



# Public Document Pack

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Committee Manager - Jane Fulton (Ext 37611)

30 January 2024

## **POLICY AND FINANCE COMMITTEE**

A meeting of the Policy and Finance Committee will be held in **The Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on Thursday 8 February 2024 at 6.00 pm** and you are requested to attend.

Members: Councillors Stanley (Chair), Nash (Vice-Chair), Birch, Brooks, Cooper, Greenway, Gunner, Oppler and Pendleton.

### ***PLEASE NOTE:***

A live webcast of the meeting will be available via the Council's Committee webpages – please use this link: [Arun District Council](#)

Any members of the public wishing to address the Committee during Public Question Time will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Thursday, 1 February 2024** in line with Committee Meeting Procedure Rules.

## **A G E N D A**

### 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 - 6)  
The Committee will be asked to approve as a correct record the Minutes of the Special Meeting of the Policy and Finance Committee held on 8 January 2024, which are attached.
4. ITEMS NOT ON THE AGENDA THAT THE CHAIR OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES
5. PUBLIC QUESTION TIME  
To receive questions from the public (for a period of up to 15 minutes)
6. LITTLEHAMPTON SEAFRONT PROJECT [15 MINUTES] (Pages 7 - 14)  
This report provides an update on the Littlehampton Seafront project.
7. THE REGENERATION OF THE THE REGIS CENTRE, BOGNOR REGIS [10 MINUTES]  
The Interim Regeneration Consultant will provide a verbal update report.
8. POLICY & FINANCE COMMITTEE BUDGET MONITORING REPORT [15 MINUTES] (Pages 15 - 20)  
The purpose of this report is to appraise the Policy & Finance Committee of its forecast outturn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.
9. COMMITTEE REVENUE AND CAPITAL BUDGET 2024/2025 [15 MINUTES] (Pages 21 - 28)  
The purpose of the report is for this Committee to consider and agree its revenue budget for inclusion in the Council's overall 2024/25 revenue budget. The agreed budgets will then form part of the overall revenue and capital budgets for 2024/25 to be considered as part of [the subsequent agenda item] at this meeting, in order that recommendations can be made to a Special Meeting of the Council on 21 February 2024 regarding the budgets to be set and level of Council Tax for the District for 2024/25.

10. BUDGET MONITORING REPORT TO 31 DECEMBER 2023 (Pages 29 - 44)  
[15 MINUTES]

The purpose of this report is to appraise the Policy and Finance Committee of performance against the budgets approved by Full Council at its meeting of the 9 March 2023.

11. COUNCIL REVENUE AND CAPITAL BUDGETS 2024/2025 (Pages 45 - 62)  
[50 MINUTES]

The purpose of the report is for this Committee to consider and make recommendations to Full Council on 21 February 2024 on setting the General Fund revenue budget, the level of Council Tax for the District, the HRA budget and HRA rent levels for 2024/25.

In addition, the Policy and Finance Committee are requested to consider the capital programme and make recommendations to Full Council on 21 February 2024 on the capital programme (HRA and General Fund) to be set for 2024/25.

12. CARBON EMISSION UPDATE - 2022-2023 FINANCIAL YEAR (Pages 63 - 74)  
[15 MINUTES]

This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2022-2023 financial year.

13. ARUN COMMUNITY ASSET FUND - CONSIDERATION OF BIDS - ROUND 1 (Pages 75 - 82)  
[15 MINUTES]

Bids for funding have been received and this report is intended to facilitate a determination by the Committee of whether any individual bid should be supported.

14. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL TO 30 SEPTEMBER 2023 (Pages 83 - 98)  
[15 MINUTES]

The purpose of this report is for the Committees to be updated with the Q2 Performance Outturn for the Key Performance indicators for the period 1 April 2023 to 30 September 2023.

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

There will be recommendations from each of the six Service Committees that relate to the Council Revenue and Capital Budgets 2024/2025. These recommendations will be considered as part of this item – Item [11] on the agenda with the minutes from meetings of the Services Committees held in January and February 2024 being published as a separate supplement pack.

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

Any feedback report will be reported to the meeting.

15. WORK PROGRAMME

(Pages 99 - 102)

The Committee's Work Programme for the remainder of this 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 [Filming Policy](#)

# Public Document Pack Agenda Item 3

Subject to approval at the next Policy and Finance Committee meeting

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## SPECIAL POLICY AND FINANCE COMMITTEE

8 January 2024 at 6.00 pm

Present: Councillors Nash (Vice-Chair, in the Chair), Birch, Brooks, Cooper, Greenway, Gunner, Oppler, Pendleton and Walsh (Substituting for Councillor Stanley).

Councillors Butcher, Lury, May, Northeast, Purser, Tandy, Turner and O'Neill were also in attendance for all or part of the meeting.

### 490. WELCOME AND ELECTION OF VICE-CHAIR

The Vice-Chair in the Chair opened the meeting and welcomed Members and Officers to the meeting. He explained that the Chair had given his apologies for the meeting and proposed Councillor Walsh as acting Vice-Chair for the meeting. This was approved by the Committee.

### 491. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Stanley.

### 492. DECLARATIONS OF INTEREST

The following Declarations of Personal Interests were made in relation to all of the items on the agenda:

- Councillors Nash and Brooks as Members of Bognor Regis Town Council and volunteers for Arun Arts.

### 493. MINUTES

The minutes from the meeting of the committee held on 6 December 2023 were approved as a correct record and were signed by the Chair at the conclusion of the meeting.

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

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

### 495. PUBLIC QUESTION TIME

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

496. FINANCIAL PROSPECTS 2024/25 TO 2028/29 - UPDATE

The Group Head of Finance and Section 151 Officer presented to Members his report providing an update on the Council's Financial Forecast for 2024/25 to 2028/29 which had first been presented to the Committee at its meeting held on 26 October 2023. It was confirmed that regular updates would be provided to the Committee together with progress reports on the delivery of the Council's Savings Strategy [the next item on the agenda].

The report provided a summary of the updated Medium-Term Financial Plan (MTFP) forecast for the period 2024/25 to 2028/29 and represented the latest view of the Council's financial position. This was subject to several factors that might still affect the forecasts, such as local government funding reforms, business rates review and the continuation of certain ring-fenced government grants.

The Group Head of Finance and Section 151 Officer confirmed that the report did include 2024-25 budget figures which were still draft and subject to further changes before being presented to the Committee on 8 February and ultimately a Special Meeting of the Council on 21 February 2024. Paragraphs 4.1 to 4.11 of the report detailed the areas of the budgets that had been updated since 26 October 2023. The Local Government Finance Settlement was still in its draft format with figures still needing to be confirmed by the DLUHC once the consultation period concluded on 15 January 2024. Appendix A summarised the estimated budget requirement for the next 5 years with Appendix B summarising the impact of that forecast on the Council's usable revenue reserves. The Group Head of Finance and Section 151 Officer highlighted that the funding gap had reduced since the last report provided in October 2023. The table at paragraph 4.1 of the report summarised the changes that had been incorporated into the 2024/25 revenue budget which would achieve a net reduction of £1.6m. The Group Head of Finance and Section 151 Officer then explained some of the changes listed.

Turning to the Local Government Finance Settlement for 2024/25, the Group Head of Finance and Section 151 Officer confirmed that the announcement had been made on 18 December 2023, however, this was a provisional settlement and was subject to a consultation period which would finish on 15 January 2024. Paragraphs 4.12 to 4.16 provided the detail of the draft settlement.

As had been reported previously, the Council currently had no general fund debt although the capital programme did include some schemes which would be funded from future borrowing. The table at paragraph 4.18 set out some indicative high level financial costs if the Council were to take on additional financial investment. These figures had not been included in the budget forecasts.

The Committee's attention was then steered towards Appendix B of the report, which set out the impact on the Council's Usable Revenue Reserves based on the updated MTFP forecasts. The latest projections indicated that by 2028/29, the balance of reserves was forecast to be only £218,000 if no further decisions were made to address the budget shortfall. The Group Head of Finance and Section 151 Officer stressed the importance of addressing the challenges ahead for the Council and that if these challenges were not addressed the ultimate outcome would be the need to issue a Section 114 notice. He explained that the implications of this were very serious. Section 25 of the Local Government Act 2003 required the Section 151 Officer to produce a statement regarding the adequacy of a Council's reserves. This would be formally reported to this Committee on 8 February 2024 as part of the revenue budget setting process.

Members were reminded of the resolution approved at the meeting of the Committee on 26 October 2023 regarding Budget consultation literature. The budget consultation document had been agreed with the Chair of the Committee in early December and the consultation survey was available for all to access on the Council's web site so that the Council could receive feedback and comments. The deadline for responses was 21 January 2024 and it was confirmed that the results of this consultation would be presented to the Committee's next meeting on 8 February 2024.

The risks detailed in the previous forecast reported to the Committee in October 2023 remained and had been reiterated in paragraphs 8.2 to 8.7 of the report. This section of the report provided a good indication of the challenges ahead and of the difficulties in forecasting the budget over the next 12 months and 5 years.

The Chair having thanked the Group Head of Finance and Section 151 for his presentation invited questions from Members.

Varying questions were asked. Turning to the table provided summarising the changes that had been incorporated into the 2024/25 revenue budget since the MTFP forecast had been reported to the last meeting of the Committee, a breakdown of what the figures for Temporary Accommodation and Supported Housing Payments represented was sought. The Group Head of Finance and Section 151 Officer confirmed that he did not have that level of information to hand and a written response would be provided outside of the meeting.

A question was asked regarding the West Sussex Business Rates Pool and whether any funds from the pool would be spent in the district. The Group Head of Finance and Section 151 Officer confirmed that he had recently attended a meeting of West Sussex Finance Officers and felt confident that progress had been made in establishing some principles around accessing funds. A meeting of West Sussex Leaders was due to take place shortly and so further information would be available following that meeting.

Looking at Appendix A to the report, a question was asked about the Council Tax increase assumptions. Looking at the savings set out in paragraph 4.1, a question was asked on the timing of those savings as it looked like they would be achieved next year. The Group Head of Finance and Section 151 Officer outlined that the Council Tax forecasts assumed a maximum increase of 2.99 % and it was assumed that this would be the case for future years. It was stated that there would always be delivery risks in achieving to make savings and it was intended that the savings highlighted would be achieved in 2024/25. A question was also asked about the impact on the forecasts of freezing Council Tax. It was agreed that this information would be provided to the Committee outside of the meeting as well as an update following the West Sussex Leaders meeting regarding the business rate pool.

The Committee then noted the content of the report.

#### 497. FINANCIAL STRATEGY 2024-2028

The Interim Joint Chief Executive and Director of Environment and Communities presented the Financial Strategy for 2024 to 2028 following two briefings provided to Members on 14 December and 4 January 2024. The Strategy provided the Council not only with details of its key components to deliver the transformation of the Council's financial position, but also proposals for the reorganisation and reduction of the Senior Management Team.

The Committee was reminded that it was a legal requirement to set a balanced budget each year and that although reserves were a legitimate way of balancing the budget, this was not sustainable in the longer term. The report set out the Council's approach to achieving a balanced budget over the next 4 years and proposed actions to address the net revenue budget shortfall. It was explained that these proposals were subject to consultation to achieve savings in excess of £2m. The Strategy was based on undertaking a number of key tasks in each of the next four years and these had been detailed within the report.

It had been the Council's intention to secure in year savings in 2023/24 and an anticipated £2.5m reduction in the budget gap for 2024/25. Progress on starting this work had been delayed due to the resignation of the previous Chief Executive. This meant that the potential savings identified for 23/24 would now be largely realised in 2024/25. Service Group Heads had been asked to identify cost reductions and income generating opportunities, the details of which had been set out in the report. Members were alerted to the fact that the Council currently had no general fund debt (although the Committee was aware that some capital schemes were planned to be funded from borrowing) and that it had a reasonable level of reserves, meaning that it was in a strong position to address the financial challenges highlighted in a measured and planned way.



Within this context of significant financial constraint, the Council had a strong updated Vision based on four key themes in terms of how it wished to move forward for the benefit of residents, businesses, visitors and the environment. To deliver these key themes during a time of financial challenge required the Council to improve its efficiency and effectiveness, transparency and communications and required it to explore new ways of delivering services and possibly cease some too.

Progress on how the Council proposed to achieve this had been set out in paragraphs 5.1 to 5.10 of the report. Paragraph 6 set out an action plan covering the next four years to achieve the required reduction in the funding gap. This included a restructure of the senior management team; use of different service delivery models; a review of the 23-24 budget; maximising cost recovery; completing an asset review; undertaking an electoral review; reviewing the council's future accommodation requirements; and the retendering of the waste contract. This work would help the Council in moving forward in addressing its financial challenges.

The appendices to the report were explained. Appendix A set out the potential areas for savings examined subject to periodic review. Appendix B featured the issues for Members to determine through individual Committees. Appendix C set out the detail of the Senior Management Team structure which was subject to consultation and Appendix D listed the vacant posts to be deleted in addition to Senior Management posts which were again subject to consultation.

Before inviting debate on the report, Councillor Walsh proposed the recommendations which were then seconded by Councillor Oppler.

Comments made were that what had been presented to Members was an action plan rather than a strategy as the report did not confirm the overall principles of saving money. It was also felt that there had been a complete lack of Member involvement in getting to this point. Questions were then asked about the consultation undertaken regarding the proposed savings in terms of what had been delivered already. Questions were also asked surrounding the 18 posts to be deleted as not all of these posts had been listed in the appendix. In response, Members were advised that consultation regarding the proposed saving of posts also included consultation with the staff union and staff which was underway as initial informal consultation had taken place ahead of this meeting. The formal consultation would take place following the Council meeting on 10 January 2024. The aim of the Strategy was to demonstrate how the Council was going to save the money that it needed to save whilst at the same time managing the work that had to be done within remaining resources and in a way that would protect services.

Discussion then focused on the proposed actions identified to achieve the required reduction in the funding gap especially around the restructure of the Senior Management Team and the vacant posts listed in Appendix D for deletion.

The Committee then

RECOMMEND TO FULL COUNCIL – That

- (1) The Financial Strategy 2024 to 2028 be approved; and
- (2) The proposal to reduce the Senior Management Team as part of an organisational restructure be noted.

(The meeting concluded at 6.44 pm)

## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 8 February 2024</b>
<b>SUBJECT:</b>	<b>Littlehampton Seafront Project</b>
<b>LEAD OFFICER:</b>	<b>Philippa Dart – Director of Environment and Communities</b> <b>Joe Russell-Wells – Group Head of Environment and Climate Change</b>
<b>LEAD MEMBER:</b>	<b>Cllr Matt Stanley</b>
<b>WARDS:</b>	<b>Beach, River</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 the Council'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 budget for the project is £7,265,501, of which £7,234,201 is funded by a Levelling Up Fund grant from DLUHC. The remaining funding of £31,300 is funded by Arun District Council, sitting within the Changing Places budget on Asset Management for the inclusion of a Changing Places Toilet (CPT) facility at Littlehampton seafront. An additional sum of £25k has been made available for PV panels.</p>	

### 1. PURPOSE OF REPORT

1.1 This report provides an update on the Littlehampton seafront project.

### 2. RECOMMENDATIONS

2.1 Members are asked to note the content of the report.

### 3. EXECUTIVE SUMMARY

3.1 This report provides an update on the Littlehampton seafront scheme, including planning approval, cost update and preparation for construction.

## **4. DETAIL**

### **4.1. Background**

Arun District Council has been awarded a £7,234,201 grant from the Levelling Up Fund (LUF) to enhance 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.

A refreshed version of the scheme was published for public consultation in October 2022 and the results showed a good level of public support for the designs. Comments received as part of the consultation were collated for further review by the design and build contractor. An updated scheme was presented to Policy and Finance Committee on 11 July 2023 and endorsed by Members.

### **4.2 Planning application**

The planning application was presented to the Planning Committee on 14 December 2023. The committee unanimously approved the application with a number of conditions to be met. Further details will need to be approved by planning officers on surface water drainage, an archaeological programme and the construction management plan. The scheme will also need to commit to protecting existing trees, increasing biodiversity on the site, planting and maintaining new trees and shrubs, providing cycle racks and electrical vehicle charging points.

### **4.3 Project costs and value engineering**

A full cost review was undertaken of the RIBA Stage 3 design which concluded that a process of value engineering was required to make savings of £560k. Examples of where savings were identified included to seek alternative design details for some building features (i.e., roof construction) and alternative specifications of materials. By the end of Stage 3 a saving of £495k was agreed to be achievable with a further £146k to be revisited in Stage 4.

### **4.4 Commencement of RIBA Stage 4**

While the value engineering undertaken in Stage 3 achieved a good level of cost certainty, some elements of the scheme need further discussion during the Stage 4 design process before a cost saving can be confirmed. The project team have been looking at options which exceed the savings required, should some proposed changes be deemed unacceptable. The team continue to be mindful of future operational and maintenance needs.

Once the Stage 4 design has concluded Neilcott will seek prices for delivering the scheme, with the costs for different packages agreed in phases. There is likely to be a need for early works orders (enabling work package) to be placed prior to a contract being signed for the main construction works. These are expected to relate to purchase of concession units, utilities connections, demolition of the toilet block and commencement of the car park works.

#### 4.5 Construction phase

The construction programme takes account of the longer period taken to complete Stage 3 and work is now expected to commence on site in spring 2024.

The logistics of the construction phase are being reviewed and conversations with internal stakeholders are highlighting specific issues which need to be accommodated. Agreeing and co-ordinating the necessary mitigation will be complex in view of the site's location.

The phasing of the construction works aims to minimise the amount of time the contractor is on site but also considers the impact on visitors to the seafront. Early works will involve the demolition of the toilet block, installation of new utility services and improvements to the car park.

The contractor's compound is likely to start in West Green car park and will then relocate to Banjo Road.

As the works evolve the fenced off area is expected to be extensive which will enable the contractor to move around the site and make progress as quickly as possible. Locations for temporary toilets and access routes for the public are being considered.

#### 4.6 Communication

Communication options are being discussed to co-ordinate messaging before and during the works. Information about the construction phasing and arrangements regarding temporary facilities will be made available for visitors and communicated to stakeholders.

#### 4.7 Next steps

The project team will progress RIBA Stage 4 which involves the preparation of construction details and tender packages so that a final cost for constructing the scheme can be obtained. Documents will be prepared to discharge pre-commencement planning conditions and logistics plans will be finalised.

