treated fairly.

Although the Equalities Act had not changed since 2010, the Council was required to review its policy on a regular basis to ensure that it was up to date with best practice. One of these elements was an understanding of Diversity and Inclusion that had changed over time and one of the objectives of the policy was to be respectful and accepting of differences, including those not covered by the Equality Act. An example of this was to recognise the increase in mental health conditions impacting on all sectors of society and therefore on the way that we support people.

The new policy was being presented to the Committee seeking approval for its formal adoption.

Various questions were asked. One surrounded diverse interview panels and whether the council operated the removal of names and ages on CVs to combat any potential bias in the recruitment process. Another question was if staff had any issues, could they raise these with HR and have the facility to do this anonymously. Looking at the council's complaints process, policy and procedure, although this could be found on-line, if a complainant did not have access to the internet, as this was a policy addressing equality issues, it was felt necessary to consider other alternatives and have these confirmed. Responses to these points were provided. The Group Head of Organisational Excellence confirmed that because of the recent restructure, she had not been responsible for Human Resources for some time but that she would be looking at all recruitment processes in detail and this was an area that would be reviewed alongside giving staff the ability to make anonymous complaints, some further detail was provided. Turning to the complaints policy, it was confirmed that it would be made very clear that paper versions were available and could be requested.



Another Councillor confirmed that he fully supported the revised policy but that he wished to receive reassurance that as an employer, Arun would stamp out any form of discrimination in the workforce to also include discrimination with political beliefs and did this exist within Arun. It was confirmed that this did not exist in Arun. Did the policy from an employer perspective, commit to doing this? It was explained that the council collected data as and when it recruited to monitor and to ensure that all job applicants were treated fairly and that there was no built in bias. Looking at positive discrimination, it was outlined that if the council felt the need to do address this at any time, then it would consider it very carefully as this was a very sensitive issue to deal with.

Having had the recommendation proposed by Councillor Pendleton and seconded by Councillor Stanley,

The Committee

RESOLVED – That

- (1) The Equality, Diversity and Inclusion Policy be approved and formally adopted; and
- (2) The Group Head of Organisational Excellence be authorised to make any further consequential changes to the Policy.

Before moving onto the next agenda item, the Chair, in line with the Constitution at Part 5, Section 2 – Committee Procedure Rule 8.1, confirmed that the Committee would need to adjourn at 9.00 pm unless a vote was undertaken to extend the length of the meeting by a further 30 minutes. Councillor Gunner then proposed to extend the meeting by this time to 9.30 pm, if needed, to ensure that all business on the agenda would be concluded. This was seconded by Councillor Pendleton and on being put to the vote this was unanimously agreed.

#### 243. ENVIRONMENT COMMITTEE - 14 JULY 2022 AND FINANCIAL REPORT

The Interim Group Head of Finance and Section 151 Officer presented her report which set out financial arrangements for the Committee to consider in implementing the recommendation made by the Environment Committee at its meeting held on 14 July 2022.

The Environment Committee was asking this Committee to 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 houses in multiple occupation. This equated to a Band D Council Tax equivalent of 63p.

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In debating this item, the Group Head of Technical Services was asked if he could explain what the additional resource was. It was confirmed that the Environment Committee had agreed to undertake public consultation on whether to introduce additional HMO licensing in three of the District's Wards being Hotham, Marine and River. The resource of £40k was to backfill with staff so that the consultation could proceed. It was explained that if it was necessary to second an officer for six months, the resource of £40k was to backfill that substantive officer.

The proposal was welcomed as it was recognised that anything that could be done to enhance the quality of HMOs and to ensure that the services around them were adequate to cater for the number of people residing in HMOs was a positive move. Mention was made if there was potential to look at the fees charged for applying for licences for HMOs as this too was an issue. The Group Head of Technical Services provided a thorough response explaining the history behind this item, which stemmed from a Full Council Motion back in 2020 asking officers to look at the quantity and quality of HMOs in wards where there were high concentrations. Reports had been taken to the then Environment & Wellbeing Working Group and Cabinet reports where it had been agreed to provide some resource to undertake this research. The issue around chargeable fees was explained and that, subject to a post consultation decision by the Environment Committee, this work would lead to the introduction of additional licensing regimes providing the Council with power to require properties to provide additional amenity standards; to ensure landlords had been assessed to meet fit and proper person status; and to allow the council, through the fees obtained, to undertake inspections and enforcement action.

Having been proposed by Councillor Stanley and seconded by Councillor Goodheart,

The 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 houses in multiple occupation. This equated to a Band D Council Tax equivalent of 63p.

*(During the course of the discussion on this item, Councillor Stanley declared a Personal Interest as a District Ward Member for Marine).*

#### 244. WORK PROGRAMME 2022-23

The Committee received and noted its Work Programme for the remainder of the Municipal Year.

(The meeting concluded at 9.04 pm)

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 20 October 2022</b>
<b>SUBJECT:</b>	<b>Business Rates Pooling</b>
<b>LEAD OFFICER:</b>	<b>Carolyn Martlew – Interim Group Head of Finance and S151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Gunner</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>The recommendation supports:</p> <ul style="list-style-type: none"> <li>• Improving the wellbeing of Arun;</li> <li>• Fulfilling Arun’s economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>The realisation of extra income into the County has a potential effect on all Directorates of the Council.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>The financial effects are contained in the body of the report.</p>	

## 1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to seek retrospective Member approval for the Interim Group Head of Finance and S151 Officer, in consultation with the Chairman of this Committee, to continue membership of a business rate pool with selected other West Sussex authorities. The retrospective approval is requested as the Department for Levelling Up, Housing and Communities (DLUHC) required Councils to indicate their intentions by 22 September 2022 for the 2023/24 financial year.

## 2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee:
- Agrees to Arun continuing to participate in a business rates pool in West Sussex from 1 April 2023.

## 2. EXECUTIVE SUMMARY

- 2.1. This report seeks retrospective Member approval for the Interim Group Head of Finance and S151 Officer, in consultation with the Chairman of this Committee, to continue membership of a business rate pool with selected other West Sussex authorities. The retrospective approval is requested as the Department for

Levelling Up, Housing and Communities (DLUHC) required Councils to indicate their intentions by 22 September 2022 for the 2023/24 financial year.

