



Committee Work Programme

VERSION 1

UNLESS OTHERWISE SHOWN MEETINGS WILL BE HELD AT THE ARUN CIVIC CENTRE

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Published 30 September 2022

Further detailed information regarding specific issues to be considered by the Committees, please contact the named officer for the item concerned.

The Council has chosen to publish a Committee Work Programme setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail the decisions in the period listed, although not all decisions can

For further detailed information regarding specific issues to be considered by the Committees, please contact the named officer for the item concerned.

be included because in some cases the need for a decision is not known at the time of publication. However, an updated version of the Programme will be published on a monthly basis. The exception being those issues which are dealt with under the urgency provisions.

For each decision included in the Committee Work Programme the following information is provided:

- ✓ The committee or body that is to make the decision and the date of the meeting
- ✓ The title of the report and decision to be considered
- ✓ A list of other appropriate documents
- ✓ The name and telephone number of the contact officer to whom any representations should be sent for each item

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the website in advance of meetings. For further details on the time of meetings and general information about the Programme please contact Committees Services Team at Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF or telephone 01903 737611 or send an email to committees@arun.gov.uk .

How to make representations

Details on how to make representations at Committee meetings can be found on the Participating in Council meetings web page.

Background papers

A list of background papers is contained on the report for each item above.

Decisions Anticipated for October 2022

Housing and Wellbeing Committee 6 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Consultation Report	The purpose of this report is to provide the Committee with a summary of the budget process for 2023/4 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2023/24 as outlined in the report and having been endorsed by the Policy & Finance Committee on 6 September 2022		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Housing and Wellbeing Committee 6 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
SAFER ARUN PARTNERSHIP SCRUTINY	This report provides summary information to assist the Housing and Wellbeing	SAFER ARUN PARTNERSHIP SCRUTINY	Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	Committee undertake its statutory function of scrutinising the performance of the Safer Arun Partnership.			
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Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
COMMUNITY TRANSPORT PLAN	Community Transport provides a solution for people who are unable or who struggle to access mainstream transport. It is designed to meet local needs and is used for a social purpose or community benefit. This report reviews the current provision in the Arun district and proposes the steps required to facilitate the development of community transport in Arun.		Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
ACTIVITIES FOR OLDER PEOPLE IN ARUN – AGE UK UPDATE	On 24 January 2022 the Housing and Wellbeing Committee approved a grant of £50,000 to Age UK West Sussex Brighton and Hove to support older people's activities. This report is to provide an update on the use of the grant.	Agenda for H&W Committee meeting held on 24 January 2022	Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Fire Safety Policy	Earlier in 2022 The Fire Safety Act 2021 was passed into law. The new act revises the Regulatory Reform (Fire Safety) Order 2005 and clarifies responsibility for managing and reducing fire risk in multi-occupied residential buildings. The FSA 2021 includes	Housing Fire Safety Policy	Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	<p>significant changes to the previous Order including additional provision and responsibilities Landlords.</p> <p>To reflect these changes, it is necessary for ADC to undertake a review of the existing Fire Safety Policy to encompass the new legislation and make arrangements to ensure Compliance to the new Act across the Stock.</p>			
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Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Homelessness Grant Funding	This report details expenditure in relation to Government Grants and Funding received in respect of tackling and preventing homelessness and rough sleeping, and to mitigate the impact of COVID-19 on those who are homeless or at		Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	risk of homelessness.		
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Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Homelessness Strategy	Our current Homelessness Strategy expired in 2021. All Local Authorities are legally required to have an up-to-date Homelessness Strategy in place. To ensure compliance with the Homelessness Reduction Act 2017 (as amended), this report will seek agreement to extend the current strategy until the new Homelessness & Rough Sleeping Strategy 2023 - 2028 has been adopted.		Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Resident Engagement Strategy	The strategy will support the council in meeting the requirements set out by the government and will ensure that our residents have every opportunity to engage with us in the ways that suit them, delivering meaningful and outcome-focused resident involvement where they can influence and shape our current and future services.		Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Community Engagement Project Update			Georgina Bouette, Community Safety Manager, Robin Wickham, Group Head of Wellbeing & Communities georgina.bouette@arun.gov.uk, robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing & Wellbeing Committee - Performance Report Quarter 1	To provide feedback to the Committee on the performance of performance indicators relevant to the Housing & Wellbeing Committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Standards Committee 13 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge), Group Head of Organisational Excellence (Jackie Follis)

