



Public Document Pack

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

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

11 May 2020

ANNUAL COUNCIL MEETING

To all Members of the Council

You are summoned to attend the annual meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 20 May 2020** at **6.00 pm** to transact the business set out below:

A handwritten signature in black ink, appearing to read 'N. V. Lynn'.

Nigel Lynn
Chief Executive

PLEASE NOTE: This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be published on the Council website at least 24 hours prior to the meeting.

Different meeting arrangements are in place for the period running 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'. To view the Council's revised Rules of Procedure for 'virtual meetings' please click on this link: <https://www.arun.gov.uk/constitution>

For further information on the items to be discussed, please contact committees@arun.gov.uk.

AGENDA

1. **Tributes in Memory of Councillor Chris Blanchard-Cooper and Honorary Alderman Tony Squires**

The agenda will reflect those who passed in service with other notifications then being introduced by the Chairman.

2. **Apologies for absence**

3. **Retiring Chairman's Announcements**

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

4. **Appointment of Chairman of the Council**

To appoint Councillor Mrs Amanda Worne as Chairman of the Council for the ensuing year. As Councillor Mrs Worne was appointed to the position of Vice-Chairman of the Council and Chairman Elect for 2020/21 by ballot at the Annual Council Meeting on 22 May 2019 (Minute 8 confirms), the vote will be a named vote in accordance with Virtual Meeting Procedure Rule 9.

Once appointed, the newly elected Chairman will read out the statutory declaration of acceptance of office.

5. **Vote of Thanks to Retiring Chairman**

To propose a vote of thanks to Councillor Mrs Jeanette Warr for the services rendered by her as Chairman of the Council during the past year.

6. **Appointment of Vice-Chairman of the Council and Chairman Elect**

In accordance with Article 4.2(c), the Council will consider nominations put forward by each of the Political Groups for the position of Vice-Chairman of the Council for 2020/21 and Chairman Elect for 2021/22.

The vote will be a named vote in accordance with Virtual Meeting Procedure Rule 9.

The newly appointed Vice-Chairman of the Council for the ensuing year will read out the statutory declaration of acceptance of office.

7. **Minutes** (Pages 1 - 14)

To approve as a correct record the Minutes of the Special Meeting of the Council held on 19 February 2020, which are *attached*.

8. **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

9. **Chairman's Announcements**

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

10. **Appointment of the Leader and Deputy Leader of the Council**

In accordance with Article 7, to appoint Councillor Dr James Walsh as the Leader of the Council and Councillor Francis Oppler as the Deputy Leader of the Council.

11. **Appointment of Cabinet Members** (Pages 15 - 16)

In accordance with Article 7, to note the appointment of Cabinet Members as confirmed by the Leader of the Council in the *attached* report.

The Council is also asked to note that the Leader of the Council has created an eighth Cabinet Portfolio and reallocated executive functions from the Corporate Support Cabinet Portfolio to a new Commercial and Business Development Cabinet Portfolio as set out in the notification *attached*.

12. **Appointments to Committees**

To make appointments to the Scrutiny and Regulatory Committees, the Standards Committee and other Working Parties, Panels etc, including the confirmation of Chairman and Vice-Chairman of these Committees, Working Parties etc.

As appointments are still being confirmed by the Group Leaders, this report will be circulated *separately*.

13. **Appointments to Outside Bodies**

To make appointments to Outside Bodies, as submitted by the Leader of the Council, as set out in the report to be circulated *separately* to the meeting.

14. **Appointment of Councillor Directors of any Council Owned Companies**

There are no appointments to report.

15. **Appointment of Other Group Leaders** (Pages 17 - 18)

To note the appointments of the other Group Leaders and Deputy Leaders, as set out in the *attached* report.

16. **Change to the Members' Allowances Scheme**

The Council is recommended to accept the report of the Independent Remuneration Panel into a review of the Special Responsibility Allowances payable to Cabinet Members from the introduction of an eighth Cabinet Portfolio.

This report will be circulated *separately* to the agenda.

17. **Changes to the Constitution - Virtual Meetings** (Pages 19 - 28)

The Council is asked to note the decision taken by the Monitoring Officer, as *attached*.

18. **Extended Absence from Meetings - Councillor Mrs Faye Catterson** (Pages 29 - 30)

The Council is asked to endorse the decision taken by the Chief Executive, as *attached*.

19. **Extended Absence from Meetings - Councillor Mrs Tracey Baker** (Pages 31 - 32)

The Council is asked to endorse the decision taken by the Chief Executive, as *attached*.

20. **Extended Absence from Meetings - Councillor Mrs June Caffyn** (Pages 33 - 34)

As this request was received after the Council had resumed its Calendar of Meetings, this report seeks approval to an extended period of period from meetings for Councillor Mrs June Caffyn.

- Members are reminded that if they have detailed questions, would they please inform the relevant Cabinet Member/Chairman and/or Director in advance of the meeting in accordance with the Council Procedure Rules.
- Filming, Photography and Recording of 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](#)

Subject to approval at the next Full Council meeting

341

**MINUTES
OF A
MEETING OF THE ARUN DISTRICT COUNCIL
HELD IN THE ARUN CIVIC CENTRE
ON 19 FEBRUARY 2020 AT 6.00 PM**

Present: Councillors Mrs Worne (Vice-Chair, in the Chair), Batley, Bennett, Bicknell, B Blanchard-Cooper, Bower, Brooks, Buckland, Mrs Catterson, Chapman, Charles, Clayden, Mrs Cooper, Cooper, Coster, Mrs Daniells, Dendle, Dixon, Edwards, Elkins, Goodheart, Mrs Gregory, Gunner, Mrs Hamilton, Mrs Haywood, Hughes, Huntley, Jones, Kelly, Lury, Mrs Madeley, Miss Needs, Oliver-Redgate, Oppler, Mrs Pendleton, Purchase, Miss Rhodes, Roberts, Mrs Stainton, Mrs Staniforth, Stanley, Tilbrook, Ms Thurston, Dr Walsh and Mrs Yeates.

Honorary Aldermen Dingemans and Mrs Stinchcombe were also in attendance at the meeting.

