

ARUN DISTRICT COUNCIL
FORWARD PLAN
LIST OF DECISIONS TO BE TAKEN
(including Key Decisions)
(Publication Date 6 March 2019)

The Forward Plan will list matters due to be considered by the Cabinet and Full Council, including key decisions.

A key decision is defined by the Local Authorities [Executive Arrangements] [Access to Information] [England] Regulations 2000 as being likely to

- Result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates or
- Be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the Council's area.

If you wish to make representation to the Cabinet about a decision listed to be taken, Arun District Council's Cabinet Members are:

Name	Portfolio	Contact Details
Councillor Mrs Brown	Leader of the Council and Economy	cllr.gillian.brown@arun.gov.uk
Councillor Wensley	Deputy Leader Corporate Support	cllr.dudley.wensley@arun.gov.uk
Councillor Charles	Planning	cllr.john.charles@arun.gov.uk
Councillor Clayden	Community Wellbeing	cllr.mike.clayden@arun.gov.uk
Councillor Haymes	Technical Services	cllr.stephen.haymes@arun.gov.uk
Councillor Bence	Residential	Cllr.trevor.bence@arun.gov.uk
Councillor Wotherspoon	Neighbourhood Services	cllr.paul.wotherspoon@arun.gov.uk

Should you have any queries regarding the Forward Plan, please contact Democratic Services on 01903 737611 or email committees@arun.gov.uk

CABINET

3 JUNE 2019

1. ASSETS OF COMMUNITY VALUE – POLICY AND PROCEDURES

Executive Summary: Cabinet will be asked to adopt the Policy providing a framework for the Council to process and deal with Asset of Community Value nominations and any subsequent appeals and compensation claims.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	1 November 2018
Principal Consultees	Cabinet – 3 June 2019
Background Papers	TBC
Lead Officer Contact Information: Nat Slade – Group Head of Technical Services	
Contact Name: Christine Bardwell, Head of Local Land Charges	
Telephone: 01903 737781	
Email: Christine.bardwell@arun.gov.uk	

2. MANAGING THE COAST IN A CHANGING CLIMATE

Executive Summary: The Report will present the content, conclusions and recommendations of the recently published report by the Committee on Climate Change. It is put forward for consideration in respect of its implications for the Arun District. It is anticipated that separate further reports will be necessary in respect of individual Council Services.

Key Decision	No
Decision Taker	Cabinet
Date Decision to be taken	3 June 2019
Date Listed in the Forward Plan	6 March 2019
Principal Consultees	N/A
Background Papers	Managing the coast in a changing climate” report by the Committee on Climate Change 2018
Lead Officer Contact Information:	
Contact Name:	Roger Spencer – Engineering Services Manager
Telephone:	01903 737812
Email:	roger.spencer@arun.gov.uk

8 JULY 2019 [RESERVE CABINET]

29 JULY 2019

2 SEPTEMBER 2018 [RESERVE CABINET]

7 OCTOBER 2019

11 NOVEMBER 2019 [RESERVE CABINET]

9 DECEMBER

13 JANUARY 2020 [RESERVE CABINET]

10 FEBRUARY 2020

9 MARCH 2020 [RESERVE CABINET]

6 APRIL 2020

FULL COUNCIL

13 MARCH 2019

2. ADOPTION OF ARUN DISTRICT COUNCIL HEALTH AND SAFETY POLICY

Executive Summary: The Council's Policy on how it achieves compliance with its legal obligations under health and safety legislation has recently been reviewed. The Policy relates to the Council's own work activities and premises and has been updated to reflect best practice and changes to the structure of the Council. Councillors are requested to adopt the Policy to ensure that a robust but sensible approach is taken to protecting staff in the conduct of their duties and others who enter Council owned premises from harm.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	Senior Management Team, Staff Health & Safety Panel & Formal Unison Staff Consultation Panel
Background Papers	Draft Health and Safety Policy
Lead Officer Contact Information:	
Contact Name:	Nat Slade, Group Head of Technical Services Group
Telephone:	01903 (7)37683
Email:	nat.slade@arun.gov.uk

3. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2019/20 AND CHAIRMAN ELECT FOR 2020/21

