



Committee Work Programme

VERSION 1

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

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

www.arun.gov.uk

Published 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.

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.

September 2023

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 agreements to continue 2 hour parking schemes in each town centre beyond 2023.		Lisa Emmens, Interim Parking Service Manager Lisa.Emmens@arun.gov.uk	Director of Growth (Karl Roberts)

Environment Committee 7 Sep 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Public Space Protection Orders	This report seeks adoption of the		Neil Williamson, Environmental Health Team Manager	Director of Growth (Karl Roberts)

for Adoption	<p>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>		Neil.Williamson@arun.gov.uk	
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Environment Committee 7 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 1 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of June 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
Budget Consultation Report	The purpose of this report is to provide the Committee with a summary of the budget		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	<p>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>			
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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
<p>Q1 Performance Report for the Key Performance</p>	<p>This report gives the Q1 Performance of the Key Performance</p>		<p>Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk</p>	<p>Chief Executive</p>

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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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, Interim Business Improvement Manager 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
Quarter 1 Budget Monitoring Report	The budget monitoring report sets out the HRA, Revenue and Capital budget forecast as at the end of June 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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 Ombudsman determination from December 22 to August 23.		Sasha Hawkins, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)
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Housing and Wellbeing Committee 12 Sep 2023				
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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)

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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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	been endorsed by the Policy & Finance Committee on 11 July 2023.			
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Housing and Wellbeing Committee 12 Sep 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Public Facing CCTV Upgrade	Arun District Council is currently in a partnership with Sussex Police for the provision and operation of public facing CCTV. This report outlines the requirement to undertake technological upgrade work that is required, and to update on the intended changes for the Data Controller responsibility from April 2025		Carrie Reynolds, Community Wellbeing Manager Carrie.Reynolds@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
Single Homeless Accommodation	To submit bids to DLUHC and Homes		Antony Baden, Group Head of Finance and Section 151 Officer, Moh	Director of Environment & Communities (Philippa Dart)

<p>Programme (SHAP)</p>	<p>England for funding to build, redevelop or procure accommodation to support single homeless households in Arun. To develop supported accommodation pathways including for those who have high level or complex needs, alongside lower level, less intensive support requirements, across the district focussing particularly in Littlehampton for the high level complex need support where we currently have a distinct lack of provision, but also taking into account that we have an equal need for longer term low support in the Bognor area to enable flow through other provisions too.</p>		<p>Hussein, Interim Group Head of Housing, Jayne Knight, Housing Options Manager antony.baden@arun.gov.uk, moh.hussein@arun.gov.uk, jayne.knight@arun.gov.uk</p>	
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Housing and Wellbeing Committee 12 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director

<p>LAHF Local Accommodation Housing Fund</p>	<p>The department of Levelling up, Communities and Housing have invited Arun District Council to submit a plan to develop temporary accommodation, in part for Afghan refugees currently occupying bridging hotels and also to use to relieve our local homeless pressures. This report sets out the details of the bid.</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer, Moh Hussein, Interim Group Head of Housing, Jayne Knight, Housing Options Manager antony.baden@arun.gov.uk, moh.hussein@arun.gov.uk, jayne.knight@arun.gov.uk</p>	<p>Director of Environment & Communities (Philippa Dart), Group Head of Business & Economy (Denise Vine)</p>
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Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Arun Local Development Scheme Update</p>	<p>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</p>		<p>Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	Committee.		
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Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The future of plans and plan-making consultation	This report sets out the proposed response to the Government's consultation on reforms to the plan making system which runs from 25 July - 18 October 2023. The proposal aim to simplify and speed up plan making so that communities can engage more readily with them before they are drawn up and are made more accessible through digital technology.		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 Statement of Community Involvement (SCI)	Planning Policy Committee 8 June 2023 agreed to request		Martyn White, Principal Conservation Officer martyn.white@arun.gov.uk	Director of Growth (Karl Roberts)

	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.			
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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		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>		antony.baden@arun.gov.uk	
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Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 1 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of June 2023		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Planning Policy Committee 21 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Infrastructure Funding Statement (IFS)	This report updates the committee on the Infrastructure Funding		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	statement (IFS) which set out receipts and expenditure on s.106 and Community Infrastructure Levy monies which must be published each calendar year under the CIL Regulations 2010 as amended.			
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Audit and 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 information. Also to enable the Audit and Governance Committee to scrutinise the report.		Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk	Chief Executive Chief Executive

Audit and Governance Committee 28 Sep 2023

Reference	Report Details	Background	Lead Officer	Lead Director
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		Documents		
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>		<p>Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk</p>	Chief Executive

