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23 January 2025

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 6 February 2025 at 6.00 pm** and you are requested to attend.

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

PLEASE NOTE:

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, 30 January 2025** in line with current Committee Meeting Procedure Rules. 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 - 10)
The Committee will be asked to approve as a correct record the minutes of the Corporate Support Committee held on 10 October 2024.
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. COMMITTEE REVENUE AND CAPITAL BUDGETS 2025/26 (Pages 11 - 18)
This report sets out the 2025/26 revenue and capital budgets for this Committee to consider and recommend for submission to the Policy and Finance Committee on 13 February 2025.
7. PROCUREMENT OF HUMAN RESOURCES AND PAYROLL SYSTEM (Pages 19 - 36)
The report sets out the background to the procurement of a new system and seeks delegated authority for the S151 Officer to award a new contract, subject to approval of the budget at Full Council.
8. Q3 PERFORMANCE REPORT FOR THE KEY PERFORMANCE INDICATORS (KPI'S) WHICH FORM PART OF THE COUNCIL'S VISION 2022-2026. (Pages 37 - 48)
The report is to update the Committee on the Q3 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2024 to 31 December 2024.
9. CORPORATE COMPLAINTS (Pages 49 - 56)
The report presents an overview of activity on corporate complaints for the period October to December 2024 to provide transparency and understanding.
10. REVIEW OF ELECTIONS HELD ON 2 MAY AND 4 JULY 2024 (Pages 57 - 70)
The report reviews the arrangements for the Elections which took place on 2 May and 4 July 2024. It provides information, feedback and considers lessons learned.

11. REVIEW OF POLLING DISTRICT, POLLING PLACES AND POLLING STATIONS (Pages 71 - 78)

The Council is required to conduct a formal review of its polling districts, places and stations every five years, with the current review period being 1 October 2023 to 31 January 2025. This report sets out the findings of the review and seeks agreement to the polling districts and polling stations/places to be used for future elections.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

12. WORK PROGRAMME (Pages 79 - 80)

Committee Work Programme attached for information only.

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](#)