



Committee Work Programme – July 2023

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

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Published 12 July 2023

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

The Council has chosen to publish a Committee Work Programme setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail the decisions in the period listed, although not all decisions can be included because in some cases the need for a decision is not known at the time of publication. However, an updated version of the Programme will be published on a monthly basis. The exception being those issues which are dealt with under the urgency provisions.

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

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

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

How to make representations

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

Background papers

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

July 2023

Policy and Finance Committee 11 Jul 2023

Full Council 19 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bognor Regis Arcade Refurbishment	<p>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 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>		<p>Neil Taylor, Regeneration Officer, Max Whitehand, Interim Project Manager Neil.Taylor@arun.gov.uk, Max.Whitehand@arun.gov.uk</p>	<p>Chief Executive Chief Executive</p>

Policy and Finance Committee 11 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Vision 2022-2023 - Annual Report and Revised Vision Indicators	<p>This report updates the council on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan. The relevant KPIs are presented in separate reports to committees. The report also sets out additional and/or updated projects which will have their progress reported in the Annual Report from 2023/24 onwards.</p>		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Director of Growth (Karl Roberts)

Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q4/End of Year Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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
Community Capital Projects	As part of the budget for 23/24 a proposal to set aside a sum of 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		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>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
Budget Process 2024-2025	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
Future Office Accommodation Needs	The report seeks Committee agreement to facilitate the transfer of the Bognor Regis Town Hall to the Town Council alongside undertaking a comprehensive review		Karl Roberts, Director of Growth karl.roberts@arun.gov.uk	Chief Executive

	of our future accommodation needs to assist the Council with delivering its services in a cost-efficient manner whilst making a positive impact upon the Councils climate change mitigation actions			
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Policy and Finance Committee 11 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Littlehampton Seafront Project	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)

Full Council 19 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Extension of Appointment of Independent Persons	Independent Persons are appointed for a maximum of four years, and the Council must have three Independent Persons in position at any time. John Thompson was appointed as an Independent Person in July 2019, with his term ending on 18 July 2023. It is necessary to extend Mr Thompson's appointment now in order for the Council to then undertake a full recruitment process for all three Independent Persons during 2023/24 for the next four-year terms.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

Standards Committee 20 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

Standards Committee 20 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the Member Induction Programme prepared by the 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		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	Councillors across the full range of their responsibilities and Committee memberships.			
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Standards Committee 20 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors	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	Chief Executive

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

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Treasury Management Strategy & Annual Report 2022/23	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 recommendations to Full Council.		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

Audit & Governance Committee 25 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Annual Report 2022/23	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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	<p>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>			
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Audit & Governance Committee 25 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Counter-Fraud Report 2022/23	<p>The Audit & Governance Committee is the designated body for oversight of the Council's anti-fraud culture</p> <p>As part of its agreed workplan, an annual report on counter-fraud activity is presented to update the Committee</p>		<p>Stephen Pearse, Internal Audit Manager stephen.pearse@arun.gov.uk</p>	<p>Group Head of Finance & Section 151 Officer (Antony Baden)</p>

Audit & Governance Committee 25 Jul 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Members' Allowances Scheme – Progressing the Next Review	<p>Now that the Committee system has been in place for some time, since May 2021, it is timely to undertake a review of the Members' Allowances scheme and as the last full review of the scheme was undertaken in July 2019.</p> <p>It is also timely to undertake this review following the District Elections held on 4 May 2023. This report asks the Committee to note the approach to be taken by the Independent Remuneration Panel for its next review in terms of the timetable proposed; and to outline any areas that it wishes the Panel to review not covered in Paragraph 4.5 of this report.</p>		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer, Jane Fulton, Committee Services Manager Daniel.Bainbridge@arun.gov.uk, jane.fulton@arun.gov.uk Tel: 01903 737607, Tel: 01903 737611	Director of Growth (Karl Roberts)

