



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.

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 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 |

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| | 2023. | | |
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| Economy Committee 5 Oct 2023 | | | | |
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| 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 2023 – 2028. Members are requested to consider and accept its findings, adopt the report and agree to the recommendations within. | | Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk | Director of Growth (Karl Roberts) |

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

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| England) | 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. | | | |
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| Economy Committee 5 Oct 2023 | | | | |
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| 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) |

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| Economy Committee 5 Oct 2023 |
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| Corporate Support Committee 12 Oct 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Pier Road, Littlehampton – Proposed Road Closure | 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. | 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 | Miriam Nicholls, Business Development Manager miriam.nicholls@arun.gov.uk | Director of Growth (Karl Roberts) |

| 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 |
|--------------------------------------|--|----------------------|--|-----------------------------------|
| Data Protection Policy Update | The current Data Protection Policy was implemented in August 2020. During an internal audit of the Information Management function, it was noted that this was due for renewal, and included as a required action. The update considers key changes in legislation, such as the introduction of the UK GDPR. | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer, Lindsey Reeves, Information Governance Officer Daniel.Bainbridge@arun.gov.uk, lindsey.reeves@arun.gov.uk Tel: 01903 737607, | 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 | | | | |
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| 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. | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

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| | 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. | | | |
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| 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 | | | | |
|---|---|----------------------|--------------------------------------|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Technology & Digital Annual Update | This report is to provide committee members with an update on the activities and progress of Technology | | Paul Symes paul.symes@arun.gov.uk | Director of Growth (Karl Roberts) |

| 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 |
| Littlehampton Seafront Project - Update Report | This report will provide an update on the Littlehampton Seafront Project, including the preparation of the planning application and cost review. | | Rachel Alderson, Principal Landscape Officer rachel.alderson@arun.gov.uk | Director of Environment & Communities (Philippa Dart) |

| Policy and Finance Committee 26 Oct 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Community Capital Projects (Arun) | As part of the budget for 23-24 a proposal to | | Karl Roberts, Director of Growth karl.roberts@arun.gov.uk | Director of Growth (Karl Roberts) |

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| Community Fund) | 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 is proposed and the costs of delivery and maintaining the project. | | | |
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Policy and Finance Committee 26 Oct 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|---|-----------------|
| Medium Term Financial Plan - Committee Update | The Council's financial planning impacts all Directorates of the Council. The purpose of this report is to give Members a high-level interim update on the current financial prospects for the Council for the period 2024-25 to 2027-28. A more detailed report will be brought back to | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

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| | <p>this Committee for its next meeting on 6 December 2023.</p> <p>The update is high level at this stage but will nonetheless give Members a good idea of the scale of the financial challenge that lies ahead.</p> | | | |
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| 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) |

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| Policy and Finance Committee 26 Oct 2023 |
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| Policy and Finance Committee 26 Oct 2023 | | | | |
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| 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 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| The Regeneration of The Regis Centre, Bognor Regis - Levelling-Up Fund - Project Update | The Committee will receive a verbal update from the Council's Regeneration Officer | | Neil Taylor, Regeneration Officer Neil.Taylor@arun.gov.uk | Director of Growth (Karl Roberts) |

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

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| | of June 2023. | | | |
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| Standards Committee 31 Oct 2023 | | | | |
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| 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 | | | | |
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| 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 | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Chief Executive |

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| | 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

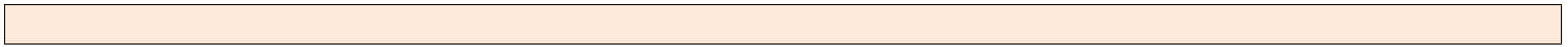
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|--|-----------------------------------|
| Independent Persons Recruitment | The Localism Act 2011 requires the Council to appoint at least one Independent Person to support its Standards 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 recruitment process for | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Director of Growth (Karl Roberts) |

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| | appointing a new panel of Independent Persons. | | |
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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 on 20 July 2023. 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 |