### **3. DETAIL**

- 3.1. This Committee considered a report at its meeting on 9 December 2021, titled Business Rates Pooling. Members may wish to review this report to assist with their consideration of this report.
- 3.2. At that time, the option for Councils to form Business Rates Pools had been reintroduced following its withdrawal during the COVID19 pandemic. Councils in West Sussex had undertaken financial modelling and determined the pooling option providing the optimal return for 2022/23 would consist of:
  - West Sussex County Council;
  - Adur District Council;
  - Arun District Council;
  - Horsham District Council
  - Mid-Sussex District Council.

This pool, assuming modelling was accurate, would produce business rates growth of £10.924m in West Sussex for 2022/23, resulting in a retained levy of £5.462m across the County. The recommendation to pool on this basis was agreed for 2022/23.

- 3.3. Government has invited Councils to form Business Rate Pools for 2023/24. A modelling exercise has again been undertaken which indicated the optimal pooling arrangement is a continuation of the 2022/23 pool arrangement. This pool, again assuming modelling is accurate, would produce business rates growth of £11.767m in West Sussex for 2023/24, resulting in a retained levy of £5.884m across the County.
- 3.4. Government requested Councils to indicate their intentions for 2023/24 by 22 September 2022. Agreement has been provided for the current pool to remain in place, subject to Member approval.

### **4. CONSULTATION**

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

### **5. OPTIONS / ALTERNATIVES CONSIDERED**

- 5.1. No other options have been considered.

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

- 6.1. Agreeing to continue the pool from 2022/23 to 2023/24, means that extra Business Rates income can be retained in the County than if there is not a pool.

## **7. RISK ASSESSMENT CONSIDERATIONS**

- 7.1. There is a risk that if income declines, then participating Councils will receive less income if income is not realised. This is partly mitigated by a clause in the Memorandum of Understanding for the Pool that no Council will be worse off in the pool than what it would be if pooling were not in place. The modelling indicates this is not likely. However, it is important that all participating Councils enter into agreement aware of the potential risks of doing so. If agreement is not reached, the Council can withdraw.

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

- 8.1. It is expected the governance arrangements agreed for the pool in 2022/23 will continue in to 2023/24.

## **9. HUMAN RESOURCES IMPACT**

- 9.1. There are no direct implications.

## **10. HEALTH & SAFETY IMPACT**

- 10.1. There are no direct implications.

## **11. PROPERTY & ESTATES IMPACT**

- 11.1. There are no direct implications.

## **12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 12.1. There are no direct implications.

## **13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 13.1. There are no direct implications.

## **14. CRIME AND DISORDER REDUCTION IMPACT**

- 14.1. There are no direct implications.

## **15.HUMAN RIGHTS IMPACT**

15.1. There are no direct implications.

## **16.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

16.1. There are no direct implications.

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### **CONTACT OFFICER:**

Name: Carolin Martlew

Job Title: Interim Head of Finance and S151 Officer

Contact Number: 01903 737568

### **BACKGROUND DOCUMENTS:**

Report to Cabinet; 13 October 2014; Business rates Pooling;

Report to Policy and Finance Committee; 9 December 2021; Business Rates Pooling.

Appendix

2023/24 Pool Modelling - based upon 2021/22 NNDR1									
Authority	Business Rates for purpose of safetynet/levy	Business Rates Growth	Business Rates for purpose of safetynet/levy	Business Rates Growth <b>Current Pool</b>	Business Rates for purpose of safetynet/levy	Business Rates Growth <b>Modified Pool</b>	Business Rates for purpose of safetynet/levy	Business Rates Growth <b>Original Pool</b>	
Adur	8,146,619	1,307,423	8,146,619	1,307,423	8,146,619		8,146,619	1,307,423	
Arun	16,876,583	4,195,160	16,876,583	4,195,160	16,876,583	4,195,160	16,876,583	4,195,160	
Chichester	21,014,016	1,373,311	21,014,016		21,014,016		21,014,016	1,373,311	
Crawley	44,953,189	2,039,907	44,953,189		44,953,189		44,953,189		
Horsham	19,242,621	3,098,544	19,242,621	3,098,544	19,242,621	3,098,544	19,242,621		
Mid Sussex	21,638,318	3,166,186	21,638,318	3,166,186	21,638,318	3,166,186	21,638,318		
Worthing	14,035,918	1,026,075	14,035,918		14,035,918		14,035,918	1,026,075	
West Sussex									
	145,907,263	16,206,604	145,907,263	11,767,312	145,907,263	10,459,889	145,907,263	7,901,968	
Pool:									
Baseline Funding (including WSCC)		97,474,473		88,887,090		87,119,937		89,637,138	
Business Rates Baseline (including WSCC)		167,183,290		88,445,078		81,552,171		85,572,221	
Pool levy percentage		<b>41.70%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>	
<b>Retained levy - all authorities with growth</b>		<b>not viable %&gt;0</b>		<b>5,883,656</b>		<b>5,229,945</b>		<b>3,950,984</b>	

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## Arun District Council

<b>REPORT TO:</b>	<b>Policy &amp; Finance Committee - 20 October 2022</b>
<b>SUBJECT:</b>	<b>Littlehampton Seafront Project</b>
<b>LEAD OFFICER:</b>	<b>Philippa Dart – Director of Environment &amp; Communities and Joe Russell-Wells – Group Head of Environment &amp; Climate Change</b>
<b>LEAD MEMBER:</b>	<b>Councillor Shaun Gunner</b>
<b>WARDS:</b>	<b>Beach Ward</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<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>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<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>	
<b>FINANCIAL SUMMARY:</b>	
<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.

### 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.

## **2. EXECUTIVE SUMMARY**

- 2.1. This report provides an update on progress of the Littlehampton Seafront scheme, including the stakeholder engagement process and preparation for tendering.

## **3. DETAIL**

### **3.1. 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. Surveys have been undertaken to better understand site constraints and opportunities and the results are being used to inform the design development. A draft concept design has been produced which incorporates the different elements from the Levelling Up Fund bid.

At their meeting on 6 September 2022 Policy and Finance Committee endorsed the draft concept design prior to engagement with stakeholders and public consultation. It was also approved 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.

