



Committee Work Programme

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

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Draft Published 05 December 2022

For 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 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.

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 |
|--------------------------|----------------|----------------------|---|---|
| VAAC Presentation | | | Robin Wickham, Group Head of Wellbeing & Communities 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 |
|---|---|----------------------|---|--|
| Housing Ombudsman Complaint Determinations | <p>This report is to inform the number of Housing Ombudsman Complaints Maladministration cases received in the last two years and to note their recommendations.</p> <p>This report is complying with the Housing & Wellbeing Committee information request which has the responsibility to monitor and consider Ombudsman investigation reports and other complaints made.</p> <p>As well as the Housing Ombudsman Code under good practice to show demonstration of learning in annual reports.</p> | | <p>Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk</p> | <p>Director of Environment & Communities (Philippa Dart)</p> |

| Housing and Wellbeing Committee 6 Dec 2022 | | | | |
|--|----------------|----------------------|---|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Housing Benefit Over Payments | | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@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 |
| Council Tax Write Offs | | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@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 |
| Leisure Report | | | Robin Wickham, Group Head of Wellbeing & Communities 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 |
| Insolvency Council Tax Write Offs | | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Director of Environment & Communities (Philippa Dart) |

| Planning Policy Committee 7 Dec 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 7 Dec 2022

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|--|--|
| Littlehampton Economic Growth Area (LEGA) | <p>This report seeks to update the Committee on the progress of the LEGA Study which primarily proposes to suspend any such work on the West Bank elements on the basis that it might prove unnecessary and therefore not a good use of public money.</p> <p>The updated Study will proceed with the brief for the Riverside/Climping areas. Given that the rationale for undertaking the brief was to explore other delivery options, this study will examine the LEGA Strategic Allocation from the perspective of scope for enabling delivery to come forward more quickly and viably through looking at the site in context with surrounding land uses</p> | | <p>Donna Moles, Principal Planning Officer donna.moles@arun.gov.uk</p> | <p>Director of Growth (Karl Roberts)</p> |

| | | | | |
|--|---|--|--|--|
| | to see whether there is material evidence to suggest the configuration could be improved. | | | |
|--|---|--|--|--|

| 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) |

| 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 2023. | | Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk | Director of Growth (Karl Roberts) |

| Policy and Finance Committee 13 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 13 Dec 2022 | | | | |
|---|--|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Arun District Council Residents' Survey 2022 | The purpose of this report is to inform the Committee of the outcomes from the 2022 Residents' Satisfaction Survey. The Committee is also asked to review and note the contents of the survey. | | Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk | Chief Executive |

| Policy and Finance Committee 13 Dec 2022 | | | | |
|--|---|----------------------|---|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Littlehampton Seafront Project | The purpose of this report is to present the results of the recent public consultation exercise undertaken. | | Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk | Director of Environment & Communities (Philippa Dart) |

| Policy and Finance Committee 13 Dec 2022 | | | | |
|--|--|----------------------|--|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Presentation /Update - Regeneration of the Regis Centre, Bognor Regis | The Council's Regeneration Consultants will provide the Committee with a verbal update on how this regeneration project is progressing | | Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk | Chief Executive |

| Policy and Finance Committee 13 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 13 Dec 2022**Policy and Finance Committee 13 Dec 2022**

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|----------------|----------------------|---|-----------------|
| Key Performance Indicators 2022-2026 - Quarter 2 Performance Report for the Period 1 April to 30 September 2022 | | | Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk | Chief Executive |

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 promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the | | 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) |

| | | | | |
|--|--|--|--|--|
| | operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct. | | | |
|--|--|--|--|--|

| Standards Committee 15 Dec 2022 | | | | |
|------------------------------------|---|----------------------|--|------------------------------------|
| Full Council 18 Jan 2023 | | | | |
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Monitoring Officer Protocol | This report will bring forward a draft Monitoring Officer Protocol to explain the powers and duties of the Monitoring Officer and how they will be applied. | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Chief Executive Chief Executive |

| 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 |
| 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 | | 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) |

| | | | | |
|--|--|--|--|--|
| | 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. | | | |
|--|--|--|--|--|

| Standards Committee 15 Dec 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. 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 | | 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) |

| | | | | |
|--|---|--|--|--|
| | investigations in the event of breaches of the Code of Conduct. | | | |
|--|---|--|--|--|

| 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) |

Anticipated Decisions for January 2023

Full Council 18 Jan 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|---|-----------------|
| Consideration of Petition Relating to protecting Services at the Bognor Regis Town Hall | <p>The Council has received a petition asking the council to protect services at Bognor Regis Town Hall.</p> <p>This report provides the Council with all the necessary information so that it can debate this petition.</p> | | James Hassett, Chief Executive chief.executive@arun.gov.uk | Chief Executive |