Executive Summary: At Full Council on 13 March 2019, the Council will consider nominations from Political Groups, and a vote by ballot will be held, in accordance with the Constitution to determine the Vice-Chairman of the Council for 2019/20 and Chairman elect for 2020/21. This appointment will then be reconfirmed at the Annual Council Meeting in May 2019.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	13 March 2019 and then Annual Council on 22 May 2019
Date Listed in the Forward Plan	21 January 2019

Principal Consultees	Group Leaders
Background Papers	None
Lead Officer Contact Information: Nigel Lynn – Chief Executive Contact Name: Nigel Lynn Telephone: 01903 737600 Email: Nigel.Lynn@arun.gov.uk	

4. LOCAL GOVERNMENT PENSION SCHEME – PENSION DISCRETIONS FOR ARUN DISTRICT COUNCIL

Executive Summary:

Arun District Council provides a staff pension scheme which is part of the Local Government Pension Scheme (LGPS). It is a requirement under the LGPS Regulations for each scheme employer to formulate, publish and keep under review how it will deal with a number of discretionary areas within the LGPS rules. This paper sets out where we propose to make minor changes to our local discretions with an explanation for those changes and describes the consultation process. Full Council is required to agree any changes to the Pension Scheme.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	15 February 2019
Principal Consultees	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
Background Papers	Pension Discretions 2019.
Lead Officer Contact Information: Contact Name: Alan Peach, Group Head for Corporate Support Telephone: 01903 737558 Email: Alan.peach@arun.gov.uk	

5. PAY POLICY STATEMENT

Executive Summary: The Localism Act 2011, section 38(1) requires that local authorities prepare an annual Pay Policy Statement. This statement explains what Arun DC's policies are on a range of issues relating to the pay of the workforce. The statement is prepared for each financial year and requires approval at Full Council for publication on the Council's website on 1 April.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	15 February 2019
Principal Consultees	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
Background Papers	Pay Policy Statement 2019/20
Lead Officer Contact Information: Contact Name: Alan Peach, Group Head for Corporate Support Telephone: 01903 737558	

Email: Alan.peach@arun.gov.uk

6. NEW NATIONAL PAY SCALE 2019

Executive Summary: The National Joint Council (NJC) pay agreement for 2018-20 included the introduction of a new pay scale which will come into effect on 1 April 2019. The new pay scale will replace the current one and it is for Councils to decide locally, in consultation with their recognised union/s, how the organisational grading structure should fit against the new pay scale.

This paper explains the proposed new grading structure for Arun District Council and how staff will assimilate across from their existing pay point to the new pay scale.

This matter will be discussed at the Staff Consultation Panel and recommendations will be made to Full Council to agree this change to the terms and conditions around pay.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	15 February 2019
Principal Consultees	Joint Consultative panel including the Cabinet Member for Corporate Governance and Unison
Background Papers	Pension Discretions 2019.

Lead Officer Contact Information:

Contact Name: Alan Peach, Group Head for Corporate Support

Telephone: 01903 737558

Email: Alan.peach@arun.gov.uk

22 MAY 2019 [ANNUAL COUNCIL]

12 JUNE 2019 [SPECIAL COUNCIL]

17 JULY 2019

7. THE EIGHTH REVIEW OF THE COUNCIL'S MEMBERS' ALLOWANCES SCHEME BY THE COUNCIL'S INDEPENDENT REMUNERATION PANEL

Executive Summary: The Audit & Governance Committee was presented with the Independent Remuneration Panel's Eighth review of the Council's Members' Allowances Scheme. The Committee asked the Panel to provide some further context to some of its recommendations and so consideration of the review will now not be presented to Full Council on 13 March 2019. A Special Meeting of the Audit & Governance Committee will be convened for June/early July so that the Panel's final reports and its recommendations can be recommended onto Full Council to consider on 17 July 2019.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	18 January 2019
Principal Consultees	District Councillors Town and Parish Councillors in respect of Town/Parish Allowances

	<p>Group Leaders The Audit & Governance Committee – 14 February 2019 Will be reported back to a Special Meeting of the Audit & Governance Committee to be convened in June/early July 2019.</p>
Background Papers	<p>Previous reports made by the Independent Remuneration Panel https://www.arun.gov.uk/members-allowances South East Employers Survey Results</p>
<p>Lead Officer Contact Information: Contact Name: Jane Fulton – Committee Services Manager Telephone: 01903 737611 Email: Jane.fulton@arun.gov.uk</p>	

