



## 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 XX May 2021

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.

## June 2023

### Planning Committee 7 Jun 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>University of Chichester, Bognor Campus Local Development Order (LDO)</b>	A Local Development Order is proposed for The University of Chichester Campus in Bognor Regis. An LDO would allow the occupier to make small changes to buildings within the site boundary under permitted development rights listed in the LDO without requiring a planning application to be made each time.		Amber Willard, Senior Planning Officer Amber.Willard@arun.gov.uk	Director of Growth (Karl Roberts)

### Planning Committee 7 Jun 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Butlins Leisure Complex Bognor Regis Local Development Order (LDO)</b>	A renewed Local Development Order is proposed for Butlins Leisure Complex Bognor Regis which		Amber Willard, Senior Planning Officer Amber.Willard@arun.gov.uk	Director of Growth (Karl Roberts)

	would allow the site occupier to make small changes to buildings within the site boundary under permitted development rights listed within the LDO without requiring a planning application to be made each time.			
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Planning Committee 7 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>First Homes Local Allocation Policy</b>	This report sets out the Council's proposed Local Allocation Policy for First Homes based		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	on the Council's recently adopted affordable rented allocations policy. This will ensure that First Homes are secured towards meeting the needs of residents with a connection to Arun.			
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Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Community Infrastructure Levy – Light touch Update</b>	This report updates the Committee on the Community Infrastructure Levy (CIL) Infrastructure Investment Plan 2022 - 2024 (IIP 2022/24) which sets out the CIL funding priorities over 3 years and a light touch update of this document in 2023. The report will explain the outcome of a light touch consultation and any emergent matters that may require amendment to the IIP 2022/24.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Community Infrastructure Levy – Parish/Town Council Spend</b>	This report seeks to update the Planning Policy Committee on the Community Infrastructure Levy apportionment for Parish and Town Councils and their spend activities in accordance with the requirements to produce statements confirming where funds have been spent.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 8 Jun 2023				
Full Council 19 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Arun Local Plan Update</b>	This report seeks agreement that the Planning Policy Committee recommend to Full Council that the pause to the Local Plan update is lifted and preparatory work resumes including on		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)  Director of Growth (Karl Roberts)

	the draft Vision and Objective and future evidence preparation with a schedule of projects to be completed in house and projects for outsourcing.			
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Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Middleton-On-Sea application for designation of a neighbourhood area</b>	Middleton-On-Sea Parish Council applied to Arun District Council for designation of Neighbourhood Area under Part 2 of the		Donna Moles, Principal Planning Officer donna.moles@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>Neighbourhood Planning (General) Regulations 2012- Regulation 5. Arun District Council publicised the area application as required under Part 2- Regulation 6 and the next stage is for the Council to agree and designate the neighbourhood area at Full Council on 19th July 2023.</p>			
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Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Infrastructure Levy (IL) Consultation</b></p>	<p>This report briefs the Planning Policy Committee on the technical consultation for proposed changes to existing Development Contributions (CIL - Community Infrastructure Levy and S106) through the proposed new 'Infrastructure Levy' (IL) under the Levelling up and Regeneration</p>		<p>Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>



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Planning Policy Committee 8 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>A27 Ford Road Scheme</b>	This report updates members on the A27 Ford Road Junction proposals identified by West Sussex County Council. The report is for noting and the A27 Ford Road Junction document is proposed to form part of the evidence base for plan making purposes.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 13 Jun 2023				
Full Council 19 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Bognor Regis Arcade Refurbishment</b>	A proposal for Arun District Council to invest in the refurbishment of the upper floors of Bognor Regis Arcade to create residential		Neil Taylor, Regeneration Officer, Max Whitehand, Interim Project Manager Neil.Taylor@arun.gov.uk, Max.Whitehand@arun.gov.uk	Chief Executive  Chief Executive

	<p>accommodation. The proposal will be dependant on a grant from the Brownfield Land Release Fund and will require Arun District Council to invest the project delivery capital on the basis of a revenue return in the long term. The proposal will also seek to reduce the current maintenance liability caused by the upper floors being dilapidated.</p>			
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Economy Committee 13 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Seafront Café Options at Bognor Regis</b>	To seek approval for producing/commissioning business cases to explore the option of developing cafes at the former Esplanade Theatre site and the Bullnose, Promenade location.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