Full Council 18 Jan 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|---|--|----------------------|--|-----------------|
| Calendar of Meetings for 2023/24 | In accordance with the council's constitution, the council needs to agree a programme of dates for council meetings prior to the commencement of the new Municipal Year. | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Chief Executive |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

| 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 |
| Review of Unreasonable Behaviour Policy | At the meeting of the Corporate Support Committee held on 18 January 2022, the Committee received, agreed and introduced an Unreasonable Behaviour Policy for the Council as the Council did not have such a Policy of this type in place. All policies should be regularly review, it is | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Chief Executive |

| | | | | |
|--|---|--|--|--|
| | relevant to review how this Policy has worked over the last year since its introduction and whether any amendments need to be made to it. | | | |
|--|---|--|--|--|

| Corporate Support Committee 19 Jan 2023 | | | | |
|--|----------------|----------------------|---|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Committee Budget Report – Service specific – Budget 2023/24 | | | 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) |

| 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 | <p>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 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> | 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> | | | |
|--|---|--|--|--|

| 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 (Carolyn Martlew) Interim Group Head of Finance & Section 151 Officer (Carolyn Martlew) |

Housing and Wellbeing Committee 25 Jan 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|---------------------------------|--|----------------------|--|-----------------------------------|
| Home Energy Advisor Role | At an extraordinary meeting of the Housing and Wellbeing Committee held on 3 November 2022, Members recommended to Policy and Finance Committee, also held on the same day, the approval of a virement of £180,000 to fund certain cost of living crisis initiatives detailed within the report and if there were any monies outstanding that it came back to the Housing and Wellbeing Committee for a decision on spending. £40,000 of this funding remains unallocated and this report recommends to Members that this is utilised to fund a Home Energy Advisor role which would be employed by the Council and be part of | | Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|--|--|--|--|
| | <p>the Private Sector Housing and Public Health Team.</p> <p>At a time when residents are struggling with fuel bills and the cost of living this role would provide direct support and advise both over the telephone and through home visits to help vulnerable people on low incomes to stay warm and make savings where possible on their fuel bills.</p> | | | |
|--|--|--|--|--|

| Housing and Wellbeing Committee 25 Jan 2023 | | | | |
|--|---|----------------------|---|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Housing Ombudsman Complaint Handling Code & Self-Assessment | The code was introduced as part of the new powers in the revised Housing Ombudsman Complaint Handling Code. The updated code takes effect from 1 April 2022 and landlords will have until 1 October 2022 to become compliant. | | Moh Hussein, Interim Group Head of Housing moh.hussein@arun.gov.uk | Director of Environment & Communities (Philippa Dart) |

Noncompliance could result in the Ombudsman issuing complaint failure orders.

We will complete a self-assessment against the Housing Ombudsman's complaint handling code each year by 1 May 2022 and following any significant restructure or change in procedures. The outcome of the assessment will be reported to the relevant committee and will be published on our website and included in our annual report.

This report is to be noted to ensure compliance.

| Housing and Wellbeing Committee 25 Jan 2023 | | | | |
|---|----------------|----------------------|---|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Artswork 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 | 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 | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| | | | |
|---|--|--|--|
| <p>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, 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</p> | | | |
|---|--|--|--|

| | | | | |
|--|-------------|--|--|--|
| | for 2023/24 | | | |
|--|-------------|--|--|--|