[Note: The following Councillors were absent from the meeting during consideration of the matters detailed in the Minutes indicated:- Councillor Batley, Bicknell and Goodheart – Minute 451 to 454 (Part); Mrs Pendleton – Minute 460].

451. WELCOME

The Chairman welcomed Councillors, representatives of the public, press and officers to the Council Meeting.

She announced that the Chairman of the Council, Councillor Mrs Warr, had been taken poorly earlier on in the day and had been rushed to hospital, however, she could confirm that Councillor Mrs Worne was now at home recovering.

452. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Mrs Baker, C Blanchard-Cooper, Mrs Caffyn, English, Mrs Erskine, Northeast, Miss Seex, Smith and Mrs Warr and from Honorary Aldermen Mrs Goad, Mrs Morrish and Squires.

453. DECLARATIONS OF INTEREST

A Declaration of Interest Sheet had been displayed to the meeting setting out those Members who had made a declaration of their personal interest as a Member of a Town or Parish Councillor or a West Sussex County Councillor, as confirmed in their Register of Interest as these declarations could apply to any of the issues to be discussed at the meeting. This table is set out below:

Full Council - 19.02.20

Name	Town or Parish Council or West Sussex County Council [WSCC]
Councillor Tracey Baker	Littlehampton
Councillor Kenton Batley	Bognor Regis
Councillor Jamie Bennett	Rustington
Councillor Paul Bicknell	Angmering
Councillor Billy Blanchard-Cooper	Littlehampton
Councillor Chris Blanchard-Cooper	Littlehampton
Councillor Jim Brooks	Bognor Regis
Councillor Ian Buckland	Littlehampton and WSCC
Councillor Mike Clayden	Rustington
Councillor Andy Cooper	Rustington
Councillor Alison Cooper	Rustington
Councillor Sandra Daniells	Bognor Regis
Councillor David Edwards	WSCC
Councillor Roger Elkins	Ferring and WSCC
Councillor Paul English	Felpham
Councillor Inna Erskine	Bognor Regis
Councillor Steve Goodheart	Bognor Regis
Councillor Pauline Gregory	Rustington
Councillor June Hamilton	Pagham
Councillor Shirley Haywood	Middleton-on-Sea
Councillor David Huntley	Pagham
Councillor Henry Jones	Bognor Regis
Councillor Martin Lury	Bersted
Councillor Claire Maria Needs	Bognor Regis
Councillor Francis Oppler	WSCC
Councillor Jacky Pendleton	Middleton-on-Sea and WSCC
Councillor Vicky Rhodes	Littlehampton
Councillor Dan Purchase	WSCC
Councillor Emily Seex	Littlehampton
Councillor Martin Smith	Aldwick
Councillor Samantha Staniforth	Bognor Regis
Councillor Matt Stanley	Bognor Regis
Councillor Isabel Thurston	Barnham & Eastergate
Councillor James Walsh	Littlehampton and WSCC
Councillor Jeanette Warr	Bognor Regis
Councillor Amanda Worne	Yapton
Councillor Gillian Yeates	Bersted

454. PUBLIC QUESTION TIME

The Chairman invited questions from members of the public who had submitted their questions in advance of the meeting in accordance with the rules of the Council's Constitution.

The Leader of the Council was asked a question which followed on from the urgent update that had been provided at the Cabinet meeting held on 10 February 2020 on the unprecedented flooding events experienced following storm Ciara at Climping. Reference had been made to a meeting with the Environment Agency on 12 February 2020 and the questioner asked if he could be told what had happened at that meeting and if a new action plan had been agreed; if a new stakeholder group had been established to review the established strategy allowing the necessary changes to be made in light of events. The questioner asked was it not clear that the erosion of the defences at Climping were damaging enough for Climping itself, but also impacted far beyond – all of this had been predicted many years ago – a solution needed to be found.

Councillor Dr Walsh responded stating that he had attended the meeting called by the Parish Council with the Environment Agency (EA) on 12 February 2020 with Officers of the Council. The Council had encouraged the EA to publish its report for the future of the beach which had been due for some time. The report was vital as it would make it easier for all to have a sensible and mature conversation over what should be the way forward.

Councillor Dr Walsh confirmed that the Council remained committed to participating in the ongoing dialogue and fulfilling its role in an emergency if this became necessary. However, it needed to be made clear that the EA was the responsible body for formulating plans for the future of Climping Beach, however, as a Council, Arun would not be taking direct action to prevent a further breach by the sea.

Finally, Councillor Dr Walsh stated that he would be providing a further update report on the impact of storms Ciara and Dennis under Urgent Business and that this would provide a follow-up from the question that had just been asked.

The Chairman then invited the questioner to ask a supplementary question.

The questioner outlined that recent events had demonstrated, beyond doubt, that the sea breach threatened the future of Littlehampton's maritime industry in its entirety and so without the Council's intervention this could result in overtopping on the West Bank. The questioner stated that the Strategy in place needed urgent review and that a sustainable plan for Climping and the West Bank needed to be implemented. He asked the Leader of the Council to not close his mind and to consider entering into such a partnership project with the EA to deliver a scheme for Climping and the West Bank, in line with what the Council did for the flood defences at East Bank.

Full Council - 19.02.20

Councillor Dr Walsh responded stating that he agreed with the first part of the supplementary statement made. This was why the publication of the EA report was so vital to see what they would be proposing. Councillor Dr Walsh stated that responses to the second part of the supplementary would be covered in his urgent update. He confirmed that he did not have a closed mind and agreed with the analogy made in relation to the East Bank.

The Chairman then drew Public Question Time to a close.

455. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

There were no questions from Members with prejudicial/pecuniary interests.

456. MINUTES

The Minutes of the Council meeting held on 15 January 2020 were approved as a correct record and signed by the Chairman.

457. CHAIRMAN'S ANNOUNCEMENTS

On behalf of the Chairman, the Vice-Chairman alerted Members to the list of engagements attended since the Council Meeting held on 15 January 2020 – these had been emailed to Councillors recently.

She confirmed that the Special Meeting of the Council scheduled for 22 April 2020 would be cancelled.