November 2023



| Economy Committee 1 Nov 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 1 Nov 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 1 Nov 2023 | | | | |
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| Reference | Report Details | Background | Lead Officer | Lead Director |

| | | Documents | | |
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| 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 1 Nov 2023 | | | | |
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| 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 |
| Destination Awareness Campaign, Arun District - Year 2 | In March 2022 the Economy Committee supported the commissioning of a Destination Awareness Campaign for the Arun | | Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | 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. | | | |
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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 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 1 Nov 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 | | Sam Horwill, Property and Estates Manager sam.horwill@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | dwelling for use as a holiday let at the River Road Garage Site in Arundel. | | | |
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| Full Council 8 Nov 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| Yapton Neighbourhood Plan – To be made | Following the examination into the Yapton Neighbourhood Plan 2 (NDP) which was passed and subsequent referendum, which was also passed on the 12 September 2023, the NDP must be 'made' at Full Council on 8 November 2023. | | Amber Willard, Senior Planning Officer Amber.Willard@arun.gov.uk | Director of Growth (Karl Roberts) |

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| 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 | | Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | works better with the variety of applications we have now and to ensure that the Planning Protocol is consistent with the overall Constitution. | | | |
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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 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 | | Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | consultation with key stakeholders, including the Director of Public Health. | | | |
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| Environment Committee 21 Nov 2023 | | | | |
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| 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 | | Louise Crane, Principal Environmental Health Officer Housing louise.crane@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | <p>properties occupied by three or four people making up two or more 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 |

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| 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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| 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 | This report gives the Q2 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 |

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| the Council's Vision 2022-2026. | Vision 2022-2026. | | | |
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| Housing and Wellbeing Committee 23 Nov 2023 | | | | |
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| 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

| 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 | This report seeks the agreement of | | Kevin Owen, Planning Policy Team Leader, Amber Willard, Senior | Director of Growth (Karl Roberts) |

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| Infrastructure Development Plan (BEWIDP) | Committee to publish the 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. | | Planning Officer kevin.owen@arun.gov.uk, 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 | | | | |
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| 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) |

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| | 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 |
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| 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) |

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| Planning Policy Committee 28 Nov 2023 | | | | |
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| 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 | This report updates the | | Kevin Owen, Planning Policy Team | Director of Growth (Karl Roberts) |

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| Document | 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. | Leader kevin.owen@arun.gov.uk |
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| Planning Policy Committee 28 Nov 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Update to Pagham Access Management and Monitoring scheme | This report provides an update on the strategic approach to Pagham Harbour, with respect to mitigating disturbance from new development and seeks to alter the amount of the contribution required in line with indexation. | | Kevin Owen, Planning Policy Team Leader kevin.owen@arun.gov.uk | Director of Growth (Karl Roberts) |

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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 |
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| 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 | | | | |
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| 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 | | Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk | Chief Executive |

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| | Committee, this report highlights the changes since the last update. | | | |
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| Audit and Governance Committee 30 Nov 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|---|-----------------|
| Internal Audit Progress Report September 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 |

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| Audit and Governance Committee 30 Nov 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|--|-----------------------------------|
| RIPA Policy and Guidance Update | To bring to the Audit & Governance Committee a report being the periodic review of the RIPA Policy and associated guidance following the | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Director of Growth (Karl Roberts) |

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| | Investigatory Powers Commissioner's 2023 inspection and recommendations. | | | |
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Audit and Governance Committee 30 Nov 2023

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
|--|--|----------------------|--|-----------------|
| Annual Report on the Council's Use of Powers Under the Regulation of Investigatory Powers Act 2000 (RIPA) | The Audit & Governance 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 | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk Tel: 01903 737607 | Chief Executive |

December 2023

Policy and Finance Committee 6 Dec 2023

| Reference | Report Details | Background | Lead Officer | Lead Director |
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| | | Documents | | |
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| <p>Medium Term Financial Forecast 2024/25 to 2028/29</p> | <p>The Council's Medium-Term Financial Strategy (MTFS) covering the period up to 2028/29 previously rolls forward and updates the data and assumptions in the existing approved MTFS. The Strategy amends previous assumptions contained in it to reflect changes in the Council's circumstances and other issues that have a strategic bearing on the Council's financial prospects. This year's MTFS has once again been prepared against a backdrop of economic uncertainty, with rising interest rates and high levels of inflation all continuing to fuel the cost of living crisis.</p> | | <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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| Policy and Finance Committee 6 Dec 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Quarter 2 Budget Monitoring Report | The budget monitoring report sets out the Capital, Housing Revenue and General Fund Revenue budget performance to the end of September 2023. | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@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 | | | | |

| Licensing Committee 15 Dec 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| Taxi Policy & Byelaws | <p>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.</p> | | <p>Neil Williamson, Environmental Health Team Manager Neil.Williamson@arun.gov.uk</p> | <p>Director of Growth (Karl Roberts)</p> |
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| Licensing Committee 15 Dec 2023 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Licensing Fee Setting | <p>The fees charged for licensing services that are not set nationally are reviewed and set each year by the Licensing Committee. This report provides</p> | | <p>Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk</p> | <p>Director of Growth (Karl Roberts)</p> |

