

NOTICE OF MEETING

East Pallant House East Pallant Chichester West Sussex PO19 1TY

Telephone: 01243 785166

Website: www.chichester.gov.uk

MEETING	CABINET
DATE / TIME	Tuesday 3 June 2014 at 9:30 am
VENUE:	Committee Room One East Pallant House East Pallant Chichester West Sussex PO19 1TY
CONTACT	Philip Coleman – Member Services Manager Telephone: 01243 534655 E-mail: pcoleman@chichester.gov.uk
Friday 23 May 2014	

JOHN WARD
Head of Finance and Governance Services

AGENDA

This agenda should be retained for future reference with the minutes of this meeting

PART 1

1 Minutes

To approve as a correct record the minutes of the Cabinet meeting held on 6 May 2014 ((copy herewith - pages 1 to 6)

2 Urgent Items

Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 14(b).

3 Declarations of Interests

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters

on the agenda for this meeting.

4 **Public Question Time**

Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

RECOMMENDATIONS TO COUNCIL

5 **Recommendations from the Development Plan Panel** (pages 7 to 9)

To approve recommendations from the Development Plan Panel meeting on 15 May

- (a) to recommend the Council to make the Kirdford Neighbourhood Plan part of the Development Plan for Chichester District (excluding the South Downs National Park);
- (b) that the Loxwood Neighbourhood Plan proceeds to referendum, subject to modifications set out in the draft decision statement, and that the referendum area has the same boundary as the designated neighbourhood area.

6 **Council Tax Empty Homes Premium and local discount for empty and unfurnished properties** (pages 10 to 13)

To recommend the Council to undertake a consultation on the possibilities of charging a 50% council tax premium on properties that have been empty for at least two years and of applying a 100% discount for properties that are unoccupied and unfurnished properties for short term periods up to one month.

7 **Local Government Pension Scheme & Early Termination of Employment Discretions Policy: Personnel Policy Report** (pages 14 to 16)

To recommend the Council to approve a revision of the pension and early termination of employment discretions policy to reflect the requirements of the new Local Government Pension Scheme (LGPS) that came into being on 1 April 2014.

KEY DECISIONS

8 **Pool Play Features for Westgate Leisure Chichester** (pages 17 to 19)

Further to minute 472 of 3 September 2013, to approve an income generating project at the Westgate Leisure Centre.

OTHER DECISIONS

9 **Business Rates Reliefs** (pages 20 to 22)

To authorise the Head of Finance and Governance Services to approve grant of business rates reoccupation relief (a Government scheme to decrease numbers of vacant shops and improve town centres) and to make decisions on future discretionary relief schemes under section 47 of the Local Government Finance Act 1988 where this accords with government guidance and the cost is reimbursed to the Council.

- 10 **Chichester in Partnership – Choose Work Project** (pages 23 to 27)
- To approve funding from the New Homes Bonus to support the continuation of the Choose Work project for a further 3 years, subject to funding also being obtained from the Department for Work and Pensions.
- 11 **Community Forums** (pages 28 to 33)
- To review the operation of the Community Forums, which are a means of engagement with parish councils, and to approve some changes.
- 12 **Appointments to Panels and Forums 2014-2015** (pages 34 to 36)
- To appoint members to serve on Panels and Forums for 2014-2015.
- 13 **Appointments to External Organisations** (pages 37 to 39)
- To appoint representatives to serve on outside organisations for 2014-2015.
- 14 **Consideration of any late items** as follows:
- (a) items added to the agenda papers and made available for public inspection
 - (b) items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

PART 2

Items for which the press and public are likely to be excluded

EXCLUSION OF THE PRESS AND PUBLIC

The Cabinet will consider the following resolution

To consider passing a resolution in accordance with section 100A of the Local Government Act 1972 (the Act) to exclude the public and the press from the meeting during the consideration of the following items on the agenda for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of “exempt information” being information of the nature described in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information) and 5 (legal professional privilege)) of Part I of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- 15 **Avenue De Chartres & Westgate Leisure Centre Pay on Foot Systems** (pages 41 to 46) (for members and senior officers only) [Paragraph 3] [key decision]
- Further to minute 371 of 11 March 2013, to increase budget provision and appoint a contractor for the provision of Pay on Foot car parking equipment at the Avenue De Chartres and Westgate Car Parks.