Audit and Governance Committee 28 Sep 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Updated Risk Management Framework	<p>The Council's Risk Management Framework has been reviewed and updated to take account of changing legislation, government initiatives, best practice and experience gained within the Council. This report highlights any amendments resulting from the</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	Director of Environment & Communities (Philippa Dart)

	review.			
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October 2023

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 1 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of June 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	been endorsed by the Policy & Finance Committee on 11 July 2023.			
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bognor Regis Arcade, project update	To provide an update on the progress of the Bognor Regis Arcade refurbishment.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Brief for the design feasibility for conversion into a 'Royal Hall'	To approve a brief and budget for the production of a design feasibility study that looks to turn the old Brewers Fayre, Bognor Regis, back into a large public meeting space.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Harvester Restaurant, Littlehampton	Members will be asked to approve a brief to look are options for the Harvester Restaurant and Windmill Theatre in Littlehampton, to explore different redevelopment options for new restaurant and cinema, hotel etc.		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Regis Car Park – Brief for the design feasibility for the redevelopment of the Regis Car Park, Bognor Regis.	To approve a brief and budget for the production of a design feasibility study that looks to bring forward development options for the Regis Car Park		Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk	Director of Growth (Karl Roberts)

Economy Committee 5 Oct 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Destination Awareness	In March 2022 the Economy Committee		Denise Vine, Group Head of Business & Economy	Director of Growth (Karl Roberts)

Campaign, Arun District - Year 2	<p>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 for another year.</p>		<p>denise.vine@arun.gov.uk</p>	
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Economy Committee 5 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Arun Visitor Strategy – 2023-2028	<p>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.</p>		<p>Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

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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
Arts Council, England to Cultural Strategy Creative Vision for Bognor Regis (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		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>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
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

<p>Pier Road, Littlehampton – Proposed Road Closure</p>	<p>Following periods of closure under Covid emergency powers, Members agreed that a scheme should be agreed and submitted to West Sussex County Council (WSSC), as Highway Authority, for the permanent closure of Pier Road. The scheme was agreed in June 2023 and submitted to WSSC as a Community Highway Project. The report will advise of the response to that submission.</p>	<p>Pier Road, Littlehampton – Proposed Road Closure Item 7 - Appendix A - J1320-S4-01-F-Pier-Rd-Design-Full-Scheme.pdf Item 7 - Appendix B - J1320-S4-02-B-Pier-Rd-Design-Reduced-Scheme.pdf</p>	<p>Miriam Nicholls, Business Development Manager miriam.nicholls@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>
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Corporate Support Committee 12 Oct 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>

Corporate Support Committee 12 Oct 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Outturn Report on Sundry Debtors			Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Director of Environment & Communities (Philippa Dart), Director of Growth (Karl Roberts)

Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Customer Services – Annual Update			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
Sundry Debt Write Offs 2022/23			Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Director of Environment & Communities (Philippa Dart), Director of Growth (Karl Roberts)

Corporate Support Committee 12 Oct 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Technology & Digital Annual Update	This report is to provide committee members with an		Paul Symes paul.symes@arun.gov.uk	Director of Growth (Karl Roberts)

	update on the activities and progress of Technology			
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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
Quarter 1 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of June 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Corporate Support Committee 12 Oct 2023				
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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				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Annual Residents Survey 2023	This report summarises the outcomes of the Annual Residents Survey carried out in June/July 2023. The full external report will be an appendix to the committee report. This is one of our annual performance indicators and is required to be reported to members of the Policy and Finance Committee		Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Director of Growth (Karl Roberts)

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
Quarter 1 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 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		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
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		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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Standards Committee 31 Oct 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Independent Persons Recruitment	The Localism Act 2011 requires the Council to appoint at least one Independent Person to support its Standards Committee. Currently, the Council has a 'pool' of three Independent Persons on which to draw support with regard to Code of Conduct allegations against Members and other standards matters. Those appointments expire on 14 July 2024. This report seeks Committee Members' views on the		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

	recruitment process for appointing a new panel of Independent Persons.			
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November 2023

Economy Committee 1 Nov 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 1 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Review and update of the ongoing Littlehampton beach	To provide the Economy Committee with an update of the		Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk	Director of Growth (Karl Roberts)

hut project.	ongoing project to deliver 13 new beach huts at Littlehampton seafront.			
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Economy Committee 1 Nov 2023				
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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)

Planning Committee 15 Nov 2023				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Planning Scheme of Delegation & Planning Protocol Update	Minor changes to the Planning Scheme of Delegation & Planning Protocol are required to ensure that the scheme of delegation works better with the variety of applications we have now and to		Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk	Director of Growth (Karl Roberts)

	ensure that the Planning Protocol is consistent with the overall Constitution.			
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Environment Committee 21 Nov 2023				
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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 the 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. 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		Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk	Director of Growth (Karl Roberts)