<b>Economy Committee 13 Jun 2023</b>
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Waterloo Square Options</b>	To provide a brief on the current position relating to the former Beach Hotel, 2, and 4 Waterloo Square, and to present options in relation to the future tenure of the site.		Sean Kaufmann, Senior Property and Estates Surveyor Sean.Kaufmann@arun.gov.uk	Director of Growth (Karl Roberts)

<b>Economy Committee 13 Jun 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Economy Committee 13 Jun 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Pier Road Proposed Closure</b>	In November 2022 the Economy Committee		Miriam Nicholls, Business Development Manager, Denise Vine,	Director of Growth (Karl Roberts)

	<p>supported the permanent closure of Pier Road to traffic. Officers were tasked to engage with West Sussex County Council as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure. Also, to explore the opportunity of increasing the length of the proposed closure area to include the area of highway as far north as the Gravy Boat restaurant.</p>		<p>Group Head of Business &amp; Economy  miriam.nicholls@arun.gov.uk,  denise.vine@arun.gov.uk</p>	
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**Economy Committee 13 Jun 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Littlehampton Town Centre Improvement Works (Phases 2&amp;3) – Summary of Works &amp; Budget</b></p>	<p>Works within Littlehampton Town Centre (Phases 2&amp;3) are now complete. This report sets out a summary of the works</p>		<p>Richard Carden, Senior Regeneration Officer, Denise Vine, Group Head of Business &amp; Economy  richard.carden@arun.gov.uk,  denise.vine@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	undertaken and budget.			
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Environment Committee 15 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Public Space Protection Orders for Dogs</b>	This reports seeks approval to commence public consultation on proposals to extend the current PSPOs for the control of dogs, which expire on 6 November 2023, for a further three years until 2026.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 15 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Bathing Water Quality</b>	This report provides an update on the actions taken to investigate and address the causes of the Poor bathing water classification for the Bognor Regis Aldwick Designated Bathing Water.	Report on Bathing Water Quality Report to Environment Committee 31 January 2023 WorkProgramme TemplateBathing WaterQualityEnvironmentCommittee15June2023	Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 15 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 15 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Play Area Improvements 2023/24</b>	This report provides a summary of the proposed projects to make improvements at Lion's Den, Brookfield Adventure and Bluebell play areas in Littlehampton. The report recommends that the funding allocated from the capital play funding budget should be drawn down and allocated for expenditure at the play		Rachel Alderson, Principal Landscape Officer, Joe Russell-Wells, Group Head of Environment & Climate Change rachel.alderson@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	areas, and that contracts are awarded to the preferred suppliers following a procurement process for the delivery of the schemes.			
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### Housing and Wellbeing Committee 20 Jun 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

### Housing and Wellbeing Committee 20 Jun 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Leisure Operating Contract</b>	As requested by the Housing & Wellbeing Committee at the meeting on 06.12.2022, this report seeks to provide additional information		Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning oliver.handson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	and update members on the options and risks of not providing previously identified financial support to the Leisure Operating Contract.			
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**Housing and Wellbeing Committee 20 Jun 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Performance Measures for Housing Services</b>	<p>As a registered social housing landlord, we are required to meet all relevant government legislation in the delivery of our housing services this includes the Tenant Satisfaction Measures standard and the Social Housing Regulation Bill currently making its way through parliament.</p> <p>This report sets out a new suite of performance measures for housing services that will be presented to members, corporate management team and residents on a regular</p>		Sasha Hawkins, Resident Engagement Officer sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)



	<p>basis.</p> <p>By having an agreed suite of performance measures, we can ensure there is a consistent and agreed approach to reporting on our performance as a service, ensuring that our residents can hold us to account and that members have regular assurance on our performance.</p>			
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Housing and Wellbeing Committee 20 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Housing Management System Programme Update</b>	<p>This report provides members with an update on the progress of implementation of Civica CX; the new integrated housing management system.</p> <p>It sets out an overview of the project timeline and the progress to date.</p>		<p>Moh Hussein, Interim Group Head of Housing  moh.hussein@arun.gov.uk</p>	<p>Director of Environment &amp; Communities (Philippa Dart)</p>