Standards Committee 13 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Public)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 23 June 2022. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 13 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Exempt)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 23 June 2022. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Policy and Finance Committee 20 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Policy & Finance Performance Report Quarter 1	This report updates the committee on key performance indicators that are measured in Quarter 1 2022/23 and will also report back on any matters referred to the Policy and Finance Committee from other committees.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Policy and Finance Committee 20 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Business Rate Pooling	This report seeks retrospective Member approval for the Interim Group Head of Finance and S151 Officer, in consultation with the Chair of this Committee, to continue membership of a business rate pool with selected other West Sussex authorities. The retrospective approval is requested		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	as the Department for Levelling Up, Housing and Communities (DLUHC) required Councils to indicate their intentions by 22 September 2022 for the 2023/24 financial year.			
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Policy and Finance Committee 20 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Update on the council's scope 1, 2 and 3 emissions for 2021 - 2022			William Page, Climate Change and Sustainability Manager william.page@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 20 Oct 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Littlehampton Seafront Project	Project Update Report		Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Planning Committee 26 Oct 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Potential Article 4 Direction - Houses in Multiple Occupation (HMO) in Arun</p>	<p>The report sets out the evidence base establishing a planning justification for the designation of Article 4 Directions in the three wards of Marine and Hotham (Bognor Regis) and River (Littlehampton). This evidence is collectively, set out in the BRE Study and a previous report to Planning Committee. This report, therefore, recommends that the notification process for Article 4 Directions be implemented and that the start date for the Article 4 Direction is confirmed by Full Council in the new year. This intervention will help to safeguard the amenity of those areas affected and future regeneration of Bognor Regis and Littlehampton.</p>		<p>Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

Anticipated Decisions for November 2022

Full Council 9 Nov 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Lyminster and Crossbush Neighbourhood Plan - To Be Made	The examination into the Lyminster & Crossbush Neighbourhood Plan (NDP) has been successfully passed, and the examiner's report received. The NDP will be going to referendum on 11 October 2022 and following a successful return, is scheduled to be 'made' at Full council on 9 November 2022.		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

Corporate Support Committee 10 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Support Performance Report Quarter 2			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 10 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun District Council CCTV Strategy & Policy	Committee is asked to adopt a Strategy for use of CCTV systems and a policy setting out its arrangements for how those systems will be operated.		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 17 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bersted Brooks Country Park project			Joe Russell-Wells, Group Head of Environment & Climate Change joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 17 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Environment Committee - Quarter 2 Performance Report	to receive feedback on the performance of performance indicators at Quarter 2 [July to September] that relate to this committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 17 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
East Hants enforcement agreement	The report will provide an update on the current East Hants enforcement agreement and recommendations for how the agreement will operate in the future		Daniel Cox, Cleansing Operations Manager, Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning daniel.cox@arun.gov.uk, oliver.handson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 17 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Parking Services Review	The Council's car parks are important assets for directly		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

contributing to the delivering of the Council's Vision aims, and indirectly through generating revenue to support delivery of other Council services.

This report sets out a proposal to commission a review of the Council's off-street parking services to make recommendations on how to obtain best value from these assets. The recommendations from the proposed review would be reported back to Environment Committee.