	Health.			
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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
Additional Licensing Scheme for Houses in Multiple Occupation - Consultation Results and Outcomes	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		Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk	Director of Growth (Karl Roberts)

	<p>households and properties converted 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
Quarter 2 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of September 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Q2 Performance Report for the Key	This report gives the Q2 Performance of the		Jackie Follis, Group Head of Organisational Excellence	Chief Executive

Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026.	Key Performance Indicators which form part of the Council's Vision 2022-2026.		jackie.follis@arun.gov.uk	
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Environment Committee 21 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Bersted Brooks Park	The report provides an update on the Bersted Brooks Park project, including a summary of the stakeholder engagement and public consultation, and gives options for Committee to take the proposals forward.		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)

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) 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

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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, Interim Business Improvement Manager sasha.hawkins@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

Housing and Wellbeing Committee 23 Nov 2023				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 2 Budget Monitoring Report	The budget monitoring report sets out the HRA, Revenue and Capital budget forecast as at the end of September 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Planning Policy Committee 28 Nov 2023				
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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
Barham/Eastergate/Westergate Infrastructure Development Plan	This report seeks the agreement of Committee to publish the		Kevin Owen, Planning Policy Team Leader, Amber Willard, Senior Planning Officer kevin.owen@arun.gov.uk,	Director of Growth (Karl Roberts)

(BEWIDP)	Barnham/Eastergate/W estergate Infrastructure Development Plan (BEWIDP) on the council's web site as material evidence identifying the infrastructure supporting the delivery development uplift within the BEW Strategic Allocation.		Amber.Willard@arun.gov.uk	
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Planning Policy Committee 28 Nov 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 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, which will apply to		Charlotte Hardy, Senior Environmental Assessment Officer charlotte.hardy@arun.gov.uk	Director of Growth (Karl Roberts)

	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
Quarter 2 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of September 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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

Planning Policy Committee 28 Nov 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		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	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.			
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Audit and 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 and Governance Committee 30 Nov 2023

Audit and 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 and 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 and to provide an overview of the status</p>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	of 'live' reports.			
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Audit and Governance Committee 30 Nov 2023				
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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				
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Policy and Finance Committee 6 Dec 2023				
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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 forward and updates the data and		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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.

Policy and Finance Committee 6 Dec 2023

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 2 Budget Monitoring Report	The budget monitoring report sets out the		Antony Baden, Group Head of Finance and Section 151 Officer	Chief Executive

	Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2023.		antony.baden@arun.gov.uk	
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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 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.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

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	Lead Officer	Lead Director

		Documents		
Q2 Performance Report for the Key Performance Indicators (KPI's) which form part of the Council's Vision 2022-2026				

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	Lead Officer	Lead Director

		Documents		
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

Standards Committee 18 Jan 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		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive

	<p>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>			
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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

<p>Committee Revenue and Capital Budgets 2024/25 - Environment</p>	<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 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</p>	<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive Chief Executive</p>
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	<p>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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Environment Committee 23 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>West Sussex Disabled Facilities Grant Policy 2024 - 2028</p>	<p>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</p>		<p>Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk</p>	<p>Director of Growth (Karl Roberts)</p>

	live more independently within their own home.			
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Environment Committee 23 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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				
Reference	Report Details	Background	Lead Officer	Lead Director

		Documents		
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the HRA, Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@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 2024/25 so that it can make recommendations to a Special Meeting of the		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

	<p>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 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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Housing and Wellbeing Committee 25 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Leisure Operating	This report will provide		Oliver Handson, Environmental	Director of Environment &

Contract Annual Report	members of the Housing & Wellbeing Committee with an update in respect of the Council's Leisure Operating Contract over the past twelve months, and will include a presentation from the Council's Leisure Operator Freedom Leisure.		Services & Strategy Manager, Greenspace & Emergency Planning, Fraser Kidd, Community & Wellbeing Business Manager oliver.handson@arun.gov.uk, Fraser.Kidd@arun.gov.uk	Communities (Philippa Dart)
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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		Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk	Director of Growth (Karl Roberts)

	outputs for the monitoring year 2023.			
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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 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

Planning Policy Committee 30 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Planning Policy Committee 30 Jan 2024 Full Council 21 Feb 2024				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
<p>Committee Revenue and Capital Budgets 2024/25 - Planning Policy</p>	<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 capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive Chief Executive</p>

	<p>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
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

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Sundry Debt Write			Antony Baden, Group Head of	Director of Environment &