458. URGENT MATTERS

The Leader of the Council outlined that he thought that it would be helpful to provide a brief update on the impact that storms Ciara and Dennis had had across the District.

Firstly, in respect of Climping, he understood that the Environment Agency (EA) had asked the Littlehampton Harbour Board (LHB) to have requested that all shingle remaining in the stockpile on West Beach would now be allocated for the use of the EA at Climping. No further material would be taken for disposal. The LHB Contractor would remove their machinery and the EA would move in theirs.

The Council's Director of Place and the Engineering Services Manager would be meeting with the EA shortly to discuss what the short- and medium-term plans would be.

With regard to Pagham, the Council's Engineers had been closely monitoring weather forecasts. When it had become clear that there was a chance of storm damage, the decision had been made to proactively bolster East Front Road with shingle won from the nearshore bank. This work had commenced on 8 February 2020 and had continued as the storm impacted upon the beaches. Machinery had been kept on the beach for the entire week and the Council's contractors and staff had worked tirelessly to ensure that the risk to residents was minimised. Overall, all the beaches managed by the Council had appeared to have stood up well.

(Having provided this update, Councillor Dr Walsh declared a Personal Interest as a Member of the Littlehampton Harbour Board [representing West Sussex County Council].

459. BUDGET 2020/2021

The Leader of the Council, Councillor Dr Walsh, presented his Budget Statement, **a copy of which is attached to the signed copy of the Minutes.**

An extract from the Minutes from the meeting of Cabinet [Minute 433] held on 10 February 2020; an amendment to those recommendations, an amended Appendix 1, and Appendix 4 setting out the statutory resolutions that the Council was also required to consider, were tabled at the meeting.

In proposing the recommendations at Minute 433 from the Cabinet meeting held on 10 February 2020, Councillor Dr Walsh confirmed that he needed to propose an amendment to include the additional statutory recommendations listed in the Group Head of Corporate Support's report as set out on page 26 of the agenda.

The amendment added further recommendations (8), (9) and (10) which had also been circulated as part of the second bundle of papers. The additional wording has been set out below in bold:

- (1) The General Fund Revenue Budget as set out in Appendix 1 is approved;
- (2) Arun's Band D Council Tax for 2020/21 is set at £186.57, an increase of 2.73%;
- (3) Arun's Council Tax Requirement for 2020/21, based on a Band D Council Tax of £186.57, is set at £11,612,863 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (4) The Housing Revenue Account (HRA) Budget as set out in Appendix 2 is approved;
- (5) The HRA rents for 2020/21 are increased by 2.7% (CPI plus 1%) in accordance with the provisions of the rent standard;

Full Council - 19.02.20

- (6) HRA garage rents are increased by 5% to give a standard charge of £12.31 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income;
- (7) The Capital Budget as set out in Appendix 3 is approved;
- (8) The statutory resolutions required by the Council in agreeing its budget for 2020/21, as set out in Appendix 4 circulated at the meeting, be approved;**
- (9) It be noted that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Support, has approved i) a Council Tax base of 62,244 for 2020/21 and ii) the submission of the Council's NNDR1 return (the estimate of the Council's Business Rate income for 2020/21) to the Ministry of Housing, Communities and Local Government; and**
- (10) For 2020/21, any expenses incurred by the Authority in performing in part of its area a function performed elsewhere in its area by a Parish/Town Council or the Chairman of a Parish Meeting shall not be treated as special expenses for the purposes of Section 35 of the Local Government Finance Act 1992.**

The Leader opened his statement by stating that he firstly wished to thank the Group Head of Corporate Support and the Financial Services Manager for putting together the Budget; presenting this to political groups and to Cabinet in such an easy to understand way.

He confirmed that this was an historic occasion as this was the very first Budget presented to this Council by a non-Conservative administration since Arun had been created some 47 years ago. As the Liberal Democrat Leader of the Council, this was a poignant moment.

A very significant emphasis of the Budget was to provide practical help with new truly affordable council housing to address the housing cost crisis amongst younger residents; to take significant steps to the regeneration of Bognor Regis and Littlehampton; to begin to address Climate Emergency locally; and to identify new income generation sources in the face of the ending of virtually all central government funding to local councils.

This Budget was part of the Council's medium-term financial plan to give economic security to the residents of the District and to show that despite facing significant funding challenges this Council could deliver effective, accountable and efficient services. This was to be viewed in the context of several years of austerity and declining financial support from central government.

Although there was still great uncertainty about local government funding for the future, this was an extremely positive budget providing everything at a cost of £186 per annum for a Band D property with the Council's share of the total bill being less than 10%. There was a manageable deficit of just over £600k projected for 2020/21 which was broadly in line with the Medium-Term Financial Strategy approved by Cabinet in September 2019. This demonstrated the value of sound financial planning and included an ambitious capital programme.

Councillor Dr Walsh provided some background to the ongoing changes in Central Government funding as it had been extensively reported that local government funding was under severe pressure due to this. He covered the following points:

- The Council had had to contend with erratic information from Central Government with the full detail of the financial settlement not being received until 20 December 2019 – severely compromising the budgetary timetable.
- One of the Council's major sources of finance was the New Homes Bonus (NHB) and it had been indicated that this would be significantly reduced to zero in three years. This dramatic reduction had to be reviewed against a peak of over £4m only four years ago and the fact that there was no funding in place to replace this.
- The major funding source from Central Government would be the retention of business rates. Any increases were dependent upon growth in the District. Significant growth had been experienced since the inception of this scheme which had partially offset the reduction in other funding sources. The downside to this was that there had been a significant transfer of risk from central to local government with the Council now being responsible for the appeals against valuations and due to the recent announcement of a reset of Business Rates occurring in 2020/21 meaning that the Council would lose all or some of the growth accumulated.
- Given the severe risks, it was vitally important for the Council to mitigate against them so that it could continue to prudently plan. This was why Cabinet had taken the decision to contribute approximately £850k to the Funding Resilience Reserve which now totalled almost £5m and would mean that the Council would have time to properly and systematically plan for the inevitable reductions in the Council's net budget within a realistic timeframe.