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| | information to be considered for the setting of fares for the period from 1st April 2024. | | | |
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| Licensing Committee 15 Dec 2023 | | | | |
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| 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 |

January 2024

| Planning Committee 17 Jan 2024 | | | | |
|--|---|----------------------|--|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Rampion 2 Wind Farm Local Impact Report | To agree to contents of a Local Impact Report to submit to the examination into the Rampion 2 Wind Farm. This will comprise the | | Neil Crowther, Group Head of Planning & CPO neil.crowther@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | conclusions of the Council on various technical and subjective matters. It will be preceded by a member briefing. | | | |
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| Standards Committee 18 Jan 2024 | | | | |
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| 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 |

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| | <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 |
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| <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> |

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| | development for all Councillors across the full range of their responsibilities and Committee memberships. | | | |
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| Environment Committee 23 Jan 2024 | | | | |
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| 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

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| | February 2024 on the overall capital programme to be set for 2024/25. | | | |
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Environment Committee 23 Jan 2024

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| 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) |

Environment Committee 23 Jan 2024

| Housing and Wellbeing Committee 25 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 Documents | Lead Officer | Lead Director |
| Quarter 3 Budget Monitoring Report | The budget monitoring report sets out the HRA, Revenue and Capital budget forecast as at the end of | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

December 2023.

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

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| | <p>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 |
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| <p>Leisure Operating Contract Annual Report</p> | <p>This report will provide members of the Housing & Wellbeing Committee with an update in respect of the Council's Leisure Operating Contract over the past twelve</p> | | <p>Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning, Fraser Kidd, Community & Wellbeing Business Manager oliver.handson@arun.gov.uk, Fraser.Kidd@arun.gov.uk</p> | <p>Director of Environment & Communities (Philippa Dart)</p> |

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| | months, and will include a presentation from the Council's Leisure Operator Freedom Leisure. | | | |
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| Planning Policy Committee 30 Jan 2024 | | | | |
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| 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 | | | | |
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| 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 | | | | |
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| 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 | | | | |
| 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 | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive Chief Executive |

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

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 8 February 2024. The Policy and Finance Committee will consider the overall capital programme to make a

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| | <p>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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| 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) |

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| Corporate Support Committee 31 Jan 2024 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| Corporate Support Performance Report Quarter 2 & Quarter 3 | | | Jackie Follis, Group Head of Organisational Excellence jackie.follis@arun.gov.uk | Chief Executive |

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| Corporate Support Committee 31 Jan 2024 | | | | |
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| 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, karen.pearce@arun.gov.uk | Chief Executive |

| Corporate Support Committee 31 Jan 2024 | | | | |
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| 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 |
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| 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 |
|---|----------------|----------------------|--|-----------------------------------|
| 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 |
| Littlehampton Town Centre Improvements – Phase 1 (Terminus Road) | The report summaries the works completed and detail around programme, budget and lessons learnt. | | Denise Vine, Group Head of Business & Economy denise.vine@arun.gov.uk | Director of Growth (Karl Roberts) |

| 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 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 1 Feb 2024 | | | | |
|------------------------------|----------------|------------|--------------|---------------|
| Full Council 21 Feb 2024 | | | | |
| Reference | Report Details | Background | Lead Officer | Lead Director |

| | | Documents | | |
|---|--|-----------|---|---|
| <p>Committee Revenue and Capital Budgets 2024/25 - Economy</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</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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| | 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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| Economy Committee 1 Feb 2024 | | | | |
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| 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 |
| Quarter 3 Budget Monitoring Report | The budget monitoring report sets out the | | Antony Baden, Group Head of Finance and Section 151 Officer | Chief Executive |

| | | | | |
|--|---|--|--------------------------|--|
| | Revenue and Capital budget forecast as at the end of December 2023. | | antony.baden@arun.gov.uk | |
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| Economy Committee 1 Feb 2024 | | | | |
|--|--|----------------------|--|-----------------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Fitzleet 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 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) |