16 **Settlement of claim concerning trees at Kiln House Greenfields Close, Nyewood, Petersfield** (pages 47 to 49) (for members and senior officers only)
[Paragraph 5]

Referring to minute 80 of 4 October 2011, to agree the terms of settlement.

NOTES

- (a) The press and public may be excluded from the meeting during any item of business whenever it is likely that there would be disclosure of “exempt information” as defined in section 100 of the Local Government Act 1972
- (b) A key decision means an executive decision which is likely to:
- (1) 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
 - (2) be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
 - (3) incur expenditure, generate income, or produce savings greater than £100,000.
- (c) With the aim of reducing paper consumption, certain restrictions have been introduced on the distribution of paper copies of some of the longer appendices to the reports listed in this agenda (agenda items 5, 7, 8 and 10).
- (1) Members of the Cabinet and the chairmen of the Overview and Scrutiny Committee and the Corporate Governance and Audit Committee receive paper copies.
 - (2) Other members of the Council who do not receive the appendices with their copy of the agenda may view the same on the Council's website or Members' desktop and a paper copy is available in the Members Room at East Pallant House.
 - (3) The press and public may view the appendices relating to reports listed under Part I of the agenda which are not included with their copy of the agenda:
 - (a) on the Council's website at <http://www.chichester.gov.uk/committees> select “Committee Papers” then select “Cabinet” then choose the date of this meeting
 - (b) at the main reception desk at East Pallant House Chichester
 - (c) by contacting Philip Coleman (Member Services Manager) on 01243 534655 or pcoleman@chichester.gov.uk

MEMBERS

Mrs H P Caird (Chairman) Mr M A Cullen (Vice-Chairman)
Mr J C P Connor Mr A P Dignum Mrs E P Lintill
Mrs C Purnell Mr J Ransley

Chichester District Council

CABINET

3 June 2014

Recommendations from the Development Plan Panel

1.0 Contacts

1.01 The following individuals may be contacted in respect of the contents of this report:

Heather Caird – Leader of the Council
Telephone: 01243 811667
E-mail: hcaird@chichester.gov.uk

Andrew Frost – Head of Planning Services
Telephone: 01243 534892
E-mail: afrost@chichester.gov.uk

Mike Allgrove – Planning Policy Manager
Telephone: 01243 521044
E-mail: mallgrove@chichester.gov.uk

Tracey Flitcroft – Principal Planning Officer
Telephone: 01243 534683
E-mail: tflitcroft@chichester.gov.uk

Graham Thrussell – Senior Member Services Officer
Telephone: 01243 534653
E-mail: gthrussell@chichester.gov.uk

2.0 Recommendation

2.01 **That the Cabinet considers the recommendations made in paragraphs 3.10 and 3.16.**

3.0 Development Plan Panel – Thursday 15 May 2014

3.01 At its meeting on 15 May 2014 the Development Plan Panel (the Panel) considered and made recommendations to the Cabinet with respect to the two matters set out below.

(1) Making the Kirdford Neighbourhood Plan Part of the Development Plan for Chichester District (Excluding the South Downs National Park)

3.02 The Panel received a report on the outcome of the recent referendum on the Kirdford neighbourhood development plan (NDP) in consequence of which it is now being recommended that the NDP should form part of the development plan for Chichester District.

3.03 Kirdford Parish Council was identified as the qualifying body and the parish of Kirdford was designated as a neighbourhood area on 2 October 2013 by CDC and

by the South Downs National Park Authority (SDNPA) on 13 September 2013 under the *Neighbourhood Planning (General) Regulations 2012*. The parish of Kirdford lies within both the CDC and SDNPA areas but CDC is the lead authority for supporting neighbourhood planning in that parish because it is the local planning authority for the main built-up area of Kirdford and most of the parish.