Full Council - 19.02.20

- It was therefore important to hold a reasonable level in the Council's General Fund reserve [in addition to the Funding Resilience Reserve] as mitigation against the severe reductions in funding. A level of £6m at 31 March 2021 appeared appropriate in the current financial environment.

Despite all of these factors, Councillor Dr Walsh, was pleased to be able to confirm that included within this Budget were new strategic targets, as approved by the Council on 13 November 2019, which would be essential to setting the future direction of the Council. These and other highlights were:

- The creation of a Sustainability Officer to respond to the climate crisis
- The creation of a Commercial Manager to help the Council become more commercially active
- The implementation of the digital agenda
- The extension of ultrafast public connectivity to ensure that the District would be future ready and could accelerate the investment from commercial organisations leading to a roll out of fibre to the premise.

Moving onto the Housing Revenue Account (HRA), Councillor Dr Walsh was delighted to refer to the ambitious stock development programme in which the Council had already approved schemes of 89 units which would provide quality accommodation for local people in need of homes. In addition to this, the Council was actively developing a pipeline of schemes to ensure that the Council would achieve a continuous supply of new housing. The Council had also completed a condition survey of all its housing stock and had made budgetary provision to support this so that tenants would enjoy a significant improvement in their standard of housing.

The final part of the budget concerned the capital programme where Councillor Dr Walsh was able to state that despite the severe financial pressures that the Council was facing, there was a sound capital programme in place. These included:

- A contribution of £200k for Littlehampton Public Realm
- Essential repairs to Littlehampton Cemetery (£250k)
- Fizzleet Car Park (£250k)
- West Beach Roadway (£150k)
- Play areas (£100k)
- Disabled Facility Grants (£1.5m for both 2019/20 and 2020/21)
- IT Infrastructure and Storage Area Network

In conclusion, the Leader commended what he stated was a forward looking and prudent budget, confirming that he was proud of the achievements made in the limited time that his Group had been in power and that he intended to build upon these successes in the future. He reinforced his comments made earlier that this Budget presented a manageable deficit, in line with the Medium-Term Financial Strategy of the Council; set out a comprehensive capital programme whilst also leveraging in over £3m from external bodies and partners. In addition to this, a number of strategic targets had been financed which would be vital for the Council's future development. Further

proposals would be submitted to Cabinet and Council soon for the Place St Maur and Sunken Gardens, as well as other schemes in the pipeline for Bognor Regis and Littlehampton. In addition, the funding by developers and the County Council of the Lyminster by-pass and A259 duelling would bring economic benefit to the businesses and residents in the District.

Councillor Oppler then seconded the recommendations as amended.

Councillor Chapman, as Leader of the Opposition, then responded to the Budget Statement made by thanking the Leader of the Council for his statement and the Group Head of Corporate Support and his team for the ongoing work they did in safeguarding the Council's financial position. Councillor Chapman stated that there was much to digest from this budget and so he wished to pass comment on each of its phases.

Firstly, part of the Council's Medium-Term Financial Strategy, was to provide economic security to residents. This budget did not do this and there were issues that should have been addressed back in May 2019 which had not been. Reference was made to the funding challenges outlined and it was argued that these were not new and that it had already been accepted for some time that Central Government support was unknown. For many years the Council had been able to deliver a balanced budget, this was not a balanced budget and Councillor Chapman stated that he refused to believe that a £600k deficit was manageable, instead it represented a threat to the Council's General Fund.

Councillor Chapman expressed concern that Council Tax was set to increase above the rate of inflation which would impact heavily on some vulnerable families, he could see no plan to ameliorate it. He stated that the Conservatives had always managed the erratic changes in funding from Central Government and that this budget presented no evidence of sound financial planning. He referred to the NHB, a serious threat, yet there was no confirmed plan to deal with this reduction. The transfer of risk from Central to Local Government had been developing for years and he asked where was the planning in terms of how the Council would react to this. Councillor Chapman referred to the Cabinet decision to fund the resilience reserve stating that this had been built up by the previous administration. The decline in the Council's balances was of serious concern and it could be seen that the CIPFA analysis set out the risks associated with this for the District. This indicated that the Council was moving to high risk strategies which were all due to a lack of preparedness of this administration. Looking at the new Strategic Targets agreed by the Council in November, many of them were unquantified and the ability for the Council to deliver them would be limited due to issues with the General Fund. What could be congratulated was improvement on the levels of affordable accommodation and future schemes. Looking at the stock maintenance programme it was emphasised that this would be brought to fruition only because of the work achieved by the previous administration. Reference had been made in the budget on the investment to provide Public Realm for Littlehampton, there was little mention of Bognor Regis and what was happening with regeneration since the decision had been made to stop the Pavilion Park. Looking at the capital programme, these all looked reasonable, but no mention had been made of staffing levels which appeared to be increasing in line with projects that were in the pipeline, yet nothing had

Full Council - 19.02.20

been included in the budget to address areas that had a clear shortage in staffing levels. The fear was that it would be the District's council tax payers and tenants that would have to pay more money to cover this and to improve the delivery or value of services across the District. Based upon all these facts, Councillor Chapman confirmed that he could not support the Budget.

The Chairman then invited Councillor Dixon, on behalf of the Independent Group to speak. He stated that following years of austerity and having become a much smaller Council with limited resources, future funding remained uncertain. Despite this there was a lot to celebrate. The Littlehampton Wave had been a huge success of the previous administration and was something that the District could be really proud of as it drew many visitors to the area. However, at the same time investment had depreciated and there were limited resources restricting the current administration's ability to get things done. The main example, in his view, had been the unsoundness of the Local Plan, which had added financial pressure moving forward. The Council's decision to move from a Cabinet to a Committee structure would provide open and transparent decision making and would involve all Councillors in a more democratic way. Of concern was rising sea levels and the fact that the Council should be leading the way in achieving carbon neutrality. He therefore welcomed the appointment of a sustainability manager and a commercial manager to help the Council to achieve its targets. Littlehampton needed Public Realm as Bognor Regis had already received its makeover. WSCC's withdrawal of up to £1m in recycling credits had dented the Council's budget and so the Council needed to consider if it could afford providing the same level of recycling service.