Housing and Wellbeing Committee 20 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Allocation Policy Amendments</b>	This report is to update Members on a number of minor changes required to the Allocation Policy following the configuration of our new case management system: Abritas.		Jayne Knight, Housing Options Manager jayne.knight@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 20 Jun 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Safer Arun Partnership Scrutiny Report</b>	This report provides the latest update information in relation to the performance of the Safer Arun Partnership to allow this Committee to carry out its statutory scrutiny function.		Dax O'Connor, Community Safety Officer dax.oconnor@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Licensing Committee 23 Jun 2023				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
<b>Licensing Hearing Procedures</b>	This report seeks adoption of the Licensing Subcommittee hearing procedures in relation to Taxis and Licensing Act 2003 matters. These have been reviewed and updated to ensure there is improved clarity and transparency of the procedures that will be used for each type of hearing.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

<b>Licensing Committee 23 Jun 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Corporate Support Committee 27 Jun 2023</b>
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

## July 2023

### Policy and Finance Committee 11 Jul 2023

### Full Council 19 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Bognor Regis Arcade Refurbishment</b>	A proposal for Arun District Council to invest in the refurbishment of the upper floors of Bognor Regis Arcade to create residential accommodation. The proposal will be dependant on a grant from the Brownfield Land Release Fund and will require Arun		Neil Taylor, Regeneration Officer, Max Whitehand, Interim Project Manager Neil.Taylor@arun.gov.uk, Max.Whitehand@arun.gov.uk	Chief Executive  Chief Executive

	District Council to invest the project delivery capital on the basis of a revenue return in the long term. The proposal will also seek to reduce the current maintenance liability caused by the upper floors being dilapidated.			
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Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q4/End of Year Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Community Capital Projects</b>	As part of the budget for 23/24 a proposal to set aside a sum of		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>money to deliver a number of small community projects similar to this across the District was confirmed. Clearly not all projects can or should be funded in one year; therefore, there will need to be a sifting/bidding process agreed so that there is transparency over what's proposed and the costs of delivery and maintaining the project.</p> <p>This report seeks Member agreement to the above and how funding should be used.</p>			
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Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Process 2024-2025</b>	The report provides a summary of the budget process for 2024/25 for Members' consideration and approval.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Littlehampton Seafront Project</b>	This report provides an update on the Littlehampton seafront scheme, including the procurement of the design and build contractor and the design and cost review. The report also seeks approval to freeze the design which will be submitted as part of a planning application.		Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Standards Committee 20 Jul 2023				
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	Chief Executive

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Standards Committee 20 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Member Learning &amp; Development</b>	This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme has been implemented following the May 2023 local elections and covers 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	Chief Executive

Standards Committee 20 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Register of Assessments of Complaints Against</b>	This report updates the Committee on the complaints against		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer	Chief Executive



<b>Councillors</b>	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@arun.gov.uk Tel: 01903 737607	
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**Audit & Governance Committee 25 Jul 2023**

**Full Council 8 Nov 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Treasury Management Strategy &amp; Annual Report 2022/23</b>	To report on the Treasury Management annual activities for 2022/23 and to enable the Audit and Governance Committee to scrutinise the report prior to making		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive  Chief Executive

	recommendations to Full Council.			
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<b>Audit &amp; Governance Committee 25 Jul 2023</b>				
<b>Reference</b>	<b>Report Details</b>	<b>Background Documents</b>	<b>Lead Officer</b>	<b>Lead Director</b>
<b>Internal Audit Annual Report 2022/23</b>	<p>The annual opinion on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control is a requirement of the Public Sector Internal Audit Standards (PSIAS). It is an important source of assurance that supports a local government body's Annual Governance Statement.</p> <p>This report summarises the results of the internal audit work carried out by the Southern Internal Audit Partnership during 2022/23.</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive</p>

**Audit & Governance Committee 25 Jul 2023****Full Council 8 Nov 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Chair's Annual Report To Full Council 2022/23</b>	To present the draft Chair's Annual Report To Full Council for agreement by the Committee		Stephen Pearse, Internal Audit Manager stephen.pearse@arun.gov.uk	Group Head of Finance & Section 151 Officer (Antony Baden)  Group Head of Finance & Section 151 Officer (Antony Baden)