### **3.2. Costs**

The RIBA Stage 2 design is being reviewed against the budget and the exercise will be repeated as further design detail emerges, with adjustments made as necessary. The current economic climate is creating uncertainty in forecasting, therefore there is a risk to the budget allocation. The basic build cost has been reduced from the original funding allocation to balance with the larger contingencies incorporated, to offset for inflation and other increases to construction costs.

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.

### 3.3. Stakeholder engagement

A range of local stakeholders have been invited to participate in stakeholder engagement on 12 October 2022, including ADC Members and Officers, Littlehampton Town Council and local businesses and organisations. This will provide the opportunity for stakeholders to review the draft concept design in more detail and provide feedback to the design team.

### 3.4. Public consultation

Following stakeholder engagement, the plans will be published for public consultation between 21 October and 13 November 2022. The consultation will be promoted through posters, banners, press release, letters, emails and social media. People will be able to view the proposals on the Arun District Council website between these dates. There will also be opportunity to visit an exhibition of the plans on particular dates.

### 3.5. Procurement

While documentation to support the procurement process is being prepared, further engagement with the Southern Construction Framework (SCF) team has highlighted that current pressures in the construction industry may limit the capacity of suppliers to submit bids. The options available are being reviewed and will be assessed against the impact on programme and the need to award a contract to a supplier with the necessary experience.

### 3.6. Next steps

The results of the public consultation 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

#### **4. CONSULTATION**

- 4.1. 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.

Stakeholder engagement is being undertaken to seek views on the refreshed proposals, to ensure the scheme functions operationally. Plans will then be published for public consultation in October 2022 prior to the submission of a planning application.

#### **5. OPTIONS / ALTERNATIVES CONSIDERED**

- 5.1. 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.

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

- 6.1. No comment.

#### **7. RISK ASSESSMENT CONSIDERATIONS**

- 7.1. 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.

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

- 8.1. No comment.

#### **9. HUMAN RESOURCES IMPACT**

- 9.1. None.

## **10. HEALTH & SAFETY IMPACT**

- 10.1. 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.

## **11. PROPERTY & ESTATES IMPACT**

- 11.1. 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.

## **12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 12.1. 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.

## **13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 13.1. 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.

## **14. CRIME AND DISORDER REDUCTION IMPACT**

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

## **15. HUMAN RIGHTS IMPACT**

- 15.1. It is not anticipated there will be any impact.

## **16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

- 16.1. 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](#)

[Littlehampton Seafront Project – Policy & Finance Committee 6 September 2022, Item 238](#)

## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 20 October 2022</b>
<b>SUBJECT:</b>	<b>Carbon Emission update – 2021-2022 financial year</b>
<b>LEAD OFFICER:</b>	<b>Joe Russell-Wells, Group head of Environment and Climate Change</b>
<b>LEAD MEMBER:</b>	<b>Councillor Gunner, Committee Chair</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
<p>This work supports one of the key areas within the Council’s vision 2022-2026 by: supporting our environment to support us</p> <ul style="list-style-type: none"> <li>- Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and the wider district through Planning Policy</li> <li>- Review the council’s estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) chargepoints</li> <li>- Engage and incentivise business to commit to working practices which minimise their impact on the environment</li> <li>- Support information campaigns that promote carbon reductions and funding opportunities</li> <li>- Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030</li> <li>- Ensuring that climate change and sustainability is at the heart of all council services</li> <li>- Support Sussex bay project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>	
<p>Improve and support the Council’s target to become carbon neutral by 2030.</p>	
<b>FINANCIAL SUMMARY:</b>	
<p>A budget of £200,000 was given for the 2022-2023 financial year in order to help support activities which reduce the Council’s carbon emissions. Of this £5,000 was used for consultants to undertake this work.</p>	

## **1. PURPOSE OF REPORT**

- 1.1. This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2021-2022 financial year.

## **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 the update provided.

## **2. EXECUTIVE SUMMARY**

- 2.1. The Council recently adopted a new vision document with one of the four key themes being 'supporting our environment to support us'. This showcases that climate change and sustainability is at the forefront of activities going on within the Council. To support this vision and the work going on with the Climate Change and Biodiversity Action plan this report will provide an update on the Council's Scope 1, 2 and 3 emissions for the 2021-2022 financial year; when compared to the Baseline emissions taken to this committee on 14<sup>th</sup> October 2021.

## **3. DETAIL**

- 3.1. In January 2020 Full Council declared a Climate Emergency and announced its ambition for Arun District Council to be carbon neutral by 2030 (Decision Notice C/029/091219). A Climate Change and Sustainability Manager was appointed in February 2021. Following this the first carbon audit was undertaken for the 2020-2021 financial year which was used to inform the Carbon Neutral Strategy 2022-2030 (adopted in October 2021) and the Climate Action and Biodiversity Work Plan 2022-2023 (adopted in February 2022). The Council has also recently adopted a new vision document which showcases its four key priorities. One of these areas is ensuring that we 'support our environment to support us'. This showcases that climate change and biodiversity is at the forefront of the Council's activities.
- 3.2. Within this Action Plan there was a commitment to undertake yearly monitoring of emissions to ensure that the Council can effectively monitor how its activities are impacting these emissions and to ensure it stays on track to the 2030 carbon neutral target. This included:
- 3.3. Scope 1 - emissions directly attributed to burning of fuels
- 3.4. Scope 2 - indirect emissions from the generation of purchased electricity and directly controlled by the Council
- 3.5. Scope 3 emissions - from the activities of the Council but occur from sources not owned or controlled by the Council.