The Chairman then invited Councillor Ms Thurston, on behalf of the Green Group to respond. She stated that she welcomed what she considered to be a thoughtful and well-balanced budget which had been produced in challenging circumstances. The budget would allow the Council to maintain its services and also improve strategic investment. Councillor Ms Thurston outlined that the Budget would allow for the improvement of regeneration and that it was exciting that additional affordable homes would be built and that the new Sustainability Officer would work on an action plan which would provide a good start for the Council to advance its climate change plans. This had to be the biggest priority for the Council to achieve a carbon neutral status. Finally, Councillor Ms Thurston thanked the Council's Officers who had worked hard in producing the Budget.

The Chairman then invited debate. This saw many varying views being expressed. There were Councillors who spoke against the Budget and they stated that they had concern about the proposed increase in Council Tax. They felt that it was unfair to increase the council tax to a rate that was double the CPI figure of 2.73% and they questioned how this could be justified when the Council was prepared to continue spending whilst at the same time increasing council tax. Concern was also expressed over the contingencies and special items in the budget which had increased by £1.206 m. Within this figure were different projects that had no robust business case to support them. It was stated that the new administration was doing less but at the same time spending more. The need to retain a solid and dependable reserve fund was vital and

there was fear that it was heading for a significant deficit moving forward. Healthy reserves were required to protect the Council in emergency situations. Presenting a planned overspend was spiralling towards potential insolvency.

Those speaking in support of the Budget pointed out that the proposed increase of 2.73% was less than the 2.96% increase in Council Tax approved for 2019/20. It was highlighted that the Budgets of the previous Conservative administrations had focused on cutting staffing levels as part of the 2020 Vision. This Budget proposed a lower increase whilst at the same time was increasing staff levels whilst delivering essential projects. There were many positives to report, these were ambitious plans for a large number of affordable homes; plans to tackle the climate change emergency; and the appointment of a sustainability officer, showing that the Council was investing in this vital issue. One of the plans proposed as part of the climate change work was to launch a tree planting strategy across the District. The County Council's decision to withdraw recycling credits over two financial years at short notice had left a gap in the budget. The Council has also been severely affected by a growth in homelessness resulting in a supplementary estimate of almost £1m in December 2019. There were schemes in place to tackle these issues. It was hoped that a Food Waste and Hygiene Collection Trial would be tested in the District in the future and there were plans to employ a commercial acquisitions manager to put the Council onto a more commercial footing. These were all ways at looking at ways to mitigate the reductions in central government funding. Others agreed that a lot of work was being undertaken to find efficiencies and economies to achieve underspends that could be applied in the next budget.

Councillor Oppler, as seconder to the recommendations, referred to the fact that Arun's share of the total council tax bill was less than 10%, representing a very modest amount and increase. He hoped that Central Government would bring in a local income tax to replace it. He also referred to the actions of WSCC in significantly reducing the previously agreed recycling credits and ending its level of housing support which had placed even further pressure on this Council.

Councillor Dr Walsh, as proposer to the recommendations, added to the points made in the debate. He stated that this had not been the first unbalanced budget presented to this Council. This budget would ensure that the Council would be able to deliver essential front-line services and a capital programme. On rents it had been the previous administration, directed by Government, that had reduced rents by 1% each year ending up with the Council being in a deficit budget situation. The Council was now having to catch up in accordance with the provisions of the rent standard. The key themes of the sound capital programme in place were also explained. Councillor Dr Walsh commended the Budget.

Before moving to the vote, a question was asked about whether it was lawful to approve an unbalanced Budget. The Group Head of Corporate Support and Section 151 Officer confirmed that the Budget being presented was lawful.

Full Council - 19.02.20

The Group Head of Council Advice and Monitoring Officer outlined that in line with the Council's Constitution a recorded vote was required when voting on the recommendations.

Those voting for the recommendations were Councillors Batley, Bennett, B Blanchard-Cooper, Brooks, Buckland, Mrs Catterson, Coster, Dixon, Goodheart, Mrs Gregory, Mrs Hamilton, Mrs Haywood, Huntley, Jones, Lury, Miss Needs, Oppler, Purchase, Mrs Staniforth, Stanley, Tilbrook, Ms Thurston, Dr Walsh, Mrs Worne and Mrs Yeates (25). Those voting against the recommendations were Councillors Bicknell, Clayden, Mrs Cooper, Cooper, Dendle, Gunner, Miss Rhodes and Roberts (8). Councillors Bower, Chapman, Charles, Mrs Daniells, Edwards, Elkins, Hughes, Kelly, Mrs Madeley, Oliver-Redgate, Mrs Pendleton and Mrs Stainton abstained from voting (12).

The Council

RESOLVED – That

- (1) The General Fund Revenue Budget as set out in Appendix 1 is approved;
- (2) Arun's Band D Council Tax for 2020/21 is set at £186.67, an increase of 2.73%;
- (3) Arun's Council Tax Requirement for 2020/21, based on a Band D Council Tax of £186.57, is set at £11,612,863 plus parish precepts as demanded, to be transferred to the General Fund in accordance with statutory requirements;
- (4) The Housing Revenue Account (HRA) Budget as set out in Appendix 2 is approved;
- (5) The HRA rents for 2020/21 are increased by 2.7% (CPI plus 1%) in accordance with the provisions of the rent standard;
- (6) HRA garage rents are increased by 5% to give a standard charge of £12.31 per week (excluding VAT), and heating and water/sewerage charges increased on a scheme by scheme basis, with a view to balancing costs with income;
- (7) The Capital Budget as set out in Appendix 3 is approved;
- (8) The statutory resolutions required by the Council in agreeing its budget for 2020/21, as set out in Appendix 4 circulated at the meeting, be approved;

(9) It be noted that the Group Head of Corporate Support, in consultation with the Deputy Leader of the Council and Cabinet Member for Corporate Support, has approved i) a Council Tax base of 62,244 for 2020/21 and ii) the submission of the Council's NNDR1 return (the estimate of the Council's Business Rate income for 2020/21) to the Ministry of Housing, Communities and Local Government; and

(10) For 2020/21, any expenses incurred by the Authority in performing in part of its area a function performed elsewhere in its area by a Parish/Town Council or the Chairman of a Parish Meeting shall not be treated as special expenses for the purposes of Section 35 of the Local Government Finance Act 1992.