**Audit & Governance Committee 25 Jul 2023**

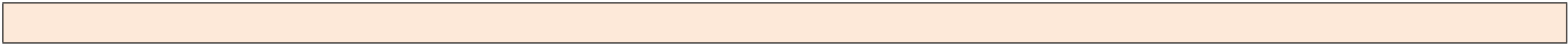
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Counter-Fraud Report 2022/23</b>	The Audit & Governance Committee is the designated body for oversight of the Council's anti-fraud culture  As part of its agreed workplan, an annual report on counter-fraud activity is presented to update the Committee		Stephen Pearse, Internal Audit Manager stephen.pearse@arun.gov.uk	Group Head of Finance & Section 151 Officer (Antony Baden)

**Audit & Governance Committee 25 Jul 2023**

Audit & Governance Committee 25 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Annual Governance Statement 2022/23 and Code of Corporate Governance</b>	To present the draft Annual Governance Statement for 2022/23 to the Committee, supported by the local Code of Corporate Governance		Stephen Pearse, Internal Audit Manager stephen.pearse@arun.gov.uk	Group Head of Finance & Section 151 Officer (Antony Baden)

Audit & Governance Committee 25 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Corporate Risk Register update</b>	<p>The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.</p> <p>Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.</p>		Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk	Chief Executive

**September 2023**



Planning Committee 6 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Two Hour Town Centre Parking Schemes</b>	The Council, with partners, operate 2 hour parking schemes in Littlehampton and Bognor Regis to support town centre footfall. The current 2 hour parking schemes in Bognor Regis and Littlehampton town centres both expire in 2023. This report sets out proposals for new agreements to continue 2 hour		Lisa Emmens, Interim Parking Service Manager Lisa.Emmens@arun.gov.uk	Director of Growth (Karl Roberts)

	parking schemes in each town centre beyond 2023.			
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Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Consultation Report</b>	The purpose of this report is to provide the Committee with a summary of the budget process for 2024/25 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2024/25 as outlined in the report and having been endorsed by the Policy & Finance Committee on 11 July 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance</b>	This report gives the Q1 Performance of the Key Performance		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	Indicators which form part of the Council's Vision 2022-2026.			
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<b>Housing and Wellbeing Committee 12 Sep 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Housing and Wellbeing Committee 12 Sep 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Consultation Report</b>	The purpose of this report is to provide the Committee with a summary of the budget process for 2024/25 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2024/25 as outlined in		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	the report and having been endorsed by the Policy & Finance Committee on 11 July 2023.			
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Licensing Committee 15 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Planning Policy Committee 21 Sep 2023</b>
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Audit & Governance Committee 28 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Consultation Report</b>	The purpose of this report is to provide the Committee with a summary of the budget process for 2024/25 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2024/25 as outlined in the report and having been endorsed by the Policy & Finance Committee on 11 July 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Sep 2023				
Full Council 8 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Treasury Management – Quarter 1 Report 2023/24</b>	To report on the Treasury Management activities for the year to date as at ended 30th June 2023 and updated to include more recent information. Also to		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive  Chief Executive

	enable the Audit and Governance Committee to scrutinise the report.			
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Audit & Governance Committee 28 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Corporate Risk Register update</b>	<p>The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.</p> <p>Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.</p>		Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk	Chief Executive

Audit & Governance Committee 28 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Annual Report on the Council's Use of Powers Under the</b>	: The Audit & Governance Committee is the		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer	Chief Executive

<b>Regulation of Investigatory Powers Act 2000 (RIPA)</b>	designated body for oversight of the Council's use of powers under the Regulation of Investigatory Powers Act (RIPA) A report / update on any usage is provided to the Audit & Governance Committee annually		Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	
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**October 2023**

<b>Economy Committee 5 Oct 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Destination Awareness Campaign, Arun District - Year 2</b>	In March 2022 the Economy Committee supported the commissioning of a Destination Awareness Campaign for the Arun District and its 'brand' of 'Sussex by the Sea', to support and promote the Arun visitor economy. This campaign has been successful in Year 1, and it is proposed to continue the campaign		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	for another year.		
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Arun Visitor Strategy – 2023-2028</b>	As recommended in the Arun District Tourism Review of 2020, a Visitor Strategy for the district has been commissioned and completed by consultants Blue Sail for the next five years 2023 – 2028. Members are requested to consider and accept its findings, adopt the report and agree to the recommendations within.		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Cultural Strategy – Arts Council, England</b>	A coastal cultural strategy for Arun, Adur and Worthing is being coordinated by West Sussex County		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>Council. This paper will be seeking approval from the Committee for Arun to be included in this. There will be a grant application made in conjunction with the Arts Council Officer for these areas. All these areas are LUF high priority areas, and the strategy will supersede the current strategy which is out of date.</p>			
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>UK Shared Prosperity Fund - Report</b></p>	<p>Arun District Council was allocated £1.1m and is reporting to the Economy Committee on progress of the projects supported. This will be an annual report and measure budget performance and RAG status of all projects.</p>		<p>Denise Vine, Group Head of Business &amp; Economy denise.vine@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