- 3.6. It is important to note that Scope 3 is incredibly difficult to quantify with exact results, for this reason it is often not included within carbon neutral/net zero targets. CO2 Analysis was commissioned to undertake a carbon audit for the 2021-2022 financial year. Results showcased the following changes:
- 3.7. **Scope 1 and 2**
- 3.8. Please note that due to the additional provision of data and additional cost details our original baseline (as set out in the Carbon Neutral Strategy and Climate Action and Biodiversity Action Plan) has increased. The below numbers reflect these new baseline figures. The mentioned documents will be updated accordingly.
- 3.9. Gas (Scope 1) results show an increase in tons of Carbon dioxide equivalent (tCo2e) from 132.42 tCo2e in 2020-2021 to 164.21 tCo2e in 2021-2022. This is likely due to changes in heating occurring within the Council's buildings. Improvements to building fabric and transitioning to heat pumps (towards electric heating) will be required to reduce emissions associated with gas heating. The Council is currently looking to undertake building audits to its estate to determine the most effective and efficient path forward.
- 3.10. Petrol/diesel (Scope 1) shows a reduction in tCo2e, decreasing from 43.3 tCo2e to 41.19 tCo2e. The Council is currently working to transition its vehicle fleet to electric. Of the current 16, 14 are expected to be electric over the next twelve months, with two remaining diesel fuelled. As technology evolves and suitable vehicles become available the remaining diesel vehicles will be replaced by fully electric ones. This will help continue to reduce emissions associated with the vehicle fleet.
- 3.11. Electricity (Scope 2) has seen a 100% reduction in emissions, from 216.3 tCo2e to 0 as all electricity is 100% REGO (Renewable Energy Guarantees of Origin) certified. However, the Council will continue to look for more reliable sources of locally produced renewable energy where its origins can be confirmed. The installation of more PV arrays within Arun will also help the Council move away from grid dependency and protect it from sharp increases of electricity costs.
- 3.12. Overall, Scope 1/2 emissions have reduced from 392.02 tCo2e in 2020-2021 to 205.4 tCo2e in 2021-2022 and has seen a fall in total emissions to 0.75% of the Council's total emissions in 2021-2022 when compared to 1.42% in 2020-2021. By following actions within the Biodiversity and Action plan there is potential for these to be even further reduced.
- 3.13. **Scope 3**
- 3.14. Purchased goods (Scope 3) have seen a reduction in emissions, from 25,066.10 tCo2e in 2020-2021 to 24,771.49 tCo2e in 2021-2022. This remains Arun's largest emitter now sitting at 91.20% of total emissions, from 90.25% in 2020-2021. Though this shows reduction this is an area which needs to continue to be looked at with increasing urgency and commitment. Work has started to review the Council's procurement process to look at ways to reduce carbon through procurement. Climate change should be considered by all officers who

are procuring goods and/or services. However due to the complexity of this, progress has been slow.

- 3.15. As our largest contract BIFFA is also the largest emission contributor. The recently agreed 3 year short term extension is very much a holding position pending strategic clarity being provided by Government through the national Resource & Waste Strategy. Therefore, at this stage is a difficult to explore or fully commit to a full suite of environmental initiatives for the contract. This opportunity will be best explored when considering options for service delivery beyond 2026. However, in the meantime as part of the three year extension Biffa will provide a full fleet of electric supervisor vehicles and will provide a 26 ton electric refuse collection vehicle for the collection of Dry Recycling throughout the extension period.
- 3.16. Fuel/energy outside of Scope 1/2 (Scope 3) has seen a fall of emissions, from 35.82 tCo2e in 2020-2021 to 28.11 tCo2e in 2021-2022. These are the emissions associated with transmission losses for purchased electricity and the transport of gas (well to tank) and are standard values.
- 3.17. Water/sewage (Scope 3) has also seen an increase in emissions. The rise from 80.02 tCo2e in 2020-2021 to 103.53 tCo2e is likely attributed to an increase in public facilities usage by members of the public. The planned building audits undertaken within 4.4 will look to reduce flow rates of taps/showers and flush rates of WCs (in offices) to help reduce wastage.
- 3.18. Council waste (scope 3) is another emitter where there has seen an increase in emissions, rising from 16 tCo2e in 2020-2021 to 20.71 tCo2e in 2021-2022. Similarly to the above, this could be linked to more people making use of Council offices, bringing with them more waste. To help reduce waste emissions it will be important to follow the waste hierarchy by reducing waste produced, reusing where possible and recycling when this cannot be done. Providing educational training to members and officers could help further these messages. Additionally reducing the amount of paper/printing taking place will also be important.
- 3.19. Business Travel (Scope 3) has seen a reduction in emissions. In 2020-2021 this produced 36.11 tCo2e, compared to just 11.50 tCo2e in 2021-2022. Similarly, to employee commuting (Scope 3) (which saw no change between the two years) the continued standard of working from home and meeting virtually has meant that there is less travel between: home and the office and the office and external meeting locations. By encouraging this to continue emissions in this area will remain low. Additionally, this will help improve air quality within the District as well as helping reduce congestion on the roads. However, as the world continues to rebound from COVID 19 there is potential for in person meetings and office work to increase. The Council will need to encourage alternative transport measures to help minimise this impact.
- 3.20. The Council's Leisure Centres (Scope 3) have seen a drop in emissions, falling from 1,051.52 tCo2e in 2020-2021 to 995.46 tCo2e in 2021-2022. Freedom Leisure has continued to improve the energy efficiency of the leisure facilities. Over the summer months the flood lighting for the Arun Leisure Centre synthetic turf pitch was converted to LED lamps. Freedom Leisure has

also reduced the temperature in its buildings and closely managing the use of air-conditioned spaces through improved Building Management Systems (BMS) to ensure that the temperatures are appropriate for the activities taking place. It is also monitoring swimming pool water and pool hall air temperatures closely to maintain recommended temperatures and use energy in an efficient and minimised way.

- 3.21. Freedom Leisure is also promoting energy saving energy saving and lean measures to reduce energy demand and boost energy efficiency throughout its facilities and on its website: [Your local community leisure centre & the energy crisis](#) and it is closely monitoring customer feedback.
- 3.22. Additionally, the Council is working with Freedom Leisure by commissioning energy saving audits at the Wave and Arun Leisure Centre (similar to details within 4.4); and we will ensure that energy saving features will be incorporated into the wet changing remodeling at the Arun Leisure Centre. This includes reducing the volume of air that needs to be heated/cooled by installing false ceilings and upgrading systems for the installation of photovoltaic cells. All of these will continue to introduce low and zero carbon technology and help reduce the emissions released from our leisure centers.
- 3.23. Finally, the Council's investments (Scope 3) have also seen a slight reduction in associated emissions, falling to 628.96 tCo2e in 2021-2022 from 700 tCo2e in 2020-2021. Emissions associated with investments are linked to where these investments lie and how much is invested. Additional review is needed in this area.
- 3.24. Scope 3 continues to be the largest source of emissions for the Council sitting at 99.24%, with the two largest single emitters continuing to be: purchased goods and services (91.20%) and leisure centres (3.66%). It will be important to ensure emissions are reduced across all Scopes to reach the 2030 Carbon Neutral target.
- 3.25. **Conclusion**
- 4.26 Overall total emissions have been reduced across the Council, from 27,774.59 tCo2e in 2020-2021 to 27,162.16 tCo2e. Please see appendix A for the full set of results for the 2020-2021 and 2021-2022 financial years. Appendix B shows the results from the original baseline to the updated baseline. The results show a step in the right direction, but not at a fast enough rate. If this reduction does not see a sharp increase in the coming years, the 2030 Carbon Neutral target is unlikely to be reached.