The following table summarises the expected project programme:

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

## **5. CONSULTATION**

- 5.1 The original plans for the Littlehampton seafront were consulted on in 2017. The refreshed proposals for the scheme were shared with stakeholders and published for public consultation in October 2022. The consultation results were presented to Policy and Finance Committee on 13 December 2022.
- 5.2 Following the conclusion of the consultation the designs were developed further during RIBA Stage 3 and a planning application submitted, enabling further opportunity for public comment.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

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

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

- 7.1 A review of the RIBA Stage 3 design against the cost plan has been undertaken and procurement will be carried out in RIBA Stage 4 to ensure the scheme sits within the project budget. There are no additional financial implications arising from this report.

## **8. RISK ASSESSMENT CONSIDERATIONS**

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

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

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

9.1 There are no direct legal or governance implications arising from the updates presented within this report.

## **10. HUMAN RESOURCES IMPACT**

10.1 None.

## **11. HEALTH & SAFETY IMPACT**

11.1 Further consultation will be carried out with the corporate health and safety team to ensure any health and safety concerns identified through the consultation are addressed before the design is finalised. The design team will produce a designer's risk assessment, and the project will be delivered in accordance with The Construction, (Design and Management) Regulation 2015. Appropriate health and safety risk assessments and management regimes will also need to be established for any new activities, including play areas and water features.

## **12. PROPERTY & ESTATES IMPACT**

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

Covenants and lease arrangements are being taken into account and discussions underway with relevant parties to mitigate for potential constraints.

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

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

- Age – new facilities and creation of social spaces will form part of the project.
- Disability - Changing Places facility is included as a result of successful grant funding. The design allows for accessibility within the scheme layout.
- Pregnancy and maternity – the design of the scheme will enable good accessibility for prams/pushchairs.
- 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 set out their social value proposals as part of their tender submission which include engagement with local schools, developing employment skills, creating opportunities for local businesses, and supporting community projects.

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

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

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

15.1 Stakeholder engagement during RIBA Stage 3 with the community safety team has assessed potential issues and opportunities for mitigation.

#### **16. HUMAN RIGHTS IMPACT**

16.1 It is not anticipated there will be any impact.

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

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

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#### **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](#)

[Littlehampton Seafront Project – Policy & Finance Committee 20 October 2022, Item 373](#)

[Littlehampton Seafront Project – Policy & Finance Committee 13 December 2023, Item 529](#)

[Littlehampton Seafront Project – results of public consultation](#)

[Littlehampton Seafront Project – Policy & Finance Committee 7 March 2023, Item 755](#)

[Littlehampton Seafront Project – Policy & Finance Committee 11 July 2023, Item 126](#)



[Littlehampton Seafront Project – Policy & Finance Committee 26 October 2023, Item 321](#)

[Littlehampton Seafront Project - Policy & Finance Committee 6 December 2023, Item 453](#)

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<b>REPORT TO:</b>	<b>Policy &amp; Finance Committee - 8 February 2024</b>
<b>SUBJECT:</b>	<b>Budget Monitoring Report to 31 December 2023</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden – Group Head of Finance &amp; Section 151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Matt Stanley, Chair of Policy &amp; Finance Committee</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Council’s budget supports all the Council’s Objectives.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
<b>FINANCIAL SUMMARY:</b>	
The report shows the Committee’s Revenue budget and Capital programme forecast out turn position for 2023/24 to the end of Quarter 3.	

**1. PURPOSE OF REPORT**

1.1. The purpose of this report is to appraise the Policy & Finance Committee of its forecast outturn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

**2. RECOMMENDATIONS**

2.1. It is recommended that the Committee notes the content of this report.

**3. EXECUTIVE SUMMARY**

3.1. The report sets out in further detail the Committee’s Revenue and Capital programme budget performance projections to the 31 March 2024.

**4. DETAIL**

4.1. Table 1 below details the 2023/24 forecast revenue budget out turn to the end of Quarter 3 and anticipates an underspend of £314k, which is a favourable movement of £258k against the £56k underspend reported in Quarter 2. The significant changes in the forecast are explained in paragraphs 4.2 to 4.3.

**Table 1**

<b>Policy &amp; Finance Committee</b>					
	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>Variance</b>	<b>Movement</b>
	<b>2023-24</b>	<b>Q3</b>	<b>Q3</b>	<b>Q2</b>	
<b>Description</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Chief Executive	183	83	(100)	(100)	-
Group Heads	1,267	1,274	7	44	(37)
Personal Assistants	230	230	-	-	-
Levelling Up Project Management	221	-	(221)	-	(221)
Climate Change	302	302	-	-	-
<b>Total for Policy &amp; Finance Committee:</b>	<b>2,203</b>	<b>1,889</b>	<b>(314)</b>	<b>(56)</b>	<b>(258)</b>

- 4.2. **Chief Executive** – The £100k underspend is due to the continued vacant Chief Executive Officer post.
- 4.3. **Levelling Up Project Management** – These costs can be capitalised and charged to the Levelling Up projects. It will generate an underspend of £221k.
- 4.4. Table 2 below details the Committee’s 2023/24 forecast capital programme out turn as at Quarter 3. The total capital budget for 2023/24 is £5,964k which includes slippage from the previous year of £18,470, but £17,232 has since been reprofiled to future years. There have also been additions during the year of £750k for the Littlehampton Harbour Entrance Renewal, £115k for the Alexandra Theatre Project and £111k for Littlehampton Seafront relating to the capitalisation of project staff costs.

**Table 2**

	Original 2023/24 Budget	Slippage from 2022/23	In Year Additions	Reprofiling & Other Changes	Revised 2023/24 Budget	Forecast Outturn	Variance	2024/25 Budget	2025/26 Budget	2026/27 Budget
Project	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Levelling Up Fund Littlehampton Seafront	0	6,938	0	-5,689	1,249	366	-883	5,689	0	0
L'ton Seafront Other Funding	0	0	56	0	56	56	0	0	0	0
Levelling Up Fund Alexandra Theatre	0	11,532	0	-8,543	2,989	599	-2,390	8,543	0	0
Alexander Theatre ADC	3,750	0	0	-3,000	750	785	35	3,082	0	0
L'ton Seafront Prj Team	0	0	0	55	55	55	0	54	0	0
Alexandra Theatre Prj Team	0	0	0	115	115	115	0	169	0	0
Littlehampton Harbour Entrance Renewal	0	0	750	0	750	750	0	0	0	0
<b>Total Policy &amp; Finance Committee Capital</b>	<b>3,750</b>	<b>18,470</b>	<b>806</b>	<b>-17,062</b>	<b>5,964</b>	<b>2,726</b>	<b>-3,238</b>	<b>17,537</b>	<b>0</b>	<b>0</b>

- 4.5. The Levelling Up Fund (LUF) grant relating to Littlehampton Seafront has been reprofiled in line with project delivery and subsequently the forecast revised for the latest revised cashflow forecast (December 23). Any underspend as a result of this and any further revised cashflows in 2023/24 will be carried forward to 2024/25. The additional Council contribution relates to the capitalisation of project staff costs. A review of the Stage 3 cost plan has shown that savings of £560k are needed to keep within the budget allocation and a process of value engineering is underway to achieve this.
- 4.6. The LUF grant relating to Alexandra Theatre has also been reprofiled to reflect project delivery and subsequently the forecast revised for the latest revised cashflow forecast (December 23), along with the reprofiling of Council's contribution towards the project. Any underspend as a result of this revised forecast and any further revisions in 2023/24 will be carried forward to 2024/25. The building has now been vacated. Tender documentation has been released to 5 interested contractors and intrusive and structural surveys are being tendered and scheduled for early/mid-January 2024.
- 4.7. The Capital programme is being reviewed as part of the budget setting process and will take account of progress against the 2023/24 budget. Any changes will be reported to this Committee for approval by Policy & Finance Committee.

## 5. CONSULTATION

- 5.1. Consultation with other stakeholders is not required for this report.

## 6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. There are no alternative options to this report.

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

7.1. There are no additional financial implications arising from the matters set out in this report. Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

## **8. RISK ASSESSMENT CONSIDERATIONS**

8.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

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

9.1. There are no direct legal implications associated with this report.

## **10. HUMAN RESOURCES IMPACT**

10.1. None.

## **11. HEALTH & SAFETY IMPACT**

11.1. None.

## **12. PROPERTY & ESTATES IMPACT**

12.1. None.

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

13.1. None.

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

14.1. None.

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

15.1. None.

## **16. HUMAN RIGHTS IMPACT**

16.1. None.

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

17.1. None.

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**CONTACT OFFICER:**

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

**BACKGROUND DOCUMENTS:**

Budget Book 2023/24

Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24

[Minutes](#)

Quarter 2 Budget Monitoring Report, Policy & Finance Committee – 6 December 2023

[Report](#)

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## Arun District Council

<b>REPORT TO:</b>	<b>Policy &amp; Finance Committee – 8 February 2024</b>
<b>SUBJECT:</b>	<b>Committee Revenue and Capital Budgets 2024/25</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden, Group Head of Finance and Section 151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Matt Stanley</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
The Council's financial planning and budget has an effect on all Directorates of the Council.	
<b>FINANCIAL SUMMARY:</b>	
The draft budgets for this Committee are shown in the appendices.	

### 1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and agree its revenue budget for inclusion in the Council's overall 2024/25 revenue budget. The agreed budgets will then form part of the overall revenue and capital budgets for 2024/25 to be considered as part of [the subsequent agenda item] at this meeting, in order that recommendations can be made to a Special Meeting of the Council on 21 February 2024 regarding the budgets to be set and level of Council Tax for the District for 2024/25.

### 2. RECOMMENDATIONS

- 2.1 It is recommended that this Committee:
- (a) Agrees the 2024/25 Revenue Budget as illustrated in Appendix A of this report;
  - (b) Agrees the 2024/25 Capital Programme as illustrated in Appendix B of this report; and
  - (c) Agrees that the Revenue Budget for this Committee be included in the Council's overall General Fund Budget.

### 3. EXECUTIVE SUMMARY

- 3.1. The purpose of the report is for this Committee to consider and agree its 2024/25 revenue budget revenue.

#### 4. DETAIL

- 4.1. The general background to the budget was included in the Financial Prospects 2024/25 to 2028/29 report to Policy & Finance Committee on 26 October 2023. An updated report was also presented to Policy & Finance Committee on the 8 January 2024.
- 4.2. Financial forecasting continues to be extremely difficult due to high inflation rates and various other external factors affecting the economy therefore budgets have been compiled on the best information available.
- 4.3. The basis of revenue budgeting for 2024/25 broadly assumes that current levels of service provision will remain unchanged. This means that whilst cost increases have been included, there is no growth within the budget proposals.
- 4.4. The net change in the revenue budget between 2023/24 and 2024/25 is a decrease of £275k and the key changes are summarized in the table below:

<b>Change</b>	<b>Amount £'000</b>
Salary inflation	71
Recharge Levelling Up project management costs to capital	(225)
Savings identified by the Financial Strategy paper	(20)
Other minor changes	(101)
<b>Total</b>	<b>(275)</b>

- 4.5. The saving of £20,000 identified in the Financial Strategy report and referred to in paragraph 4.4 relates to a reduction in the Climate Change budget on work to reduce carbon emissions.
- 4.6. The level of funding for the capital programme will be determined by this Committee at this meeting in a later agenda item. Existing and new schemes will continue to be reviewed during 2024/25 for affordability and deliverability. The impact of any new borrowing will also be kept under review and reported to Members during the course of the financial year.
- 4.7. The planned capital programme for this committee totals £17.537 million for 2024/25 and is detailed in Appendix B).

#### 5. CONSULTATION

- 5.1. No consultation has taken place with external organisations regarding this committee's budget, but a wider budget consultation process is taking place in respect of the Council's overall budget.

#### 6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. Not applicable.

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

- 7.1. The financial implications are shown throughout the report. It is important that close monitoring of both revenue budgets, and the capital programme is in place.

**8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1. The risks outlined in the Financial Prospects Report 2024/25 to 2028/29 to Policy & Finance Committee on the 26 October 2023 remain relevant. Members may wish to review these alongside this report.
- 8.2. Members will note that there is a risk to the delivery of some savings detailed in paragraph 4.5. If any savings are not realised this will increase the size of the budget shortfall.

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

- 9.1. The Council has a legal duty to ensure its revenue and capital expenditure can be met by its income, inclusive of reserves.

**10. HUMAN RESOURCES IMPACT**

- 10.1. There are no direct implications. Any subsequent Human Resources impact arising from the savings programme will be managed in accordance with Council policies and procedures.

**11. HEALTH & SAFETY IMPACT**

- 11.1. There are no direct implications.

**12. PROPERTY & ESTATES IMPACT**

- 12.1. There are no direct implications.

**13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 13.1. There are no direct implications.

**14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 14.1. There are no direct implications.

**15. CRIME AND DISORDER REDUCTION IMPACT**

- 15.1. There are no direct implications.

**16. HUMAN RIGHTS IMPACT**

- 16.1. None.

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

17.1. There are no direct implications.

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### **CONTACT OFFICER:**

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

### **BACKGROUND DOCUMENTS:**

2023/24 Budget Report to Full Council 01 March 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 – Policy & Finance Committee 26 October 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 update – Policy & Finance Committee 8 January 2024

[Report](#)

**Policy & Finance Committee  
General Fund Revenue Budget 2024/25**

Actual 2022-23 £'000	Description	Budget 2023-24 £'000	Budget 2024-25 £'000
<b>Policy and Finance Committee</b>			
1,897	Corporate Management	1,901	1,778
115	Climate Change	302	204
<b>2,013</b>	<b>Committee Total:</b>	<b>2,203</b>	<b>1,982</b>
Actual 2022-23 £'000	Description	Budget 2023-24 £'000	Budget 2024-25 £'000
<b>Policy and Finance Committee</b>			
<b><u>Corporate Management (N35 &amp; N60 to N72 &amp; N75)</u></b>			
1,878	Employees	1,788	1,723
1	Transport	5	7
18	Supplies and Services	108	48
<b>1,897</b>	<b>Total for Corporate Management:</b>	<b>1,901</b>	<b>1,778</b>
<b><u>Climate Change (N80)</u></b>			
55	Employees	102	104
60	Supplies and Services	200	100
<b>115</b>	<b>Total for Climate Change:</b>	<b>302</b>	<b>204</b>
	Salary adjustment		(34)
<b>2,013</b>	<b>Committee Sub Total:</b>	<b>2,203</b>	<b>1,948</b>
<b><u>Potential Committee Savings</u></b>			
	Savings identified by Financial strategy		(20)
<b>Total Potential Committee Savings</b>			<b>(20)</b>
<b>Committee Total:</b>			<b>1,928</b>

**Policy & Finance Committee  
Capital Programme 2024/25**

Actual		Original	Updated	Budget	Budget	Budget	Budget	
2022/23 £'000	Description	Budget 2023/24 £'000	Budget 2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Note
296	Littlehampton Seafront (LUF)	0	1,249	5,689	0	0	0	1
0	Littlehampton Seafront (ADC contribution)	0	111	54	0	0	0	
658	Alexandra Theatre (LUF)	0	2,989	8,543	0	0	0	2
0	Alexandra Theatre (ADC contribution)	3,750	865	3,251	0	0	0	
0	Littlehampton Harbour Entrance Renewal	0	750	0	0	0	0	3
<b>954</b>	<b>Committee Total</b>	<b>3,750</b>	<b>5,964</b>	<b>17,537</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## Notes

1. Littlehampton Seafront - the Levelling Up Fund (LUF) grant has been reprofiled to reflect the cashflow as of July 2023 to fit in line with project delivery. The additional ADC contribution relates to the capitalisation of project staff costs.
2. Alexandra Theatre - the Levelling Up Fund (LUF) grant has been reprofiled to reflect the cashflow as at July 2023 to fit in line with project delivery, including the reprofiling of ADC's contribution towards the project. The additional ADC contribution relates to the capitalisation of project staff costs and the addition of a change place facility.

3. 2023/24 updated budget shows Arun's contribution towards Littlehampton Harbour entrance renewal (West Sussex County Council also contributing the same amount).

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<b>REPORT TO:</b>	<b>Policy and Finance Committee - 8 February 2024</b>
<b>SUBJECT:</b>	<b>Quarter 3 Budget Monitoring Report to 31 December 2023</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden – Group Head of Finance &amp; Section 151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Matt Stanley, Chair of Policy and Finance Committee</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Council’s budget supports all the Council’s Objectives.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
<b>FINANCIAL SUMMARY:</b>	
The report shows the Capital, Housing Revenue and General Fund Revenue budget performance for 2023/24 as at the end of Quarter 3.	

## 1. PURPOSE OF REPORT

1.1. The purpose of this report is to appraise the Policy and Finance Committee of performance against the budgets approved by Full Council at its meeting of the 9 March 2023.

## 2. RECOMMENDATIONS

2.1. To note the report.

## 3. EXECUTIVE SUMMARY

3.1. The budget monitoring update appended to this report sets out the General Fund Revenue Budget and Capital Programme forecast out turn performance against budget for 2023/24 as at the end of Quarter 3. The Housing Revenue Account forecast update presented to Housing & Wellbeing Committee on the 25 January 2024 is shown in Appendix B of this report for information.

## 4. DETAIL

### Revenue Budget

4.1. The Council has an approved revised General Fund revenue budget of £33.514 million (including Parish Precepts) and a revised Capital Programme of £30.465 million for the year 2023/24. This report provides a forecast of spending and income against the approved budget for 2023/2024.

4.2. Some minor expenditure is anticipated against the Transformation budget of £3 million, the savings of £2 million that were assumed would be identified in year, will not materialise as a result of initiatives funded from the Transformation budget. Officers are continuing to develop proposals to close the Council's budget funding gap and some of these may be realised in 2023/24. Further work is required to ascertain a more accurate picture, so for the purpose of the Quarter 3 forecast, an overall zero variance has prudently been reported for both.

4.3. The forecast Cost of Service as at Quarter 3 is £28.702 million against a budget of £28.456 million. This would result in an overspend of £246k. Along with an additional £779k forecast overachievement in interest & investment income receivable, netted off by an adverse variance of £328k within other precepts and levies, the overall impact would be a forecast net underspend in total revenue costs of £205k for the year.