18 SEPTEMBER 2019

<p>8. LOCAL GOVERNMENT ETHICAL STANDARDS Executive Summary: The Committee on Standards in Public Life (CPSL) advises the Prime Minister on ethical standards across the whole of public life in England. It monitors and reports on issues relating to the standards of conduct of all public office holders and promotes the seven principles of public life.</p> <p>The CPSL undertook to review the effectiveness of the arrangements introduced by the Localism Act 2011. They conducted this review during 2018 and published a report on 30 January 2019. The review considered four specific areas - the Code of Conduct and arrangements for registration and declaration of interests; the available sanctions; the role of the Independent Person, Monitoring Officer and Standards Committees; and support for parishes. It also looked more widely at how authorities could better promote high standards of conduct.</p> <p>The report to be presented will consider the best practice recommendations of the CSPL against Arun’s Code of Conduct and Local Assessment Procedures and agree an action plan to meet the expected implementation date of 2020.</p>	
Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	18 September 2019
Date Listed in the Forward Plan	To be added by Committee Services
Principal Consultees	Standards Committee – 25 July 2019
Background Papers	https://www.gov.uk/government/publications/local-government-ethical-standards-report
<p>Lead Officer Contact Information: Contact Name: Liz Fatcher, Group Head of Council Advice & Monitoring Officer Telephone: 01903 737610</p>	

Email: liz.futcher@arun.gov.uk

13 NOVEMBER 2019

15 JANUARY 2020

19 FEBRUARY 2019 [SPECIAL COUNCIL – BUDGET]

18 MARCH 2020

OVERVIEW SELECT COMMITTEE

12 MARCH 2019

OTHER COMMITTEES/SUB-COMMITTEES

9. DEVELOPMENT CONTROL COMMITTEE - SCHEME OF DELEGATION

Executive Summary: In November 2017, Full Council agreed a revised Scheme of Delegation for Development Control Committee. As part of this, it was agreed to review how it was working 12 months later. This report will present how the revised Scheme has been working in order to determine if the Council continues with the current Scheme or amends it.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	13 March 2019
Date Listed in the Forward Plan	19 July 2018
Principal Consultees	Constitution Working Party – 28 November 2018 Development Control Committee – 12 December 2018 – Deferred to Development Control Committee – 16 January 2019
Background Papers	Full Council – November 2017

Lead Officer Contact Information:

Contact Name: Neil Crowther – Group Head of Planning
Telephone: 01903 737839
Email: neil.crowther@arun.gov.uk

10. CAPITAL STRATEGY

Executive Summary: The Capital Strategy sets out the policy framework for the development, management and monitoring of capital investment.

Key Decision	No
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	Audit and Governance Committee 14 February 2019
Background Papers	The prudential code for Capital Finance in Local Authorities (2017)

Lead Officer Contact Information:

Contact Name: Carolin Martlew
Telephone: 019030737568
Email: carolin.martlew@arun.gov.uk

11. SECONDARY SCHOOL TO SUPPORT LOCAL PLAN STRATEGIC ALLOCATIONS

Executive Summary: This will advise Members on the approach and timetable to preparing evidence to support a preferred option for location of a 10 Form of Entry Secondary School in the area of search based around the central part of the Arun District.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	13 March 2019
Date Listed in the Forward Plan	10 October 2018
Principal Consultees	Planning Policy Sub-Committee – 27 February 2019
Background Papers	TBC

Lead Officer Contact Information:

Contact Name: Kevin Owen – Planning Policy Team Leader
Telephone: N/A
Email: kevin.owen@arun.gov.uk

12. LYMINSTER & CROSSBUSH APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA

Executive Summary: Lyminster & Crossbush Parish Council applied to Arun District Council and the South Downs National Park Authority for designation of Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012- Regulation 5.