<p><b>Economy Committee 5 Oct 2023</b></p>
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>The Alexandra Theatre Business Plan</b>	The Funding Centre have been commissioned to author a bespoke 5–10-year Business Plan for the newly developed theatre. This will be shared with the Economy Committee and is seeking a recommendation for adoption.		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

<b>Economy Committee 5 Oct 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Consultation Report</b>	The purpose of this report is to provide the Committee with a summary of the budget process for 2024/25 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2024/25 as outlined in the report and having been endorsed by the Policy & Finance		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	Committee on 11 July 2023.			
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Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Consultation Report</b>	The purpose of this report is to provide the Committee with a summary of the budget process for 2024/25 as required by the Council's Constitution. The Committee is then asked to approve the Budget process for 2024/25 as outlined in the report and having been endorsed by the		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	Policy & Finance Committee on 11 July 2023.			
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**Policy and Finance Committee 26 Oct 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>	This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

**Policy and Finance Committee 26 Oct 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Revenue and Capital Outturn 2022-23</b>	The report provides a summary of revenue and capital outturn expenditure for 2022/23 and compares this expenditure with the approved budget.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

**Policy and Finance Committee 26 Oct 2023**



Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Monitoring Report</b>	The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of June 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

<b>Standards Committee 31 Oct 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Register of Assessments of Complaints Against Councillors</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		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	event of breaches of the Code of Conduct.			
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Standards Committee 31 Oct 2023				
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	Chief Executive

Standards Committee 31 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Member Learning &amp; Development</b>	This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme has been implemented		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	following the May 2023 local elections and covers the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.		
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**November 2023**

Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Review of Car Park Tariffs</b>	Annual review of the Council's Car Park Tariffs in accordance with the Off-Street Parking Strategy		Lisa Emmens, Interim Parking Service Manager Lisa.Emmens@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance</b>	This report gives the Q2 Performance of the Key Performance		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	Indicators which form part of the Council's Vision 2022-2026.			
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**Housing and Wellbeing Committee 23 Nov 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

**Planning Policy Committee 28 Nov 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Biodiversity Net Gain Implementation</b>	This report sets out the actions that have been taken and those that will come into play as part of implementing biodiversity net gain (BNG), under the Environment Act 2021, which will apply to applications (exemptions to be set		Charlotte Hardy, Senior Environmental Assessment Officer charlotte.hardy@arun.gov.uk	Director of Growth (Karl Roberts)

	out in report) from November 2023.			
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<b>Planning Policy Committee 28 Nov 2023</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Audit &amp; Governance Committee 30 Nov 2023</b>				
<b>Full Council 10 Jan 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Treasury Management – Interim Report 2023/24</b>	To report on the Treasury Management activities for the year to date as at ended 30th September 2023 and updated to include more recent information. Also to enable the Audit and Governance Committee to		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

	scrutinise the report prior to making recommendations to Full Council.			
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Audit & Governance Committee 30 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Corporate Risk Register update</b>	<p>The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.</p> <p>Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.</p>		Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk	Chief Executive

Audit & Governance Committee 30 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Internal Audit Progress Report September 2023</b>	The purpose of this report is to provide Members with an		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	<p>overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.</p>			
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**December 2023**

**Policy and Finance Committee 6 Dec 2023**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Medium Term Financial Forecast 2024/25 to 2028/29</b></p>	<p>The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2028/29 previously rolls forward and updates the data and assumptions in the existing approved MTFS. The Strategy amends previous assumptions contained in it to reflect changes in the</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive</p>

	<p>Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects. This year's MTFS has once again been prepared against a backdrop of economic uncertainty, with rising interest rates and high levels of inflation all continuing to fuel the cost of living crisis.</p>			
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Licensing Committee 8 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Taxi Policy &amp; Byelaws</b>	This report seeks adoption of the revised Hackney Carriage and Private Hire Licensing Policy and associated Byelaws. Public consultation on the revised Policy was carried out between		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)