| 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 |
| 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 | | Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | 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. | | | |
|--|---|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|---|---|----------------------|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Infrastructure Investment Plan (IIP) | This report presents an informal item on the Arun Infrastructure Investment Plan (a three-year programme 2022-2024) setting out the process and timetable for a 'light – touch' CIL evidence and project updates in 2023 that will inform the next roll forward of the IIP three-year programme in 2024 and to establish whether there are any exceptional projects that need funding under delegated | | Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | arrangements or a formal recommendation to Full Council for approval as an update to the IIP. | | | |
|--|---|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|--|--|----------------------|---|-----------------------------------|
| 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 measures the authority is following in order to | | Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|------------------------------------|--|--|--|
| | boost housing supply and delivery. | | | |
|--|------------------------------------|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|---|---|----------------------|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Southern Water - Water Resources Management Plan Consultation (WRMP) | Southern Water have initiated an engagement and consultation exercise via webinars and supporting documents on preparing a Water Resources Management Plan (WRMP) for the South East region, with component water company plans. The WRMP will set out how water consumption, efficiency standards and new sources and supplies can be managed to protect and conserve the water resource (West Sussex is in an area of water stress) This report will formulate the Committees provisional response. The consultation ends in February 2023. | | Charlotte Hardy, Senior Environmental Assessment Officer charlotte.hardy@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|--|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Committee Revenue and Capital Budgets 2023/24 - Planning Policy | 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 | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| | | | | |
|--|--|--|--|--|
| | 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 | | | |
|--|--|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|---|---|----------------------|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Arun Authority Monitoring Report (AMR) | This report is for noting and updates the Committee on the latest housing commitments (including 5-year housing land supply), employment and commercial data and progress on plan making set out in the | | Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | Authority Monitoring Report 2021/22. The AMR assessment is updated and published each year. | | | |
|--|---|--|--|--|

| Planning Policy Committee 26 Jan 2023 | | | | |
|--|---|----------------------|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Arun Brownfield Land Register (BLR) | This report presents Part 1 of the Brownfield Land Register (BLR) which the Planning Policy Committee is asked to note as an evidence base document. The report also considers whether any sites are suitable for promoting to part 2 of the BLR i.e. for permission in principle (for housing development) and the process and timescale proposed. | | 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 | 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 | | Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | <p>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 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.</p> | | | |
|--|---|--|--|--|

| Environment Committee 31 Jan 2023 | | | | |
|--|--|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Committee Revenue and Capital Budgets 2023/2024 | <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> | 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> | | | |
|--|--|--|--|--|

| Environment Committee 31 Jan 2023 | | | | |
|-----------------------------------|---|----------------------|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Bathing Water Quality | In response to the Bathing Water Classifications for 2022 released on 30 November 2022, this report outlines the steps being taken to investigate the potential causes of reduced bathing water quality and the interventions planned to address these. | | Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Anticipated Decisions for February 2023

| 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 that have been negotiated for Committee's consideration and approval.</p> | | Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk | Director of Growth (Karl Roberts) |

| Economy Committee 2 Feb 2023 | | | | |
|------------------------------|----------------|----------------------|--|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Bognor Regis Arcade | | | Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk | Director of Growth (Karl Roberts) |

| Economy Committee 2 Feb 2023 | | | | |
|--|--|----------------------|---|-----------------|
| 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 | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| | | | | |
|--|--|--|--|--|
| | <p>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</p> | | | |
|--|--|--|--|--|

Economy Committee 2 Feb 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|---|----------------------|--|-----------------------------------|
| Tourism Hospitality & Visitor Economy Study | <p>1.1. A Tourism Hospitality & Visitor Economy Study has been prepared with the objective of providing a review of the provision of tourism infrastructure across the Arun District planning area alongside an assessment of future demand. The study also identifies how the sector might grow, together with the spatial implications of this growth, to support emerging planning policy in the new Local Plan.</p> <p>1.2. Whilst this study was originally commissioned for planning purposes, and it has already been endorsed by the Planning Policy Committee, its outputs are far-reaching and directly impact on the</p> | | Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | <p>work of the Economy Team.</p> <p>1.3. This committee report provides a summary of the study and identifies the recommendations that are relevant to the economy team. It also advises members of the next steps for the implementation of those recommendations, and asks for these to be supported.</p> | | | |
|--|---|--|--|--|

| Economy Committee 2 Feb 2023 | | | | |
|--|--|--|---|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Disposal of London Road Car and Lorry Park, Bognor Regis. | This report sets out the revised expressions of interest / offers received for the above Council site following the second and final round of bidding taking forward the options agreed by the Economy Committee on 29 March 2022. Further authority is sought to proceed with | <p>Disposal of London Road Car and Lorry Park, Bognor Regis.</p> <ul style="list-style-type: none"> • Update report to Economic Committee October 2021. • Decision of Economy Committee 29 March 2022. | <p>Nat Slade, Group Head of Technical Services</p> <p>nat.slade@arun.gov.uk</p> | Director of Growth (Karl Roberts) |