Audit & Governance Committee 25 Jul 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Governance Statement 2022/23 and Code of Corporate Governance	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
Corporate Risk Register update	The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework. Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.		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
Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026	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
Two Hour Town Centre Parking Schemes	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		Lisa Emmens, Interim Parking Service Manager Lisa.Emmens@arun.gov.uk	Director of Growth (Karl Roberts)

	agreements to continue 2 hour 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
Public Space Protection Orders for Adoption	<p>This report seeks adoption of the proposed Public Space Protection Orders (PSPO) for control of dogs following a period of public consultation.</p> <p>The proposed PSPO will be in place for three years and replace the existing PSPO which expire on 5 November 2023.</p>		<p>Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk</p>	Director of Growth (Karl Roberts)

Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Consultation Report	The purpose of this report is to provide the		Antony Baden, Group Head of Finance and Section 151 Officer	Chief Executive

	<p>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.</p>		<p>antony.baden@arun.gov.uk</p>	
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Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026</p>	<p>This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.</p>		<p>Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk</p>	<p>Chief Executive</p>

Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026	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

Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Housing performance	To provide members with the latest performance for housing services covering Q1 of 2023/24		Sasha Hawkins, Resident Engagement Officer sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Complaints performance and determinations	To provide members with the latest performance for housing complaints and any Housing		Sasha Hawkins, Resident Engagement Officer sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

	Ombudsman determination from December 22 to August 23.			
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Housing and Wellbeing Committee 12 Sep 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Homeless Strategy extension	Each Local authority is required to have an up-to-date homeless strategy. This is a statutory instrument required for the delivery of homeless services. The current one is under extension until October 2023, but requires a further extension of 6 months, while a new strategy is written. This work has commenced but will not be completed prior to the old strategy expiring. To be legally compliant Arun must have a homeless strategy that is in date.		Jayne Knight, Housing Options Manager jayne.knight@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Compliance Strategy Housing	The committee is required to review and if agreeable to accept the overarching Compliance Strategy which describes how ADC will address its H&S Obligations relating to the rented Housing Stock.		Ian Hippach, Compliance Manager ian.hippach@arun.gov.uk	Group Head of Environment & Climate Change (Joe Russell-Wells)

Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Consultation Report	The purpose of this report is to provide the Committee with a summary of the budget process for 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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	2023.			
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Licensing Committee 15 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pavement Licensing	This report sets out the future arrangements for pavement licensing, with the current regime due to end on 30 September 2023, and any implications for the council associated with the Government's proposals.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 15 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026	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

Licensing Committee 15 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pavement Licensing	This report sets out the future arrangements for pavement licensing, with the current regime due to end on 30 September 2023, and any implications for the council associated with the Government's proposals.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Local Development Scheme Update	Planning Policy Committee 8 June agreed to request that Full Council lift the current pause to the Local Plan update. The Local Development Scheme (LDS) will therefore, need to be updated with a revised plan preparation timetable to be agreed at the next meeting of Planning Policy Committee.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Housing Delivery Test Action Plan (HDTAP)	This report is to seek the agreement of Planning Policy Committee to publish the Housing Delivery Test Action Plan for Arun which is a requirement whereby the published HDT result is below 75%. The report will identify delivery actions that officers have taken to try to boost housing delivery.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Barham/Eastergate/Westergate Infrastructure Development Plan (BEWIDP)	This report seeks the agreement of Committee to publish the Barnham/Eastergate/Westergate Infrastructure Development Plan (BEWIDP) on the council's web site as		Kevin Owen, Planning Policy Team Leader, Amber Willard, Senior Planning Officer kevin.owen@arun.gov.uk, Amber.Willard@arun.gov.uk	Director of Growth (Karl Roberts)

	material evidence identifying the infrastructure supporting the delivery development uplift within the BEW Strategic Allocation.			
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Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Statement of Community Involvement (SCI)	Planning Policy Committee 8 June 2023 agreed to request that Full Council lift the current pause to the Local Plan update. The Statement of Community Involvement (SCI) will therefore, need to be updated to ensure it reflects current national and local guidance and policy for consulting and engaging with communities in Arun.		Martyn White, Principal Conservation Officer martyn.white@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Direction of Travel Document	This report updates the Committee on the preparation of a draft Direction of Travel document that will be used to undertake a Regulation 18 Issues and Options public consultation in Spring 2024 in order to inform the Local Plan Update 2023 - 2041.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
This report gives the Q1 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026	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
Budget Consultation Report	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
Treasury Management – Quarter 1 Report 2023/24	To report on the Treasury Management activities for the year to date as at ended 30th June 2023 and updated to include more recent		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

	information. Also to 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
Corporate Risk Register update	<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
Annual Report on the Council's Use of	: The Audit & Governance		Daniel Bainbridge, Group Head of Law and Governance & Monitoring	Chief Executive