	September and November 2022, including proposals to introduce vehicle age criteria, emission standards and requirements for CCTV, as well as other minor amendments and updates. The draft Policy has been updated following consultation and is presented for adoption.			
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Licensing Committee 8 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Committee 13 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance</b>				

<b>Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</b>				
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**January 2024**

<b>Standards Committee 18 Jan 2024</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	Chief Executive

<b>Standards Committee 18 Jan 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Register of</b>	This report updates the		Daniel Bainbridge, Group Head of	Chief Executive

<b>Assessments of Complaints Against Councillors</b>	<p>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 &amp; Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.</p>		<p>Law and Governance &amp; Monitoring Officer  Daniel.Bainbridge@arun.gov.uk  Tel: 01903 737607</p>	
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Standards Committee 18 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Member Learning &amp; Development</b>	<p>This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme has been implemented</p>		<p>Daniel Bainbridge, Group Head of Law and Governance &amp; Monitoring Officer  Daniel.Bainbridge@arun.gov.uk  Tel: 01903 737607</p>	<p>Chief Executive</p>

	following the May 2023 local elections and covers the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.			
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Environment Committee 23 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Environment Committee 23 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25 -</b>	The purpose of the report is for this Committee to consider		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

**Environment**

and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

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 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to

	make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.			
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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Housing and Wellbeing Committee 25 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25 - Housing &amp; Wellbeing</b>	The purpose of the report is for this Committee to consider and recommend its revenue budget for		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

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 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a

	Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.			
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Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Planning Policy Committee 30 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25 - Planning Policy</b>	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive  Chief Executive



budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

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 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21

	February 2024 on the overall capital programme to be set for 2024/25.			
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Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Full Council 21 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25 - Corporate Support</b>	The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.

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 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital

	programme to be set for 2024/25.			
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<b>Corporate Support Committee 31 Jan 2024</b>				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>February 2024</b>				
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<b>Economy Committee 1 Feb 2024</b>				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

**Economy Committee 1 Feb 2024****Full Council 21 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25 - Economy</b>	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 revenue budget, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall revenue budget for 2024/25 so that it can make recommendations to a Special Meeting of the Council on 21 February 2024 on the budget to be set and level of Council Tax for the District for 2024/25.</p> <p>In addition, Committees must consider and recommend their draft</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

	<p>capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a recommendation to a Special Meeting of the Council on 21 February 2024 on the overall capital programme to be set for 2024/25.</p>			
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**Policy and Finance Committee 8 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Council Scope 1, 2 and 3 emission updates for the 2022-2023 financial year</b></p>	<p>This report provides an update on the emissions (Scope 1, 2 and 3) of the Council for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target and allows for the monitoring of emissions produced by</p>		<p>William Page, Climate Change and Sustainability Manager, Joe Russell-Wells, Group Head of Environment &amp; Climate Change  <a href="mailto:william.page@arun.gov.uk">william.page@arun.gov.uk</a>,  <a href="mailto:joe.russell-wells@arun.gov.uk">joe.russell-wells@arun.gov.uk</a></p>	<p>Director of Environment &amp; Communities (Philippa Dart)</p>

	the Council and its activities.			
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<b>Policy and Finance Committee 8 Feb 2024</b> <b>Full Council 21 Feb 2024</b>				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budget 2024/25</b>	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the Council's 2024/25 revenue budget for 2024/25. These will be considered by this Committee later on this agenda. In addition, this Committee will consider the overall revenue and capital budgets for 2024/25 to make recommendations to the Special Meeting of the Council on 21 February 2024 on the General Fund budget to be set and level of Council Tax for the District for 2024/25.</p>		<p>Daniel Bainbridge, Group Head of Law and Governance &amp; Monitoring Officer  Daniel.Bainbridge@arun.gov.uk  Tel: 01903 737607</p>	<p>Chief Executive  Chief Executive</p>

**Policy and Finance Committee 8 Feb 2024**

**Full Council 21 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Council Revenue and Capital Budgets 2024/25</b>	The purpose of this report is for this Committee to consider and recommend to Full Council on 21 February 2024, the overall budget to be set, level of Council Tax for the District, Housing Revenue Account budget and rent levels for 2023/24. In addition, Committees must consider and recommend the overall capital programme (HRA and General Fund) to be set for 2024/25.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive  Chief Executive

