



## 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](http://www.arun.gov.uk)

Published 22 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](mailto: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 January 2023

Full Council 18 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Consideration of Petition Relating to protecting Services at the Bognor Regis Town Hall</b>	<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
<b>Calendar of Meetings for 2023/24</b>	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

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**Corporate Support Committee 19 Jan 2023**  
**Full Council 15 Mar 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Pay Policy Statement 2022</b>	The Council's Pay Policy Statement is reviewed and approved annually by Full Council and is published on the Council's website. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.		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
<b>Review of Unreasonable Behaviour Policy</b>	At the meeting of the Corporate Support Committee held on 18 January 2022, the		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk	Chief Executive

	<p>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.</p> <p>All policies should be regularly review, it is 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.</p>		Tel: 01903 737607	
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<b>Corporate Support Committee 19 Jan 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Corporate Support Performance Report Quarter 3</b>			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Corporate Support Committee 19 Jan 2023</b>				
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 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

Carolin Martlew, Interim Group Head of Finance & Section 151 Officer  
carolin.martlew@arun.gov.uk

Chief Executive

	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			
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Housing and Wellbeing Committee 25 Jan 2023				
Full Council 1 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Council Tax Reduction Scheme</b>	This report provides members with an update on the Working Age Local Council Tax Reduction Scheme (LCTRS) for April 2022– March 2023 (Year 10) and the options for consideration for the 2023/24 LCTRS. (Year 11).		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
<p><b>Home Energy Advisor Role</b></p>	<p>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</p>		<p>Louise Crane, Principal Environmental Health Officer Housing  <a href="mailto:louise.crane@arun.gov.uk">louise.crane@arun.gov.uk</a></p>	<p>Director of Growth (Karl Roberts)</p>



	<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>			
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Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Housing Ombudsman Complaint Handling Code &amp; Self-Assessment</b>	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)

	<p>Noncompliance could result in the Ombudsman issuing complaint failure orders.</p> <p>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.</p> <p>This report is to be noted to ensure compliance.</p>			
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Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Artwork Project Update</b>	The Arun Inspires Programme was		Georgina Bouette, Community Safety Manager	Director of Environment & Communities (Philippa Dart)

established in 2019 to advance the cultural offer in Arun, particularly for children and young people. In January 2022 the Housing and Wellbeing Committee resolved to match fund the Arun Inspires Programme with Artswork for six months pending the outcome of a funding bid to Arts Council England. The Committee endorsed that future funding was subject to satisfactory reviews and the availability of funding. Appended to this report is an update and proposal from Artswork for the Committee to consider.

georgina.bouette@arun.gov.uk

**Housing and Wellbeing Committee 25 Jan 2023**

Reference

Report Details

Background

Lead Officer

Lead Director

		Documents		
<b>Sussex Police Precept</b>			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)

<b>Housing and Wellbeing Committee 25 Jan 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Arun Wellbeing Programme Update</b>	The West Sussex Wellbeing Programme is a partnership between West Sussex County Council Public Health Department and the seven District and Borough Councils of West Sussex. Since 2009, Arun District Council has delivered a prevention and wellbeing service (Arun Wellbeing) which provides a service that focuses on addressing local health inequalities. The Council entered		Georgina Bouette, Community Safety Manager georgina.bouette@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	into a new 5-year agreement with West Sussex Public Health from April 2022 and this report outlines progress in the first 6 months of year one.			
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Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Housing &amp; Wellbeing Committee - Performance Report Quarter 3</b>	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
<b>Committee Revenue and Capital Budgets 2023/24 - Housing &amp; Wellbeing</b>	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		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

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, 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			
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Housing and Wellbeing Committee 25 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Housing Revenue Account Business Plan</b>			Moh Hussein, Interim Group Head of Housing moh.hussein@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
<b>Public Spaces Protection Order</b>	Arun District Council introduced its current PSPO in April 2020, seeking to address anti-social behaviour and associated		Georgina Bouette, Community Safety Manager georgina.bouette@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

alcohol consumption. The Anti-social Behaviour, Crime and Policing Act 2014 sets the maximum period for a PSPO to be three years. This report provides detail from which the Committee can determine whether to accept the recommendation.



Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Planning Policy Committee - Performance Report Quarter 3</b>	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

<b>Planning Policy Committee 26 Jan 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Local Development Scheme update</b>	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)

<b>Planning Policy Committee 26 Jan 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Infrastructure Investment Plan (IIP)</b>	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 –		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>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 arrangements or a formal recommendation to Full Council for approval as an update to the IIP.</p>			
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<b>Planning Policy Committee 26 Jan 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Water Resources Management Plan Consultation (WRMP)</b>	<p>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</p>		<p>Charlotte Hardy, Senior Environmental Assessment Officer charlotte.hardy@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

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

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 for 2023/24

Planning Policy Committee 26 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Arun Authority Monitoring Report (AMR)</b>	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 Authority Monitoring Report 2021/22. The AMR assessment is updated and published each year.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 26 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Arun Brownfield Land Register (BLR)</b>	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		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	for promoting to part 2 of the BLR i.e. for permission in principle (for housing development) and the process and timescale proposed.			
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Environment Committee 31 Jan 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Environment Committee - Performance Report Quarter 3</b>	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
<b>Parks / Greenspace Strategy</b>			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

<p><b>Empty Property Strategy 2023 - 2028</b></p>	<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 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>		<p>Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>
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Environment Committee 31 Jan 2023				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
<b>Committee Revenue and Capital Budgets 2023/2024</b>	<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, which will be submitted to the Policy and Finance Committee on 9 February 2023. The</p>		<p>Carolyn Martlew, Interim Group Head of Finance &amp; Section 151 Officer  <a href="mailto:carolin.martlew@arun.gov.uk">carolin.martlew@arun.gov.uk</a></p>	<p>Chief Executive</p>



	<p>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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<b>Environment Committee 31 Jan 2023</b>				
<b>Reference</b>	<b>Report Details</b>	<b>Background Documents</b>	<b>Lead Officer</b>	<b>Lead Director</b>
<b>Bathing Water Quality</b>	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
<b>Promotion Agreement in relation to Council Land at Meadview Nursery, Lyminster, Littlehampton</b>	<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

<b>Bognor Regis Arcade</b>			Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)
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<b>Economy Committee 2 Feb 2023</b>				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2023/24 - Economy Committee</b>	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		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	<p>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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**Economy Committee 2 Feb 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Tourism Hospitality &amp; Visitor Economy Study</b></p>	<p>1.1. A Tourism Hospitality &amp; Visitor Economy Study has been prepared with the objective of providing a review of the provision of tourism infrastructure across the Arun District</p>		<p>Denise Vine, Group Head of Business &amp; Economy denise.vine@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

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.

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 work of the Economy Team.

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

	askes for these to be supported.			
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Economy Committee 2 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Disposal of London Road Car and Lorry Park, Bognor Regis.</b>	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 the disposal of this site in accordance with the recommendations of this report.	Disposal of London Road Car and Lorry Park, Bognor Regis. <ul style="list-style-type: none"> <li>• Update report to Economic Committee October 2021.</li> <li>• Decision of Economy Committee 29 March 2022.</li> </ul>	Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Appeals Performance &amp; Costs 2022</b>	The report will outline the Council's performance at appeal		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

	during 2022 and outlines the costs associated with those appeals.			
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Planning Committee 8 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Planning Committee - Performance Report Quarter 3</b>			Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Review of Procurement Strategy</b>			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
<b>Presentation /Update - Regeneration of the Regis Centre, Bognor Regis</b>	The council's Regeneration Consultant will provide the Committee with a		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Chief Executive

	verbal update on how this regeneration project is progressing.			
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Policy and Finance Committee 9 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Palmer Road Sports Hub Project, Angmering</b>	The report provides detail on the scope of the project to be undertaken at Palmer Road and seeks approval for the project proposal and to progress the project by entering into a funding agreement with the Football Foundation through the procurement of consultants. The report also seeks approval to procure professional services to support the delivery of the project and for the drawdown and expenditure of section 106 funding received and allocated to the project.		Joe Russell-Wells, Group Head of Environment & Climate Change joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

