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28 September 2023

CORPORATE SUPPORT COMMITTEE

A meeting of the Corporate Support Committee will be held in the **Council Chamber at Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 12 October 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Oppler (Chair), Tandy (Vice-Chair), Bower, Brooks, J English, Jones, Lawrence, Lloyd, O'Neill, Turner and Warr

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

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. We request members of the public do not attend any face-to-face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Thursday, 5 October 2023 in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. For further information on the items to be discussed, please contact Committees@arun.gov.uk.

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

- a) the item 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 - 8)

The Committee will be asked to approve as a correct record the minutes of the Corporate Support Committee held on 27 June 2023.

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

5. **PUBLIC QUESTION TIME**

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

6. **TECHNOLOGY & DIGITAL ANNUAL UPDATE**

(Pages 9 - 14)

This report is to provide committee members with an update on the activities and progress of Technology & Digital over the last 12 months.

7. **HEALTH AND SAFETY POLICY**

(Pages 15 - 34)

To seek adoption of the revised Health and Safety Policy: Organisation and Responsibilities.

8. **DATA PROTECTION POLICY UPDATE**

(Pages 35 - 48)

The purpose of this report is to recommend the adoption of an updated Data Protection Policy, which was due for cyclical update and noted in our Internal Audit.

9. BUDGET PROCESS REPORT (Pages 49 - 54)

The purpose of this report is to inform Members of the budget process for 2024/25 as required by Part 6, Section 2 of the Council's Constitution.

10. BUDGET MONITORING REPORT - QUARTER 1 (Pages 55 - 60)

The purpose of this report is to apprise the Corporate Support Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

11. SUNDRY DEBTS WRITE OFFS 2022/23 (Pages 61 - 64)

The Council's constitution as set out in Part 7, Section 2, paragraph 1.1.9 requires the Group Head of Finance to submit a report to the Corporate Support Committee about the sundry debts written off in accordance with their delegated powers.

12. CUSTOMER SERVICES – ANNUAL UPDATE (Pages 65 - 88)

To provide members with a brief overview of Customer Services. It specifically considers the operation of the services over the last financial year ending March 2023 and identifies emerging trends of operation comparing this with the operation over the previous 3-5 years.

13. Q1 PERFORMANCE REPORT FOR THE KEY PERFORMANCE INDICATORS (Pages 89 - 94)

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

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

14. WORK PROGRAMME (Pages 99 - 100)

Members are required to note the Committees Work Programme for the remainder of the municipal year.

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](#)