- 3.04 Kirdford Parish Council developed a NDP with its local community, which was subjected to a public consultation in 2013 before undergoing an examination to ascertain whether it complied with the basic conditions required by legislation and could proceed to a referendum.
- 3.05 The independent examiner, Janet Cheesley, concluded that subject to making certain modifications as set out in her report the NDP (a) did satisfy the basic conditions in para 8 (2) of Schedule 4B to the *Town and Country Planning Act 1990*, (b) was compatible with European Union obligations and the *European Convention on Human Rights*, (c) complied with the relevant provisions made by or under section 38A and 38B of the *Planning and Compulsory Purchase Act 2004* and (d) should proceed to a referendum. Kirdford Parish Council subsequently confirmed its acceptance of those modifications.
- 3.06 On 25 February 2014 the Cabinet resolved that the Kirdford NDP should proceed to a referendum, which took place on 1 May 2014. The referendum complied with the requirements of the *Localism Act 2011* and the *Neighbourhood Planning (Referendums) Regulations 2012*. The turn-out was 44% and of those who voted 95% were in favour of the NDP being used to help decide planning applications in the NDP area.
- 3.07 In view of the outcome of the referendum, section 38A (4) of the *Planning and Compulsory Purchase Act 2004* (as amended by Part 2 of Schedule 9 to the *Localism Act 2011*) requires CDC to make the Kirdford NDP as soon as reasonably practicable after the referendum has been held, unless (which is not the case here) the making of the NDP would breach or otherwise be incompatible with any European Union obligation or any of the rights under the *European Convention on Human Rights* (within the meaning of the *Human Rights Act 1998*).
- 3.08 The Panel unanimously agreed to recommend to the Cabinet that it should in turn recommend to the Council meeting that the Kirdford NDP should be made part of the development plan for Chichester District, in which event CDC will then publish a formal decision statement as required under the *Neighbourhood Planning (General) Regulations 2012*.
- 3.09 The SDNPA will also take the recommendation to its planning committee on Thursday 12 June 2014 for the NDP to be made part of SDNPA's development plan.

RECOMMENDATION TO THE CABINET

- 3.10 **That the Cabinet recommends to the Council meeting that the Kirdford neighbourhood development plan shall be made part of the development plan for Chichester District (excluding the South Downs National Park).**

(2) Loxwood Neighbourhood Plan Draft Decision Statement

- 3.11 The Panel received a report on the examination by Janet Cheesley in March 2014 of the Loxwood neighbourhood development plan (NDP). The examiner's report recommended that (a) the NDP should proceed to a referendum subject to a

number of modifications and (b) the referendum area should be the same as the designated neighbourhood area.

- 3.12 The details of the modifications and the reasons for them are set out in the draft decision statement which has been seen by the Panel and appears as appendix one to this report.
- 3.13 As a result of discussions by Chichester District Council (CDC) with Loxwood Parish Council regarding the examiner's findings, the draft decision statement has been amended in certain respects: (a) ten minor changes eg typographical changes and (b) two major changes namely (i) the text referring to the minimum number of houses and (ii) the position within the plan of the section relating to affordable housing. The examiner does not object to those amendments and on the basis that they have been made Loxwood Parish Council has agreed that the NDP should now proceed to a referendum. The Panel has seen those amendments, a schedule of which appears as appendix two to this report.
- 3.14 The proposed date for the referendum is 24 July 2014, the question in which would be: 'Do you want Chichester District Council to use the neighbourhood plan for Loxwood parish to help it decide planning applications in the neighbourhood area?' The eligible electorate would consist of anyone registered to vote within the designated neighbourhood area. A simple majority of votes (ie over 50%) is required for the plan to be approved, in which case CDC would then need to make the Loxwood NDP (as explained for the Kirdford NDP in paragraph 3.07 above).
- 3.15 The Panel unanimously agreed to recommend to the Cabinet that the Loxwood NDP should proceed to a referendum.

