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Arun District Council
Civic Centre
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BN17 5LF

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7 May 2024

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the Annual Meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 15 May 2024 at 6.00 pm** in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:




Karl Roberts/Philippa Dart
Joint Interim Chief Executives

For further information on the items to be discussed, or about attending the meeting or how to find the webcast link, please contact Committees@arun.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations 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 item 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 and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Council held on 9 May 2024, which will be circulated separately to the agenda.

4. URGENT MATTERS

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chairman of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

5. APPOINTMENT OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024-2025

In accordance with Part 3 [2.0 – Full Council, Paragraph 13 and Part 5, Section 1, Council Procedure Rule 20.9 of the Constitution, to appoint Councillor James Walsh as Chair of the Council for the ensuing year.

The newly elected Chair will then make and subscribe the statutory declaration of acceptance of office.

6. VOTE OF THANKS FOR THE RETIRING CHAIR

To propose a vote of thanks to Councillor Alison Cooper for the services rendered by her as Chair of the Council during the last year.

7. APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024-2025 AND CHAIR ELECT FOR 2025-2026

In accordance with Part 3 [2.0 – Full Council], Paragraph 13 and Part 5, Section 1, Council Procedure Rule 20.9 of the Constitution, to appoint a Vice-Chair of the Council for the ensuing year.

The newly elected Vice-Chair will then make and subscribe the statutory declaration of acceptance of office.

8. NEW CHAIR'S ANNOUNCEMENTS

To receive such announcements as the Chair may desire to lay before the Council.

9. APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL

To appoint the Leader and Deputy Leader of the Council in accordance with Article 6 of the Constitution.

10. REVIEW OF ENTITLEMENT OF POLITICAL GROUPS - COUNCILLORS SEATS ON COMMITTEES - APPOINTMENTS TO COMMITTEES (Pages 1 - 4)

Following consultation with Group Leaders, the Council is asked to make appointments to its Service Committees, Regulatory Committees, the Standards Committee, and other Working Parties and Panels including the confirmation of the Chair and Vice-Chair where relevant.

The Appendix to this report setting out the Committee Memberships for 2024/25 will be circulated separately.

11. REPRESENTATION ON OUTSIDE BODIES 2024-2025 (Pages 5 - 8)

In order to effectively represent the District of Arun, Councillors need to be aware of matters which impact both Arun, as a District, as well as the organisation itself. There are a number of key external organisations with are independent of the Council to which the Council make appointments in order that it can create and maintain effective partnerships with those organisations and their members.

This report is set out in Appendix 1 [to be circulated separately] and following consultation and agreement with the Group Leaders, the Council's appointment to Outside Bodies for 2024-2025 are listed which the Council is asked to approve.

12. APPOINTMENT OF COUNCILLOR DIRECTORS OF ANY COUNCIL OWNED PROPERTIES

There are no appointments to confirm to this meeting.

13. APPOINTMENT OF GROUP LEADERS

To note the appointment of other Group Leaders, which will be circulated separately to the agenda.

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

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [PART 8 - CP - Section 5 Filming Photographic Protocol.pdf \(arun.gov.uk\)](#).

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Arun District Council

REPORT TO:	Annual Meeting of the Council – 15 May 2024
SUBJECT:	Review of Entitlement of Political Groups to Seats on Committees – Appointments to Committees
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law and Governance (Monitoring Officer)
LEAD MEMBER:	N/A
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
This report confirms the appointments to Committees for the new Municipal Year.	
DIRECTORATE POLICY CONTEXT:	
Responsibility for these matters sits within the remit of the Monitoring Officer.	
FINANCIAL SUMMARY:	
There are no financial implications associated with this report.	

1. PURPOSE OF REPORT

- 1.1. To approve the appointments to Committees, Working Parties and Panels for 2024-2025 in line with proportionality rules to include the confirmation of the Chair and Vice-Chair.

2. RECOMMENDATIONS

Subject to any updates that may be verbally reported at the meeting, Full Council is asked to:

- (1) Note that there are no changes to the entitlement of political groups to seats on Committees, Working Parties/Panels based on proportionality rules; and
- (2) To approve the appointments to Committees, Working Parties and Panels for 2024-25, together with the confirmation of the Chair and Vice-Chair where relevant, as set out in Appendix 1, which will be circulated separately.

3. EXECUTIVE SUMMARY

- 3.1. Following consultation with Group Leaders, the Council is asked to make appointments to its Service Committees, Regulatory Committees, the Standards Committee, and other Working Parties and Panels including the confirmation of the Chair and Vice-Chair where relevant.

- 3.2. The Council is also asked to note that there has been no annual review of the entitlement of political groups and to seats on Committees, Working Parties/Panels for 2024-25 in line with proportionality rules as there have been no changes since the last review undertaken and approved by Full Council on 10 January 2024.
- 3.3. Following the formation of the Arun Independent Group in November 2023, a review of entitlement of Political Groups to seats on Committees was undertaken and reported to Full Council on 10 January 2024.

4. DETAIL

- 4.1. It is the duty of the Council to review from time to time the entitlement of political groups to seats on Committees in accordance with the proportionality rules set out in the Local Government & Housing Act 1989 (the Act) and the Local Government (Committees and Political Groups) Regulations 1990 (the Regulations), together hereinafter referred to as “the rules”. The rules allow adjustments to be made to fractions in order to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to Committees on that basis.
- 4.2. The Act sets out four proportionality rules and requires authorities to apply them in descending order of priority:
 - a) The first rule is that no political group (“group”) can have all the places on a Committee.
 - b) The second rule is that a group having an overall majority on the Council is entitled to a majority of seats on each Committee.
 - c) The third rule provides that, without being inconsistent with the first two rules, the gross number of seats on all Committees is allocated as near as possible in accordance with each group’s proportionate entitlement.
 - d) The fourth rule provides that, so far as is consistent with Rules (a) to (c), the number of seats on each Committee is allocated in accordance with each Group’s entitlement
- 4.3. Legislation defines a political grouping for these purposes and in accordance with that legislation Arun’s political make-up remains at six “political groups”. A link to the report that was submitted to Full Council on 10 January 2024 has been provided as a background paper to this report. The allocation of seats on Committees remains unchanged.