460. CALENDAR OF MEETINGS FOR 2020/21

The Council received a report from the Group Head of Council Advice & Monitoring Officer which proposed arrangements for the Calendar of Meetings for 2020/21.

Having been proposed by Councillor Dr Walsh and seconded by Councillor Oppler, the Council

RESOLVED

That the Calendar of Meetings for 2020/21 be approved.

(The meeting concluded at 8.20 pm)

This page is intentionally left blank

ARUN DISTRICT COUNCIL
ANNUAL COUNCIL MEETING – 20 MAY 2020
REPORT OF THE LEADER OF THE COUNCIL AND CABINET
PORTFOLIOS FOR 2020/21

The Council is asked to note that the Leader of the Council has provided written notice in accordance with Article 7, Paragraph 9(b) of the Council's Constitution to create an eighth Cabinet portfolio and reallocate the following executive functions from the Corporate Support Cabinet Portfolio to a new Commercial and Business Development Cabinet Portfolio:

- Assessing the Council's assets
- Developing a commercial strategy
- Generating income ideas
- Planning the financial recovery from the Covid 19 pandemic

The first three functions respond to the priority agreed as Strategic Target 5 (Finance) by the Council at its meeting on 13 November 2019. The fourth function will support the Council in its critical review of financial recovery as we move out of the Covid 19 pandemic. The Group Head of Council Advice & Monitoring Officer will therefore make the necessary constitutional amendments.

This change will still keep the Cabinet within the maximum composition of eight members as defined in Article 7, Paragraph 2.0. The Leader of the Council will confirm who he has appointed as a Cabinet Member and the Portfolio they will be responsible for at the Annual Council Meeting on 20 May 2020.

The Leader of the Council recognises that this change does impact on the Members' Allowances Scheme as this is currently based on a Special Responsibility Allowance (SRA) being payable to five Cabinet Members. In consultation with the Cabinet Members, the Leader of the Council's intention is that this change should not impact on the current Members' Allowances Budget and so he has asked the Independent Remuneration Panel to conduct a review with a proposal that the existing budget of £41,600 for Cabinet Member SRAs be retained but split between six rather than five Cabinet Members meaning the SRA would reduce from £8,320 to £6,933. The Leader of the Council understands that the outcomes of this review will need to be reported to the Annual Council Meeting to reflect any proposed changes to the Members' Allowances scheme.

<u>Cabinet Portfolio</u>	<u>Cabinet Member</u>
Leader of the Council and Economy	Councillors Dr Walsh
Deputy Leader/Corporate Support	Councillor Oppler
Planning	Councillor Lury
Community Wellbeing	Councillor Mrs Yeates
Technical Services	Councillor Stanley
Residential	Councillor Mrs Gregory
Neighbourhood Services	Councillor Mrs Staniforth
Commercial & Business Development	To be confirmed at the Annual Council Meeting

ARUN DISTRICT COUNCIL

ANNUAL COUNCIL MEETING – 20 MAY 2020

APPOINTMENT OF GROUP LEADERS AND DEPUTY LEADERS – 2020-2021

The Council is

RECOMMENDED – To note the appointment of the other Group Leaders as follows:

- (1) Leader of the Opposition and Conservative Group – Councillor Terry Chapman.

Deputy Leader of the Opposition and Conservative Group – Councillor Paul Dendle
- (2) Leader of the Independent Group – Councillor Tony Dixon

Deputy Leader of the Independent Group – Councillor Hugh Coster
- (3) Leader of the Green Group – Councillor Ms Isabel Thurston

Deputy Leader of the Green Group – Councillor Mrs Faye Catterson

This page is intentionally left blank

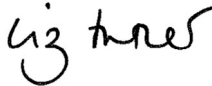
ARUN DISTRICT COUNCIL DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.

DATE DECISION TAKEN	22 April 2020
SUBJECT	Changes to the Constitution – Virtual Meetings
DECISION TAKEN	<p>In consultation with the Chief Executive, Group Leaders, Chairman and Vice-Chairman of the Constitution Working Party, I have exercised my delegated authority at Article 15 (Review and Revision of the Constitution), paragraph 2.0(iii) to make consequential changes to the Constitution as a result of the enactment of emergency legislation namely the:</p> <ol style="list-style-type: none"> 1. Coronavirus Act 2020; and 2. Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. <p>The changes cover the introduction of a new Section 5 (Virtual Meeting Procedure Rules) to be included within Part 5 of the Council’s Constitution.</p>
REASON FOR THE DECISION	<p>The emergency legislation allows local authorities to run formal meetings virtually during the current public health emergency. It confirms that Councils can make any necessary changes to their Standing Orders/ Procedure Rules to set out how these meetings will work in practice. The new Section 5 (Virtual Meeting Procedure Rules) has been approved to confirm how the Council will conduct formal business through virtual means such as telephone conferencing and live streaming at any meetings held of Full Council, Cabinet and Committees during the public health emergency.</p> <p>The Procedure Rules recognise that the legislation has introduced these powers for a limited period until 7 May 2021.</p>
ALTERNATIVE OPTIONS CONSIDERED OR REJECTED	To not make the consequential changes – this option was rejected as it would not have allowed the Council to hold virtual meetings under the new legislation as there is no current provision for the required arrangements within the Council’s Constitution

*This record to be maintained for six years or such period as statute requires
with the relevant subject file*

ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i>	None
NAME OF THE DECISION TAKER	Liz Fatcher, Group Head of Council Advice & Monitoring Officer
SIGNATURE	

**PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)**

**PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)**

To be read in conjunction with Sections 1 to 4 at Part 5 of the Council's Constitution

Approved 22 April 2020

**PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)**

Part 5 is set out in five sections as follows:

SECTION 1 – Council Procedure Rules

SECTION 2 – Cabinet Procedure Rules

SECTION 3 – Committee Procedure Rules

SECTION 4 – Public Speaking Rules

SECTION 5 – Virtual Meeting Rules

**PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)**

Contents

1. Introduction.....	4
2 Interpretation.....	4
3 Attendance	4
4 Public Access	4
5 Communications.....	4
6 Access to documents.....	4
7 Conduct of meetings	5
8 Interests.....	5
9 Voting	5
10 Substitution	6
11 Attendance by other Members at Cabinet and Committees	6
12 Public Question Time.....	6
13 Public Speaking at the Development Control Committee.....	6

PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)

1. Introduction

- 1.1** Different meetings arrangements are in place for the period 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to allow formal, virtual meetings.