4.4. The Committee is requested to note the budget monitoring report in Appendix A. The report provides information on a management by exception basis to enable the reader to understand the overall performance of the council. The report highlights the significant additional expenditure and any loss of income apparent in the third quarter of the financial year to date.

### **Capital Programme**

4.5. Forecast expenditure against the capital programme at the end of Quarter 3 is £20.36 million. This is £10.11 million (33%) below the revised budget of £30.465 million for the year.

4.6. The above forecast underspend has increased by £3.52 million in relation to what was forecasted at Quarter 2 due to slippage during the year. This will be carried forward into the next financial year.

4.7. The following additional approvals have been added to the capital programme since Quarter 2:

- Stock Development - £2.127 million
- Play areas - £144k
- Littlehampton Seafront Other Funding unapproved (additional LUF Funding granted) - £56k.
- These were netted off by other net reductions in capital budget as detailed in Appendix A below (section 4) – (£363k)

### **Housing Revenue Account**

4.8 The Housing Revenue Account Reserve is forecast to have a balance of £551k by the 31 March 2024 which is £632k below the budgeted position of £1,183k. Appendix B includes the full report that was taken to Housing & Wellbeing Committee on the 25 January 2024 setting out the reasons and actions being undertaken to improve the position.

## **5 CONSULTATION**

5.1 Consultation with other stakeholders is not required for this report.

## **6 OPTIONS/ALTERNATIVES CONSIDERED**

6.1 Not applicable.

## **7 COMMENTS BY THE GROUP HEAD OF FINANCE & SECTION 151 OFFICER**

7.1 It is sound governance to monitor spending against budget during the financial year. Such control allows the Council to take prompt corrective action if spending or income significantly varies from the approved budgets.

7.2 The Council continues to incur some additional expenditure due to current inflationary pressures and net expenditure is monitored closely to ensure that corrective action continues to be taken if necessary.

7.3 The HRA balance projection is a significant concern and is forecast to remain below the £2 million recommended minimum balance approved by the Council. A report was presented to the Housing & Wellbeing Committee on 25 January 2024 and is attached in Appendix B.

7.4 Committee will note that the Group Head of Finance & Section 151 Officer will continue to work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

## **8 RISK ASSESSMENT CONSIDERATIONS**

8.1 The Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

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

9.1 There are no direct legal implications associated with this report.

## **10 HUMAN RESOURCES IMPACT**

10.1 None.

## **11 HEALTH & SAFETY IMPACT**

11.1 None.

## **12 PROPERTY & ESTATES IMPACT**

12.1 None.

## **13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

13.1 None.

## **14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1 None.

## **15 CRIME AND DISORDER REDUCTION IMPACT**

15.1 None.

## **16 HUMAN RIGHTS IMPACT**

16.1 None.

## **17 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 None.

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### **CONTACT OFFICER:**

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

### **BACKGROUND DOCUMENTS:**

Budget Book 2023/24

Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24

[Minutes](#)

**ARUN DISTRICT COUNCIL BUDGET MONITORING****1. Introduction**

- 1.1. This Appendix sets out the forecast outturn position for the financial year 2023/24 as at Quarter 3, for the Revenue Budget and Capital Programme.
- 1.2 The budget monitoring statements are summarised in Tables 1 to 4 below with additional details on significant variances provided.

**2. Revenue Budget**

- 2.1 The overall Quarter 3 revenue budget forecast performance for the year is £32.981m against the budget of £33.514m which is an underspend of £0.643m.

**3. Forecast variance explanations**

- 3.1 The forecast net overspends are £246,000 at Cost-of-Service level offset by an overachievement of income forecast of £779,000 on Interest & Investment Income which equates to an overall forecast underspend of £643,000 as mentioned in paragraph 2.1. This represents an improved swing of £506,000 since Quarter 2. Significant movements in forecast exceeding £100,000 by service committee are explained in paragraphs 3.2 to 3.4.
- 3.2 **Environment** – £339,000 underspend, representing a favourable increase of £284,000 since Quarter 2. The main reason is outlined below: -
  - (i) Car Parks - £247k favourable variance due to parking charge fee increases as approved at Environment Committee on 31st Jan 2023.
- 3.3 **Policy & Finance** - £314,000 forecast underspend against budget due to: -
  - (i) Chief Executive – £100k underspend due to the continued vacant Chief Executive Officer post.
  - (ii) Levelling Up Project Management costs that can be capitalised will generate an underspend of £221k.
- 3.4 **Housing & Wellbeing** - is reporting an overspend of £158,000 representing an adverse change of £398,000 since Quarter 2. The main changes explained below: -
  - (i) Revenue and Benefits – The Quarter 3 forecast indicates an overspend of £330k, which is an adverse change of £416k from the Quarter 2 forecast. This is due to a net increase in supported accommodation costs.
  - (ii) Supported housing is the provision of accommodation by an external provider for people who require support, supervision, or care to live as independently as possible in the community. The Council pays the client's rent to the external provider and receives housing benefit subsidy from the Department of Work & Pensions. The amount of subsidy is set by legislation

and is dependent on various factors, including location and property type. It often does not cover the rent payable, which leads to a funding gap. The gap is referred to as 'subsidy loss' and is not unique to Arun District Council.

<b>Table 1</b>					
<b>Arun District Council - General Fund Budget Monitoring</b>					
<b>Forecast Outturn 2023/24</b>					
<b>Month 9 (Quarter 3)</b>					
<b>Committee</b>	<b>Revised Budget £'000</b>	<b>Q3 Forecast £'000</b>	<b>Q3 Forecast Variance £'000</b>	<b>Q2 Forecast Variance</b>	<b>Movement between Q2 and Q3 Forecast £'000</b>
<b>Cost of Service</b>					
Corporate Support	6,152	6,373	221	228	(7)
Economy	2,449	2,567	118	42	76
Environment	10,810	10,471	(339)	(55)	(284)
Planning Policy	906	1,308	402	452	(50)
Policy & Finance	2,203	1,889	(314)	(56)	(258)
Housing & Wellbeing	5,937	6,095	158	(240)	398
<b>Total Cost of Services</b>	<b>28,457</b>	<b>28,702</b>	<b>246</b>	<b>371</b>	<b>(125)</b>
<b>Corporate Cost</b>					
Parish Precepts	5,301	5,301	0	0	0
Other precepts and levies	249	249	0	0	0
Interest & investment income	(1,825)	(2,604)	(779)	(508)	(271)
Contingencies /miscellaneous	10	10	0	0	0
Pension deficit contributions	1,323	1,323	0	0	0
<b>Total Corporate Cost</b>	<b>5,058</b>	<b>4,279</b>	<b>(779)</b>	<b>(508)</b>	<b>(271)</b>
<b>Total Revenue Costs</b>	<b>33,514</b>	<b>32,981</b>	<b>(533)</b>	<b>(137)</b>	<b>(396)</b>
<b>Financed By</b>					
RSG / Retained Business Rates	(7,820)	(7,820)	0	0	0
New Homes Bonus	(616)	(616)	0	0	0
Other non ringfenced grants	(1,631)	(1,741)	(110)	0	(110)
Council Tax income - ADC	(12,982)	(12,982)	0	0	0
Council Tax income - T&P	(5,301)	(5,301)	0	0	0
Collection Fund Deficit/(Surplus)	32	32	0	0	0
<b>Total Financed By</b>	<b>(28,318)</b>	<b>(28,428)</b>	<b>(110)</b>	<b>0</b>	<b>(110)</b>
<b>Deficit/(Surplus)</b>	<b>5,196</b>	<b>4,554</b>	<b>(643)</b>	<b>(137)</b>	<b>(506)</b>
<b>Contribution to/(from) Reserves</b>	<b>(5,196)</b>	<b>(4,554)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Position</b>	<b>0</b>	<b>0</b>	<b>(643)</b>	<b>(137)</b>	<b>(506)</b>

#### 4. Capital Programme Monitoring 2023/24

4.1 Forecast programme slippage beyond 2023-24 has increased by £3.52m since Quarter 2 to a total of £10.11m which would result in forecast expenditure for the year against the capital programme of £20.36m (see Table 2) representing an increased underspend against the budget (£30.47m) of 33%.

<b>Table 2</b>			
<b>Capital Programme Forecast Outturn 2023-24</b>			
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>Q3</b>	<b>Q2</b>	<b>Movement</b>
<b>Original Capital Budget for Year</b>	<b>14,941</b>	<b>14,941</b>	<b>0</b>
<b>Additions</b>			
Carry Forwards from 2022-23	31,311	31,311	0
Additional Approvals In Year	8,668	6,341	2,327
Other Changes	(445)	(82)	(363)
<b>Total - Additional Approvals In Year</b>	<b>39,534</b>	<b>37,570</b>	<b>1,964</b>
Reprofiling beyond 2023-24	(24,010)	(24,010)	0
<b>Revised Capital Budget for 23-24</b>	<b>30,465</b>	<b>28,501</b>	<b>1,964</b>
Projected Slippage beyond 23/24	(10,105)	(6,590)	(3,515)
<b>Forecast Capital Expenditure for 23/24</b>	<b>20,360</b>	<b>21,911</b>	<b>(1,551)</b>

4.2 Approved capital programme expenditure has increased by £1.96m since Quarter 2 giving the revised capital budget for 2023-24 of £30.47m. A detailed explanation of this movement is provided below:-

4.3 **Policy & Finance** – £226k increase from Quarter 2 in capital budget due to :-

- (i) Littlehampton Seafront - the Levelling Up Fund (LUF) grant has been reprofiled to reflect the cashflow as of July 2023 to fit in line with project delivery. The additional ADC contribution relates to the capitalisation of project staff costs.
- (ii) Alexandra Theatre - the Levelling Up Fund (LUF) grant has been reprofiled to reflect the cashflow as at July 2023 to fit in line with project delivery, including the reprofiling of ADC's contribution towards the project. The additional ADC contribution relates to the capitalisation of project staff costs and the addition of a change place facility.
- (iii) 2023/24 updated budget shows Arun's contribution towards Littlehampton Harbour entrance renewal (West Sussex County Council also contributing the same amount).

4.4 **Economy** – £478k net reduction from Quarter 2 in capital budget due to amendments in relation to Asset Management projects :-

- (i) The self-catering holiday accommodation project is not proceeding in its current form.
- (ii) The above has been lessened by in year additions in relation to the Waterloo Square project; the beach hut project at Littlehampton including wheelchair accessible huts; the Arcade pitched roof project which is progressing despite other essential repairs being uncovered (non-essential works will be omitted to keep within budget and delivery timeframes); and the Crown Yard and Rustington changing places facilities project.

4.5 **Environment** – £89k increase from Quarter 2 in capital budget due to :-

- (i) An additional £144k since Quarter 2 within Play Areas funded from S106 and other grants/contributions along with a reduction of £50k in relation to other skate park projects that will allow an enhanced budget provision in 2025/26.
- (ii) The Place St. Maur project is complete apart from a contract retention sum of £5k.

4.6 **Housing & Wellbeing** - £2.127 million increase from Quarter 2 attributable to Stock Development.



Table 3										
Budget Monitoring 2023/24 - Capital Programme										
	Original 2023/24 Budget	Slippage from 2022/23	In Year Additions	Reprofiling & Other Changes	Revised 2023/24 Budget	Forecast Outturn	Variance	2024/25 Budget	2025/26 Budget	2026/27 Budget
Project	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Environment</b>										
Improvement & Discretionary Grants	1,400	0	0	0	1,400	1,400	0	1,580	1,580	1,580
Keystone Centre	0	250	0	0	250	250	0	0	0	0
Sunken Gardens	0	226	0	(50)	176	176	0	0	0	0
Bersted Brooks Park	0	320	0	0	320	22	(298)	0	0	0
Place St. Maur	0	22	0	(5)	17	17	(0)	0	0	0
Play Areas	255	285	174	(50)	664	463	(200)	120	155	120
Parks Chipper	0	0	0	0	0	0	0	0	0	26
<b>Total Environment Committee Capital</b>	<b>1,655</b>	<b>1,102</b>	<b>174</b>	<b>(105)</b>	<b>2,826</b>	<b>2,329</b>	<b>(498)</b>	<b>1,700</b>	<b>1,735</b>	<b>1,726</b>
<b>Economy</b>										
Littlehampton Public Realm	0	796	0	0	796	796	0	0	0	0
Asset Management	539	2,137	1,000	(478)	3,197	3,197	0	1,233	1,046	784
Bognor Regis Arcade, Upper floors	0	0	781	0	781	781	0	3,550	3,660	0
<b>Total Economy Committee Capital</b>	<b>539</b>	<b>2,933</b>	<b>1,781</b>	<b>(478)</b>	<b>4,775</b>	<b>4,775</b>	<b>0</b>	<b>4,783</b>	<b>4,706</b>	<b>784</b>
<b>Policy &amp; Finance</b>										
Levelling Up Fund Littlehampton Seafront	0	6,938	0	(5,689)	1,249	366	(883)	5,689	0	0
L'ton Seafront Other Funding	0	0	56	0	56	56	0	0	0	0
Levelling Up Fund Alexandra Theatre	0	11,532	0	(8,543)	2,989	599	(2,390)	8,543	0	0
Alexander Theatre ADC	3,750	0	0	(3,000)	750	785	35	3,082	0	0
L'ton Seafront Prj Team	0	0	0	55	55	55	0	54	0	0
Alexandra Theatre Prj Team	0	0	0	115	115	115	0	169	0	0
Littlehampton Harbour Entrance Renewal	0	0	750	0	750	750	0	0	0	0
<b>Total Policy &amp; Finance Committee Capital</b>	<b>3,750</b>	<b>18,470</b>	<b>806</b>	<b>(17,062)</b>	<b>5,964</b>	<b>2,726</b>	<b>(3,238)</b>	<b>17,537</b>	<b>0</b>	<b>0</b>
<b>Housing &amp; Wellbeing</b>										
ALC Wet Change	0	578	0	0	578	578	0	0	0	0
Housing Improvements	2,931	0	0	0	2,931	2,931	0	5,901	5,683	5,516
Decarbonisation (match funding)	3,000	0	0	0	3,000	0	(3,000)	0	0	0
Civica Implementation	467	60	0	(107)	420	419	(0)	579	24	0
Stock Development	0	7,821	5,907	(6,671)	7,057	6,288	(769)	6,671	0	0
Sheltered Accommodation	2,600	0	0	0	2,600	0	(2,600)	2,000	1,400	0
<b>Total Housing &amp; Wellbeing Committee Capital</b>	<b>8,998</b>	<b>8,459</b>	<b>5,907</b>	<b>(6,778)</b>	<b>16,585</b>	<b>10,216</b>	<b>(6,369)</b>	<b>15,151</b>	<b>7,107</b>	<b>5,516</b>
<b>Corporate Support</b>										
ICT	0	347	0	(32)	315	315	0	0	25	225
<b>Total Corporate Support Committee Capital</b>	<b>0</b>	<b>347</b>	<b>0</b>	<b>(32)</b>	<b>315</b>	<b>315</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>225</b>
<b>Total Capital, Asset Management &amp; Other Projects:</b>	<b>14,941</b>	<b>31,311</b>	<b>8,668</b>	<b>(10,465)</b>	<b>30,465</b>	<b>20,359</b>	<b>(10,105)</b>	<b>39,171</b>	<b>13,573</b>	<b>8,251</b>

## 5. Usable Revenue Reserves

5.1 Usable Revenue Reserves are amounts set aside from accumulated General Fund balances to provide financing for specific future expenditure plans and to provide the Council with a cash flow buffer. These reserves are reviewed regularly to ensure they are being drawn down as appropriate and able to support the revenue budget. Table 4 below summarises the current position and the impact of the 2023/24 forecast out turn.

<b>Table 4</b>			
<b>Usable Reserves at 31 March 2023</b>			
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>Q3</b>	<b>Q2</b>	<b>Movement</b>
Earmarked Reserves C/Fwd	27,533	27,533	0
General Fund Revenue Balance C/Fwd	5,000	5,000	0
<b>Opening Usable Reserves 2022-23</b>	<b>32,533</b>	<b>32,533</b>	<b>0</b>
Drawdown from reserves 2022-23	8,434	8,434	0
Less Underspend 2022-23	(1,694)	(1,694)	0
<b>Total Drawdown:</b>	<b>6,740</b>	<b>6,740</b>	<b>0</b>
<b>Closing Usable Reserves at 31 March 2023</b>	<b>25,793</b>	<b>25,793</b>	<b>0</b>
Earmarked Reserves C/Fwd	20,793	20,793	0
General Fund Revenue Balance C/Fwd	5,000	5,000	0
<b>Opening Usable Reserves 2023-24</b>	<b>25,793</b>	<b>25,793</b>	<b>0</b>
Drawdown from reserves	5,196	5,196	0
Less Underspend	(643)	(136)	(507)
<b>Total Drawdown:</b>	<b>4,553</b>	<b>5,060</b>	<b>(507)</b>
<b>Estimated Closing Usable Reserves 31 March 2024</b>	<b>21,240</b>	<b>20,733</b>	<b>507</b>

5.2 The Council held £25.79 million in earmarked reserves at 1 April 2023. This balance is anticipated to reduce to £21.24 million by the end of this financial year which is an improvement of £507k since Quarter 2 due to an increased overall underspend across combined cost of service, corporate costs and income.

<b>REPORT TO:</b>	<b>HOUSING &amp; WELLBEING COMMITTEE</b> <b>25 January 2023</b>
<b>SUBJECT:</b>	<b>Housing Revenue Account Forecast 2023/24 - Quarter 3 Update</b>
<b>LEAD OFFICERS:</b>	<b>Richard Tomkinson, Group Head of Housing</b> <b>Antony Baden, Group Head of Finance &amp; Section 151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Cllr Carol Birch – Chair of Housing and Wellbeing Committee</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/CORPORATE VISION:</b>	
Delivering the right homes in the right places: Having a sustainable Housing Revenue Account enables the maintenance and growth of our social homes portfolio and supports the welfare of our residents.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
A sustainable Housing Revenue Account supports the breadth of our objectives as set out in the Housing and Homelessness Strategy: <ul style="list-style-type: none"> <li>• Increase housing supply across all tenures</li> <li>• Improve housing conditions across all tenures</li> <li>• Create sustainable communities to meet the needs of all residents</li> </ul>	
<b>FINANCIAL SUMMARY:</b>	
The Housing Revenue Account Reserve is forecast to have a balance of £551k by the 31 March 2024, which is £632k below the position of £1,183k at the beginning of the year. This report sets out the reasons and actions being undertaken to improve the position.	

