



Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

This meeting will be live streamed – please use this link to watch the meeting:
[Arun District Council](#)

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2 January 2024

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 10 January 2024 at 6.00 pm** in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

A handwritten signature in black ink, appearing to read "Philippa Dart", with a stylized flourish above it.

Karl Roberts/Philippa Dart
Joint Interim Chief Executives

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 **Wednesday, 3 January 2024** in line with current Council Meeting Procedure Rules.

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. PUBLIC QUESTION TIME

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

4. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

To receive questions from Members with pecuniary/prejudicial interests (for a period of up to 15 minutes)

5. PETITIONS

To consider any petitions received from the public.

6. MINUTES (Pages 1 - 18)

To approve as a correct record the Minutes of the Meeting of the Council held on 8 November 2023 and the Minutes of the Special Meeting of the Council held on 29 November 2023, which are attached.

7. CHAIR'S ANNOUNCEMENTS

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

8. 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.

OFFICER REPORTS

9. **REVIEW OF ENTITLEMENT OF POLITICAL GROUPS TO SEATS ON COMMITTEES - PROPORTIONALITY AND APPOINTMENTS TO COMMITTEES** (Pages 19 - 26)

The purpose of this report is to update Members on changes to the allocation of seats to political groups and appointments to committees for the remainder of the municipal year following the creation of the Arun Independent Group.

10. **APPOINTMENT OF RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER** (Pages 27 - 30)

This report seeks approval to the appointment of Philippa Dart as the Returning Officer and Electoral Registration Officer.

11. **RECRUITMENT TO THE PERMANENT CHIEF EXECUTIVE OFFICER POST** (Pages 31 - 42)

The report informs members of, and asks approval for, the recommendations to Full Council from the Chief Executive's Recruitment and Selection Panel and the Chief Executive's Remuneration Committee. The minutes from both meetings are attached as Appendices.

12. **STATEMENT OF COMMUNITY INVOLVEMENT** (Pages 43 - 46)

The purpose of the report is to adopt the updated Statement of Community Involvement following a public consultation period.

RECOMMENDATIONS FROM SERVICE COMMITTEES, REGULATORY AND STANDARDS COMMITTEES AND FROM WORKING PARTIES

13. **CONSTITUTION WORKING PARTY - 16 NOVEMBER 2023** (Pages 47 - 100)

The Chair of the Constitution Working Party, Councillor Yeates, will present recommendations from the meeting of the Constitution Working Party held on 16 November 2023.

The minutes from the meeting are attached. The recommendations for the Council to consider are set out below:

- Minute 6 [Audit & Governance Committee – 28 February 2023 – Recommendation for the Working Party] – the Officer's report is attached.
- Minute 7 [Planning Protocol] – the Officer's report is attached.
- Minute 8 [Constitution Amendments – Finance Group] – the Officer's report is attached
- Minute 9 [Constitution Changes and Updates] – an Appendix is attached.

14. ENVIRONMENT COMMITTEE 21 NOVEMBER 2023 (Pages 101 - 198)

The Chair of the Environment Committee, Councillor Wallsgrove, will present recommendations from the meeting of the Environment Committee held on 21 November 2023.

The minutes from this meeting are attached and the recommendations for the Council to consider are set out below:

- Minute 382 [Additional Houses in Multiple Occupation Licensing Scheme] – the Officer’s report and appendices are attached.

15. AUDIT & GOVERNANCE COMMITTEE - 30 NOVEMBER 2023 (Pages 199 - 222)

The Chair, Councillor Walsh, will present recommendations from the meeting of the Audit & Governance Committee held on 30 November 2023.

The minutes from the meeting are attached and the recommendations for the Council to consider are contained within:

- Minute 445 [Treasury Management – Interim Report 2023/24] – the Officer’s report is attached.

16. POLICY & FINANCE COMMITTEE - 6 DECEMBER 2023 (Pages 223 - 250)

The Chair of the Policy & Finance Committee, Councillor Stanley, will present recommendations from the meeting of the Policy & Finance Committee held on 6 December 2023.

The minutes from this meeting are attached and the recommendations for Council to consider are set out within the minute below:

- Minute 456 [Council Vision Working Party – 19 September, 23 October and 13 November 2023] – the Vision document is attached.

17. PLANNING COMMITTEE - 14 DECEMBER 2023

The Chair of the Planning Committee, Councillor Hamilton, will present recommendations from the meeting of the Planning Committee held on 14 December 2023.

The minutes from this meeting confirming the recommendations for Council to consider will be circulated separately to this agenda.

18. SPECIAL POLICY AND FINANCE COMMITTEE - 8 JANUARY 2024

The Chair of the Policy & Finance Committee, Councillor Stanley, will present recommendations from the Special Meeting of the Policy & Finance Committee held on 8 January 2024.

The minutes from this meeting confirming recommendations for Council to consider will be circulated separately to this agenda.

19. MOTIONS

The following Motion has been submitted in accordance with Council Procedure Rules 15.1 and 15.2.

MOTION 1

Proposer: Councillor Gunner
Seconder: Councillor Greenway

That this Council will provide to all Members full details of all proposed cost savings in the 2024/5 budget, including implications on service delivery, ahead of the individual service committee meetings where their service committee budgets will be recommended for the 2024/5 budget.

20. QUESTIONS FROM MEMBERS

To consider general questions from Members in accordance with Council Procedure Rule 14.3.

21. COMMITTEE MEMBERSHIPS

Any changes to Committee Memberships that need noting by the Council will be reported at the meeting.

22. REPRESENTATION ON OUTSIDE BODIES

The Council is asked to approve any changes to its representation on Outside Bodies.

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 \(arun.gov.uk\)](#).