5 CONSULTATION

- 5.1 In confirming the appointments to Committees for 2024/25, consultation has taken place with all Group Leaders as required by the Council Procedure Rules.

6 OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 No alternative proposals to the statutory allocations have been made as there has been no change in proportionality since the last review approved by Full Council on 10 January 2024.
- 6.2 To not approve the appointments to Committees as set out in Appendix 1 [to be circulated separately] would delay the commencement of meetings and decision making in the new Municipal Year.

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

- 7.1 There are no financial implications associated with this report.

8 RISK ASSESSMENT CONSIDERATIONS

- 8.1 This report provides the Full Council with the earliest opportunity to update the memberships.

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

- 9.1 The legal and governance positions are set out within the body of this report.

10 HUMAN RESOURCES IMPACT

- 10.1 None associated with this report.

11 HEALTH & SAFETY IMPACT

- 11.1 None associated with this report.

12 PROPERTY & ESTATES IMPACT

- 12.1 None associated with this report.

13 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 None associated with this report.

14 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 None associated with this report.

15 CRIME AND DISORDER REDUCTION IMPACT

- 15.1 None associated with this report.

16 **HUMAN RIGHTS IMPACT**

16.1 None associated with this report.

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

17.1 None associated with this report.

CONTACT OFFICER:

Name: Daniel Bainbridge

Job Title: Group Head of Law and Governance (and Monitoring Officer)

Contact Number: 01903 737607

BACKGROUND DOCUMENTS:

Review of Proportionality Report – Full Council – 10 January 2024 and Minutes

[Report](#) and [Minutes](#)

Arun District Council

REPORT TO:	Annual Meeting of the Council – 15 May 2024
SUBJECT:	Representation on Outside Bodies 2024-2025
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law and Governance
LEAD MEMBER:	Leader of the Council
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
This report seeks council’s approval to approve the list of Members to be appointed to Outside Bodies, in line with Council Procedure Rule 30.1 of the Constitution.	
DIRECTORATE POLICY CONTEXT:	
Responsibility for these matters sits within the remit of the Group Head of Law & Governance.	
FINANCIAL SUMMARY:	
There are no financial implications associated with this report.	

1. PURPOSE OF REPORT

- 1.1 In accordance with Council Procedure Rule 30.1 of the Council’s Constitution, to approve the list of Members to be appointed to Outside Bodies, which will be circulated separately.

2. RECOMMENDATIONS

- 2.1 The Council is asked to resolve as follows:

1. Subject to any updates given at the meeting, to approve the appointments on representation to Outside Bodies for 2024-2025 as set out in Appendix 1, which will be circulated separately.

3.0 EXECUTIVE SUMMARY

- 3.1 In order to effectively represent the District of Arun, Councillors, need to be aware of matters which impact both Arun, as a District, as well as the organisation itself. There are a number of key external organisations with are independent of the Council to which the Council make appointments in order that it can create and maintain effective partnerships with those organisations and their members.

- 3.2 This report is set out in Appendix 1 [to be circulated separately] and following consultation and agreement with the Group Leaders, the Council’s appointment to Outside Bodies for 2024-2025 are listed which the Council is asked to approve.

4.0 DETAIL

- 4.1 The Council is asked to approve the appointments on representation to Outside Bodies for 2024-2025 as set out in Appendix 1, which will be circulated separately.
- 4.2 It is expected that each Committee will receive feedback reports from those Outside Bodies relevant to the Committee's Terms of Reference and that for the Member(s) appointed to sit on these outside bodies, the Committees will need to report any issues requiring action to the Council as appropriate. Each Committee workplan is expected to make provision for reports from outside bodies.
- 4.3 To facilitate this kind of reporting and feedback the Council's representative(s) on Outside Bodies will normally be expected to be either the Chair or a Member of the appropriate Committee, but this is not always achievable.

5.0 CONSULTATION

- 5.1 The Group Head of Law and Governance has consulted with all Group Leaders.

6.0 OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The Council could decide to not support the appointments and request alternatives. Failure to agree the Appointments to representation on Outside Bodies for 2024-25 would mean that the Council would not be complying with its Council Procedure Rules. This would also impact upon its partnership working and reputation with those bodies.

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

- 7.1 There are no financial implications associated with this report.

8.0 RISK ASSESSMENT CONSIDERATIONS

- 8.1 The risk is that the Council would not be working to its Council Procedure Rules as confirmed in the Council's Constitution.

9.0 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 The legal and governance position is set out within the body of this report.

10.0 HUMAN RESOURCES IMPACT

- 10.1 None associated with this report.

11.0 HEALTH & SAFETY IMPACT

11.1 None associated with this report.

12.0 PROPERTY & ESTATES IMPACT

12.1 None associated with this report.

13.0 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 None associated with this report.

14.0 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 None associated with this report.

15.0 CRIME AND DISORDER REDUCTION IMPACT

15.1 None associated with this report.

16.0 HUMAN RIGHTS IMPACT

16.1 None associated with this report.

17.0 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None associated with this report.

CONTACT OFFICER:

Name: Daniel Bainbridge

Job Title: Group Head of Law and Governance

Contact Number: 01903 737607

BACKGROUND DOCUMENTS:

None.

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