## 1. PURPOSE OF REPORT

- 1.1 To update members of the Housing and Wellbeing Committee on the Housing Revenue Account “HRA” Forecast for 2023/24

## 2. RECOMMENDATIONS

2.1 It is recommended that the Committee makes observations on and notes this report.

### 3. EXECUTIVE SUMMARY

3.1 Work has continued to assess the 2023/24 forecast outturn for the Housing Revenue Account. Increases in forecast expenditure have driven the extra £351k adverse impact to the HRA reserve as compared to Quarter 2 forecasts.

### 4. DETAIL

4.1 The forecast is summarised in the table below:

Description	Budget 2023-24 £'000	Forecast Q3 £'000	Variance Q3 £'000	Variance Q2 £'000	Movement £'000
<b>Income</b>					
Dwelling Rents	18,345	18,452	(107)	(107)	0
Non-Dwelling Rents	479	442	37	17	20
Voids	(272)	(384)	112	70	42
Write-Offs	(96)	(96)	0	(35)	35
Other Income	764	820	(56)	0	(56)
Interest on Balance	207	330	(123)	(123)	0
<b>Total Income</b>	<b>19,427</b>	<b>19,564</b>	<b>(137)</b>	<b>(178)</b>	<b>41</b>
<b>Expenditure</b>					
Supervision & Management	5,865	6,310	445	396	49
Repairs & Maintenance	5,956	6,141	185	(48)	233
Rent, rates, taxes	186	273	87	0	87
Depreciation	5,808	5,808	0	0	0
Loan Charges	1,952	2,005	53	111	(58)
<b>Total Expenditure</b>	<b>19,767</b>	<b>20,536</b>	<b>769</b>	<b>459</b>	<b>310</b>
Asset Sale Gain/Loss	0	0	0	0	0
<b>(Surplus)/Deficit</b>	<b>340</b>	<b>972</b>	<b>632</b>	<b>281</b>	<b>351</b>
<b>Major Repairs Reserve</b>					
Balance Brought Forward	(3,884)	(3,884)			
(Surplus)/Deficit	(1,334)	(502)	832	832	0
<b>Balance Carried Forward</b>	<b>(5,218)</b>	<b>(4,386)</b>	<b>832</b>	<b>832</b>	<b>0</b>
<b>HRA Reserve</b>					
Balance Brought Forward	(1,523)	(1,523)			
(Surplus)/Deficit	340	972	632	281	351
<b>Balance Carried Forward</b>	<b>(1,183)</b>	<b>(551)</b>	<b>632</b>	<b>281</b>	<b>351</b>

- 4.2 The Council has an established minimum threshold for the Housing Revenue Account reserve of at least £2m. There is a statutory requirement for our Housing Revenue Account balance to maintain a positive balance. The balance on the Housing Revenue Account reserve is now forecasted to fall to £551k by the end of March 2024 which is £632k below the original budgeted year end position of £1,183k.
- 4.3 The position will continue to be monitored by officers each month and updates provided to future Housing & Wellbeing Committee meetings. Looking forward, the 2024/25 budget will be presented to this Committee on 25 January 2024, which will give a clearer picture of the ongoing Housing Revenue Account's financial position. It will also outline the effectiveness of any actions being taken to bring the Housing Revenue Account reserve back to an acceptable and workable level.

### **Explanation of Variances**

- 4.4 Repairs & Maintenance – Despite the establishment of a Dynamic Purchasing System “DPS” framework that had begun to reduce the cost of repairs, the Responsive Repairs element of this budget is projected to have an adverse variance to budget of £185k which represents a swing of £233k compared to Quarter 2 forecasts. This is due to increased demand on the service and contractor inflation. Increased capital spending on planned maintenance will reduce responsive repair costs going forward.
- 4.5 Rent, rates, taxes & other charges - £80k of the adverse variance to budget relates to Council Tax due to void properties.
- 4.6 Loan Charges – £58k favourable variance to budget due to less borrowing being required.

### **Actions to Improve Forecast**

- 4.7 Increased capital spending will reduce responsive repair costs going forward. Additionally, officers are implementing and maintaining close cost control and monitoring, with the escalation of decision-making in respect of expenditure in all but contracted works and health & safety repairs. Post works inspections have now commenced as a result of having a full complement of Technical Officers. Whilst this will not necessarily reduce costs, it will ensure effective practice and value for money.
- 4.8 Action has been taken to improve void turnaround times and we continue to see a reduction in the number of voids which can be made available to re-let. This should result in improved income and reduced void expenditure for year-end outturn.
- 4.9 Managers have undertaken an initial exercise in workstream realignment which will deliver efficiencies by ensuring that the staffing establishment within Housing Services is able to meet current strategic and operational challenges and is future-proofed to address increased external challenges through the changing legislative (building safety) and regulatory landscape. This work will ultimately help the service to move away from its previous reliance on agency staff for specialist expertise and skills gaps.

4.10 A rent arrears workshop has been arranged for 01.02.24 to review working practices and to implement improved processes.

## 5.0 CONSULTATION

5.1 Consultation with other stakeholders is not required for this report.

## 6.0 OPTIONS / ALTERNATIVES CONSIDERED

6.1 Not applicable for this report.

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

7 It is sound governance to monitor spending against budget during the financial year. Such control allows the Council to take prompt corrective action if spending or income significantly varies from the approved budgets.

7.1 The Housing Revenue Account balance projection is a significant concern and is forecast to decline below the £2m recommended minimum balance approved by the Council. Further reports will be presented to future Housing & Wellbeing Committees on a regular basis.

7.2 Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with the Group Head of Housing to mitigate as far as possible any overspends that have been highlighted in the report and to maximize income.

7.3 Members will also note that the 2024/25 Housing Revenue Account budget will be reported to the 25 January 2024 Housing & Wellbeing Committee, which will give a clearer indication as to its longer-term financial health.

## 8 RISK ASSESSMENT CONSIDERATIONS

8.1

Risk	Likelihood	Impact	Mitigation
Agency costs are not minimised	3	4	CMT to review remaining agency contracts monthly
Severe weather increases responsive repair costs	4	4	Continue planned programme of roof replacements and triage roof repair work
Damp and mould costs increase	4	3	Undertake inspections and pro-active repairs
DPS may not deliver any in year savings	4	2	The forecast does not include savings from the DPS except for voids, where the contract has already been awarded

The savings identified are not delivered	3	4	CMT to review savings and income projections monthly
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**9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

9.1 The Local Government and Housing Act 1989 requires the Council to maintain a Housing Revenue Account that is separate from its General Fund account. The amounts to be credited or debited to the Housing Revenue Account can only be in respect of items detailed in the Act or covered by regulations issued by the Secretary of State. Budgets must be prepared each year for the Housing Revenue Account which will avoid a debit balance on the account, and action must be taken if in any year it appears a debit balance may arise.

**10 HUMAN RESOURCES IMPACT**

Not applicable

**11 HEALTH & SAFETY IMPACT**

Not applicable

**12 PROPERTY & ESTATES IMPACT**

Not applicable

**13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

Not applicable

**14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

Not applicable

**15 CRIME AND DISORDER REDUCTION IMPACT**

Not applicable

**16 HUMAN RIGHTS IMPACT**

Not applicable

**17 FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS**

Not applicable

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**CONTACT OFFICERS:**

**Name:** Richard Tomkinson  
**Job Title:** Head of Housing  
**Contact Number:** 01903 737718

**Name:** Antony Baden  
**Job Title:** Group Head of Finance & Section 151 Officer  
**Contact Number:** 01903 737558

## **BACKGROUND DOCUMENTS**

None



## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 8 February 2024</b>
<b>SUBJECT:</b>	<b>Council Revenue and Capital Budgets 2024/25</b>
<b>LEAD OFFICER:</b>	<b>Antony Baden, Group Head of Finance and Section 151 Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Matt Stanley</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Council's financial planning and budget promotes all the Council's Corporate Priorities.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
The Council's financial planning and influences all Directorates of the Council.	
<b>FINANCIAL SUMMARY:</b>	
The draft budgets for the Council are shown in the appendices. The financial forecast for the General Fund Revenue Budget predicts another significant budget deficit in 2024/25. The Housing Revenue Account (HRA) reserve will remain below the Council's minimum threshold of £2 million in 2024/25. No new capital schemes have been added to the capital programme following the budget setting process. The detailed effects are contained in the body of the report.	

### 1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for this Committee to consider and make recommendations to Full Council on 21 February 2024 on setting the General Fund revenue budget, the level of Council Tax for the District, the HRA budget and HRA rent levels for 2024/25.
- 1.2. In addition, the Policy and Finance Committee are requested to consider the capital programme and make recommendations to Full Council on 21 February 2024 on the capital programme (HRA and General Fund) to be set for 2024/25.

### 2. RECOMMENDATIONS

- 2.1. It is recommended that the Policy & Finance Committee recommends to Full Council that:
  - (a) The General Fund Budget as set out in Appendix 1 is approved.
  - (b) Arun's Band D Council Tax for 2024/25 is set at £208.39, an increase of 2.99% over 2023/24.

- (c) Arun's Council Tax Requirement for 2024/25, based on a Band D Council tax of £208.39, is set at £13.451 million, plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements.
- (d) The HRA budget as set out in Appendix 2 is approved.
- (e) HRA rents be increased by 7.7% in accordance with the provisions of the rent standard.
- (f) HRA garage rents be increased by 7.7% to give an average rent of £15.60 per week (excluding VAT) and heating and water/sewerage charges be increased on a scheme-by-scheme basis, with the aim of balancing costs with income.
- (g) The Capital Programme as set out in Appendix 3 is approved.

And is requested to note:

- (h) That the Group Head of Finance, in consultation with the Leader of the Council has approved a tax base of 64,550 for 2024/2025.
- (i) That the HRA Balance to remain below the Council's set minimum level of £2 million for the 2024/25.
- (j) The impact of the proposed 2024/25 budget on the Council's Usable Revenue Reserves as set out in Appendix 4.
- (k) The results and commentary of the public budget consultation process as summarized in Appendix 5.

### **3. EXECUTIVE SUMMARY**

- 3.1. The Council's Service Committees have each considered and recommended budgets for the services they provide whose functions they are responsible for, to the Policy & Finance Committee, to allow a recommendation to be made to Full Council on the overall budget to be set for 2024/25.
- 3.2. The budget challenges faced by the Council since 2021/22 continued into 2023/24 alongside continuing significant inflationary pressures. The wider reforms of local government funding (the Fair Funding Review) continue to be delayed and the Council has again had to set its budget against a background of considerable uncertainty and increasing costs.

## **4. DETAIL**

### **Local Government Finance Settlement**

4.1. At the time of writing the 2024/25 Local Government Finance Settlement (LGFS) announced on 18 December 2023 was still provisional. The consultation period finished on 15 January 2024 and the final settlement is expected in the early part of February 2024. The details were reported to this Committee on 8 January 2024 and the key points are as follows:

- Increase in grant funding of £250,000 (11.07%).
- Confirmation that the New Homes Bonus (NHB) grant will be discontinued after 2024/25 but no detail yet announced on if/how it will be replaced.
- Confirmation that the West Sussex Business Rates Pool would continue into 2024/25.
- Council Tax increases for district councils remain restricted at the higher of 3% or £5 on the average Band D before a referendum is required.

4.2. A key component of the LGFS is the Council's Core Spending Power (CSP) indicator, which indicates the available revenue to fund service delivery. Members will note that it is not the same as the required revenue to fund service delivery. The LGFS increased the Council's CSP by 5.18% but unfortunately this is more than outstripped by cost increases in areas such as homelessness, and inflationary pressures.

4.3. A further announcement was made on 24 January 2024 by the Secretary of State for Levelling Up, Housing and Communities, which outlined further funding for all local authorities in 2024/25. Whilst most of the funding will go to authorities responsible for delivering Adult & Social Care services, funding has also been made available to district councils. It is not known how much this Council will receive at the time of writing this report but Officers estimate that the figure will be in the region of £150,000.

4.4. On the 20 December 2023 the Department for Levelling Up, Housing & the Communities (DLUHC) wrote to local authorities about the future of the NHB grant. DLUHC recognized the importance of NHB to local authorities and committed to providing a further round of funding in 2024/25. They also said that they would set out further details in due course to their approach beyond 2024/25.

### **Council Tax and the referendum limit**

4.5. The Council's Medium-Term Financial Strategy partially relies on increasing Council Tax income, which is a relatively stable source of income and cost effective to collect. The 2024/25 referendum principles included in the LGFS allow for an increase for shire districts of up to 3% or £5 whichever is the greater. Appendix 1 assumes an increase of £6.05 (2.99%) to £208.39 at Council Tax Band D. This would generate £13.451 million of council tax income for 2024/25.

4.6. Council Tax Income – Arun excluding Parish Councils is summarised below:

	<b>Actual 2023/24</b>	<b>Budget 2024/25</b>	<b>Change</b>
Tax Base *	64,159	64,550	391
Band D tax	£202.34	£208.39	£6.05
% Increase	-	-	2.99%
Council Tax income	£12,981,932	£13,451,574	£469,642

\*The tax base represents the number of Band D equivalent dwellings in the district adjusted for exemptions, discounts, council tax reduction and collection rate percentage.

### **Retained Business Rates**

4.7. The Business Rate Retention scheme was introduced in April 2013 with the aim of promoting local economic growth. This provides a strong incentive for the Council to ensure that its business ratings list is comprehensive and up to date. It is also important to note that any significant negative changes, such as backdated valuation appeals, directly reduce the funding levels.

4.8. The Council has benefitted from substantial growth in the district. However, the recent revaluation by the VOA of business rates based on rateable values as at the 1 April 2021 came into effect from the 1 April 2023. This means that a high degree of risk remains in relation to the potential level of successful business rate appeals. The budget is currently based on information supplied by the Council’s external consultants, and this will require close monitoring during 2024/25.

### **Revenue Budget – 2024/25**

4.9. The Council’s service committees have each considered and recommended their revenue and capital budgets to the Policy & Finance Committee. These have been included on this agenda as a supplementary pack to this report. The Policy & Finance Committee are now asked to consider an overall budget to recommend to Full Council. This report has been written on the assumption that all the recommendations to the Service Committees were agreed. The revenue budget is set out in Appendix 1.

4.10. The Corporate Cost budgets includes a Contingency budget, which will be held separately to fund other initiatives such as the Flood Forum, Chief Executive Officer recruitment and work associated with the development of the Financial Strategy. It is anticipated that these costs can be funded from the additional Funding Guarantee grant referred to in paragraph 4.3. The Contingency budget is summarized in the table below:

<b><u>Contingency Budget</u></b>	2024/25 Budget £(000)
Additional Funding Guarantee grant	(150)
Flood Forum	20
CEO recruitment	30
Financial Strategy development	100
<b>Total</b>	<b>0</b>

- 4.11. Members may recall that the 2023/24 budget included growth of £1.156 million. The Council is faced with a large budget deficit therefore no growth has been built into the 2024/25 budget.
- 4.12. The budget for 2024/25 has been balanced using £3.556 million of Usable Revenue Reserves. The impact of this is set out in Appendix 4.
- 4.13. The Council's Net Budget Requirement has decreased by £401k compared to the 2023/24 budget. The total Cost of Services has reduced by £85k and these have been detailed in the service committee reports. The remaining reduction of £316k is due to changes in Corporate Costs and can be seen in Appendix 1.

#### **Housing Revenue Account (HRA) – 2024/25**

- 4.14. The HRA is a statutory ring-fenced account that the Council must operate separately from its General Fund Revenue Budget. The draft HRA budget for 2024/25 is also included in this report for Members' consideration and the details are contained in Appendix 2.
- 4.15. Members are asked to approve an increase of 7.7% for all HRA rents, which is the maximum rate that can be applied. This is key if the Council is to get to its £2 million minimum threshold for the HRA reserve.
- 4.16. The Council has set a minimum HRA reserve balance of £2 million. It is not required by statute to be at or above this level. The only statutory requirement in this regard is that the balance doesn't fall below zero. The minimum balance was breached during 2022/23 and is likely to be so again in 2023/24. Furthermore, the HRA budget in Appendix 2 indicates that the balance will only return to just over £1 million in 2024/25. Officers will continue to monitor progress against this target and report regularly to Members during the financial year.
- 4.17. The 2024/25 HRA budget forecasts a surplus of £532k, which is an improvement of £872k from the 2023/24 budget. The changes reported to Housing & Wellbeing Committee on the 25 January 2024 are shown below:

<b>Change</b>	<b>Amount £'000</b>
Dwelling Rents	(1,926)
Other Income	(80)
Interest on Balance	(77)
Repairs & Maintenance	657
Depreciation	161
Loan Charges	153
Supervision & Management	144
Voids	133
Other minor changes	(37)
<b>Total</b>	<b>(872)</b>

### **Capital Programme – 2024/25 to 2027/28**

- 4.18. The Capital Programme outlines the Council's investment plans over the next five years. It is funded through capital receipts, government grants, reserves, other contributions and borrowing. Expenditure financed through borrowing increases the Council's 'Capital Financing Requirement' (CFR). This means a charge called the Minimum Revenue Provision (MRP) must be made to the revenue budget and is required to be set aside to cover loan debt repayments.
- 4.19. Although several new schemes have been approved and added during 2023/24, no new schemes have been identified as part of the 2024/25 budget setting process. Members will be aware that the addition of new schemes will continue to be subject to affordability and need to be supported by a robust business case. The draft capital programme for 2024/25 is also included in Appendix 3 along with a summary of the funding sources. Slippage from 2023/24 schemes has been included in the Appendix 3 figures but these will be subject to confirmation of the final out turn position to be confirmed in Quarter 1 of 2024/25. Any slippage will be reported to Policy & Finance Committee in the new financial year.
- 4.20. Full Council will be asked to approve the Capital Strategy on 13 March 2024 after consideration by the Policy & Finance Committee on 7 March 2024. The Capital Strategy forms part of the Council's overall Policy Framework and its policy framework for capital investment decisions over the next three years, informing the detailed capital budgets over this period. The strategy aims to balance capital expenditure needs and expectations with the availability of resources.