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| Economy Committee 1 Feb 2024 | | | | |
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| 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 | | | | |
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| 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 | | 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) |

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| | emissions produced by the Council and its activities. | | |
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Policy and Finance Committee 8 Feb 2024
Full Council 21 Feb 2024

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| 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 |

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| Policy and Finance Committee 8 Feb 2024 | | | | |
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| 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 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| The Council's Revenue and Capital Budget 2024/25 | 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. In addition, the Policy | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

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| | and Finance Committee must consider the overall capital programme (HRA and General Fund) to be set for 2024/25. | | | |
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Policy and Finance Committee 8 Feb 2024

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| 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 |

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| Full Council 21 Feb 2024 | | | | |
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| 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 2024/25. | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

| Licensing Committee 23 Feb 2024 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| Taxi Fare Setting | The fares charged to customers using Hackney Carriages | | Chris Arm, Principal Licensing Officer chris.arm@arun.gov.uk | Director of Growth (Karl Roberts) |

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| | (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. | | | |
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| Licensing Committee 23 Feb 2024 | | | | |
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| 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 | | | | |
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| 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 | | Antony Baden, Group Head of Finance and Section 151 Officer antony.baden@arun.gov.uk | Chief Executive |

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| | assurance work completed in accordance with the approved audit plan and to provide an overview of the status of 'live' reports. | | | |
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| Audit and Governance Committee 27 Feb 2024 | | | | |
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| 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 and Governance Committee 27 Feb 2024 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |

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| <p>Internal Audit Annual Plan 2024/25</p> | <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> | | <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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| Audit and Governance Committee 27 Feb 2024 | | | | |
|--|--|-----------------------------|---|------------------------|
| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
| <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</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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| | of 'live' reports. | | |
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| Audit and Governance Committee 27 Feb 2024 | | | | |
| Full Council 13 Mar 2024 | | | | |

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| Treasury Management Strategy & Annual Investment Strategy 2024/25 | 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 | | Sian Southerton, Senior Accountant sian.southerton@arun.gov.uk | Chief Executive Chief Executive |

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| Audit and Governance Committee 27 Feb 2024 | | | | |
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| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| Corporate Risk Register update | The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management | | Vicky Ashmore, Finance and Risk Manager Vicky.Ashmore@arun.gov.uk | Chief Executive |

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| | <p>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> | | | |
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March 2024

Policy and Finance Committee 7 Mar 2024

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| 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 | Lead Officer | Lead Director |
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| | | Documents | | |
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| 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 | | | | |
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| 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 19 Mar 2024 | | | | |
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| 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 | | Oliver Handson, Environmental Services & Strategy Manager, Greenspace & Emergency Planning, Joe Russell-Wells, Group Head of | Director of Environment & Communities (Philippa Dart) |

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| | timeframe, a committee decision is required to inform the strategic direction and scope of the new Combined Cleansing Services Contract | | Environment & Climate Change oliver.handson@arun.gov.uk, joe.russell-wells@arun.gov.uk | |
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| Standards Committee 27 Mar 2024 | | | | |
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| 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 | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer Daniel.Bainbridge@arun.gov.uk | Chief Executive |

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

| Reference | Report Details | Background Documents | Lead Officer | Lead Director |
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| <p>Register of Assessments of Complaints Against Councillors</p> | <p>This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the</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> |

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| | operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct. | | | |
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April 2024

| Economy Committee 16 Apr 2024 | | | | |
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| 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 |
| Annual Report - Corporate Complaints | This report will provide members with an overview of the council's complaints management. It will | | Daniel Bainbridge, Group Head of Law and Governance & Monitoring Officer, Lindsey Reeves, Information Governance Officer Daniel.Bainbridge@arun.gov.uk, | Director of Growth (Karl Roberts) |

cover the financial year 2023/24 and will include detailed statistics along with a breakdown of the responsible teams, as well as cases that were escalated to relevant Ombudsmen.

lindsey.reeves@arun.gov.uk
Tel: 01903 737607,