Economy Committee 22 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pier Road Consultation - Survey Results and Next Steps	This report will set out the results from the consultation regarding proposed changes to the layout of Pier Road and what options may be available to take the preferred changes forward		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 22 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Progress report on beach hut installation	The report will update on progress made on installing beach huts approved by Economy Committee, and on identifying suitable locations for further beach huts.	Agenda Pack for Economy Meeting held on 29 March 20 Minutes - Decision of Economy Committee 29 March 2022	Sam Horwill, Senior Estates Surveyor sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 22 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Economy Committee - Performance Report Quarter 2	To receive feedback on the performance of Quarter 2 Performance Indicators relevant to this Committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 24 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Transport Apportionment Methodology Update	This report briefs members on the Arun Transport Apportionment Methodology Update which includes revised scheme costs for the A29 realignment received from West Sussex County Council and consequent apportionment for developer contributions from Barnham Eastergate/Westegate; West of Bersted; Ford, and Fontwell Strategic Allocations.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 24 Nov 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Infrastructure Funding Statement	This report presents the third Arun Annual Infrastructure Funding Statement 2021/22 (IFS 21/22) which is a factual statement setting out receipts and spending on infrastructure using s.106 planning obligations and the Community infrastructure Levy for the previous year (i.e. 1st April 2021 – 31 March 2022). The report asks that Planning Policy Committee agree that this Statement is published on the ADC website in accordance with Regulation 121A of the Community Infrastructure Regulations 2010 (as amended).		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 24 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Local Plan Evidence Update - Biodiversity Net Gain Study			Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 24 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Delivery Test Action Plan	This report updates Members on the Arun Action Plan (originally published in November 2019 in response to the Housing Delivery Test) and progress on identified measures the Authority would consider to boost housing delivery/performance. The Action needs to be kept up to date and published annually until housing delivery demonstrates a 5-year housing land supply and meets the Housing Delivery Test thresholds. The Action Plan includes		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	measures the authority is following in order to boost housing supply and delivery.		
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Planning Policy Committee 24 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
A response to the National Highways A27 Arundel further consultation	National Highways undertook a Statutory Consultation exercise from January to March 2022; since then, and in response to that consultation, a small number of features of the scheme have been revised. This leads National Highways to invite views on these revisions. This report seeks to agree and authorise a response on behalf of the Council.		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 24 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Policy Committee - Performance Report Quarter 2	To receive feedback on the performance of Quarter 2 performance indicators [July to September] for indicators relevant to this committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Audit & Governance Committee 29 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Updated Corporate Risk Register 2022/23			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolyn Martlew)

Audit & Governance Committee 29 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Risk Management Framework			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolyn Martlew)

Audit & Governance Committee 29 Nov 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Progress Against The Audit Plan			Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolin Martlew)

Audit & Governance Committee 29 Nov 2022				
Full Council 18 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Treasury Management - Interim Report 2022/23	To report on the Treasury Management activities for the year to date as at ended 30th September 2022 and updated to include more recent information. Also to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

Planning Committee 30 Nov 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Committee - Performance Report Quarter 2			Group Head of Organisational Excellence	Director of Growth (Karl Roberts)

Anticipated Decisions for December 2022**Housing and Wellbeing Committee 6 Dec 2022**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing & Wellbeing Committee - Performance Report Quarter 2	To receive feedback on performance indicators covering Quarter 2 [July to September]		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Housing and Wellbeing Committee 6 Dec 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing Revenue Account (HRA) Business Plan			Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Safer Arun Partnership Update			Georgina Bouette, Community Safety Manager, Robin Wickham, Group Head of Wellbeing & Communities georgina.bouette@arun.gov.uk, robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Community Wardens Update			Georgina Bouette, Community Safety Manager, Robin Wickham, Group Head of Wellbeing & Communities georgina.bouette@arun.gov.uk, robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 6 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
VAAC Presentation			Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 8 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Financial Prospects 2022/23 to 2026/27			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Policy and Finance Committee 8 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Procurement Strategy			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolyn Martlew)