### **Robustness of Estimates**

- 4.21. The budget assumptions for 2024/25 were outlined in the Financial Prospects 2024/25 to 2028/29 report and subsequent update to Policy & Finance Committee on 26 October 2023 and 8 January 2024 respectively.
- 4.22. The Local Government Act 2003 requires the Section 151 Officer to report on the robustness of the estimates made for the purposes of calculating Council Tax and housing rent levels. I am satisfied that the estimates, as presented in the draft budget, are sufficiently robust and that the reserve balances proposed for 2024/25 are adequate, (but please also refer to paragraphs 4.23 to 4.30).

## Adequacy of Reserves

- 4.23. The Local Government Act 2003 also requires the Section 151 Officer to report on the adequacy of the Council's financial balances. The minimum prudent level of reserves that the Council should maintain is a matter of judgement for the Section 151 Officer and cannot be judged merely against the current risks facing the Council as these can and will change over time. Furthermore, Part 6, Section 3, paragraph 2.4 of the Council's Constitution clearly places this responsibility with the Section 151 Officer.
- 4.24. The consequences of not keeping a prudent minimum level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year, in a damaging and arbitrary way.
- 4.25. CIPFA have previously issued a notification stating that there should be no **imposed** limit on the level of balances required to be held by an individual Council. However, there remains a significant risk to the General Fund due to a fundamental budget imbalance, which will require further savings in the short to medium term. In addition, there is significant pressure on the level of the HRA balance, which is predicted to remain below the £2 million recommended balance set by the Council although it may be practical to review this figure soon. The HRA future years budgets will need to be closely monitored to ensure that expenditure on capital investment, reactive repairs, enhanced repairs, and improvements remain affordable.
- 4.26. Whilst CIPFA clearly state that a limit should not be imposed they have produced a financial resilience index, which reports various data sets including levels of reserves. This data can be used to compare information with other 'similar' local authorities. However, it has two major drawbacks. Firstly, the data only goes up to 2021/22, (this is likely to be due to the backlog of external audits that remain outstanding). Secondly, the definition of Reserves varies from authority to authority. When more up to date information is available, it will be analysed, and the results reported to Members.
- 4.27. The Office for Local Government (OFLOG) was established in July 2023 'to provide authoritative and accessible data and analysis about the performance of local government and support its improvement. One of the areas that it will be focusing on is the levels of local authority reserves.
- 4.28. Speaking at the Local Government Association's Local Government Finance Conference in November 2023, the Minister for Local Government expressed a view that a 'number of councils' have reserves that exceed their CSP and that this money is 'there to be used'. This Council's CSP for 2024/25 is £20.3 million and our forecast Usable Revenue Reserves balance for the beginning of the next financial year is £20.6 million although this is forecast to fall to £17.051 million by the end of 2024/25.
- 4.29. Grant Thornton have indicated in published documents their general view that a minimum balance of reserves should be at least 5% of Net Revenue Expenditure.

For this Council, that figure, (excluding Parish precepts) is approximately £1.4 million.

- 4.30. It is the view of the Section 151 Officer that the Council will be able to maintain a sufficient level of Usable Revenue Reserves in 2024/25 and that the balance should not fall lower than £10 million in 2024/25. This should also apply to future financial years subject to an annual review by the Section 151 Officer.

### **Usable Revenue Reserves**

- 4.31. The call on the Council's Usable Revenue Reserves in 2024/25 is estimated to be £3.556 million and the impact of this is shown in Appendix 4.

## **5. CONSULTATION**

- 5.1. Individual Committees have been consulted on their individual budgets as part of the budget process. Several other briefings have also taken place between Officers and Members, including briefings with the Chairs of each committee, Group briefings and all-Member briefings.
- 5.2. Consultation has also been undertaken with representatives of non-domestic ratepayers on the Council's proposals for expenditure for the 2024/25 financial year in accordance with Section 65 of the Local Government Finance Act 1992. This year, the consultation was expanded to include residents as well as businesses. The consultation closed on the 21 January 2024. A summary and analysis of the results is shown in Appendix 5.
- 5.3. Whilst the wider public consultation outlined in paragraph 5.2 is a welcome step forward, the Section 151 Officer will look to improve the process for the 2025/26 and work closely with the Chair of Policy & Finance Committee on this issue.

## **6. OPTIONS/ALTERNATIVES CONSIDERED**

- 6.1. The Council has no alternative but to set a balanced budget and the budget presented within this report represents the Section 151 Officer's best recommendation for achieving that statutory requirement.

## **7. CONCLUSION**

- 7.1. The draft Revenue Budget has been balanced for 2024/25 by the planned use of £3.556 million from Usable Revenue Reserves. However, this is not a sustainable approach in the long term, and it is imperative that the Council delivers on its Financial Strategy. Without such action, Appendix 4 shows that reserves will fall below £10 million by 2026/27. This also increases the Council's vulnerability to being able to cope with unexpected cost increases.
- 7.2. All 2024/25 budgets will continue to be subject to significant pressure in the forthcoming year. The Council has significant reserves to ensure financial resilience, however, balances will continue to reduce significantly.



- 7.3. The HRA reserve balance will continue to remain below the Council's £2 million threshold. It is important to continue to monitor progress to ensure that the HRA remains financially sustainable.
- 7.4. The total Capital Programme for 2024/25 totals £39.171 million, which includes significant slippage from the 2023/24 capital programme. The slippage will be reported to Members in the first quarter of 2024/25 once the final out turn figures for 2023/24 are known.
- 7.5. The Council's ability to deliver future projects is dependent on funding and affordability. Any new projects will need to be supported by a robust business case and existing schemes will also continue to be kept under review for affordability.

## **8. COMMENTS BY THE GROUP HEAD OF FINANCE & SECTION 151 OFFICER**

- 8.1. The financial implications are explained throughout the budget report and shown in greater detail in appendices 1 to 4. It is important that close monitoring of all budgets is in place, including the revenue budget, capital programme and HRA. Service Committees have received quarterly budget performance updates throughout 2023/24 and this process will continue into 2024/25.
- 8.2. The Council still has a sizeable funding gap to address, and the delivery of the Financial Strategy paper approved by Full Council on 10 January 2024 is crucial in achieving this objective.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. The risks listed in the Financial Prospects Report 2022/23 to 2026/27 remain relevant. Members may wish to review these alongside this report. Other risks are outlined in paragraphs 9.2 to 9.4, but Members will note that this does not represent a comprehensive list and other risks may materialise during 2024/25. However, budget performance will again be regularly monitored and reported to Members during the financial year.
- 9.2. The main risk in preparing the detailed budgets is that the Council sets an illegal budget (expenditure is greater than income). This will be avoided by using reserves in 2024/25 but the risk of reserves being run down to support the General Fund Budget remains if the Council is unable to identify further savings.
- 9.3. An illegal budget would cause severe reputational damage to the Council, but Members will note that this risk is mitigated by several existing controls and processes. Members should understand though that if the Council is unable to deliver further savings to close the budget gap, the Section 151 Officer **may** have no option than to issue a Section 114 at some point in the medium term, (a Section 114 notice indicates that a Council's forecast income is insufficient to meet its forecast expenditure for a financial year. If, during the year, the Section 151 officer realises the council does not have the money to meet its spending commitments and that it cannot cut spending enough to balance the budget, they will issue a "Section 114 Notice", which effectively freezes spending).

9.4. The delivery of the Financial Strategy will be challenging for the Council and is not without risk. However, delays in closing the budget gap will place further pressure on future budgets. The 2024/25 budget includes £1.555 million of savings, most of which are straightforward to achieve, but some do carry a level of delivery risk. Failure to deliver on any of them will place further pressure on future budgets.

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

10.1. The Council must set its budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility. Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and to regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.

10.2. Section 30(6) of the Local Government Finance Act 1992 provides that the Council must set its budget before 11 March in the financial year preceding the one in respect of which the budget is set.

10.3. The provisions of Section 25 of Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the Section 151 Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.

10.4. Consultation must take place in accordance with the Council's duties under Section 65 of the Local Government Finance Act 1992. It must be borne in mind that this is consultation on the budget proposals, not on the decision to take whatever decision is implied by the adoption of that budget. Consultation has taken place as set out in paragraph 5 of this report, including with Group Heads and Directors in conjunction with the Finance team.

10.5. When considering options, Members must bear in mind their fiduciary duty to the council taxpayers of the district. Members must have adequate evidence on which to base their decisions on the level of quality at which services should be provided.

10.6. Where a service is provided pursuant to a statutory duty, it would not be lawful to fail to discharge it properly or abandon it, and where there is discretion as to how it is to be discharged, that discretion should be exercised reasonably.

10.7. The report sets out the relevant considerations for Members to consider during their deliberations and Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. Members must not come to a decision which no reasonable authority could come to; balancing the nature, quality and level of services which they consider should be provided, against the costs of providing such services.

10.8. There is a particular requirement to take into consideration the Council's fiduciary duty and the public sector equality duty in coming to its decision.

10.9. The public sector equality duty is that a public authority must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimization and any other conduct that is prohibited by or under the Equality Act 2010; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.10. Any decision made in the exercise of any function is potentially open to challenge if the duty has been disregarded.

10.11. Members are also individually reminded that Section 106 of the Local Government Finance Act 1992 applies to this meeting. Members who are two months or more in arrears with their Council Tax must declare this to the meeting and must not vote on budget recommendations, as to do otherwise can be a criminal offence.

#### **11. HUMAN RESOURCES IMPACT**

11.1. There are no direct implications.

#### **12. HEALTH & SAFETY IMPACT**

12.1. There are no direct implications.

#### **13. PROPERTY & ESTATES IMPACT**

13.1. There are no direct implications.

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

14.1. There are no direct implications.

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

15.1. There are no direct implications.

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

16.1. There are no direct implications.

#### **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct implications.

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

18.1. There are no direct implications.

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**CONTACT OFFICER:**

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Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737568

**BACKGROUND DOCUMENTS:**

2023/24 Budget Report to Full Council 1 March 2023.

[Report](#)

Financial Prospects 2024/25 to 2028/29 Report – Policy & Finance Committee 26 October 2023

[Report](#)

Financial Prospects 2024/25 to 2028/29 update Report – Special Policy & Finance Committee 8 January 2024

[Report](#)

**Arun District Council**  
**2024/25 Genral Fund Revenue Budget Summary**

	2023/24 Budget £(000)	2024/25 Budget £(000)
<b>Cost of Service</b>		
Corporate Support	7,678	7,847
Economy	2,449	2,544
Environment	10,810	10,901
Housing & Wellbeing	5,937	5,785
Planning Policy	906	1,094
Policy & Finance	2,203	1,947
Recharges to HRA	(1,526)	(1,746)
<b>Total Cost of Services</b>	<b>28,457</b>	<b>28,372</b>
<b>Corporate Cost</b>		
Parish Precepts	5,301	5,459
Other Precepts & Levies	249	249
Interest & Investment Income	(1,825)	(2,260)
Contingency Budget	0	0
Pension Deficit Contributions	1,323	1,284
<b>Total Corporate Cost</b>	<b>5,048</b>	<b>4,732</b>
<b>Total Net Budget Requirement</b>	<b>33,505</b>	<b>33,104</b>
<b>Financed By</b>		
Retained Business Rates	(7,626)	(8,032)
New Homes Bonus	(616)	(1,378)
Other Non-Ringfenced Grants	(1,641)	(1,080)
Council Tax income: Arun	(12,982)	(13,451)
Council Tax income: Parish Councils	(5,301)	(5,459)
Collection Fund D/(S)	(152)	(148)
<b>Total Financing</b>	<b>(28,318)</b>	<b>(29,548)</b>
<b>Funded from Usable Revenue Reserves</b>	<b>5,187</b>	<b>3,556</b>

*\* Note: The Parish Precepts figure is an estimate. The actual figure will be reported to Full Council on 21 February 2024.*

## Housing Revenue Account Budget Summary

Description	Budget 2023-24 £'000	Budget 2024-25 £'000	Movement
<b>Income</b>			
Dwelling Rents	18,345	20,271	(1,926)
Non-Dwelling Rents	479	525	(46)
Voids	(272)	(405)	133
Write-Offs	(96)	(105)	9
Other Income	764	844	(80)
Interest on Balance	207	284	(77)
<b>Total Income</b>	<b>19,427</b>	<b>21,414</b>	<b>(1,987)</b>
<b>Expenditure</b>			
Supervision & Management	5,865	6,009	144
Repairs & Maintenance	5,956	6,613	657
Rent, rates, taxes & other charges	186	186	0
Depreciation	5,808	5,969	161
Loan Charges	1,952	2,105	153
<b>Total Expenditure</b>	<b>19,767</b>	<b>20,882</b>	<b>1,115</b>
Asset Sale Gain/Loss	0	0	0
<b>(Surplus)/Deficit</b>	<b>340</b>	<b>(532)</b>	<b>872</b>
<b>Major Repairs Reserve</b>			
Balance Brought Forward	(3,884)	(4,386)	
(Surplus)/Deficit	(1,334)	1,481	
<b>Balance Carried Forward</b>	<b>(5,218)</b>	<b>(2,905)</b>	
<b>HRA Reserve</b>			
Balance Brought Forward	(1,523)	(551)	
(Surplus)/Deficit	340	(532)	
<b>Balance Carried Forward</b>	<b>(1,183)</b>	<b>(1,083)</b>	

## Capital Programme summary

Actual 2022/23 £'000	Description	Budget 2023/24 £'000	Revised Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Budget 2027/28 £'000
	<b>Capital Expenditure</b>						
954	Policy & Finance	3,750	5,964	17,537	0	0	0
2,113	Environment	1,655	2,827	1,700	1,735	1,726	1,670
3,548	Economy	539	4,774	4,783	4,706	784	250
0	Corporate Support	0	315	0	25	225	100
6,851	Housing & Wellbeing	8,998	16,585	15,151	7,107	5,516	5,356
<b>13,466</b>	<b>Total Expenditure:</b>	<b>14,941</b>	<b>30,465</b>	<b>39,171</b>	<b>13,573</b>	<b>8,251</b>	<b>7,376</b>
	<b>Funded By:</b>						
4,780	Grants (including S106 & CIL)	1,400	10,244	16,440	1,580	1,580	1,580
1,521	RCCO		1,705				
3,180	MRR	2,931	2,931	5,901	5,683	5,516	5,356
1,897	Capital Receipts	1,285	3,222	552			
2,088	Prudential Borrowing	9,325	12,363	16,278	6,310	1,155	440
<b>13,466</b>	<b>Total Funding</b>	<b>14,941</b>	<b>30,465</b>	<b>39,171</b>	<b>13,573</b>	<b>8,251</b>	<b>7,376</b>

*\* Note – The above figures include estimated slippage from 2023/24 schemes and are thus subject to confirmation of the final 2023/24 out turn position.*

## Capital Programme Detail

Actual 2022-23 £'000	Description	Original Budget 2023/24 £'000	Revised Budget 2023/24 £'000	Original Budget 2024/25 £'000	Original Budget 2025/26 £'000	Original Budget 2026/27 £'000	Original Budget 2027/28 £'000
	<b>Policy &amp; Finance</b>						
296	Levelling Up Fund - Littlehampton Seafront	0	1,249	5,689	0	0	0
0	Alexandra Theatre ADC contribution	3,750	865	3,251	0	0	0
658	Levelling Up Fund - Alexandra Theatre	0	2,989	8,543	0	0	0
0	Littlehampton Seafront ADC contribution	0	111	54	0	0	0
0	Littlehampton Harbour Entrance Renewal	0	750	0	0	0	0
<b>954</b>	<b>Policy &amp; Finance Committee Total</b>	<b>3,750</b>	<b>5,964</b>	<b>17,537</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Environment</b>						
199	Play Areas	255	664	120	155	120	90
82	Keystone Centre & MUGA	0	250	0	0	0	0
237	Sunken Gardens	0	176	0	0	0	0
0	Bersted Brooks Country Park	0	320	0	0	0	0
439	Place St. Maur Bognor Regis	0	17	0	0	0	0
0	Chipper	0	0	0	0	26	0
1,156	Disabled Facilities Grants	1,400	1,400	1,580	1,580	1,580	1,580
<b>2,113</b>	<b>Environment Committee Total:</b>	<b>1,655</b>	<b>2,827</b>	<b>1,700</b>	<b>1,735</b>	<b>1,726</b>	<b>1,670</b>
	<b>Economy</b>						
2,541	Littlehampton Public Realm	0	796	0	0	0	0
0	Bognor Regis Arcade, Upper floors	0	781	3,550	3,660	0	0
1,007	Asset Management	539	3,197	1,233	1,046	784	250
<b>3,548</b>	<b>Economy Committee</b>	<b>539</b>	<b>4,774</b>	<b>4,783</b>	<b>4,706</b>	<b>784</b>	<b>250</b>
	<b>Corporate Support</b>						
0	ICT	0	315	0	25	225	100
<b>0</b>	<b>Corporate Support Committee Total:</b>	<b>0</b>	<b>315</b>	<b>0</b>	<b>25</b>	<b>225</b>	<b>100</b>
	<b>Housing &amp; Wellbeing</b>						
409	Sports Centres	0	578	0	0	0	0
332	Housing IT	467	420	579	24	0	0
2,924	Stock Development	0	7,056	6,671	0	0	0
3,186	Housing Improvements	2,931	2,931	5,901	5,683	5,516	5,356
0	Decarbonisation	3,000	3,000	0	0	0	0
0	Sheltered Accommodation	2,600	2,600	2,000	1,400	0	0
<b>6,851</b>	<b>Housing &amp; Wellbeing Committee Total:</b>	<b>8,998</b>	<b>16,585</b>	<b>15,151</b>	<b>7,107</b>	<b>5,516</b>	<b>5,356</b>
<b>13,466</b>	<b>Total Capital, Asset Management &amp; Other Projects:</b>	<b>14,942</b>	<b>30,465</b>	<b>39,171</b>	<b>13,573</b>	<b>8,251</b>	<b>7,376</b>



## USABLE REVENUE RESERVES TABLE

Usable Revenue Reserves	2023/24 Budget £(000)	2024/25 Budget £(000)	2025/26 Budget £(000)	2026/27 Budget £(000)	2027/28 Budget £(000)	2028/29 Budget £(000)
Opening Balance	25,793	20,607	17,051	14,774	9,741	4,524
Use of Reserves to fund the budget	(5,186)	(3,556)	(2,277)	(5,033)	(5,217)	(4,923)
<b>Closing Balance</b>	<b>20,607</b>	<b>17,051</b>	<b>14,774</b>	<b>9,741</b>	<b>4,524</b>	<b>(399)</b>

## BUDGET CONSULTATION

### 2024/25 Budget Consultation Response summary

A budget consultation survey was published online to Arun residents, businesses and organisations from 14 December 2023 to 21 January 2024. The aim of the survey was to gain residents and stakeholder views on Arun District Council's proposed budget for 2024/2025.