- 4.27 Members will be aware that the threat of climate change continues to grow, and therefore it is important that the Council continues to work to reduce its emissions and impact on the environment, and where possible, support those within the wider District to do so as well. Continued work will be undertaken to ensure that Scope 1, 2 and 3 emissions are reduced, with a particular focus on purchased goods and services along with the leisure centres as these are currently the two largest emitters for the Council.
- 4.28 To help make emissions tangible, according to the WWF carbon footprint calculator ([WWF Footprint Calculator](#)) the average UK citizen footprint for 2022 is roughly 9.5 tCo2e, compared to the world average at 6.3 tCo2e. 1 tCo2e is equal to: using 5,171 kWh of electricity which could power the average mid-terrace house or flat for roughly a year and 10 months, 500 CO2 fire extinguishers or driving a small petrol car for 9,234km. In turn to remove just 1 tCo2e you would need 50 trees growing for a year ([What is 1 Ton of Carbon Dioxide and how it relates to daily life? - EMSmastery](#))
- 4.29 The Climate Change and Biodiversity Action plan will be revised in accordance with these updated results along with updates to specific actions. This will be brought to the Policy and Finance committee in March 2023. Some updates include the commissioning of building audits for some of the Council's buildings and training for officers, with an aim to expand this to members in the near future.

#### **4. CONSULTATION**

- 4.1. No consultation has been required at this stage.

#### **5. OPTIONS / ALTERNATIVES CONSIDERED**

- 5.1. There are no alternative options to be considered.

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

- 6.1. As stated in the Financial Summary, a budget of £200,000 was allocated for the 2022-2023 financial year in order to help support activities which reduce the Council's carbon emissions.

#### **7. RISK ASSESSMENT CONSIDERATIONS**

- 7.1. There is no direct impact on the above areas arising from this report.

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

8.1. No comments have been received.

## **9. HUMAN RESOURCES IMPACT, HEALTH & SAFETY IMPACTS, PROPERTY & ESTATES IMPACT, EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE, CRIME AND DISORDER REDUCTION IMPACT, HUMAN RIGHTS IMPACT, FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

9.1. There are no direct impacts on the above arising from this report.

## **10. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

10.1. Though there will be no direct reduction from this report the results from this analysis will provide the Council with vital information around sources of emissions. This will, in turn, be used to inform next steps and ensure that the Council remains on track to hit the 2030 carbon neutral targets.

10.2. Impacts will be seen across the Council in all areas and departments.

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### **CONTACT OFFICER:**

Name: Will Page

Job Title: Climate Change and Sustainability Manager

Contact Number: 07824087865

Contact Email: [william.page@arun.gov.uk](mailto:william.page@arun.gov.uk)

### **BACKGROUND DOCUMENTS:**

Officer report Carbon Neutral Strategy 2022-2030 - [AGENDA ITEM NO \(arun.gov.uk\)](#)

ADC Carbon Neutral Strategy 2022-2030 - [Item 7 - Carbon Neutral Strategy - Appendix.pdf \(arun.gov.uk\)](#)

Officer report Climate Action and Biodiversity Work Plan 2022 – 2023 - [AGENDA ITEM NO \(arun.gov.uk\)](#)

ADC Climate Action and Biodiversity Work Plan 2022 – 2023 - [Item 6 - Appendix - Climate Action and Biodiversity Work Plan 2022 - 2023.pdf \(arun.gov.uk\)](#)

## Appendix A

Scope	Service Area	Year (financial)	Carbon (tonnes of CO2e)	Spend (£)	% Emissions	% spend in £	
One and two	Gas	20-21	132.42	15,188	0.48	0.03	
		21-22	164.21	24,921	0.60	0.05	
	Petrol/diesel	20-21	43.3	22,113	0.16	0.04	
		21-22	41.19	24,592	0.15	0.05	
	Electricity	20-21	216.3	195,828	0.78	0.39	
		21-22	0	201,795	0	0.43	
<b>SCOPE 1/2 TOTAL</b>		20-21	392.02	233,130	1.4	0.46	
		21-22	205.4	251,308	0.75	0.53	
Three	Purchased goods	20-21	25,066.10	49,429,017	90.25	99.18	
		21-22	24,771.49	46,326,837	91.20	99.02	
	Fuel & energy outside Scope 1/2	20-21	35.82	-	0.13	-	
		21-22	28.11	-	0.10	-	
	Water/Sewage	20-21	80.02	103,250	0.29	0.21	
		21-22	103.53	133,584	0.38	0.29	
	Council Waste	20-21	16	20,650	0.06	0.04	
		21-22	20.71	26,717	0.08	0.06	
	Business Travel	20-21	36.11	51,582.76	0.13	0.10	
		21-22	11.50	46,709	0.04	0.10	
	Employee commuting	20-21	397	-	1.43	-	
		21-22	397	-	1.46	-	
	Leisure centers	20-21	1,051	-	3.79	-	
		21-22	995.46	-	3.66	-	
	Investments	20-21	700	-	2.52	-	
		21-22	628.96	-	2.32	-	
	<b>SCOPE 3 TOTAL</b>		20-21	27,382.57	49,604,500	98.6	99.53
			21-22	26,956.76	46,533,847	99.2	99.47
<b>COUNCIL TOTAL</b>		20-21	27,774.59	49,837,631	-	-	
		21-22	27,162.16	46,785,155	-	-	

Figure 1 shows the results from the 2020-2021 and 2021-2022 financial year analysis.