RECOMMENDATION TO THE CABINET

- 3.16 **That the Cabinet approves:**
- (1) The Loxwood neighbourhood development plan shall proceed to a referendum subject to (a) the modifications set out in the draft decision statement and (b) the further amendments thereto.**
 - (2) The Loxwood neighbourhood development plan referendum area shall have the same boundary as the Loxwood designated neighbourhood area.**

4.0 Background Papers

- 4.01 *Making the Kirdford Neighbourhood Plan Part of the Development Plan for Chichester District (Excluding the South Downs National Park):* report to Chichester District Council's Development Plan Panel on Thursday 15 May 2014
- 4.02 *Loxwood Neighbourhood Plan Draft Decision Statement:* report to Chichester District Council's Development Plan Panel on Thursday 15 May 2014

5.0 Appendices

- 5.01 Loxwood Neighbourhood Plan Draft Decision Statement
- 5.02 Amendments to Loxwood Neighbourhood Plan Draft Decision Statement

Loxwood Neighbourhood Plan Decision Statement

1. Summary

1.1 Following an Independent Examination, the Authority (Chichester District Council) recommends that the Loxwood Neighbourhood Plan proceeds to referendum subject to the modifications set out in section 3.

2. Background

2.1 Loxwood Parish Council, as the qualifying body successfully applied for Loxwood Parish to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force on 6 April 2012. A Neighbourhood Area was subsequently designated.

2.2 The Neighbourhood Plan was published by Loxwood Parish Council for Regulation 14 pre submission consultation in November 2013.

2.2 Following the submission of the Loxwood Neighbourhood Plan Examination Version ('the plan') to the Council in December 2013, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed on 28th February 2013.

2.3 Chichester District Council appointed an independent Examiner; Janet Cheesley, to review whether the plan met the Basic Conditions required by legislation and should proceed to referendum.

2.4 The Examiner's Report concludes that the plan meets the Basic Conditions, and that subject to the modifications proposed in her report, the plan should proceed to a Referendum.

3. Recommendations

3.1 The Authorities are looking to make the modifications to the Loxwood Neighbourhood Plan in line with the recommendations set out in Examiners report. The schedule of modifications is set out below.

3.2 With the Examiner's recommended modifications the Loxwood Neighbourhood Plan meets the Basic Conditions mentioned in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, and is compatible with the Convention rights and complies with provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004.

3.3. The Authority has considered whether to extend the area in which the Referendum is to take place. The Authority has decided that there is no reason to extend the Neighbourhood Plan area for the purpose of holding the Referendum. The Referendum area will be the same as the designated Neighbourhood Area covering the entire parish.

3.4 The Referendum will take place on the 31st July 2014.

Recomm endation reference	Policy / Paragraph/ section	Change	Reason for the change
1	paragraph 14.3	Modification to paragraph 14.3 by deleting reference to a sustainability assessment. Re-title section 15. This can be 'The Natural Environment'. Delete paragraph 15.4. Section 16 to be re - titled 'Equality'. Delete paragraph 16.3.	To modify the plan in line with the Examiner's recommendation.
2	Policy 1	Recommendation: insert 'a minimum of' after 'allocate' in Policy 1.	To modify the plan in line with the Examiner's recommendation.
3	Paragraph 17.2.2	Recommendation: the deletion of paragraph 17.2.2. A replacement paragraph inserted to explain that: 'There is a presumption in favour of sustainable development throughout the Plan area in accordance with the NPPF. It is the intention to concentrate development within the Settlement Boundary in the context of a presumption in favour of sustainable development. This does not preclude sustainable development in the rural areas outside the Settlement Boundary in accordance with this	To modify the plan in line with the Examiner's recommendation.