Offs 2022/23			Finance and Section 151 Officer antony.baden@arun.gov.uk	Communities (Philippa Dart), Director of Growth (Karl Roberts)
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Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Corporate Support Performance Report Quarter 2 & Quarter 3			Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Committee Budget Report – Service specific – Budget 2024/25			Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Pay Policy Statement 2023			Jackie Follis, Group Head of Organisational Excellence, Karen Pearce, HR Manager jackie.follis@arun.gov.uk,	Chief Executive

			karen.pearce@arun.gov.uk	
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Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Microsoft Licence Renewal			Paul Symes paul.symes@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
IT Strategy			Paul Symes paul.symes@arun.gov.uk	Director of Growth (Karl Roberts)

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	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
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Corporate Support Committee 31 Jan 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

Corporate Support Committee 31 Jan 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Local Government Boundary Review			Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Director of Growth (Karl Roberts)

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				
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		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Growth (Karl Roberts)

	on progress of the projects supported. This will be an annual report and measure budget performance and RAG status of all projects.			
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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 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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive Chief Executive

	<p>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 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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Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Approach to Public Consultation	To seek Members agreement to the		Nat Slade, Group Head of Technical Services	Director of Growth (Karl Roberts)

	approach to undertaking public consultation on matters within the remit of the Economy Committee.		nat.slade@arun.gov.uk	
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Economy Committee 1 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Quarter 3 Budget Monitoring Report	The budget monitoring report sets out the Revenue and Capital budget forecast as at the end of December 2023.		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

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				
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Reference	Report Details	Background Documents	Lead Officer	Lead Director
Seasonal Seafront Traders Strategy	To present to Members an option for a streamlined approach for identifying, selecting, and appointing seasonal seafront traders on and around the promenades at Bognor Regis and Littlehampton		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
Arun / WSCC Growth Deal Refresh	The Arun Growth Deal (2018 -2023) with WSCC has been refreshed and updated to reflect current economic growth priorities and opportunities in Arun. This report is asking the Committee to approve the updated (2024 – 2029) version.		Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk	Director of Environment & Communities (Philippa Dart), Director of Growth (Karl Roberts)

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 Documents	Lead Officer	Lead Director
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,		Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607	Chief Executive Chief Executive

	<p>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>			
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Policy and Finance Committee 8 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

Policy and Finance Committee 8 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
The Council's Revenue and Capital	The purpose of the report is for this		Antony Baden, Group Head of Finance and Section 151 Officer	Chief Executive

<p>Budget 2024/25</p>	<p>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>		<p>antony.baden@arun.gov.uk</p>	
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<p>Policy and Finance Committee 8 Feb 2024</p>				
<p>Reference</p>	<p>Report Details</p>	<p>Background Documents</p>	<p>Lead Officer</p>	<p>Lead Director</p>
<p>Budget Monitoring Report to 31 December 2023</p>	<p>The Budget Monitoring Report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of December 2023.</p>		<p>Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk</p>	<p>Chief Executive</p>

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 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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	2024/25.			
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Licensing Committee 23 Feb 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Taxi Fare Setting	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.		Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk	Director of Growth (Karl Roberts)

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 and 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 and 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		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

	Sector Internal Audit Standards require the charter to be reviewed and approved annually.			
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Audit and Governance Committee 27 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Internal Audit Annual Plan 2024/25	<p>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 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>		Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Chief Executive

Audit and Governance Committee 27 Feb 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
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<p>Internal Audit Progress Report December 2023</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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<p>Audit and Governance Committee 27 Feb 2024</p> <p>Full Council 13 Mar 2024</p>				
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>

Audit and Governance Committee 27 Feb 2024

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

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		William Page, Climate Change and Sustainability Manager, Joe Russell-Wells, Group Head of Environment & Climate Change william.page@arun.gov.uk,	Director of Environment & Communities (Philippa Dart)

	and 3 emissions for the 2022-2023 financial year. This is in line with the 2030 carbon neutral target.		joe.russell-wells@arun.gov.uk	
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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 william.page@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
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

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Environment Committee 19 Mar 2024				
Reference	Report Details	Background Documents	Lead Officer	Lead Director
Combined Cleansing Services Contract	The current contract expires on 31 January 2026. To procure a new contract within this timeframe, a committee decision is required to inform the strategic direction and scope of the new Combined Cleansing Services Contract		Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning, Joe Russell-Wells, Group Head of Environment & Climate Change oliver.handson@arun.gov.uk, joe.russell-wells@arun.gov.uk	Director of Environment & Communities (Philippa Dart)

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

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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	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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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)

Corporate Support Committee 30 Apr 2024

Reference	Report Details	Background Documents	Lead Officer	Lead Director
Sundry Debt Write Offs 2022/23			Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk	Director of Growth (Karl Roberts)