Various forms of communication and social media channels were used to advertise the survey in a bid to reach more people to complete the consultation. Of the 58 respondents, 87% were residents, with 34% between the ages of 35 - 54 and 31% aged 65 and over. Even though there was a small number of responses, it is important that the Council has engaged with the council taxpayers, and it offered an opportunity for residents and stakeholders who wanted to comment on the budget to do so.

When asked about the budget, almost half, (48%) tended to agree with council's spending priorities. 17% of the respondents strongly agreed with the budget proposals, 14% were neutral and 21% either disagreed or strongly disagreed.

Survey respondents were asked for their thoughts on service areas they wished to see a decrease in funding on and the top three areas were:

1. Benefits - information and advice on housing benefit and Council Tax reduction.
2. Information on upcoming elections, registering to vote.
3. Information and support including business rates, licences and registering a food business.

Respondents were further asked which service areas they wished to see an increase in funding on and the top three areas were:

1. Leisure and tourism - information on leisure facilities, events, parks and visiting Arun.
2. Environment and climate change (including waste disposal and recycling).
3. Building control services, find applications, apply for permission and regeneration.

In the responses to which of the Council's services respondents have used in the last year, 74% indicated that they had used waste services, such as household waste, garden waste and recycling centres. The second most popular service used was car parks which were used by 60% of the respondents. The third most popular service used were the parks, play areas and nature reserves, used by 59% of respondents.

What was evident in many of the responses is that respondents wish for the council to prioritize essential services especially in the current climate of growing pressures on local council budgets and increasing demands on key services.

The link to the budget survey is shown below:

[Arun District Council Budget Consultation 2024-2025 \(office.com\)](https://office.com)

## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee – 8 February 2023</b>
<b>SUBJECT:</b>	<b>Carbon Emission update – 2022-2023 financial year</b>
<b>LEAD OFFICER:</b>	<b>Joe Russell-Wells, Group head of Environment and Climate Change, (presenting) Will page, Climate Change and Sustainability Officer</b>
<b>LEAD MEMBER:</b>	<b>Councillor Matt Stanley, Committee Chair</b>
<b>WARDS:</b>	<b>All</b>

**CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:**

This work supports one of the key areas within the Council’s vision 2022-2026 by: supporting our environment to support us

- Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and the wider district through Planning Policy
- Review the council’s estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) changepoints
- Engage and incentivise business to commit to working practices which minimise their impact on the environment
- Support information campaigns that promote carbon reductions and funding opportunities
- Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030
- Ensuring that climate change and sustainability is at the heart of all council services
- Support Sussex Bay project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district

**DIRECTORATE POLICY CONTEXT:**

Improve and support the Council’s target to become carbon neutral by 2030.

**FINANCIAL SUMMARY:**

A budget of £200,000 was allocated for the 2023-2024 financial year to help support activities which reduce the Council’s carbon emissions. Of this £25,798 was used for consultants to undertake work around emission monitoring. This also included additional work around undertaking a deep dive into scope 3 emissions, a review of top suppliers, a review of current procurement process and policy and the support of next steps. The budget has been spent accordingly:

Consultant fees: £38,073 (including £25,789 for emission monitoring and deep dive)

Training fees: £11,069

Internal support initiatives: £91,625

Current predicted underspend: £54,270

There will be a continued need for investments to support emission reduction projects in future financial years.

## **1. PURPOSE OF REPORT**

- 1.1. This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2022-2023 financial year.

## **2. RECOMMENDATIONS**

- 1.2. That the Policy and Finance Committee note the contents of the report.

## **2. EXECUTIVE SUMMARY**

- 2.1. The Council's current vision document has one of its 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 Work Plan, this report will provide an update on the Council's Scope 1, 2 and 3 emissions for the 2022-2023 financial year, when compared to baseline emissions.
- 2.2. Emission reporting is not an exact science, but the greenhouse gas protocol ([Homepage | GHG Protocol](#)) has been followed to ensure as accurate results as possible. It should be noted that a new consultant was appointed to undertake this work for the 22-23 year, therefore some differences in the methodology has given some variation in results. Officers have worked to ensure results with previous years are as clear and comparable as possible.

## **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's current vision document also showcases one of its four key pillars as ensuring 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 the Climate Change and Biodiversity Work 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. 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. Examples of emitters include purchased goods and services (procurement), staff commuting, business travel and waste (generated by the Council).
- 3.6. The Council's housing stock and residential waste has not been included within the 2030 carbon neutral target, but these emissions are still tracked within this work. There has also been no district wide or area-based target set, therefore these results are not displayed.
- 3.7. Scope 3 is extremely difficult to quantify, for this reason it is often not included within organisations carbon neutral/net zero targets. This year a new consultant was used to undertake this work for the Council, a decision made due to the difficulty we face with reducing procurement emissions. The new consultancy was able to offer additional services specifically looking at procurement related emissions and aiding the Council in positively impacting this emitter. Because of this change and the different methodologies used there have been changes with how emissions are calculated and displayed. There have also been some minor changes in how emission has been split into emitters. Where possible emitters have been combined and included to ensure comparisons can more easily be made. The greenhouse gas protocol has been followed throughout this process.
- 3.8. Results showcased the following changes, these have been compared against our baseline year (2020-2021).
- 3.9. **Scope 1 and 2**
- 3.10. Gas (Scope 1) results show a minor increase in tons of Carbon dioxide equivalent (tCo2e) from 132.42 tCo2e in 2020-2021 to 134 tCo2e in 2022-2023. Improvements to building fabric and transitioning to heat pumps (towards electric heating) will be required to reduce emissions associated with gas heating. Reductions within this area will be extremely costly as they revolve around building improvements. There were also some refrigerants included in this year's analysis, something that was not included in previous years. Streamlining how bills and usage are provided will also help ensure that this is as accurate as possible.

- 3.11. Petrol/diesel (Scope 1) shows a reduction in tCo2e, decreasing from 43.3 tCo2e to 36 tCo2e. The Council is also currently working to transition its vehicle fleet to all electric. Of the current 16, 14 are now electric, with two remaining being diesel fuelled, this was delivered in Autumn 2023 – therefore do not feature in these results. As technology evolves and suitable vehicles become available the remaining diesel vehicles will be replaced with more environmentally friendly alternatives. This transition will help to reduce emissions associated with the vehicle fleet. HVO fuel is being considered as a more sustainable fuel for these vehicles.
- 3.12. Electricity (Scope 2) continues to be sourced from 100% REGO (Renewable Energy Guarantees of Origin) certified supplies. Therefore Scope 2 emissions remain at 0 as the energy has been generated using renewable means. 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 help the Council move away from grid dependency and protect it from sharp increases of electricity costs. Recently a bid was made with sports England for additional PV to be installed at the Littlehampton Wave. Additionally, a feasibility study is underway for a solar car port to be installed at Mewsbrook car park. Depending on the results of this additional car parks could be considered for solar car ports (agreed in the Environment Committee November 2023).
- 3.13. Overall, Scope 1/2 emissions have decreased from 392.02 tCo2e in 2021-2022 to 170 tCo2e in 2022-2023 and so have seen an decrease in total emissions to 1% of the Council's total emissions in 2022-2023 when compared to 1.42% in 2021-2022 (baseline year). By following actions within the Climate Change and Biodiversity Work Plan there is potential for these to be even further reduced, though as noted in paragraph 4.10 it will be expensive to reduce emissions in connection to building fuel usage, and by ensuring that accurate usage is easily available will also ensure accurate reporting in the future.
- 3.14. Actions that would help further reduce these emissions include reducing energy usage within our offices, transitioning to heat pumps (and away from gas boilers), and ensuring that electricity remains 100% REGO certified.
- 3.15. **Scope 3**
- 3.16. Purchased goods (Scope 3) have seen a reduction in emissions, from 25,066.10 tCo2e in 2021-2022 to 16,462 tCo2e in 2022-2023. This remains Arun's largest emitter now sitting at 91% of total emissions, up from 90.25% in 2020-2021. The total tCo2e has seen a significant reduction, but is still an area which needs to continue to be looked at with increasing urgency and commitment. This level of reduction is likely linked to the changes in methodology used by the consultants and the general inaccuracy of using spend data to monitor supplier emissions. Emission monitoring is not an exact science and results will be used to give a general direction of travel and highlight the hot spots that the Council will need to address.

- 3.17. As part of this year's work the consultant appointed has also undertaken a deep dive into our procurement emissions. This will hopefully allow the council to start to make more significant reductions within procurement. This includes several bits of work, one being the review of our top suppliers and starting to engage with them more around climate action and their impacts on the environment. It is hoped that by engaging with suppliers more we can start to request emission data from them directly to ensure procurement emissions are not reliant on just spend data. Another aspect of this work includes reviewing the council's current procurement process, documents, and strategy, including undertaking officer interviews around procurement to better understand the processes Arun undertakes. As our procurement advisor Hampshire County Council was also involved with this work. Results from this have not yet been provided, but due to the complexity of this, progress will be challenging. It is hoped that more details will be included within the Climate Change and Biodiversity Work Plan coming to this committee in March 2024. Work is also being undertaken in partnership with other D&Bs within West Sussex.
- 3.18. As our largest contract Biffa is also the largest emission contributor. The 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. Under the new emerging contract a full suite of environmental initiatives will be considered, 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 continue to 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. The central governmental change to require food waste collection from 2026 will also be considered within contract negotiations with Biffa. As mentioned above, current procurement emissions are based on spend data, therefore another important consideration to include within contract negotiations will be for Biffa (and other Council suppliers) to provide Arun with specific emission data to include within our yearly carbon audit. This will reflect more accurately how the Council's suppliers are contributing to Scope 3 emissions.
- 3.19. Fuel and Energy (upstream) (Scope 3) has seen an increase of emissions, from 35.82 tCo2e in 2020-2021 to 203 tCo2e in 2022-2023. These are the emissions associated with transmission losses for purchased electricity and the transport of gas (well to tank) and are standard values based on usage. The Council could reduce part of these by ensuring renewable energy is generated on site. This emitter is directly linked to our gas and electric purchasing.
- 3.20. There has been a slight change in how Council waste and water/sewage emissions will be displayed going forward as these will now be reported together. When comparing this emitter, the baseline year (2020-2021) showed this generate 96.02 tCo2e, this has decreased to 16 tCo2e during the 2022-2023 financial year. This can be split to 11.47 tCo2e being with water usage and treatment and the remaining being attributed to Council produced waste. Exact waste weights were used to calculate emissions for the 22-23 financial year.

- 3.21. Business Travel (Scope 3) has seen a reduction in emissions. In 2020-2021 this produced 36.11 tCo2e, compared to just 1 tCo2e in 2022-2023. Similarly, to employee commuting (Scope 3) (which saw a reduction between the two years from 397 tCo2e to 145.14 tCo2e) the continued standard of working from home and the majority of meetings being undertaken 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. Alternative transportation to meetings via public transport and active transport could also be encouraged to keep these emitters low.
- 3.22. The Council's Leisure Centres (Scope 3) have seen a reduction in emissions, from 1,051.52 tCo2e in 2021-2022 to 1,008 tCo2e in 2022-2023. Freedom Leisure has continued to improve the energy efficiency of the leisure facilities.
- 3.23. 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.
- 3.24. Additionally, the Council has worked with Freedom Leisure to commission energy saving audits at the Littlehampton Wave and Arun Leisure Centre and have recently ensured that energy saving features have been 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. Additionally solar panels are in the process of being installed on the south elevation of the pool side roof at Arun Leisure Centre. This process has been delayed due to a fire that took place earlier in 2023.
- 3.25. Finally, it was deemed by the consultant that Arun's investments are low enough that these can reasonably be excluded from the emission monitoring. As per guidelines from the Greenhouse Gas protocol (as per reference in 3.2). Therefore, going forward investments will not be included within emission totals.
- 3.26. Scope 3 continues to be the largest source of emissions for the Council sitting at 99%, with the two largest single emitters being: purchased goods and services (91%) and leisure centres (6%). It will be important to ensure emissions are reduced across all Scopes to reach the 2030 Carbon Neutral target.



### 3.27. **Conclusion**

- 3.28. Overall total emissions have been reduced across the Council, from 27,162 tCo2e in 2021-2022 to 18,007 tCo2e, this is reflective of a 35% reduction. This reduction has likely been due, in part, to the change in methodology used by the consultants who have undertaken the emission audit for the 22-23 financial year, especially when it comes to calculating procurement related emissions. However as per the Climate Change and Biodiversity Action plan the council has also undertaken numerous projects which are also supporting reducing emission reduction and Arun's impact on the environment.
- 3.29. Please see appendix A for the full set of results for the 2020-2021 (baseline) and 2022-2023 financial years, and appendix B for the comparisons across all 3 years. **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.
- 3.30. 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.
- 3.31. 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. Additionally, according to the Impact Community Carbon Calculator [Impact | Community carbon calculator \(impact-tool.org.uk\)](#), the average household in Arun District is responsible to 15.1 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](#)).
- 3.32. 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 2024.

## 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 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 rising from this report.

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

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

## **9. HEALTH AND SAFETY IMPACTS**

- 9.1. There are no direct health and safety impacts, however emissions contribute to climate change which can impact health and safety, including due to increase frequency of extreme weather events, and flooding, which can disproportionately affect the most vulnerable.

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

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

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

- 11.1. 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.

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### **CONTACT OFFICER:**

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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	Emitter	Financial year	Carbon (tonnes of CO2e)	% emissions
One and two	Gas	20-21	132	0.48
		22-23	134	1
	Petrol/diesel	20-21	43	0.16
		22-23	36	0.19
	Electricity	20-21	216	0.78
		22-23	0	0
<b>SCOPE 1/2 TOTAL</b>		20-21	392	1.4
		22-23	170	1
Three	Purchased goods	20-21	25,066	90.25
		22-23	16,463	91
	Fuel And Energy (upstream)	20-21	35.82	0.13
		22-23	203	1
	Water/Sewage	20-21	80	0.29
		22-23	Now included within Council Waste	
	Council Waste	20-21	96	0.35
		22-23	16	0.09
	Business Travel	20-21	36	0.13
		22-23	1	0.01
	Employee commuting	20-21	397	1.43
		22-23	145	1
	Leisure centers	20-21	1,051	3.79
		22-23	1009	6
	Investments	20-21	700	2.52
		22-23	No longer reporting as insignificant	
<b>SCOPE 3 TOTAL</b>		20-21	27,382	98.6
		22-23	17,837	99.1
<b>COUNCIL TOTAL</b>		20-21	27,774	-
		22-23	18,007	-

Table 1 shows the results from the 2020-2021 (baseline) and 2022-2023 financial year.

## Appendix B

Scope	Emitter	Financial year	Carbon (tonnes of CO2e)	% emissions	
One and two	Gas	20-21	132	0.48	
		21-22	164	0.60	
		22-23	134	1	
	Petrol/diesel	20-21	43	0.16	
		21-22	41	0.05	
		22-23	36	0.19	
	Electricity	20-21	216	0.78	
		21-22	0	0	
		22-23	0	0	
<b>SCOPE 1/2 TOTAL</b>		20-21	392	1.4	
		21-22	205	0.75	
		22-23	170	1	
Three	Purchased goods	20-21	25,066	90.25	
		21-22	24,771	91.20	
		22-23	16,463	91	
	Fuel And Energy (upstream)	20-21	35.82	0.13	
		21-22	28.11	0.10	
		22-23	203	1	
	Water/Sewage	20-21	80	0.29	
		21-22	103.53	0.38	
		22-23	Now included within Council Waste		
	Council Waste	20-21	96	0.35	
		21-22	124	0.46	
		22-23	16	0.09	
	Business Travel	20-21	36	0.13	
		21-22	11	0.04	
		22-23	1	0.01	
	Employee commuting	20-21	397	1.43	
		21-22	397	1.46	
		22-23	145	1	
	Leisure centers	20-21	1,051	3.79	
		21-22	995	3.66	
		22-23	1,009	6	
	Investments	20-21	700	2.52	
		21-22	628.96	2.32	
		22-23	No longer reporting as insignificant		
	<b>SCOPE 3 TOTAL</b>		20-21	27,382	98.6
			21-22	26,956	99.2
			22-23	17,837	99.1
<b>COUNCIL TOTAL</b>		20-21	27,774	-	
		21-22	27,162	-	
		22-23	18,007	-	

Table 2 shows the results from all three years, the 20-21 financial year is the council's baseline.

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<b>REPORT TO:</b>	<b>Policy &amp; Finance Committee – 8 February 2024</b>
<b>SUBJECT:</b>	<b>Arun Community Asset Fund – Consideration of Bids, Round 1</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts – Interim Joint Chief Executive and Director of Growth</b>
<b>LEAD MEMBER:</b>	<b>Cllr Stanley – Chair - Policy &amp; Finance Committee</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The intention of the fund is that priority should be given to projects which assist in delivering the Councils vision 2022-2026.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
It is likely that most projects which are considered under this fund will be delivered by third parties or through the Councils Property & Estates team or Parks team if it involves Arun land.	
<b>FINANCIAL SUMMARY:</b>	
The financial implications outlined in this report have been included in the Council's approved 2023/24 Revenue Budget.	

**1. PURPOSE OF REPORT**

1.1 This report seeks Member agreement to the allocation of funds to specific projects in accordance with the terms of the fund as set out in Appendix A.

**2. RECOMMENDATIONS**

2.1 That the Committee agree the following requests for funding from the Arun Community Fund

- 1) Bognor Regis Youth & Community Club - £20,000
- 2) Slindon Parish Council - £20,000
- 3) Arundel Lido - £19,000
- 4) Bognor Fun Bus CIC Children and Youth Project - £18,000-£22,000

**3. EXECUTIVE SUMMARY**

3.1 Bids for funding have been received and this report is intended to facilitate a determination by the Committee of whether any individual bid should be supported.

