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Committee Manager – Jane Fulton (Ext 37611)

22 January 2024

## **CORPORATE SUPPORT COMMITTEE**

A meeting of the Corporate Support Committee will be held in **The Council Chamber at The Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on Wednesday 31 January 2024 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:***

A live webcast of the meeting will be available via the Council's Committee's [Web Page](#)

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Wednesday, 24 January 2024** in line with current Committee Meeting Procedure Rules.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk)

## **AGENDA**

### 1. APOLOGIES

### 2. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

3. MINUTES

(Pages 1 - 8)

The Committee will be asked to approve as a correct record the minutes of the Corporate Support Committee held on 12 October 2023.

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. MICROSOFT LICENCE RENEWAL [15 MINUTES]

(Pages 9 - 14)

Microsoft licences are purchased on a three-year cycle and the current licence expires at the end of June 2024. We are seeking approval to enter into a new contract at the pre-award stage.

7. CORPORATE SUPPORT PERFORMANCE REPORT QUARTER 2 & QUARTER 3 [30 MINUTES]

(Pages 15 - 28)

This reports set out the performance of the Key Performance indicators at Quarter 2 and Quarter 3 covering the periods 1 April to 31 December 2023.

8. COMMITTEE BUDGET REPORT - SERVICE SPECIFIC - BUDGET 2024/25 [15 MINUTES]

(Pages 29 - 36)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's overall 2024/25 revenue budget. These recommendations will be submitted to the Policy and Finance Committee on 8 February 2024 when it considers the overall revenue and capital budgets for 2024/25 so 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.

9. BUDGET MONITORING REPORT TO 31 DECEMBER 2023 [QUARTER 3] [15 MINUTES] (Pages 37 - 40)

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

10. PAY POLICY STATEMENT 2024-2025 [10 MINUTES] (Pages 41 - 56)

The Localism Act 2011, section 38 (1) requires that local authorities prepare an annual Pay Policy Statement. This paper introduces the draft Pay Policy Statement for 2024/2025 (attached) and asks members to approve it.

11. ELECTORAL REVIEW [45 MINUTES] (Pages 57 - 142)

The Committee is asked to consider an initial report and recommendations in relation to an Electoral Review of the Arun District.

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

There are no feedback reports for this meeting.

12. WORK PROGRAMME [5 MINUTES] (Pages 143 - 144)

The committee work programme is attached for members to note.

**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](#)