2 Interpretation

- 2.1** These Procedure Rules clarify the Council’s temporary legal powers to hold meetings via telephone audio conference, video conference or other electronic means to avoid convening public gathering during the public health emergency. In any instance where these Procedure Rules conflict with other Procedure Rules or other sections of the Constitution, these Procedure Rules prevail until 7 May 2021.

3 Attendance

- 3.1** All references to Members being ‘present’ at a meeting include participating through virtual methods, including audio conferencing or video conferencing.
- 3.2** All references to Members ‘attending’ a meeting include participating through virtual methods, including audio conferencing or video conferencing.
- 3.3** To qualify as a formal, virtual meeting, Members must be able to hear and (where practicable) see and be heard and (where practicable) be seen by other Members in attendance at the meeting. All other members of the public must as a minimum be able to hear and (where practicable) see the meeting.
- 3.4** All references to meeting locations include an entirely virtual meeting by audio conference or video conference with no published fixed location.

4 Public Access

- 4.1** All formal meetings will be accessible to the public through live webcasting of the audio or video content, except where exempt or confidential items are being discussed.

5 Communications

- 5.1** All references to ‘nominating’, ‘writing down’ or ‘presenting’ can include by email, instant message or other electronic methods of communication.

6 Access to documents

- 6.1** All references to the ‘supply’ or ‘provision’ of documents or ‘inspection’ of documents at the ‘Arun Civic Centre’ or ‘council offices’ will be via electronic

PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)

methods such as on the Council's website in the first instance, or via email where permissible. Where practicable, hard copies of documents by post may be available on request for those who do not have internet provision.

7 Conduct of meetings

- 7.1** The Chairman of a virtual meeting will manage the meeting with clear instructions and requests to participants. The Chairman will introduce or ask each participant to identify themselves at the start of the meeting. Members will request to speak via electronic means.
- 7.2** Council Procedure rule 16.5 will apply to all virtual meetings which confirms that speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes in length without the consent of the Chairman.
- 7.3** If a question forms part of the speech, then the Member will have the right to ask a supplementary question which must arise directly out of the original question or reply. A written answer will be provided if requested by the Members.
- 7.4** If the Chairman speaks, any other Members shall stop speaking and will await instruction from the Chairman.
- 7.5** If a Member is asked to stop speaking and to no longer be heard in accordance with Council Procedure Rule 23, Cabinet Procedure Rule 9 and Committee Procedure Rule 11, the Chairman will stop all other speakers until that speaker has agreed to stop speaking or leaves the virtual meeting.
- 7.6** Requests to raise points of order or points of personal explanation as provided for in Council Procedure Rules 16.13 and 16.14; Cabinet Procedure Rules 8.13 and 8.14; and Committee Procedure Rules 10.13 and 10.14 must be communicated to the Chairman via electronic means and must be allowed as soon as practicable.

8 Interests

- 8.1** Council Procedure Rule 23.3; Cabinet Procedure Rule 9.1 and Committee Procedure Rule 11.1 continue to apply that Members will have regard to the Code of Conduct in any meeting. If a Member has a pecuniary or prejudicial interest in an item, they must leave the virtual meeting for the duration of that item, after which they will be invited to re-join the meeting.

9 Voting

- 9.1** At a virtual meeting, all votes called in accordance with Council Procedure Rule 18.4; Cabinet Procedure Rule 6.1; and Committee Procedure Rule 7.1 will be taken by the officer or a Chairman calling each member in turn to cast their vote

PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)

verbally, or by electronic methods, and the Chairman will read out the result when it has been collated.

10 Substitution

- 10.1** Council Procedure Rule 27 will continue to apply, with the exception that the deadline for notification by the relevant Group Leader for all meetings will be 24 hours prior to the start of the meeting.

11 Attendance by other Members at Cabinet and Committees

- 11.1** Cabinet Procedure Rule 7 and Committee Procedure Rule 8 will continue to apply with the exception that the Member must register to speak at least 24 hours prior to the start of the meeting and any question to be asked must be submitted in advance by the same deadline.

- 11.2** If a question forms part of the speech, then the Member will have the right to ask a supplementary question which must arise directly out of the original question or reply. A written answer will be provided if requested by the Members.

- 11.3** This Rule will not apply to the Development Control Committee as confirmed in Rule 13.2 below.

12 Public Question Time

- 12.1** Council Procedure Rules 11.1 and 11.2 and Cabinet Procedure Rules 12.1 and 12.2 will continue to apply.

- 12.2** The provisions at Council Procedure Rules 11.3 and 11.4 and Cabinet Procedure Rules 12.3 and 12.4 which allow questions to be asked in person, are replaced with any questions submitted being read out by the Chairman or Committee Manager at the relevant point in the meeting. Responses will continue to be provided to questioners and published to the website as the existing Procedure Rules confirm.

- 12.3** As this provision removes the questioner's right to a supplementary question at the meeting, such a question can be submitted to the relevant Cabinet Member for written response within 5 working days of the meeting. The question and answer given will be added to the list of questions published to the Council's website.

13 Public Speaking at the Development Control Committee

- 13.1** The number and order of speakers confirmed at Public Speaking Rule 4.1 will continue to apply. However, the provisions to speak in person are replaced with statements not exceeding 3 minutes to be submitted 24 hours prior to the start of the meeting which will then be read out by the Chairman or Committee Manager at the relevant point in the meeting.

PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 5 – VIRTUAL MEETING PROCEDURE RULES)

- 13.2** For fairness, these provisions will also apply to the Ward Member and any other Member seeking the Chairman's discretion to speak in line with Public Speaking Rule 4.2.

This page is intentionally left blank


ARUN DISTRICT COUNCIL DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.

DATE DECISION TAKEN	23 April 2020
SUBJECT	Extended Absence from Meetings – Councillor Faye Catterson
DECISION TAKEN	In consultation with the Group Leaders and Chairman of the Council, to approve an extended period of absence from meetings for Councillor Mrs Faye Catterson for up to six months until 22 October 2020.
REASON FOR THE DECISION	<p>Section 85 of the Local Government Act 1972 confirms that if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.</p> <p>Councillor Mrs Faye Catterson last attended a meeting of the Council on 10 March 2020 (Overview Select Committee). Due to personal reasons, she is unable to attend meetings (whether virtual or in person) for the foreseeable future and the reasons given justify the Council allowing her an extended period of absence.</p> <p>In the current national lockdown, it is unknown when the next Full Council meeting will be held. Therefore, I have exercised my delegated authority at Part 4, Section 1, paragraph 1.9 of the Officer Scheme of Delegation, in consultation with the Group Leaders and Chairman of the Council, to take an emergency decision to authorise this extended absence to ensure that Councillor Mrs Catterson can continue to act as a member of Arun District Council to meet the requirements of the 1972 Act.</p> <p>This decision will be reported to the next Full Council meeting for endorsement. Should a Council meeting not be held by 22 October 2020 then I will review the position again with the Group Leaders and Chairman of the Council.</p>
ALTERNATIVE OPTIONS CONSIDERED OR REJECTED	None, as the personal reasons given justify an extended period of absence.
ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL	None

*This record to be maintained for six years or such period as statute requires
with the relevant subject file*

**ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

<i>Only needed if the decision is under an express authorisation</i>	
NAME OF THE DECISION TAKER	Nigel Lynn, Chief Executive
SIGNATURE	


ARUN DISTRICT COUNCIL DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.

DATE DECISION TAKEN	23 April 2020
SUBJECT	Extended Absence from Meetings – Councillor Tracey Baker
DECISION TAKEN	In consultation with the Group Leaders and Chairman of the Council, to approve an extended period of absence from meetings for Councillor Mrs Tracey Baker until 20 May 2020.
REASON FOR THE DECISION	<p>Section 85 of the Local Government Act 1972 confirms that if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.</p> <p>Councillor Mrs Tracey Baker last attended a meeting of the Council on 18 November 2019 (Littlehampton Regeneration Sub-Committee). In normal circumstances, she would have had an opportunity to attend a meeting before 18 May 2020 when the six month period expires.</p> <p>Councillor Mrs Baker has been asked to provide me with the reasons for her absence between November 2019 and February 2020 which she has done, and she has confirmed that she did plan to attend the Full Council meeting on 18 March 2020 which was cancelled due to the coronavirus emergency.</p> <p>In the current national lockdown, it is unknown when the next Full Council meeting will be held. However, it is anticipated that the Annual Council meeting will proceed on 20 May 2020 to which Councillor Mrs Baker is appointed to attend.</p> <p>In consultation with the Group Leaders and the Chairman of the Council, I have exercised my delegated authority at Part 4, Section 1, paragraph 1.9 of the Officer Scheme of Delegation to take an emergency decision to authorise an extended period of absence for Councillor Mrs Baker until 20 May 2020 so that she can attend the planned Annual Council meeting. Such attendance would allow her to continue her qualification to act as a member of Arun District Council to meet the requirements of the 1972 Act.</p> <p>This decision will be reported to the next Full Council meeting for endorsement. Should Councillor Mrs Baker fail</p>

This record to be maintained for six years or such period as statute requires with the relevant subject file

ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

	to attend this meeting, then the Council will need to consider if it will authorise a further period of absence.
ALTERNATIVE OPTIONS CONSIDERED OR REJECTED	None, as the personal reasons given justify this extended period of absence and Councillor Mrs Baker has been unable to attend any meeting since March 2020 due to their cancellation.
ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i>	None
NAME OF THE DECISION TAKER	Nigel Lynn, Chief Executive
SIGNATURE	

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL ON 20 MAY 2020

SUBJECT: Extended Absence from Meetings – Councillor Mrs June Caffyn

REPORT AUTHOR: Nigel Lynn, Chief Executive
DATE: 29 April 2020
EXTN: 37600
PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

Following consultation with the Group Leaders, this report seeks approval to an extended period of absence from meetings for Councillor Mrs June Caffyn for up to six months until 20 November 2020 in line with the provisions of Section 85 of the Local Government Act 1972.

RECOMMENDATIONS:

It is recommended that:

- 1) In line with the provisions of Section 85 of the Local Government Act 1972, an extended period of absence for up to six months until 20 November 2020 be approved for Councillor Mrs June Caffyn.

1. BACKGROUND:

- 1.1 Section 85 of the Local Government Act 1972 confirms that if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
- 1.2 Councillor Mrs June Caffyn last attended a meeting of the Council on 15 January 2020 (Full Council). Due to personal reasons, she is unable to attend meetings (whether virtual or in person) for the foreseeable future and the reasons given justify the Council allowing her an extended period of absence.

2. PROPOSAL:

- 2.1 To approve an extended period of absence for up to six months until 20 November 2020 for Councillor Mrs June Caffyn in line with the provisions of the Local Government

Act 1972. This proposal would still allow Councillor Mrs Caffyn to attend meetings on an earlier date if her personal situation changes.		
3. OPTIONS: None – as the personal reasons given justify an extended period of absence.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		N/A
Relevant District Ward Councillors		X
Other groups/persons (please specify) Group Leaders who have supported the proposal	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal	X	
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X
6. IMPLICATIONS: None		

7. REASON FOR THE DECISION: To comply with the requirements of the Local Government Act 1972

8. BACKGROUND PAPERS: Section 85, Local Government Act 1972 http://www.legislation.gov.uk/ukpga/1972/70/section/85