| | | | | |
|--|--|--|--|--|
| | the disposal of this site in accordance with the recommendations of this report. | | | |
|--|--|--|--|--|

| Planning Committee 8 Feb 2023 | | | | |
|---|---|----------------------|--|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Appeals Performance & Costs 2022 | The report will outline the Council's performance at appeal during 2022 and outlines the costs associated with those appeals. | | Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk | Director of Growth (Karl Roberts) |

| 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 |
| 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 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 | | | Carolyn 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 | | | Carolyn 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 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 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 |
| Review of Local Assessment Procedure | 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. | | 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 |
| Review of Social Media Guidance | This report will bring forward a revised Social Media Guidance document for Councillors that updates the existing document in order to bring it up-to-date with current social media trends and updated LGA Guidance. | | 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 | | 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) |

| | | | | |
|--|--|--|--|--|
| | 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. | | | |
|--|--|--|--|--|

| 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 | | 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. | | | |
|--|--|--|--|--|

| 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 (Carolyn Martlew) Interim Group Head of Finance & Section 151 Officer (Carolyn Martlew) |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|---|----------------|----------------------|--|---|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Progress Update on Housing Tenancy Fraud | | | Johanne Batty, Neighbourhood Services Manager johanne.batty@arun.gov.uk | Director of Environment & Communities (Philippa Dart) |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|---|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Progress Against the Internal Audit Plan | Each year Internal Audit undertakes its work against an annual audit plan, as approved by the Audit & Governance Committee prior to the start of the financial year. The Committee is required to oversee the provision of an adequate and effective internal audit service. | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|--|--|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Annual Internal Audit Charter 2023/24 | Each year Internal Audit is required to present an annual internal audit charter for the following financial year, for agreement by the Audit & Governance Committee. The Internal Audit Charter establishes the terms of reference for the Internal Audit service and outlines how the service will be delivered and developed. | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|---|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Annual Internal Audit Plan 2023/24 | Each year Internal Audit is required to develop an annual audit plan for the following financial year, for agreement by the Audit & Governance Committee. This report | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| | | | | |
|--|---|--|--|--|
| | presents the plan for 2023/24 for approval by the Committee | | | |
|--|---|--|--|--|

| Audit & Governance Committee 28 Feb 2023 | | | | |
|--|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Audit Results Report | Report is prepared and presented by Ernst and Young LLP | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|--|--|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Approval of Accounting Policies 2022/23 | The report allows the Audit and Governance Committee to consider and approve the accounting policies that will be applied to the Statement of Accounts 2022/23 for approval by the Committee. At the time of writing this report the deadline for completion of the draft accounts is 31 July 2023 and approval of the final audited accounts 30 | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| | | | | |
|--|---|--|--|--|
| | September 2023. Members will be updated if there are any changes to these dates. | | | |
|--|---|--|--|--|

| Audit & Governance Committee 28 Feb 2023 | | | | |
|--|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Final Annual Governance Statement 2021/22 | To present the final Annual Governance Statement for 2021/22 to the Committee for approval. | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

| Audit & Governance Committee 28 Feb 2023 | | | | |
|--|---|----------------------|---|-----------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Annual Statement of Accounts 2021/22 and Letter of Representation | This report provides information about the audit of the Council's 2021/22 Statement of Accounts (accounts) and recommends the approval of the 2021/22 accounts and the Letter of Representation on behalf of the Council. | | Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk | Chief Executive |

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 |
|--|---|----------------------|--|-----------------------------------|
| Taxi policy revision and Hackney Carriage Byelaws | The Directorate has an existing policy which was adopted in 2017. Revision of the existing policy is now due. Revision is | | Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|--|---|--|--|--|
| | required to ensure that the service is delivered in accordance with updated government statutory and non-statutory guidance. It is good practice that policies are reviewed periodically, and that this policy should be reviewed at least every five years. The relevant byelaws require amending and updating in line with proposals. | | | |
|--|---|--|--|--|

| Licensing Committee 10 Mar 2023 | | | | |
|---------------------------------|----------------|----------------------|--|-----------------------------------|
| 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 10 Mar 2023 | | | | |
|---|----------------|----------------------|--|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Licensing Committee - Performance Report | | | Karl Roberts, Director of Growth karl.roberts@arun.gov.uk | Director of Growth (Karl Roberts) |

| | | | | |
|-----------|--|--|--|--|
| Quarter 3 | | | | |
|-----------|--|--|--|--|