Arun District Council publicised the area application as required under Part 2- Regulation 6 and the next stage is for the Council to agree and designate the neighbourhood area.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be taken	13 March 2019
Date Listed in the Forward Plan	18 January 2019
Principal Consultees	Planning Policy Sub-Committee – 27 February 2019
Background Papers	Yes: 1. Application form and map https://www.arun.gov.uk/lyminster-crossbush-neighbourhood-development-plan 2. The SDNPA designated the area of Lyminster and Crossbush Neighbourhood Area within the South Downs National Park on 3 January 2019 https://www.southdowns.gov.uk/planning/planning-policy/neighbourhood-planning/neighbourhood-development-plans/lyminster-crossbush-neighbourhood-plan/
Lead Officer Contact Information:	
Contact Name:	Donna Moles (Senior Planning Officer)
Telephone:	01903737697
Email:	donna.moles@arun.gov.uk

13. TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2019/20

Executive Summary:

The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2019/2020 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to full Council.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	13 March 2019
Date Listed in the Forward Plan	24 April 2018
Principal Consultees	Treasury Advisors – Link Asset Services Audit & Governance Committee – 14 February 2019
Background Papers	Cipfa’s Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.

Lead Officer Contact Information:

Contact Name: Sian Southerton

Telephone: 01903 737861

Email: sian.southerton@arun.gov.uk

14. AMENDMENTS TO THE ENFORCEMENT POLICY FOR ENVIRONMENTAL HEALTH, PRIVATE SECTOR HOUSING, LICENSING AND ENVIRONMENTAL AMENITIES

Executive Summary: The report seeks approval for amendments to the existing enforcement policy for Environmental Health, Private Sector Housing, Licensing and Environmental Amenities which includes two additional enforcement options that can be considered:

- Service of a Community Protection Warning and Community Protection Notice
- Civil penalty for Housing Act 2004 offences

In addition minor amendments have been made to reflect changes in job descriptions or structures within teams.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	3 September 2018
Principal Consultee	No public consultation. Internal consultation with Legal, Finance, Community Safety, Cleansing, Greenspace, Environmental Health, Licensing and Private Sector Housing

	Licensing Committee – 14 December 2018 Licensing Committee – 22 March 2019
Background Papers	None
Lead Officer Contact Information:	
Contact Name:	Nat Slade – Group Head of Technical Services
Telephone:	01903 737683
Email:	nat.slade@arun.gov.uk

15. APPEALS MONITORING REPORT - 2018	
Executive Summary: To consider the outcomes of the 2018 Appeals Monitoring Report.	
Key Decision	No
Decision Taker	Development Control Committee
Date Decision to be taken	10 April 2019
Date Listed in the Forward Plan	16 October 2018
Principal Consultees	None
Background Papers	Appeal Decisions
Lead Officer Contact Information:	
Contact Name:	Juan Baeza
Telephone:	01903-737765
Email:	Juan.baeza@arun.gov.uk

16. ADOPTION OF A POLICY IN RELATION TO SURFACE WATER IN NEW DEVELOPMENT	
Executive Summary: The Sub-Committee will be asked to consider adopting a Policy in relation to the disposal of surface water in all new development. It follows the approach adopted by West Sussex County Council (as Local Lead Flood Authority) in its published Policy.	
Key Decision	Yes
Decision Taker	Full Council
Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	20 February 2019
Principal Consultees	Planning Policy Sub-Committee – 18 June 2019
Background Papers	WSCC
Lead Officer Contact Information:	
Contact Name:	Roger Spencer
Telephone:	01903 737812
Email:	roger.spencer@arun.gov.uk

17. ADOPTION OF A POLICY IN RELATION TO SURFACE WATER IN NEW DEVELOPMENT

Executive Summary: This report will seek the adoption of a Policy in relation to the disposal of surface water in all new development. It follows the approach adopted by West Sussex County Council (as Local Lead Flood Authority) in its published Policy.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be taken	17 July 2019
Date Listed in the Forward Plan	6 March 2019
Principal Consultees	Planning Policy Sub Committee - 18 June 2019
Background Papers	WSSCC policy document https://www.westsussex.gov.uk/media/12230/ws_llfa_policy_for_management_of_surface_water.pdf

Lead Officer Contact Information:

Contact Name: Roger Spencer – Engineering Services Manager
Telephone: 01903 737812
Email: roger.spencer@arun.gov.uk

18. EXPERIENCE WEST SUSSEX MARKETING CAMPAIGN

Executive Summary: The report provides an update on the Experience West Sussex tourism marketing campaign being delivered in partnership with Coastal West Sussex and West Sussex County Council

Key Decision	No
Decision Taker	None – Information item
Date Decision to be Taken	None – Information item
Date Listed in the Forward Plan	10 April 2018
Principal Consultees	Bognor Regis Regeneration Sub-Committee – 24 June 2019
Background Papers	TBC

Lead Officer Contact Information:

Contact Name: Denise Vine, Group Head of Economy
Telephone: 01903 737846
Email: Denise.Vine@arun.gov.uk

19. TOURISM UPDATE

Executive Summary: The report provides an annual update of tourism activity across the District.