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		Neighbourhood Plan, the Chichester District Saved and Emerging Local Plan and the NPPF. The rural area policy in this Neighbourhood Plan is Policy 13.'	
4	Policy 2	<p>Recommendation: modification to Policy 2 as follows: Within the Neighbourhood Plan area, there is a presumption in favour of sustainable development as defined in this Neighbourhood Plan, the Chichester District Saved and Emerging Local Plan and the National Planning Policy Framework. The Settlement Boundary of Loxwood village is defined in figure 6 below. Any land within the parish of Loxwood which is outside the Settlement Boundary of Loxwood village is deemed to be rural.</p>	To modify the plan in line with the Examiner's recommendation.
5	Policy 4	<p>Recommendation: to meet the Basic Conditions, modification to paragraph 17.4.5 to express the number of dwellings as a minimum and recommend modification to Policy 4 to read as follows:</p> <p>This land is allocated for a mixed development of affordable and market houses with community facilities as follows:</p> <p>a. A residential development with a minimum number of seventeen houses consisting of affordable and open market houses is recommended taking into consideration desirable densities in accordance with policy 10 of the Plan. The proportion and tenure mix of affordable housing to be in line with current</p>	To modify the plan in line with the Examiner's recommendation.

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		<p>Chichester District Council requirements and allocations policies.</p> <p>b. Community benefits to be considered for inclusion:-</p> <ul style="list-style-type: none"> ☑ land to the south and east of the housing development area for use as a Community Parkland. ☑ 8 additional car parking spaces for the doctor's surgery. ☑ Central community green. ☑ Contribution towards village traffic calming. <p>The community benefits to be subject to meeting the tests in paragraph 204 in the NPPF and subject to viability and deliverability in accordance with paragraph 173 in the NPPF.</p>	
6	Policy 5	<p>To meet the Basic Conditions; modification to paragraph 17.5.6 to express the number of dwellings as a minimum; modification to paragraph 17.5.7 to reflect that the required mix of affordable dwellings may alter during the plan period and recommend modifications to Policy 5 to read as follows:</p> <p>A proportion of this area of land equivalent to approximately 2.1 hectares is allocated for a mixed development of affordable and market housing and community facilities as follows:</p> <p>a. Mixed Residential development of market and affordable</p>	To modify the plan in line with the Examiner's recommendation.

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		<p>housing.</p> <p>An indicative number of a minimum of forty three dwellings is recommended located towards the front of the site, taking into consideration densities in accordance with policy 10 of the Neighbourhood Plan. The proportion and tenure mix of affordable housing to be in line with current Chichester District Council requirements and allocations policies. Space should be reserved for a small retail development and small business premises should they prove viable.</p> <p>b. Community Benefits to be considered for inclusion comprising:-</p> <ul style="list-style-type: none"> ☑ A small retail development ☑ Car parking for shoppers ☑ Village green ☑ Small Business premises ☑ Designs to incorporate village traffic calming <p>The community benefits to be subject to meeting the tests in paragraph 204 in the NPPF and subject to viability and deliverability in accordance with paragraph 173 in the NPPF.</p>	

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		<p>The above community benefits are subject to a viability study to ensure acceptable take up of retail and small business premises. If proven to be viable, Loxwood Parish Council would support the inclusion of a small number of shops and business units - the type, size and scope to be established by consultation with Loxwood Parish Council, Chichester District Council and the developers.</p> <p>The remaining area of land to the rear of the site of approximately 2.3 hectares is excluded from development as shown by the Settlement Boundary defined in Policy 2 of the Neighbourhood Plan.</p>	
7	Policy 6	<p>Recommendation: to meet the basic conditions, I recommend modification to paragraph 17.6.3 to refer to figure 7; 17.6.3 d to refer to an intention for the future designation of this site as a Local Green Space; the removal of land south of Farm Close from figure 7; and modification to Policy 6 as follows:</p> <p>In accordance with the NPPF paragraphs 76, 77 and 78, this Neighbourhood Plan designates the Land at North Hall, the Jubilee Gardens and the Loxwood Sports Association playing fields as Local Green Spaces. The specific designation of the land is shown in Figure 7.</p>	To modify the plan in line with the Examiner's recommendation.
8	Policy 7	Recommendation: in order to meet the Basic Conditions, deletion	To modify the plan in line with the Examiner's