**Policy and Finance Committee 8 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q2 Performance Report for the Key Performance</b>	This report gives the Q2 Performance of the Key Performance		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive



<b>Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	Indicators which form part of the Council's Vision 2022-2026.			
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**Policy and Finance Committee 8 Feb 2024**  
**Full Council 21 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>The Council's Revenue and Capital Budget 2024/25</b>	<p>The purpose of the report is for this Committee to consider and recommend to the Special Council Meeting on 21 February 2024 the overall budget to be set, level of Council Tax for the District, Housing Revenue Account Budget and rent levels for 2024/25.</p> <p>In addition, the Policy and Finance Committee must consider the overall capital programme (HRA and General Fund) to be set for 2024/25.</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive  Chief Executive

**Policy and Finance Committee 8 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Committee Revenue and Capital Budgets 2024/25</b>	<p>The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2024/25 General Fund revenue budget, which will be considered by this Committee later on this agenda. In addition, this Committee will consider the overall revenue budget for 2024/25 to make a recommendation to Full Council on 21 February 2024 on the overall budget to be set, level of Council Tax for the District, Housing Revenue account budget and rent levels for 2024/25.</p> <p>In addition, Committees must consider and recommend their draft capital budget for</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	inclusion in the overall capital programme, which will be considered by this Committee later on this agenda. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 21 February 2024 on the programme (HRA and General Fund) to be set for 2024/25.			
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Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Budget Monitoring Report to 31 December 2023</b>	The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Planning Committee 14 Feb 2024				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Licensing Committee 23 Feb 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

<b>Audit &amp; Governance Committee 27 Feb 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Internal Audit Progress Report December 2023</b>	The purpose of this report is to provide Members with an overview of internal audit activity against assurance work completed in		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	accordance with the approved audit plan and to provide an overview of the status of 'live' reports.			
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Audit & Governance Committee 27 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Internal Audit Charter 2024/25</b>	The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority and responsibility consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards. The Public Sector Internal Audit Standards require the charter to be reviewed and approved annually.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Audit & Governance Committee 27 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Internal Audit</b>	The Internal Audit Plan		Antony Baden, Group Head of	Chief Executive

<p><b>Annual Plan 2024/25</b></p>	<p>provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of internal audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.</p> <p>This report presents the plan for 2024/25 for approval by the Committee.</p>		<p>Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	
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**Audit & Governance Committee 27 Feb 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Internal Audit Progress Report December 2023</b></p>	<p>The purpose of this report is to provide Members with an overview of internal audit activity against assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports.</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive</p>

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<b>Audit &amp; Governance Committee 27 Feb 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Corporate Risk Register update</b>	<p>The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.</p> <p>Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.</p>		Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk	Chief Executive

<b>Audit &amp; Governance Committee 27 Feb 2024</b>				
<b>Full Council 13 Mar 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Treasury Management Strategy &amp; Annual Investment Strategy 2024/25</b>	The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive  Chief Executive

	Strategy 2024/2025 and to enable the Audit and Governance Committee to scrutinise the report prior to making recommendations to Full Council			
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**March 2024**

**Policy and Finance Committee 7 Mar 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Climate Action Work Plan update</b>	This report provides an update on projects within the Action Plan and an overview of the Council's Scope 1, 2 and 3 emissions for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target.		William Page, Climate Change and Sustainability Manager, Joe Russell-Wells, Group Head of Environment & Climate Change william.page@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

**Policy and Finance Committee 7 Mar 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
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<b>Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</b>	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive
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<b>Standards Committee 27 Mar 2024</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	Chief Executive

<b>Standards Committee 27 Mar 2024</b>				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<b>Member Learning &amp; Development</b>	This report updates the Committee on the Member Induction Programme prepared		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk	Chief Executive

	<p>by the Committee Services Manager and the Monitoring Officer. The programme has been implemented following the May 2023 local elections and covers the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.</p>		<p>Tel: 01903 737607</p>	
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**Standards Committee 27 Mar 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p><b>Register of Assessments of Complaints Against Councillors</b></p>	<p>This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town &amp; Parish Councils, for monitoring the</p>		<p>Daniel Bainbridge, Group Head of Law and Governance &amp; Monitoring Officer            Daniel.Bainbridge@arun.gov.uk            Tel: 01903 737607</p>	<p>Chief Executive</p>

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