3.2 This report seeks Member agreement to the above and how funding should be used.

#### 4. **DETAIL**

4.1 Bognor Regis Youth & Community Club (BYCC)  
Synopsis of bid provided by applicant.

BYCC has been taken over by a new Management team, project facilitator and board of trustees since the last manager sadly passed away in 2022. The building has served the community since 1938 when it was known as the Old Boys Club, the building was donated by a local businessman to be run with community engagement for the community.

The building then became a charity in the 1970s and throughout the years it has been used by many but this has now taken its toll and needs to be renovated to a better standard the flooring in the building is becoming well-worn and the Gym sprung flooring is starting to wear and is coming up and really needs renovating, the main entrance is not looking very welcoming very old flooring starting to wear away.

The Kitchen has not been updated in a long time and the cupboards are very old paint peeling off and looking very worn we do not have enough storage areas or a separate cleaning cupboard, so we are looking to replace all flooring and install a new kitchen and add lino to the flooring as it very hard to keep the tiles clean and in the winter, it is very cold.

The building is used every day, and we provide a youth drop in, weekly children's choir, Toddlers play group, Boxing and Martial Arts, Keep fit classes, English lessons for international residents, Food Larder once a month, Art lessons, school Holiday activities and also working collaboratively with other children young people families and older people groups services.

Indicative cost of £20000 for all the improvements outlined.

#### **Recommendation: Approve**

4.2 Slindon Parish Council – “Keep the Kids Playing”

Synopsis of bid provided by applicant.

There is a need to secure the immediate future of the play park in Slindon through a phased refurbishment allowing replacement of ageing equipment with new pieces.

The aim is to benefit children of different ages and abilities and reflect our commitment to accessibility and inclusivity.

An independent annual inspection earlier this year identified 35 defects across 9 of our 10 current play items. Several no longer meet current British Standard safety requirements due to age, including our slide which is 46 years old! We



have now had to remove the child's cradle swing when an ADC inspection identified the shackles rusting through where they attach to the frame.

Without grant funding it will not be possible to replace the play equipment and there is a risk of it being permanently lost to the community.

Unusually for such a small parish we also have responsibility for two recreation grounds and as the play equipment on the other field was previously removed when it became unsafe and too costly to replace, it makes this application especially important to the community.

We will not have the funds to undertake a complete refurbishment in one go but we will focus on replacement of items on a phased basis, supported by grants and other community fund-raising.

Arun District Council funding would secure the immediate future of our playground, and we will build reserves to safeguard the equipment for future generations.

The estimated cost of the first phase of improvements is **£20,000**, for supply and installation, net of VAT which we can reclaim.

This project carries the support of our local MP, Andrew Griffith.

**Recommendation: Approve**

4.3 Arundel Lido – New Insulated Pool Covers & Frame

Synopsis of bid provided by applicant.

Arundel Lido would like to be considered for support from this fund to replace the existing, well-used pool covers for the main pool. When the pool is heated, from May to September, fully functioning covers save a vast amount on energy costs, keeping the warmth in the water when the pool is not in use. The existing covers are over 12 years old. Due to the extensive use, they are now nearer 4mm in thickness rather than the original 8mm. New, modern and better insulated covers would further reduce energy costs, which have already nearly doubled in recent months.

There is currently no cover for the small pool, as such it is proposed that the existing cover would be repurposed for the small pool and a new roller frame would be made.

By ensuring better insulation for the main pool and introducing a cover for the small pool, there would be a significant reduction in the site's carbon footprint as less energy would be needed for heating.

Arundel Lido is now much more than a seasonal swimming pool; it is an integral part of the Arundel community.

**Amount requested: £19,000.**

£14,000 to replace the main pool cover

£5,000 to repurpose the old cover for the small pool (including a roller)

**Recommendation: Approve**

#### 4.4 Bognor Fun Bus CIC Children & Youth Project

Synopsis of bid provided by applicant.

To provide out-of-school activities for children and young people via a mobile converted space which will visit their home areas on a regular basis.

Sites have been surveyed for their suitability as to need, there has been consultation with Parish Councils, and a major factor is the degree of deprivation such as in Orchard which where the IMD is in the top 10% worst in the country. This ward has no youth or afterschool projects, and the need is considerable.

The Bognor Fun Bus CIC has been established to provide a flexible delivery of such services out-of-school where they are needed, in the neighbourhoods and localities where children/young people live. The vehicle would be a double decker bus converted, this is the purpose of this submission, to enable the purchase and conversion of the vehicle, and its equipment. Discussions have been opened with a bus company re eg MoT, maintenance, bus sourcing, and with a major funder re multi-year revenue.

The total capital cost of purchase, conversion and equipment will be in the range **£18-£22k** based on current second hand bus prices (we have a reliable contact in this regard), we are in touch with the Mobile Projects Association who facilitate conversions.

**Recommendation: Approve**

4.5 It is recommended that the committee agree these four requests for funding totalling £81,000. Any future requests will be considered at future meetings in respect of the remaining circa £19,000.

## 5. CONSULTATION

5.1 The details of the fund as agreed by Policy & Finance Committee have been brought to the attention of all Councillors. There are no other consultation matters directly arising from this report.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

6.1 To agree or reject the requests for funding.

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

7.1 A provision of £100,000 has been included in the 2023/24 revenue budget to fund the Community Asset Fund. The proposals in this report would leave an unallocated balance of circa £19,000.

## **8. RISK ASSESSMENT CONSIDERATIONS**

8.1 As these are bids from third parties the main risk relating to delivery lies with the third party. The Council will clearly want to see evidence of delivery within a reasonable period of time.

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

9.1 Under Section 137 of the Local Government Act 1972 a local authority may, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. Further Section 1 of the Localism Act 2011 provides the Council with a general power of competence. These awards are therefore within the competence of the Council.

## **10. HUMAN RESOURCES IMPACT**

10.1 None directly arising from this report as the delivery of each bid will be undertaken by a third party.

## **11. HEALTH & SAFETY IMPACT**

11.1 None directly arising from this report as the delivery of each bid will be undertaken by a third party.

## **12. PROPERTY & ESTATES IMPACT**

12.1 None directly arising from this report as the delivery of each bid will be undertaken by a third party.

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

13.1 None of the proposed requests for funding is considered to have a negative impact upon any protected group.

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

14.1 The funding request from Arundel Lido will have a positive impact upon carbon emissions.

**15. CRIME AND DISORDER REDUCTION IMPACT**

15.1 None directly arising from this report.

**16. HUMAN RIGHTS IMPACT**

16.1 None directly arising from this report.

**17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1 None directly arising from this report.

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**CONTACT OFFICER:**

Name: Karl Roberts  
Job Title: Director of Growth  
Contact Number: 01903 737760

**BACKGROUND DOCUMENTS:**

Appendix A: Resolution of Policy & Finance Committee 26 October 2023 – Please see Minutes from that meeting – using the link below:

[Minutes of Policy and Finance Committee \(arun.gov.uk\)](https://www.arun.gov.uk/minutes-of-policy-and-finance-committee)

Appendix A – Policy & Finance Committee 26 October 2023.

The Committee

RESOLVED

That the Committee agree to the Arun Community Fund having the following parameters:

(1) The fund can only be used to support the delivery of small one-off capital community focused projects and not revenue projects;

(2) In order to be a qualifying project, the project should meet at least one of the following objectives:

Will measurably improve the economic, social and/or environmental wellbeing of an area within the district of Arun;

Will make a positive contribution towards improving the economic wellbeing of the residents or business;

Will make a positive contribution towards delivering the right homes in the right place;

Will make a positive contribution towards addressing climate change;

Will make a positive contribution towards improving biodiversity

Will make a positive contribution towards the physical and wellbeing of the district of Arun

(3) The number of projects being developed at any one time should not exceed two, if these projects are to be developed by Arun District Council;

(4) The capital costs of an individual project should not exceed £20k; and

(5) Any project should have the support of 50 per cent of Ward Members.

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## Arun District Council

<b>REPORT TO:</b>	<b>Policy and Finance Committee - 8 February 2024</b>
<b>SUBJECT:</b>	<b>Key Performance Indicators 2022-2026 – Quarter 2 performance report for the period 1 April 2023 to 30 September 2023.</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis – Group Head of Organisational Excellence</b>
<b>LEAD MEMBER:</b>	<b>Councillor Stanley</b>
<b>WARDS:</b>	<b>N/A</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
This report is produced by the Group Head of Organisational Excellence to give an update on the Q2 Performance outturn of the Key Performance Indicators.	
<b>FINANCIAL SUMMARY:</b>	
Not required.	

### 1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q2 Performance Outturn for the Key Performance indicators for the period 1 April 2023 to 30 September 2023.

### 2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee notes the contents of this report.

### 2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2023 to 30 September 2023.

### 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. This is the quarterly report covering performance from 1 April 2023 to 30 September 2023 and will cover only those indicators that are due to be measured at this point.
- 3.5. The Committee meetings that will receive Q2 KPI reports are as follows:

Committee meeting	Meeting date	Indicators to receive report on
Environment Committee	21 November 2023	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Housing & Wellbeing Committee	23 November 2023	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Planning Policy Committee	28 November 2023	1 (CP36)
Planning Committee	13 December 2023	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Licensing Committee	15 December 2023	1 (CP14)
Corporate Support Committee	31 January 2024	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Economy Committee	1 February 2024	2 (CP41, CP42)
<b>Policy &amp; Finance Committee</b>	<b>8 February 2024</b>	<b>41 indicators - not CP10 (only at Q4)</b>

- 3.6. Thresholds are used to establish which category of performance each indicator is within.

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

- 3.7. There are 42 Key Performance indicators. 41 indicators are measured at Q2 (CP10 is measured annually).
- 3.8. This report gives the status of the indicators at Q2. Appendix A gives full commentary for each indicator.



Status	Number of Key Performance indicators in this category at Q2
Achieved target	17
Didn't achieve but within 15% range	13
Didn't achieve target by more than 15%	8
No data available	1
No status known until Q4	2
<b>TOTAL</b>	<b>41</b>

### 3.9. No status indicators

There is no status for indicators CP11 (Number of Visits to Council Leisure Centres) and CP36 (Number of new homes completed). The status for these indicators won't be known until Q4.

**CP11:** The number of visits to the leisure centres Freedom Leisure continue to be looking like they will be above target by the end of the year and visits have increased across Arun Leisure Centre and The Wave by 1919 versus September 2022.

**CP36:** Whilst the outturn has improved since Q1 by 324 homes, occupations has shown a dip which is reflective of uncertain market conditions. The Interim Chief Executive and Director of Growth and Group Head of Planning will continue to monitor this indicator during 2023/24.

### 3.10. Data not available

Data is not available for CP19, Number of Housing Register applications activated 'live' within 15 working days upon receipt of all verification documents. The Council is waiting for the implementation of Abritas, our new housing register system, which is expected to be completed around October. The housing register applications will need to be re-registered on the new system, so there will be some lag before the system is in a steady state, but then the data will be available. The expectation in this will be in the 3rd quarter of this year (2023/24).

### 3.11. Actions to be taken

All indicators are reviewed and monitored by CMT in their monthly CMT Performance Board meetings. Any indicator which isn't achieving its target at Q2 will be continuously monitored by CMT as a collective group and by the individual Director and Group Heads.

Specific actions for the indicators not achieving their target at Q2 include:

- **CP1 and CP2:** For the two indicators which are not achieving at Q2, both of these are being monitored by CMT, the Interim Group Head of Housing and the Information Management Team. Housing complaint delays continue to be the cause of this KPI not achieving but work is continuing to improve the complaints process in housing. Monthly reporting is sent to the management team, and weekly meetings held with service managers on their open complaints. The actions which the Interim Group Head of Housing is implementing to resolve

issues and facilitate responses should lead to an improvement in the performance of these two indicators.

- **CP16:** This is being monitored closely by the Interim Group Head of Housing and Interim Chief Executive and Director of Environment and Communities to ensure contractor performance is improved.
- **CP17:** As the commentary says, preventing homelessness continues to be more difficult than it has been previously. An increase in landlords selling or re-letting their homes for higher rents coupled with an increasingly unaffordable privately rented sector and lack of available social housing has meant more and more households' homelessness is unable to be prevented. Local housing allowances remain frozen and the gap between the LHAs and market rent continues to increase. This situation is being monitored closely by the Interim Group Head of Housing and Interim Chief Executive and Director of Environment and Communities.
- **CP32, CP33, CP34 and CP39** (Planning and Building Control KPI's): The Interim Chief Executive and Director of Growth will specifically monitor all indicators to encourage improved performance during 2023/24.

#### **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. 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. Questions or comments on the indicators relevant to each Committee may be submitted to this Committee for consideration.

#### **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*

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No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP1	% of Stage 2 responses responded to in time	Corporate Support	Karl Roberts	Monthly	Higher is better	80%	Not achieving  Outturn for Q1 50%	Not achieving  Outturn for Q2 47%	Housing complaint delays continue to be the cause of this KPI not achieving.  Commentary from Housing as follows:-  Work is continuing to improve the complaints process in housing. Monthly reporting is sent to the management team, and weekly meetings held with service managers on their open complaints. We have continued to see a rise in the volume of complaints coming into our repairs service which has impacted on our response rate, we have also had a number of complex Stage 2 responses which have meant we have had to extend our timescales outside of the 20 days to enable us to respond fully.	Down by 3% (worse)  
CP2	% of Stage 1 responses responded to within 10 working days	Corporate Support	Karl Roberts	Monthly	Higher is better	80%	Not achieving  Outturn for Q1 39%	Not achieving  Outturn for Q2 55%	Housing complaint delays continue to be the cause of this KPI not achieving.  Commentary from Housing as follows:-  Our response rates for Stage 1 is below our target but is improving compared to Q1 and we anticipate further improvements throughout the year in the response rates from Housing, and whilst there has been a slight drop in September we anticipate an increase moving forward due to the monitoring measures put in place.	Up by 16% (better)  
CP3	% of FOI requests responded to in 20 working days	Corporate Support	Karl Roberts	Monthly	Higher is better	80%	Achieving  Outturn for Q1 99%	Achieving  Outturn for Q2 99%		Same as Q1  
CP4	Sickness absence	Corporate Support	Karl Roberts	Monthly	Lower is better	2.2%	Not achieving but within 15% range  Outturn for Q1 2.43%	Not achieving but within 15% range  Outturn for Q2 2.44%	This equates to an average of 5.73 days. Absence rates remain consistent.	Same as Q1  




No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP5	Staff turnover	Corporate Support	Karl Roberts	Monthly	Lower is better	14%	Not achieving but within 15% range  <b>Outturn for Q1 15.90%</b>	Not achieving but within 15% range  <b>Outturn for Q2 14.56%</b>	This equates to 60 leavers which is a slight decrease on previous months.	Down by 1.34% (better)  
CP6	Compliance with Health and Safety programme	Corporate Support	Karl Roberts	Monthly	Higher is better	100%	Not achieving but within 15% range  <b>Outturn for Q1 92%</b>	Not achieving but within 15% range  <b>Outturn for Q1 93%</b>	<u>September 23</u> - No task was issued in September to allow more time for services to complete the August task.  <u>Q2</u> - Two tasks were issued in this quarter; First Aid and Health & Safety Policy (service areas and activities). By the end of Q2 a total of 322 first aid responses were received from 33 service areas. The safety policy task continued to be completed throughout September resulting in a 100% response rate. The overall performance for Q2 was 93%, which was below target, but represents a high response rate. The average usefulness score rating given by those completing the tasks was 4.52 out of 5.	Up by 1% (better)  
CP7	Average call wait time (secs) for the last month	Corporate Support	Philippa Dart	Monthly	Lower is better	4 minutes	Achieving  <b>Outturn for Q1 2.44</b>	Achieving  <b>Outturn for Q2 2.33</b>	Both monthly and Quarterly average wait time are below target. August is known to be one of the quieter call volume months of the year which assists in keeping the average wait time down overall. During September the average wait time rose as call volumes started to rise in line with Council Tax post that was sent out: w/c 04/09 – 3 mins 2 secs w/c 11/09 – 4 mins 37 secs w/c 18/09 – 2mins 49 secs w/c 25/09 – 3 mins 23 secs. In Week 2 of September we were over target by 37 secs. This was due to Council Tax post hitting door mats later than planned and then further letters being sent out.	Down by 11 seconds (better)  





No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP8	Business rates collected	Corporate Support	Philippa Dart	Monthly	Higher is better	97%	Achieving <b>Outturn for Q1 30.70%</b>	Achieving <b>Outturn for Q2 58.90%</b>	Collection rate is cumulative. Target for September collection is 51.2%. Over target for September.	Up by 28.2% (better) 
CP9	Council tax collected	Corporate Support	Philippa Dart	Quarterly	Higher is better	96.5%	Achieving <b>Outturn for Q1 32%</b>	Achieving <b>Outturn for Q2 58.90%</b>	Collection rate is cumulative. Target for September collection is 58.3%. Over target for September.	Up by 26.9% (better) 
CP10	The level of public satisfied or very satisfied with the overall quality of the	Corporate Support	Karl Roberts	Annual	Higher is better	75%	No data - Annual indicator	No data - Annual indicator	No data - Annual indicator	No data - Annual indicator
CP11	Number of Visits to Council Leisure Centres	Housing & Wellbeing	Philippa Dart	Monthly	Higher is better	956, 650	No status known until Q4 <b>Outturn for Q1 314,601</b>	No status known until Q4 <b>Outturn for Q2 643,718</b>	Freedom Leisure continue to be looking like they will be above target by the end of the year and visits have increased across Arun Leisure Centre and The Wave by 1919 versus September 2022	Up by 329,117 visits (better) 
CP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Environment	Philippa Dart	Monthly	Lower is better	80	Achieving <b>Outturn for Q1 71.99</b>	Achieving <b>Outturn for Q2 69.52</b>	Overall figure for the year is 69.52 missed bins per 1000,000.	Down by 2.47 (better) 