## Appendix B

Scope	Service Area	Year (financial)	Carbon (tonnes of CO2e)	Spend (£)	% Emissions	% spend in £	
One and two	Gas	Updated	132.42	161,944	0.48	0.32	
		Original	132.42	161,944	0.64	0.32	
	Petrol/diesel	Updated	43.3	22,113.74	0.16	0.04	
		Original	43.3	22,114	0.21	0.044	
	Electricity	Updated	216.3	542,057	0.78	1.09	
		Original	216.30	542,057	1.05	1.08	
<b>SCOPE 1/2 TOTAL</b>		Updated	392.02	726,114.74	1.4	1.4	
		Original	392.02	726,115	1.9	1.4	
Three	Purchased goods	Updated	25,066.10	48,936,033	90.25	98.19	
		Original	17,942.98	48,936,033	86.88	98.19	
	Fuel & energy outside Scope 1/2	Updated	35.82	-	0.13	-	
		Original	35.82	-	0.17	-	
	Water/Sewage	Updated	80.02	103,250	0.29	0.21	
		Original	80.02	103,250	0.39	0.21	
	Council Waste	Updated	16	20,650	0.06	0.04	
		Original	16	20,650	0.08	0.04	
	Business Travel	Updated	36.11	51,582.76	0.13	0.10	
		Original	36.11	51,583.76	0.17	0.10	
	Employee commuting	Updated	397	-	1.43	-	
		Original	397	-	1.92	-	
	Leisure centers	Updated	1,051	-	3.79	-	
		Original	1,051	-	5.09	-	
	Investments	Updated	700	-	2.52	-	
		Original	700	-	3.39	-	
	<b>SCOPE 3 TOTAL</b>		Updated	27,382.57	49,111,516	98.6	98.6
			Original	20,259.45	49,111,516	98.1	98.5
<b>COUNCIL TOTAL</b>		Updated	27,774.59	49,837,631	-	-	
		Original	20,651.47	49,837,631	-	-	

Figure 2 shows the updated and original results for the 2020-2021 baseline year

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## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee - 20 October 2022</b>
<b>SUBJECT:</b>	<b>Key Performance Indicators 2022-2026 – Quarter 1 Performance Report for the period 1 April 2022 to 30 June 2022.</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis – Group Head of Organisational Excellence</b>
<b>LEAD MEMBER:</b>	<b>Councillor Shaun Gunner</b>
<b>WARDS:</b>	<b>N/A</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Key Performance Indictors support the Council’s Vision and allows the Council to identify how well we are delivering across a full range of services.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
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.	
<b>FINANCIAL SUMMARY:</b>	
Not required.	

### 1. PURPOSE OF REPORT

- 1.1. This report is to update the Committee on the Q1 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 30 June 2022. It will also report on any items referred by other committees to this committee. As this is the first cycle of the new process this is described in section 4. of this report.

### 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.

### 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 of officers about the KPI indicators that are relevant to their Committee, and these can be referred to the Policy and Finance Committee for consideration if deemed necessary.
- 3.4. The Committee meetings that will receive Q1 KPI reports are as follows:

<b>Committee meeting dates</b>	<b>KPI Indicators to receive report on</b>
Licensing Committee – 9 September 2022	1 (CP14)
Corporate Support Committee - 15 September 2022	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Planning Policy Committee - 21 September 2022	1 (CP36)
Environment Committee - 22 September 2022	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Economy Committee - 27 September 2022	0
Planning Committee – 28 September 2022	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Housing & Wellbeing Committee - 6 October 2022	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
<b>Policy &amp; Finance Committee - 20 October 2022</b>	<b>39 indicators - not CP41, CP42 (only at Q2 and Q4) and CP10 (only at Q4)</b>

- 3.5. 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.
- 3.6. 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.
- 3.7. 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

- 3.8. There are 42 Key Performance indicators. 39 indicators are measured at Q1 (the other 3 indicators are reported annually or 6 monthly).

- 3.9. This report gives the status of all indicators at Q1, please see Appendix A. This appendix gives full commentary for each indicator and notes actions to be taken to address any under-performance. The list of KPIs has changed considerably since the previous 2018-2022 Corporate Plan. The changes have been that a larger number of indicators are measured, that reports to members are now quarterly (and to all committees) rather than 6-monthly and a number of definitions have been changed to be more meaningful. All of this means that only 5 indicators were directly comparable with Q1 2021. These KPIs are CP8, CP14, CP26, CP27 and CP28. The 2021 figure is at the end of the commentary for these indicators. From Q2 onwards there will be comparison indicators from the previous quarter and an indication of performance trends.

<b>Status</b>	<b>Number of Key Performance indicators in this category</b>
Achieved target	15
Didn't achieve but within 15% range	11
Didn't achieve target by more than 15%	9
No target set to measure	3
No data available	1
<b>TOTAL</b>	<b>39</b>

- 3.10. No target set to measure: Key Performance Indicators (CP4, CP5 and CP7) have no target set for them in 2022/23. A target will be set for 2023/24 when data for 2022/23 has been collated and analysed.
- 3.11. No data available: 1 Key Performance Indicator did not have their data available at Q1. CP19 - Number of Housing Register applications activated 'live' within 15 working days upon receipt of all verification documents - Unable to provide data - will be available with new housing management system.
- 3.12. The table at 4.4 sets out the reporting structure for Q1 KPIs. Members will see that relevant indicators have been presented to the listed committees prior to this meeting. No items have been referred on to the Policy and Finance Committee.