<b>Policy and Finance Committee 9 Feb 2023</b>
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Policy &amp; Finance Committee - Performance Reporting Quarter 3</b>	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

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

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

<b>Policy and Finance Committee 9 Feb 2023</b>				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
<b>Budget Monitoring Report - Quarter 3</b>			Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

<b>Standards Committee 23 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Monitoring Officer Report including monitoring the operation of the Code</b>	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)

<b>Standards Committee 23 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Member Learning &amp; Development</b>			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
<b>Review of Local Assessment Procedure</b>	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
<b>Review of Social Media Guidance</b>	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 23 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Register of Assessments of Complaints Against Councillors (Public)</b>	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)

**Standards Committee 23 Feb 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Register of Assessments of Complaints Against Councillors (Exempt)</b>	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
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<b>Treasury Management Strategy &amp; Annual Investment Strategy 2023/24</b>	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)
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<b>Audit &amp; Governance Committee 28 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Progress Update on Housing Tenancy Fraud</b>			Johanne Batty, Neighbourhood Services Manager johanne.batty@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

<b>Audit &amp; Governance Committee 28 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Progress Against the Internal Audit Plan</b>	Each year Internal Audit undertakes its work against an annual audit plan, as approved by the Audit & Governance		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

	<p>Committee prior to the start of the financial year.</p> <p>The Committee is required to oversee the provision of an adequate and effective internal audit service.</p>			
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Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Annual Internal Audit Charter 2023/24</b>	<p>Each year Internal Audit is required to present an annual internal audit charter for the following financial year, for agreement by the Audit &amp; 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.</p>		<p>Carolyn Martlew, Interim Group Head of Finance &amp; Section 151 Officer carolin.martlew@arun.gov.uk</p>	Chief Executive

<b>Audit &amp; Governance Committee 28 Feb 2023</b>
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Audit & Governance Committee 28 Feb 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Annual Internal Audit Plan 2023/24</b>	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 presents the plan for 2023/24 for approval by the Committee		Carolin 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
<b>Audit Results Report</b>	Report is prepared and presented by Ernst and Young LLP		Carolin 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
<b>Approval of Accounting Policies 2022/23</b>	The report allows the Audit and Governance Committee to consider and approve the		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive



	<p>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 September 2023. Members will be updated if there are any changes to these dates.</p>			
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<b>Audit &amp; Governance Committee 28 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Final Annual Governance Statement 2021/22</b>	To present the final Annual Governance Statement for 2021/22 to the Committee for approval.		Carolin Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

<b>Audit &amp; Governance Committee 28 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

<b>Annual Statement of Accounts 2021/22 and Letter of Representation</b>	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
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<b>Audit &amp; Governance Committee 28 Feb 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Update on Appointment of External Auditor</b>	This report sets out the current position regarding the appointment of an external auditor to the Council for the 5-year period from 2023/24 to 2027/28		Carolyn Martlew, Interim Group Head of Finance & Section 151 Officer carolin.martlew@arun.gov.uk	Chief Executive

**Anticipated Decisions for March 2023**

<b>Policy and Finance Committee 7 Mar 2023</b>				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
<b>Climate Change and Sustainability Action Plan</b>	Update report		William Page, Climate Change and Sustainability Manager william.page@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

<b>Policy and Finance Committee 7 Mar 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Council Vision - Quarter 3 Performance Report</b>			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Licensing Committee 10 Mar 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Taxi policy revision and Hackney Carriage Byelaws</b>	The Directorate has an existing policy which was adopted in 2017. Revision of the existing policy is now due. Revision is 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		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>this policy should be reviewed at least every five years. The relevant byelaws require amending and updating in line with proposals.</p>			
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Licensing Committee 10 Mar 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Taxi Fare Setting</b>			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
<b>Licensing Committee - Performance Report Quarter 3</b>			Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)