Policy and Finance Committee 8 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Vision - Quarter 2	This is the performance report for Quarter 2 of the Council's Vision		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Policy and Finance Committee 8 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Monitoring Report - Quarter 2			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Policy and Finance Committee 8 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Policy & Finance - Performance Report Q2			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Licensing Committee 9 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Licensing Fee Setting	The fees charged for licensing services that are not set nationally are reviewed and set each year by the Licensing Committee. This report provides information to be considered for the setting of fares for the period from 1st April		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

	2023.			
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Licensing Committee 9 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Taxi Fare Setting			Sarah Meeten, Licensing Team Manager sarah.meeten@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 9 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Licensing Committee - Performance Report Quarter 2			Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Social Media Guidance	This report will bring forward a revised Social Media Guidance document for Councillors that updates the existing		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	document in order to bring it up-to-date with current social media trends and updated LGA Guidance.			
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Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the member induction programme prepared by the Monitoring Officer and Committee Services Manager. The programme will be implemented following the May 2023 Local Elections and will cover the induction, learning and development for all Councillors across the full range of their responsibilities and committee memberships.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Public)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	<p>promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.</p>			
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Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Register of Assessments of Complaints Against Councillors (Exempt)</p>	<p>This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for</p>		<p>Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607</p>	<p>Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)</p>

	<p>monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.</p>			
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Standards Committee 15 Dec 2022				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Local Assessment Procedure	<p>This report will bring forward a revised Local Assessment Procedure document for Councillors that updates the existing document in order to bring it up-to-date in light of lessons learned over the 12-month period since the Procedure was last reviewed, and which builds in any areas of best practice that benefit the process.</p>		<p>Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607</p>	<p>Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)</p>

Standards Committee 15 Dec 2022

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Protocol for Member and Officer Relations	This report will bring forward a revised Protocol for Member and Officer Relations that brings up-to-date the document in order that it is fit for purpose and ensures that both Members and Officers understand their responsibilities, their relationships, where and how those intersect and how they work together in decision-making and day-to-day working.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Anticipated Decisions for January 2023

Corporate Support Committee 19 Jan 2023

Full Council 15 Mar 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pay Policy Statement 2022			Karen Pearce, HR Manager karen.pearce@arun.gov.uk	Group Head of Organisational Excellence (Jackie Follis) Group Head of Organisational Excellence (Jackie Follis)

Corporate Support Committee 19 Jan 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Budget Report – Service specific – Budget 2023/24			Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolin Martlew)

Corporate Support Committee 19 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Support Performance Report Quarter 3			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 19 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2022/23 - Corporate Support Committee	The purpose of the report is for the Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

be set and level of Council Tax for the District for 2023/24. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24

Housing and Wellbeing Committee 25 Jan 2023**Full Council 1 Mar 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Tax Reduction Scheme			Andrew Dale, Revenues and Benefits Manager andrew.dale@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolin Martlew) Interim Group Head of Finance & Section 151 Officer (Carolin Martlew)

Housing and Wellbeing Committee 25 Jan 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Artwork Project Update			Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 25 Jan 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Local Community Network Progress Report			Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Sussex Police Precept			Georgina Bouette, Community Safety Manager, Robin Wickham, Group Head of Wellbeing & Communities georgina.bouette@arun.gov.uk, robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Wellbeing Programme Update			Robin Wickham, Group Head of Wellbeing & Communities robin.wickham@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing & Wellbeing Committee - Performance Report Quarter 3	Covering Quarter 3 [October to December] performance indicators that report into this committee		Jane Fulton, Committee Services Manager jane.fulton@arun.gov.uk Tel: 01903 737611	Chief Executive

Housing and Wellbeing Committee 25 Jan 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2023/24 - Housing & Wellbeing	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme,</p>		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	<p>which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24</p>			
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Planning Policy Committee 26 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Policy Committee - Performance Report Quarter 3	To receive the Quarter 3 performance reports for indicators reporting into this committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 26 Jan 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Committee Revenue and Capital Budgets 2023/24 - Planning Policy</p>	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme,</p>		<p>Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk</p>	<p>Chief Executive</p>