Key Decision	No
Decision Taker	None – Information Item
Date Decision to be Taken	None – Information Item
Date Listed in the Forward Plan	10 April 2018
Principal Consultees	Bognor Regis Regeneration Sub-Committee – 24 June 2019
Background Papers	None

Lead Officer Contact Information:

Contact Name: Margaret Murphy, Tourism Business Development Officer
Telephone: 01903 737859

Email: Margaret.murphy@arun.gov.uk

20. BOGNOR REGIS PLACE-BRANDING INITIATIVE UPDATE

Executive Summary: The Sub-Committee will be provided with an update on the Place-branding initiative being delivered in partnership with University of Chichester and West Sussex County Council.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	18 January 2019
Principal Consultees	The entire process is consultation-led – and Bognor Regis Regeneration Sub-Committee – 24 June 2019
Background Papers	N/A

Lead Officer Contact Information:

Contact Name: Denise Vine, Group Head of Economy
Telephone: 01903 737846
Email: denise.vine@arun.gov.uk

21. BOGNOR REGIS TOWN CENTRE PUBLIC REALM SCHEME – FINAL EVALUATION REPORT

Executive Summary: The Sub-Committee will be provided with details which will evaluate the overall scheme and the impact that it has had on Town Centre improvement.

Key Decision	No
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	10 April and 3 September 2018; and 18 January 2019
Principal Consultees	Bognor Regis Regeneration Sub-Committee – 24 June 2019
Background Papers	TBC

Lead Officer Contact Information:

Contact Name: Denise Vine, Group Head of Economy
Telephone: 01903 737846
Email: Denise.Vine@arun.gov.uk

22. DRAFT ARUN ECONOMIC DEVELOPMENT STRATEGY

Executive Summary: Consultation on the draft version of the Arun Economic Development Strategy

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	17 July 2019
Date Listed in the Forward Plan	10 April, 23 May, 3 September 2018 and 18 January 2019
Principal Consultees	Bognor Regis Regeneration Sub-Committee –

	24 June 2019
Background Papers	TBC
Lead Officer Contact Information:	
Contact Name:	Denise Vine, Group Head of Economy
Telephone:	01903 737846
Email:	Denise.Vine@arun.gov.uk

23. TREASURY MANAGEMENT – INTERIM REPORT 2019/20

Executive Summary: To report on the Treasury Management activities for the year to date as at ended 30 September 2019 and updated to include more recent information. Also to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	8 January 2020
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	Treasury Advisors – Capita Asset Services Audit & Governance Committee – 30 July 2019
Background Papers	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.
Lead Officer Contact Information:	
Contact Name:	Sian Southerton
Telephone:	01903 737861
Email:	sian.southerton@arun.gov.uk

24. TREASURY MANAGEMENT – ANNUAL REPORT 2018/19

Executive Summary: To report on the Treasury Management annual activities for 2018/19 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	11 September 2019
Date Listed in the Forward Plan	21 December 2018
Principal Consultees	Treasury Advisors – Capita Asset Services Audit & Governance Committee – 30 July 2019
Background Papers	Cipfa's Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.

Lead Officer Contact Information:
Contact Name: Sian Southerton
Telephone: 01903 737861
Email: sian.southerton@arun.gov.uk

25. TREASURY MANAGEMENT STRATEGY & ANNUAL INVESTMENT STRATEGY 2020/21

Executive Summary:

The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2020/2021 and to enable the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.

Key Decision	Yes
Decision Taker	Full Council
Date Decision to be Taken	18 March 2020
Date Listed on the Forward Plan	21 December 2018
Principal Consultees	Treasury Advisors – Link Asset Services Audit & Governance Committee – 13 February 2020
Background Papers	Cipfa’s Treasury Management code of Practice. Prudential code for Capital Finance in Local Authorities (2017) The Local Government Act 2003.

Lead Officer Contact Information:
Contact Name: Sian Southerton
Telephone: 01903 737861
Email: sian.southerton@arun.gov.uk