Powers Under the Regulation of Investigatory Powers Act 2000 (RIPA)	Committee is the 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		Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	
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October 2023

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Destination Awareness Campaign, Arun District - Year 2	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		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	continue the campaign for another year.			
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Clarence Road Kiosk	To update members on redevelopment proposals received from the existing operator of Clarence Road Kiosk, and to advise on relevant options and opportunities as to the future tenure of this asset.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Visitor Strategy – 2023-2028	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		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	2023 – 2028. Members are requested to consider and accept its findings, adopt the report and agree to the recommendations within.			
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Cultural Strategy – Arts Council, England	A coastal cultural strategy for Arun, Adur and Worthing is being coordinated by West Sussex County 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.		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
Littlehampton Town Centre Action Group and Plan	An Action Group has been brought together to oversee an plan for the improvement of Littlehampton Town Centre. This report outlines the details of that action plan and requests the Committee's agreement to the Councils part in that.		Miriam Nicholls, Business Development Manager, Denise Vine, Group Head of Business & Economy miriam.nicholls@arun.gov.uk, denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
UK Shared Prosperity Fund - Report	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.		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
The Alexandra Theatre Business Plan	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)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review and update of the ongoing River Road Garage Site project.	To provide the Economy Committee with an update of the ongoing project to deliver a four bedroom dwelling for use as a holiday let at the River Road Garage Site in Arundel.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review and update of the ongoing Littlehampton beach hut project.	To provide the Economy Committee with an update of the ongoing project to deliver 13 new beach huts at Littlehampton seafront.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Consultation Report	The purpose of this report is to provide the Committee with a summary of the budget process for 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

Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026	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
Health & Safety Policy	The current health and safety policy – organisation and responsibilities, was adopted on 18 January 2022. This report puts forward an amended Policy for consideration and adoption.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Consultation Report	The purpose of this report is to provide the Committee with a summary of the budget process for 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

Policy and Finance Committee 26 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q1 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026	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
Revenue and Capital Outturn 2022-23	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
Budget Monitoring Report	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

Standards Committee 31 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against	This report updates the Committee on the complaints against		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer	Chief Executive

Councillors	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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Standards Committee 31 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

Standards Committee 31 Oct 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the Member Induction Programme prepared by the 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

November 2023

Environment Committee 21 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review of Car Park Tariffs	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
Air Quality Strategy	All local authorities are expected to take proactive action to improve air quality whether or not they have an Air Quality Management Area (AQMA). For Arun, which does not have any AQMA, this means developing an Air Quality Strategy setting out the actions that will be taken to improve air quality in our area.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>This report seeks adoption of an Air Quality Strategy for Arun, which has been developed in consideration of our air quality monitoring assessments and in consultation with key stakeholders, including the Director of Public Health.</p>			
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Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Additional Licensing Scheme for Houses in Multiple Occupation - Consultation Results and Outcomes</p>	<p>At the Environment Committee on 14 July 2022 Members agreed to instigating the consultation process for a proposed additional licensing scheme for houses in multiple occupation (HMO) for the wards Marine, Hotham and River, to cover privately rented properties occupied by three or four people making up two or more households and properties converted</p>		<p>Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	<p>into self contained flats that meet the definition of Section 257 HMOs.</p> <p>The statutory 10 week consultation took place between 12 June to 20 August 2023 and this report details the results and outcomes of this consultation.</p>			
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Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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