	<p>which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24</p>			
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Planning Policy Committee 26 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Local Development Scheme update	Following the decision of Planning Policy Committee to agree the resumption of the Gypsy		Donna Moles, Principal Planning Officer donna.moles@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 26 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Housing Market Absorption Study	This report provides the Committee with the outputs of the Arun Housing Market Absorption Study which looks into the ability of the local housing market in Arun to deliver the required quantum of housing compared to the planned housing requirement housing trajectory.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 31 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Environment Committee - Performance Report Quarter 3	To receive the Quarter 3 performance reports [October to December] for this committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 31 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Parks / Greenspace Strategy			Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning oliver.handson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Environment Committee 31 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Empty Property Strategy 2023 - 2028	<p>The Council is committed to playing its full part in the national campaign to bring empty homes back into use and has had an Empty Homes Strategy for the past 10 years the latest one being 2018-2023. The Strategy details the aims and objectives in tackling long term empty properties.</p> <p>The strategy has been updated and it details the positive work that has been achieved since 2018 and outlines a revised plan</p>		Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk	Director of Growth (Karl Roberts)

	for the next five years to tackle empty homes across all tenures within the Arun district. The report therefore recommends the adoption of the revised Empty Homes Strategy 2023 – 2028 which is appended to the report.			
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Environment Committee 31 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2023/2024	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24. In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24.

Anticipated Decisions for February 2023

Economy Committee 2 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bognor Regis Arcade			Paul Broggi, Property and Estates Manager paul.broggi@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 2 Feb 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Promotion Agreement in relation to Council Land at Meadview Nursery, Lyminster, Littlehampton	<p>Cabinet in March 2019 approved disposal of land located at Meadview Nursery, Lyminster, and delegated authority to officers in consultation with the Cabinet Members to negotiate and enter into a promotion agreement and to conclude disposal of the land.</p> <p>This report seeks to set out the terms of the promotion agreement</p>		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

	that have been negotiated for Committee's consideration and approval.			
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Economy Committee 2 Feb 2023				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2023/24 - Economy Committee	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2023/24 revenue budget, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall revenue budget for 2023/24 so that it can make recommendations to a Special Meeting of the Council on 1 March 2023 on the budget to be set and level of Council Tax for the District for 2023/24.		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	<p>In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 9 February 2023. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 1 March 2023 on the overall capital programme to be set for 2023/24</p>			
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Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Appeals Performance & Costs 2022</p>	<p>The report will outline the Council's performance at appeal during 2022 and outlines the costs associated with those</p>		<p>Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	appeals.			
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Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Committee - Performance Report Quarter 3			Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Policy & Finance Committee - Performance Reporting Quarter 3	To receive the Quarter 3 performance report covering October to December 2022]		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Policy and Finance Committee 9 Feb 2023				
Full Council 1 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Council's Revenue and Capital Budget 2023/24			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive Chief Executive

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2023/24			Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Monitoring Report - Quarter 3			Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	responsible.			
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Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development			Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Public)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

	considering the outcome of investigations in the event of breaches of the Code of Conduct.			
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Standards Committee 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors (Exempt)	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Group Head of Law & Governance & Monitoring Officer (Daniel Bainbridge)

Audit & Governance Committee 28 Feb 2023

Full Council 15 Mar 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2023/24	The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2023/2024 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Interim Group Head of Finance & Section 151 Officer (Carolin Martlew) Interim Group Head of Finance & Section 151 Officer (Carolin Martlew)

Anticipated Decisions for March 2023

Policy and Finance Committee 7 Mar 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Climate Change and Sustainability Action Plan	Update report		William Page, Climate Change and Sustainability Manager william.page@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Policy and Finance Committee 7 Mar 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Vision - Quarter 3 Performance Report			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Licensing Committee 10 Mar 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Licensing Committee - Performance Report Quarter 3			Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)