#### **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.

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### **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 - Q1 (April-June)	June 22/Q1 Commentary	Q1 Status
CP1	% of Stage 2 responses responded to in time	Corporate	Corporate Support	Information Management	James Hassett	Monthly	Higher is better	80%	50 %	Only 1 Stage 2 complaint sent in June and overdue. Stage 2 overdue - Planning	Not achieving
CP2	% of Stage 1 responses responded to within 10 working days	Corporate	Corporate Support	Information Management	James Hassett	Monthly	Higher is better	N/A	71%	One Stage 1 sent overdue - Housing	Not achieving but within 15% range
CP3	% of FOI requests responded to in 20 working days	Corporate	Corporate Support	Information Management	James Hassett	Monthly	Higher is better	80%	97%	None – outturn well above target	Achieving
CP4	Sickness absence	Corporate	Corporate Support	HR	James Hassett	Monthly	Lower is better	% figure - no target	3.03% (7.09 working days per employee)	This is a slight increase on April's figure of 2.90% (6.77 days). Absence figures are usually based on a rolling year in order to incorporate winter months when sickness absence tends to be higher. This allows for a true representation on whether absence figures are increasing or decreasing. These figures are based on the period 1/7/21 to 30/06/22	No target set to measure
CP5	Staff turnover	Corporate	Corporate Support	HR	James Hassett	Monthly	Lower is better	% figure - no target	16.40%	This figure equates to 62 leavers for the period 1/7/21 to 30/06/22. Turnover figures are exceptionally high at the moment. Although a 'healthy' turnover rate would vary depending on the type of organisation and industry, generally speaking 10% would be an acceptable rate. The Group Head of Organisational Excellence will look at this matter further with HR and will give a further update in Q2.	No target set to measure
CP6	Compliance with Health and Safety programme	Corporate	Corporate Support	Health & Safety	Karl Roberts	Monthly	Higher is better	100%	76%	Overall performance for Q1 is at 76% with a number of services completing tasks after the deadline resulting in a higher performance when reviewing Q1 as a whole. Improvement is still required to achieve the 100% target and corporate health & safety will be engaging with Group Heads to address this. The Corporate health and safety function is currently subject to an internal audit and any recommendations and relevant comments that flow out of that audit will be addressed at the same time.	Not achieving
CP7	Average call wait time (secs) for the last month	Corporate	Corporate Support	Customer Services	Philippa Dart	Monthly	Lower is better	Figure reported - no target	5:52	Increase of 01:06 between May and June Average wait time is higher this month due to continued high call volumes regarding the £150 Energy Rebate and a lower staffing level of Customer Service Advisors available to support these calls.	No target set to measure
CP8	Business rates collected	Corporate	Corporate Support	Revenues and Benefits	Philippa Dart	Monthly	Higher is better	97%	28.20%	This is a cumulative target for the year. The figure for Q1 2021 was 20.9%	Achieving
CP9	Council tax collected	Corporate	Corporate Support	Revenues and Benefits	Philippa Dart	Quarterly	Higher is better	96.5%	32%	This is a cumulative target for the year	Achieving
CP10	The level of public satisfied or very satisfied with the overall quality of the Council's services (CP1)	Corporate	Corporate Support	Policy	James Hassett	Annual	Higher is better	75%		No data - Annual indicator	No data - Annual indicator
CP11	Number of Visits to Council Leisure Centres	Improving wellbeing of Arun	Housing & Wellbeing	Wellbeing	Philippa Dart	Monthly	Higher is better	956, 650	299,413	Cumulative figure to date 299,413	Achieving
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	101	Slight rise on the previous month, however performance has remained consistently good over the year.	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%	High levels of compliance are being maintained across the district, as we clear the backlog of inspections caused by the pandemic.	Achieving
CP14	% of licence applications determined within the various statutory or service time limits	Improving wellbeing of Arun	Licensing	Environmental Health	Karl Roberts	Quarterly	Higher is better	90%	98.95%	There are 4 outstanding apps - 1 we are awaiting co-operation from an external agency, 1 awaiting hospital to declare a person fit to drive, 1 has not passed Knowledge Test and 1 app on hold at the request of the applicant. The figure for Q1 2021 is 99.5%	Achieving
CP15	Time taken to process Housing/Council Tax Benefit new claims and changes in circumstances	Improving wellbeing of Arun	Housing & Wellbeing	Revenues and Benefits	Philippa Dart	Monthly	Lower is better	8 days	3.6	Ratio of new claims to changes increased leading to longer processing times. Also a higher amount of leave taken for Jubilee.	Achieving
CP16	Average days to re-let all properties (key to key) excluding major voids	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Monthly	Lower is better	Q1 70 Q2 60 Q3 50 Q4 40	75 Days	Ongoing contractor delays has led to only 9 properties being let. 1 major void was also let.	Not achieving but within 15% range
CP17	Of homeless cases owed a prevention duty, % successfully resolved	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Quarterly	Higher is better	55%	51%	Prevention outcomes are progressing. Work will start in September to develop a Prevention Strategy which will assist in meeting this indicator's target.	Not achieving but within 15% range

CP18	Of homeless cases owed a relief duty, % positively relieved	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Quarterly	Higher is better	35%	31%	Relief of homelessness is more challenging than prevention however performance is only slightly off target and not dissimilar to the national average.	Not achieving but within 15% range
CP19	Number of Housing Register applications activated 'live' within 15 working days upon receipt of all verification documents	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Quarterly	Higher is better	75%		Unable to provide data - will be available with new housing management system.	No data available
CP20	Rent collected as a proportion of rent owed (dwellings)	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Quarterly	Higher is better	97%	96.29%	Consistent management of rent accounts continues to be applied. All tenants in arrears are monitored and encouraged to make affordable arrangements to keep up with current rent and to also manage their arrears. Income recovery procedures are followed.	Not achieving but within 15% range
CP21	Percentage of non-emergency repairs completed within 20 working days	Delivering right homes in right places	Housing & Wellbeing	Housing	Philippa Dart	Quarterly	Higher is better	90%	24.00%	While performance continues to be poor, we are in the process of completing an action plan that would see the performance trend upward in the coming months	Not 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	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.	Achieving
CP23	Residual household waste per household per annum	Supporting environment	Environment	Cleansing	Philippa Dart	Quarterly	Lower is better	450kg	112.46kg/hh	This is on course to meet the target for the year	Achieving
CP24	Household waste sent for re use, recycling and composting	Supporting environment	Environment	Cleansing	Philippa Dart	Quarterly	Higher is better	50%	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.	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%	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.	Achieving
CP26	Major applications determined in 13 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Higher is better	80%	18% (71%)	Out of 17 applications, 3 were determined within the target time period. A proportion of those applications not determined within time will have had a legal agreement attached and there is little chance of determining such applications in time. The Planning Committee was recently asked to note a new Customer Advice Note which will be setting out to applicants and members of the public our approach to negotiation and other relevant matters which all influence the speed of determination. We will be monitoring the impact of this customer advice note to see how it impacts on overall performance. The figures for Q1 2021 were 79% (90%)	Not achieving but within 15% range
CP27	Minor applications determined in 8 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Higher is better	90%	39% (64%)	The Planning Committee was recently asked to note a new Customer Advice Note which will be setting out to applicants and members of the public our approach to negotiation and other relevant matters which all influence the speed of determination. We will be monitoring the impact of this customer advice note to see how it impacts on overall performance. The figures for Q1 2021 were 69% (90%)	Not achieving
CP28	% of other applications determined in 8 weeks or agreed extension of time	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Higher is better	90%	90% (91%)	Target achieved. The Council has been successful in recruitment into more junior officer posts and has managed to retain a number of apprentices. Performance at this level is excellent. The figures for 2021 were 79% (95%)	Achieving
CP29	Average number of days to determine householder application	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	55 days	55	Target achieved.	Achieving
CP30	Average number of days to determine other applications	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	55 days	57	Target only just missed. Performance at this and HH applications remains strong.	Not achieving but within 15% range
CP31	Average number of days to determine applications - Trees	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	40 days	45	Many of these applications are dependent upon the comments from internal consultees. Having carried out some analysis, there is a need to work with other departments to explore more timely consultation responses.	Not achieving but within 15% range
CP32	Average number of days to determine application - Discharge of Condition	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	40 days	52	Discussions are taking place with other Group Heads around how we can improve the response times from some internal consultees.	Not achieving