Housing and Wellbeing Committee 23 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's)	This report gives the Q2 Performance of the Key Performance Indicators which form		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

which form part of the Council's Vision 2022-2026.	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
Resident Engagement Strategy annual update	To provide members with an update on our progress against the aims of the Resident Engagement Strategy that was approved in October 2022, and to provide an overview of the resident engagement activities carried out within housing during since then.		Sasha Hawkins, Resident Engagement Officer sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Planning Policy Committee 28 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Infrastructure Funding Statement (IFS)	This report updates the committee on the Infrastructure Funding statement (IFS) which set out receipts and expenditure on s.106		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	and Community Infrastructure Levy monies which must be published each calendar year under the CIL Regulations 2010 as amended.			
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Planning Policy Committee 28 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Secondary School Study Update	This report updates the committee on the Arun secondary School Study update which has been undertaken in house in consultation with West Sussex County Council (the Education authority) in order to try to resolve the allocation of a sustainable and deliverable site for the accommodation of a 10 Form Entry (with room for 4 form expansion and 6th form provision) Secondary School to serve the strategic developments within Arun.		Donna Moles, Principal Planning Officer, Kevin Owen, Planning Policy Team Leader donna.moles@arun.gov.uk, kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 28 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Revised Drainage Water Resource Management Plan (DWMP) Consultations	This report will update the Committee on the further focused consultations on Southern Water's DWMP since the previous consultations; including two schemes that may directly and indirectly affect Arun residents (in particular Havant Thicket Reservoir and the Ford recycling scheme) and suggested responses to the proposals.	Water Resource Management Plan consultations Item 9 (26 Jan 2023)	Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 28 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Biodiversity Net Gain Implementation	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,		Charlotte Hardy, Senior Environmental Assessment Officer charlotte.hardy@arun.gov.uk	Director of Growth (Karl Roberts)

	which will apply to applications (exemptions to be set out in report) from November 2023.			
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Planning Policy Committee 28 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Gypsy & Traveller & Traveller Showperson Regulation 19 Publication DPD	The Regulation 19 Publication stage for the Gypsy & Traveller Development Plan Document Plan (DPD) is scheduled for public consultation in the Summer 2023 (Arun Local Development Scheme 2023). The evidence work in support means the consultation is slipped to Winter 2023 and will need to be approved at Planning Policy Committee on 28 November 2023 for a 6 week consultation. Following consultation, the DPD can be approved by Full Council for submission to the Secretary of State for examination.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 28 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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

Audit & Governance Committee 30 Nov 2023**Full Council 10 Jan 2024**

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Treasury Management – Interim Report 2023/24	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 scrutinise the report prior to making recommendations to Full Council.		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

Audit & Governance Committee 30 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Risk Register update	<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
Internal Audit Progress Report September 2023	<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</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	and to provide an overview of the status of 'live' reports.			
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Audit & Governance Committee 30 Nov 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun District Council Partnerships Register	This paper sets out progress on a register of partnerships for Arun District Council and makes recommendations on how this should go forward.		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Director of Growth (Karl Roberts)

December 2023

Policy and Finance Committee 6 Dec 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Medium Term Financial Forecast 2024/25 to 2028/29	The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2028/29 previously rolls		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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 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.

Licensing Committee 8 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Taxi Policy & Byelaws	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 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.		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

Licensing Committee 8 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Licensing Fee Setting	The fees charged for licensing services that		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

	are not set nationally are reviewed and set each year by the Licensing Committee. This report provides information to be considered for the setting of fares for the period from 1st April 2024.			
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Licensing Committee 8 Dec 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of				

the Council's Vision 2022-2026			
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January 2024

Standards Committee 18 Jan 2024

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

Standards Committee 18 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors	This report updates the Committee on the complaints against Councillors received since the Monitoring		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	<p>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.</p>			
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Standards Committee 18 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Member Learning & Development</p>	<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 following the May 2023 local elections and covers the induction, learning and</p>		<p>Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607</p>	<p>Chief Executive</p>

	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
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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
Committee Revenue and Capital Budgets 2024/25 - Environment	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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Environment Committee 23 Jan 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
West Sussex Disabled Facilities Grant Policy 2024 - 2028	On 9 December 2019 Cabinet approved the West Sussex Disabled Facilities Grant policy 2020 – 2024. This report seeks approval of the updated Policy for 2024 – 2028 which has been developed and reviewed in Partnership with West Sussex County Council and all the West Sussex District and Borough Councils to utilise the Better Care Funding more flexibly, improve consistency and enable residents to live more independently within their own home.		Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk	Director of Growth (Karl Roberts)

Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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
Committee Revenue and Capital Budgets 2024/25 - Housing & Wellbeing	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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

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.