No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP13	Food businesses with food hygiene ratings of 3 (satisfactory and above)	Environment	Karl Roberts	Monthly	Higher is better	93%	Achieving  Outturn for Q1 98.70%	Achieving  Outturn for Q2 98.70%	September 23 - this represents 15 food businesses out of 1251 which did not receive a rating of 3 or above at their last routine inspection.  Q2 - Maintaining compliance levels above target. A range of actions are taken to support business to achieve a high rating and to follow up on those where a rating of 3 or above is not achieved. In Q2 this included 108 hygiene inspections/interventions, providing 86 written warnings and advice, issuing 1 hygiene improvement notice, procurement of samples (62 separate criteria analysed by UKHSA laboratory), responding to 6 requests for rescore and 25 request for advice or information on food hygiene.	Same as Q1  
CP14	% of licence applications determined within the various statutory or service time limits	Licensing	Karl Roberts	Quarterly	Higher is better	90%	Achieving  Outturn for Q1 90%	Achieving  Outturn for Q2 90%	Q2 - Maintaining performance within target. This has been achieved despite some turn-over of staff and some extended staff absences.	Same as Q1  
CP15	Time taken to process Housing/Council Tax Benefit new claims and changes in circumstances	Housing & Wellbeing	Philippa Dart	Monthly	Lower is better	8 days	Achieving  Outturn for Q1 3.6 days	Achieving  Outturn for Q3 3.6 days	A slight increase in September but still below target	Same as Q1  
CP16	Average days to re-let all properties (key to key) excluding major voids	Housing & Wellbeing	Philippa Dart	Monthly	Lower is better	Q1 70 Q2 60 Q3 50 Q4 40	Not achieving  Outturn for Q1 80 days	Not achieving  Outturn for Q2 73 days	Target for Q2 is 60 days. We are still prioritising temporary accommodation, but continue to be affected by poor contractor performance. An increasing number of void properties are being passed to a 2nd contractor in an attempt to improve turn around times	Down by 7 days (better)  









No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP17	Of homeless cases owed a prevention duty, % successfully resolved	Housing & Wellbeing	Philippa Dart	Quarterly	Higher is better	55%	Not achieving but within 15% range  <b>Outturn for Q1 52%</b>	Not achieving  <b>Outturn for Q2 46%</b>	Preventing homelessness continues to be more difficult than it has been previously. An increase in landlords selling or re-letting their homes for higher rents coupled with an increasingly unaffordable privately rented sector and lack of available social housing has meant more and more households' homelessness is unable to be prevented. Local housing allowances remain frozen and the gap between the LHAs and market rent continues to increase.	Down by 6% (worse)  
CP18	Of homeless cases owed a relief duty, % positively relieved	Housing & Wellbeing	Philippa Dart	Quarterly	Higher is better	35%	Not achieving but within 15% range  <b>Outturn for Q1 34%</b>	Not achieving but within 15% range  <b>Outturn for Q2 30%</b>	A lack of available affordable privately rented accommodation & social housing alongside increased demand makes it more difficult to relieve homelessness within statutory guidelines before a full decision on an application is reached. Rents for privately rented accommodation are making the sector inaccessible to a large portion of homeless households. This is creating increased demand for social housing which is making wait times longer.	Down by 4% (worse)  
CP19	Number of Housing Register applications activated 'live' within 15 working days upon receipt of all verification documents	Housing & Wellbeing	Philippa Dart	Quarterly	Higher is better	75%	No data available	No data available	The implementation of Abrisitas, our new housing register system, is expected to be completed around October. The housing register applications will need to be re-registered on the new system, so there will be some lag before the system is in a steady state, but then the data will be available. The expectation in this will be in the 3rd quarter of this year (2023/24).	No data available
CP20	Rent collected as a proportion of rent owed (dwellings)	Housing & Wellbeing	Philippa Dart	Quarterly	Higher is better	97%	Not achieving but within 15% range  <b>Outturn for Q1 95.11%</b>	Not achieving but within 15% range  <b>Outturn for Q2 95.06%</b>	Performance has declined slightly compared to Q1. We have a dedicated income officer who focuses on high level cases and our neighbourhoods officers receive regular income training.	Down by 0.05% (worse)  

No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP21	Percentage of non-emergency repairs completed within 20 working days	Housing & Wellbeing	Philippa Dart	Quarterly	Higher is better	90%	Achieving <b>Outturn for Q1 90.70%</b>	Achieving <b>Outturn for Q1 96.48%</b>	This percentage relates to Osborne works orders only. Performance has increased compared to Q1, with more works being completed in target timescales. We continue the work with the dynamic purchasing system and which we are confident will continue to improve the repairs service provided to our residents.	Up by 5.78% (better) 
CP22	Vacant private sector dwellings returned to occupation	Environment	Karl Roberts	Quarterly	Higher is better	50	Achieving <b>Outturn for Q1 23</b>	Achieving <b>Outturn for Q2 37</b>	On target to exceed the target of 50 by the end of March 2024. This is being achieved by both informal engagement with property owners as well as enforcement action.	Up by 14 (better) 
CP23	Residual household waste per household per annum	Environment	Philippa Dart	Quarterly	Lower is better	450kg	Achieving <b>Outturn for Q1 109.49kg.hh</b>	Achieving <b>Outturn for Q2 211kg/hh</b>	On target for meeting the 450 kg/hh per year	Up by 101.51 (worse) - <b>Note: Whilst Q2 is worse than Q1, this is KPI is still achieving its target</b> 
CP24	Household waste sent for re use, recycling and composting. 50% annual target.	Environment	Philippa Dart	Quarterly	Higher is better	50%	Not achieving but within 15% range <b>Outturn for Q1 47.51%</b>	Not achieving but within 15% range <b>Outturn for Q2 46.25%</b>	This is an improved performance over the corresponding period last year. The Green Waste Club continues to grow and there has been increased tonnages collected through this scheme.	Down by 1.26% (worse) 

No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP25	Contractor achieving performance target for all green space management operations following monitoring	Environment	Philippa Dart	Quarterly	Higher is better	>66%	Not achieving but within 15% range  Outturn for Q1 66.70%	Achieving  Outturn for Q2 66%	57 sites inspected for performance monitoring. 11 sites failed to reach the minimum 66% contractual minimum score and action was taken swiftly. 7 sites exceeded 80% (exceptional).	Down by 0.70% (worse) <b>Note: Whilst Q2 is worse than Q1, this is KPI is still achieving its target</b>  
CP26	Major applications determined in 13 weeks or agreed extension of time	Planning	Karl Roberts	Monthly	Higher is better	80%	Not achieving  Outturn for Q1 50% ( 64%)	Not achieving but within 15% range  Outturn for Q2 31% (75%)	Q2 - 5 out of 16 applications determined within time. Of those that 11 were unable to be determined within time, 4 were either needed to be determined at Planning Committee or required a legal agreement.	Up by 11% (better)  
CP27	Minor applications determined in 8 weeks or agreed extension of time	Planning	Karl Roberts	Monthly	Higher is better	90%	Not achieving  Outturn for Q1 64% (75%)	Not achieving but within 15% range  Outturn for Q2 74% (88%)	Q2 - This has seen a significant increase in performance and in productivity during Q2. Significantly more decisions issued in Q2 compared to Q1 (+9/14% more). 50 out of 68 decisions issued in time.	Up by 13% (better)  
CP28	% of other applications determined in 8 weeks or agreed extension of time	Planning	Karl Roberts	Monthly	Higher is better	90%	Achieving  Outturn for Q1 94% (97%)	Achieving  Outturn for Q2 94% (95%)	Q2 - Performance in this area remains excellent.	Down by 2% (worse) <b>Note: Whilst Q2 is worse than Q1, this is KPI is still achieving its target</b>  

No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP29	Average number of days to determine householder application	Planning	Karl Roberts	Monthly	Lower is better	55 days	Achieving <b>Outturn for Q1 54 days</b>	Achieving <b>Outturn for Q2 53 days</b>	Q2 - Target achieved and better performance than Q1 (135)	Down by 1 day (better) 
CP30	Average number of days to determine other applications	Planning	Karl Roberts	Monthly	Lower is better	55 days	Not achieving but within 15% range <b>Outturn for Q1 56 days</b>	Not achieving but within 15% range <b>Outturn for Q2 57 days</b>	Q2 - Target not achieved by only 2 days. Significantly more decisions issued in Q2 compared to Q1 (+15)	Up by 1 day (worse) 
CP31	Average number of days to determine applications - Trees	Planning	Karl Roberts	Monthly	Lower is better	40 days	Not achieving but within 15% range <b>Outturn for Q1 46 days</b>	Not achieving but within 15% range <b>Outturn for Q2 45 days</b>	Q2 - Target not achieved by 5 days but better performance than Q1.	Down by 1 day (better) 
CP32	Average number of days to determine application - Discharge of Condition	Planning	Karl Roberts	Monthly	Lower is better	40 days	Not achieving <b>Outturn for Q1 73 days</b>	Not achieving <b>Outturn for Q2 84 days</b>	Q2 - Target not achieved. This performance has been significantly affected by some very old applications being determined in August.	Up by 11 days (worse) 
CP33	Average number of days to determine major planning applications	Planning	Karl Roberts	Monthly	Lower is better	120 days	Not achieving but within 15% range <b>Outturn for Q1 131 days</b>	Not achieving <b>Outturn for Q2 240 days</b>	See CP 26	Up by 109 days (worse) 
CP34	Average number of days to determine minor planning applications	Planning	Karl Roberts	Monthly	Lower is better	55 days	Not achieving <b>Outturn for Q1 64 days</b>	Not achieving <b>Outturn for Q2 67 days</b>	See CP 27	Up by 3 days (worse) 

No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP35	% of planning applications registered within 5 days	Planning	Karl Roberts	Monthly	Higher is better	70%	Achieving  Outturn for Q1 91%	Achieving  Outturn for Q2 97%	Q2 - Target achieved	Up by 6% (better) 
CP36	Number of new homes completed	Planning Policy	Karl Roberts	Monthly	Higher is better	1288 (22/23) 1247 (23/24) 1059 (24/25)	No status known until Q4  Outturn for Q1 263 homes	No status known until Q4  Outturn for Q1 587 homes	Occupations has shown a dip which is reflective of uncertain market conditions.	Up by 324 homes (better) 
CP37	Building Regulation submissions processed within 5 weeks (or 2 months if client requests extension)	Environment	Karl Roberts	Monthly	Higher is better	100%	Not achieving but within 15% range  Outturn for Q1 99%	Not achieving but within 15% range  Outturn for Q2 99%	September - target met Q2 - marginally below exacting performance target by one percent. Due to work volume, long-term staff absence and current Surveyor vacancy.	Same as Q1 
CP38	% of Building Regulation submissions assessed within 21 days of date of deposit with the Council	Environment	Karl Roberts	Monthly	Higher is better	60%	Achieving  Outturn for Q1 75%	Achieving  Outturn for Q2 84%	September - Target exceeded. No action needed Q2 - Target exceeded. No action needed.	Up by 9% (better) 
CP39	% of Building Control applications registered within 3 days	Environment	Karl Roberts	Monthly	Higher is better	60%	Not achieving  Outturn for Q1 15%	Not achieving  Outturn for Q2 37%	Target exceeded in September but not met for Q2 Outturn. This being due to: - A long-term staff illness (but colleague is now on an extensive long-term Phased Return to work). - The training of Temporary Worker (started 01/07/23). - A continuing long-term SBCS vacancy. However, it can be seen that a significant improvement on performance has been made here since Q1 Outturn- No action required at this time.	Up by 22% (better) 

No.	Indicator	Service Committee to consider this	CMT Member	Frequency data collected	Assess by	Target 2023	Q1 Outturn and Status (April to June 2023)	Q2 Outturn and Status (April to Sept 2023)	Q2 Commentary	Improved or not since Q1 figure (Q2 compared to Q1)
CP40	Building control site inspection dealt with within one day	Environment	Karl Roberts	Monthly	Higher is better	100%	Not achieving but within 15% range  <b>Outturn for Q1 97.68%</b>	Not achieving but within 15% range  <b>Outturn for Q2 97%</b>	September - not met by only 2.0% (11 Inspections missed against 561 undertaken)  Q2 - Exacting target missed by 3.0% (111 Inspections missed against 3221 undertaken) NOTE - CP40 work volume has increased by 9% more during Q2 of 2023 than in Q2 of 2022. Again, long-term staff absence and current Surveyor vacancy have contributed to CP40 Target not being met.  NOTE - The Building Control market supplement review has been considered and agreed by CMT to improve recruitment prospects. Recruitment process for this post to commence shortly.	Down by 0.68% (worse)  
CP41	Occupied retail units in Littlehampton	Economy	Karl Roberts	6 monthly	Higher is better	90%	No data - 6 monthly indicator	Not achieving but within 15% range  <b>Outturn for Q2 86.61%</b>	Occupancy rates remain steady and are still performing better than the National average. Some larger units remain vacant however, one has been significantly refurbished and work is in progress on refurbishing another large unit. The new owners of the Arcade are also investing in their property and we are hopeful to see increased occupancy in the future.	N/A - 6 monthly indicator
CP42	Occupied retail units in Bognor Regis	Economy	Karl Roberts	6 monthly	Higher is better	90%	No data - 6 monthly indicator	Achieving  <b>Outturn for Q2 92%</b>	Occupancy rates in Bognor Regis town centre remain steady. The loss of Wilko will leave a large vacant unit.	N/A - 6 monthly indicator

# Agenda Item 15

## Policy and Finance Committee –Work Programme 2023-2024

Policy & Finance Committee	Lead Officer	Date of Meeting	Time	Full Council Meeting Date
<p>Littlehampton Seafront Project – Update</p> <p>The Regeneration of the Regis Centre, Bognor Regis – Verbal Update</p> <p>Key Performance Indicators – 2022-2026 – Quarter 4 – End of Year Performance Report</p> <p>Council Vision 2022-2023 – Annual Report</p> <p>Budget Process – 2024-2025</p> <p>Future Office Accommodation Needs</p> <p><b>Items put forward from Service Committees</b></p> <p>Recommendations from the meeting of the Economy Committee held on 13 June 2023</p> <p>Recommendations from the meeting of the Housing &amp; Wellbeing Committee held on 20 June 2023</p> <p><b>Outside Bodies – Feedback Reports</b></p> <p>Work Programme</p>	<p><b>Rachel Alderson</b></p> <p><b>Neil Taylor</b></p> <p><b>Jackie Follis</b></p> <p><b>Jackie Follis</b></p> <p><b>Antony Baden</b></p> <p><b>Karl Roberts</b></p> <p><b>Neil Taylor</b></p> <p><b>Mo Hussein</b></p>	<p><b>11 July 2023</b></p>	<p>6pm</p>	<p>19 July 2023</p>
<p>Q1 Performance Report for the Key Performance Indicators [KPIs] which form part of the Council's Vision 2022-2023</p> <p>Littlehampton Seafront Project</p>	<p><b>Jackie Follis</b></p> <p><b>Rachel Alderson</b></p>	<p><b>26 October 2023</b></p>	<p>6 pm</p>	<p>15 November 2023</p>

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<p>The Regeneration of the Regis Centre, Bognor Regis – Update</p> <p>Budget Monitoring Report to 30 June 2023</p> <p>Financial Prospects 2024/25 to 2023/29 – Interim Update</p> <p>Community Capital Projects – Arun Community Fund</p> <p>Annual Residents Survey</p> <p><b>Items put forward from Service Committees – Housing &amp; Wellbeing Committee – 12 September 2023</b></p> <p><b>Economy Committee – 5 October 2023</b></p> <p><b>Outside Bodies – Feedback Reports</b></p> <p>Work Programme</p>	<p><b>Neil Taylor</b></p> <p><b>Antony Baden</b></p> <p><b>Antony Baden</b></p> <p><b>Karl Roberts</b></p> <p><b>Jackie Follis</b></p>		
<p>Budget Monitoring Quarter 2 Report to 30 September 2023</p> <p>Littlehampton Seafront Project – Update Report</p> <p>The Regeneration of the Regis Centre, Bognor Regis – Update</p> <p><b>Items put forward from Service Committees and Working Parties</b></p> <p>Feedback from Council Vision Working Party Meetings held on 19 September and 23 October 2023</p> <p>Environment Committee – 21 November 2023 – Recommendation</p>	<p><b>Antony Baden</b></p> <p><b>Rachel Alderson</b></p> <p><b>Neil Taylor</b></p> <p><b>Jackie Follis</b></p>	<p align="center"><b>6 December 2023</b></p>	<p>6pm</p> <p>10 January 2024</p>



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<p><b>Outside Bodies – Feedback Reports</b></p> <p>Work Programme</p>			
<p>Savings Strategy</p> <p>Medium Term Financial Prospects 2024/25 to 2028/29</p>	<p><b>Karl Roberts/Philippa Dart</b></p> <p><b>Antony Baden</b></p>	<p><b>8 January 2024</b></p> <p><b>[Special]</b></p>	<p>6 pm</p> <p>10 January 2024</p>
<p>Council Scope 1, 2 and 3 Emission Updates for the 2022-23 financial year</p> <p>Budget Monitoring report to 31 December 2023</p> <p>Committee Revenue and Capital Budget 2024/25</p> <p>The Council's Revenue and Capital Budgets 2024/25</p> <p>Littlehampton Seafront Project – Update Report</p> <p>Regeneration of The Regis Centre, Bognor Regis – Update Report</p> <p>Q2 Performance Report for the KPIs</p> <p>Arun Community Asset Fund – Consideration of Bids – Round 1</p> <p><b>Items put forward from Service Committees</b></p> <p><b>Outside Bodies – Feedback Reports</b></p> <p>Work Programme</p>	<p><b>Will Page</b></p> <p><b>Antony Baden</b></p> <p><b>Antony Baden</b></p> <p><b>Antony Baden</b></p> <p><b>Rachel Alderson</b></p> <p><b>Neil Taylor</b></p> <p><b>Jackie Follis</b></p> <p><b>Karl Roberts</b></p>	<p><b>8 February 2024</b></p>	<p>6 pm</p> <p>21 February 2024</p>

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KPI - Quarter 3 Performance Monitoring Report	<b>Jackie Follis</b>	<b>7 March 2024</b>	6pm	13 March 2024
Littlehampton Seafront Project – Update Report	<b>Rachel Alderson</b>			
Regeneration of The Regis Centre, Bognor Regis – Update Report	<b>Neil Taylor</b>			
Climate Action Work Plan Update	<b>Will Page</b>			
Debt Write-Off Policy	<b>Tony Baden</b>			
Revenue and Capital Outturn 2022/2023	<b>Tony Baden</b>			
The Webcasting of Meetings – Options for Members to Consider	<b>Daniel Bainbridge</b>			
Electoral Review (Costs Assessments)	<b>Daniel Bainbridge</b>			
<b>Items put forward from Service Committees</b>				
<b>Outside Bodies – Feedback Reports</b>				
Work Programme				