CP33	Average number of days to determine major planning applications	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	120 days	196	See CP26	Not achieving
CP34	Average number of days to determine minor planning applications	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Lower is better	55 days	76	See CP27	Not achieving
CP35	% of planning applications registered within 5 days	Fulfilling Arun's economic potential	Planning	Planning	Karl Roberts	Monthly	Higher is better	70%	92%	Target achieved. At a time when the team is not fully resourced, this performance is very good.	Achieving
CP36	Number of new homes completed	Fulfilling Arun's economic potential	Planning Policy	Planning	Karl Roberts	Monthly	Higher is better	1288 (22/23) 1247 (23/24) 1059 (24/25)	115	The number of homes being delivered appears fairly constant per month but is well below the number that we require to be delivered to meet our housing delivery targets. As this is new indicator we will need to continue to monitor this over coming months. We are currently engaging in a series of conversations with the principal home builders to get a better understanding around their intended delivery programmes and we will be reviewing a report commissioned from external consultants on whether the market is actually able to deliver the required number of homes in this area.	Not 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%	All Building Regulation submissions dealt with within prescribed periods	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%	90%	Target exceeded	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%	31%	Target not met due to work volume, staff absence and current Surveyor vacancy	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%	99.73%	Only 4 out of 1488 Inspections not undertaken on the same day but all within statutory period	Not achieving but within 15% range
CP41	Occupied retail units in Littlehampton	Fulfilling Arun's economic potential	Economy	Economy	Karl Roberts	6 monthly	Higher is better	90%	No data - 6 monthly indicator	No data - 6 monthly indicator	No data - 6 monthly indicator
CP42	Occupied retail units in Bognor Regis	Fulfilling Arun's economic potential	Economy	Economy	Karl Roberts	6 monthly	Higher is better	90%	No data - 6 monthly indicator	No data - 6 monthly indicator	No data - 6 monthly indicator

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# Agenda Item 11

## Policy and Finance Committee –Work Programme 20 October 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 &amp; Inclusion Policy</p> <p><b>Items put forward from Service Committees</b></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><b>Jackie Follis</b></p> <p><b>Rachel Alderson</b></p> <p><b>Karen Pearce</b></p> <p><b>Carolyn Martlew</b></p> <p><b>Carolyn Martlew</b></p> <p><b>Carolyn Martlew</b></p> <p><b>Carolyn Martlew</b></p> <p><b>Neil Taylor</b></p> <p><b>Neil Taylor</b></p>	<p><b>6 September 2022</b></p>	<p>6pm</p>	<p>09-Nov-22</p>
<p>Update on the Council's Scope 1, 2 and 3 emissions for 2021-2022</p> <p>Littlehampton Seafront Project</p> <p>Business Rate Pooling</p> <p>Key Performance Indicators 2022-2026 – Quarter 1 Performance Report</p>	<p><b>Will Page</b></p> <p><b>Rachel Alderson</b></p> <p><b>Carolyn Martlew</b></p> <p><b>Jackie Follis</b></p>	<p><b>20 October 2022</b></p>	<p>6 pm</p>	<p>09-Nov-22</p>

Policy and Finance Committee –Work Programme  
20 October 2022

Update on the Regeneration of the Regis Centre – Presentation on the Latest Design by Mace  Work Programme	<b>Neil Taylor</b>			
Financial Prospects 2022/23 to 2026/27	<b>Carolyn Martlew</b>	<b>8 December 2022</b>	6pm	18-Jan-23
Budget Monitoring Report – Quarter 2	<b>Carolyn Martlew</b>			
Review of Procurement Strategy	<b>Carolyn Martlew</b>			
Annual Performance Report	<b>Jackie Follis</b>			
Council Vision – Quarter 2 Performance Report	<b>Jackie Follis</b>			
Littlehampton Seafront Projects – Update Report	<b>Rachel Alderson</b>			
Regeneration of The Regis Centre, Bognor Regis – Update Report	<b>Neil Taylor</b>			
Feedback from Committee – Housing & Wellbeing Committee – 6 December 2022 – Housing Revenue Account Revised Business Plan and Financial Implications  Work Programme	<b>Moh Hussein</b>			
Budget Monitoring Report – Quarter 3	<b>Carolyn Martlew</b>	<b>09 February 2023</b>	6 pm	1 March 2023
Committee Revenue and Capital Budget 2023/24	<b>Carolyn Martlew</b>			
The council’s Revenue and Capital Budgets 2023/24	<b>Carolyn Martlew</b>			1 March 2023

Policy and Finance Committee –Work Programme  
20 October 2022

<p>Littlehampton Seafront Projects – Update Report</p> <p>Regeneration of The Regis Centre, Bognor Regis – Update Report</p> <p>Work Programme</p>	<p><b>Rachel Alderson</b></p> <p><b>Neil Taylor</b></p>		
<p>Council Vision – Quarter 3 Performance Report</p> <p>Update – Climate Change and Sustainability Action Plan</p> <p>Littlehampton Seafront Projects – Update Report</p> <p>Regeneration of The Regis Centre, Bognor Regis – Update Report</p> <p>Work Programme</p>	<p><b>Jackie Follis</b></p> <p><b>Will Page</b></p> <p><b>Rachel Alderson</b></p> <p><b>Neil Taylor</b></p>	<p><b>7 March 2023</b></p> <p>6pm</p>	<p>15-March-2023</p>

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