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Authority Monitoring Report (AMR)	This report updates the committee on the Authority Monitoring Report for the financial year 1st April 2011 to 31st March 2023.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Brownfield Land Register	This report updates the committee on the Brownfield Land Register headline outputs for the monitoring year 2023.		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of	This report gives the Q3 Performance of the Key Performance Indicators which form part of the Council's		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

the Council's Vision 2022-2026.	Vision 2022-2026.			
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Planning Policy Committee 30 Jan 2024
Full Council 21 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2024/25 - Planning Policy	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.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

	<p>In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 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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Corporate Support Committee 31 Jan 2024

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

Corporate Support Committee 31 Jan 2024

Full Council 21 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Revenue and Capital Budgets 2024/25 - Corporate Support	<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</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive 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 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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Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.</p>	<p>This report gives the Q2 Performance of the Key Performance Indicators which form part of the Council's Vision 2022-2026.</p>		<p>Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk</p>	<p>Chief Executive</p>

February 2024

Economy Committee 1 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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
Committee Revenue and Capital Budgets 2024/25 - Economy	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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

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.

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Approach to Public Consultation	To seek Members agreement to the approach to undertaking public consultation on matters within the remit of the Economy Committee.		Nat Slade, Group Head of Technical Services nat.slade@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Fitzleat Multi-storey Car Park Option Update report	This report updates on investigations undertaken by officers on possible alternative ownership and maintenance approaches.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Seasonal Seafront Traders Strategy	To present to Members an option for a		Sam Horwill, Property and Estates Manager	Director of Growth (Karl Roberts)

	streamlined approach for identifying, selecting, and appointing seasonal seafront traders on and around the promenades at Bognor Regis and Littlehampton		sam.horwill@arun.gov.uk	
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Policy and Finance Committee 8 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Council Scope 1, 2 and 3 emission updates for the 2022-2023 financial year	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 the Council and its activities.		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 8 Feb 2024
Full Council 21 Feb 2024

Reference	Report Details	Background	Lead Officer	Lead Director
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		Documents		
Committee Revenue and Capital Budget 2024/25	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.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive Chief Executive

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key Performance	This report gives the Q2 Performance of the Key Performance		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Indicators (KPI's) which form part of the Council's Vision 2022-2026.	Indicators which form part of the Council's Vision 2022-2026.			
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Policy and Finance Committee 8 Feb 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Council's Revenue and Capital Budget 2024/25	<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

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Budget Monitoring Report to 31 December 2023	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 Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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

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

	<p>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.</p>			
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Licensing Committee 23 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Taxi Fare Setting</p>	<p>The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year by the Licensing Committee. This report provides information to be considered for the setting of fares for the period of 1st April 2024 to 31st March 2025.</p>		<p>Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

Licensing Committee 23 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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

Audit & Governance Committee 27 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Progress Report December 2023	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.		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
Internal Audit Charter 2024/25	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
Internal Audit Annual Plan 2024/25	The Internal Audit Plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of internal audit resources to provide a clear		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	<p>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>			
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Audit & Governance Committee 27 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Progress Report December 2023	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.		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

<p>Corporate Risk Register update</p>	<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>		<p>Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk</p>	<p>Chief Executive</p>
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<p>Audit & Governance Committee 27 Feb 2024</p> <p>Full Council 13 Mar 2024</p>				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Treasury Management Strategy & Annual Investment Strategy 2024/25</p>	<p>The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2024/2025 and to enable the Audit and Governance Committee to scrutinise the report prior to making recommendations to Full Council</p>		<p>Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk</p>	<p>Chief Executive</p> <p>Chief Executive</p>

March 2024

Policy and Finance Committee 7 Mar 2024

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

	neutral target.			
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Policy and Finance Committee 7 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q3 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	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

Standards Committee 27 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Monitoring Officer Report including monitoring the operation of the Code	This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

Standards Committee 27 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Member Learning & Development	This report updates the Committee on the Member Induction Programme prepared by the 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 27 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Register of Assessments of Complaints Against Councillors	This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report.		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	<p>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.</p>			
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April 2024

Economy Committee 16 Apr 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Additional Beach Huts	To consider identified opportunities to introduce additional beach huts in the district.		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)