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		of Policy 7 and modification of the supporting text to remove reference to local connection in perpetuity.	recommendation.
9	Policy 8	Recommendation: modification of Policy 8 to read as follows: Unless it is required to mitigate a potential road safety hazard or other requirement of the highway authority, all new roads built as part of a housing development should not feature street lighting.	To modify the plan in line with the Examiner's recommendation.
10	Policy 9	Recommendation: modification of Policy 9 to include at the end 'or can be provided in time to serve it.'	To modify the plan in line with the Examiner's recommendation.
11	Policy 12	Recommendation: modification of Policy 12 as follows: instead of the word 'adjacent' in Policy 12 a, the phrase 'away from but connected' is inserted.	To modify the plan in line with the Examiner's recommendation.
12	Policy 13	Recommendation: modification to paragraph 17.13.3 and Policy 13 to clarify that development supported in Policy 13 is in addition to that allowed under the General Permitted Development Order.	To modify the plan in line with the Examiner's recommendation.
13	Policy 14	Recommendation: modification to Policy 14 by deleting reference to Permitted Development Rights and to extensions typically not exceeding '50% of the original building'.	To modify the plan in line with the Examiner's recommendation.
14	Policy 17	Recommendation: modification to paragraph 17.17.9 to refer to developer contributions rather than Section 106 agreements and	To modify the plan in line with the Examiner's recommendation.

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
		<p>CIL. The first paragraph of Policy 17 to be modified as follows:</p> <p>Traffic calming along the B2133 and Station Road in the parish of Loxwood will be progressively introduced during the Plan period by means of developer contributions on any open market development greater than one house in size.</p>	
15	Policy 18	<p>Recommendation: in the interest of clarity, after 'new' in the second sentence, replace the word 'developments' with the word 'dwellings'. In the interest of viability and deliverability insert at the end of this policy: 'These requirements will be subject to viability and deliverability in accordance with paragraph 173 in the National Planning Policy Framework.'</p>	To modify the plan in line with the Examiner's recommendation.
16	Policy 19	<p>Recommendation : modification to Policy 19 as follows:</p> <p>Development in areas of flood risk zones 2 & 3 as identified by the environment agency flood risk maps will only be permitted in accordance with the NPPF.</p> <p>New development outside flood risk zones 2 & 3 should be subject to a site-specific flood risk assessment where relevant, in accordance with the NPPF.</p> <p>Surface water mitigation techniques should be employed to ensure that there is no net increase in surface water run-off.</p>	To modify the plan in line with the Examiner's recommendation.

Recommendation reference	Policy / Paragraph/ section	Change	Reason for the change
17	Appendix 3	Recommendation: in the interest of clarity, modification to Appendix 3 by the deletion of the second sentence under 'spaces and outlook' and the paragraph regarding the nursery site.	To modify the plan in line with the Examiner's recommendation.

Amendments to Loxwood Neighbourhood Plan Decision Statement

Minor Changes			
Recommendation Reference	Policy/ Paragraph/ Section	Change	Reason for the Change
MC1	Executive Summary para iii	Delete reference to “Promotion of affordable housing for those with a defined local connection to the parish”	Consequential change following deletion of affordable housing policy
MC2	Paragraph 1.5	Amend website link to read http://www.loxwoodpc.co.uk	Website has been updated
MC3	Paragraph 2.2	Amend website link to read http://www.loxwoodpc.co.uk	Website has been updated
MC4	Paragraph 3.1	Amend to read “An Independent Examination has been carried out by an Examiner. The Examiner recommended that the Neighbourhood Plan proceed to Referendum subject to amendments detailed in Chichester District Council’s Decision Statement dated May 2014. The changes recommended by the Examiner have been carried out and accepted by CDC.”	To reflect that the examination has taken place
MC5	Paragraph 18.6.4	Amend to read ‘Figure 7 below show the ...	Typographical error - the Figure is on a different page not below.
MC6	Appendix 3	Under Alford Bars remove reference to Sheaves Farmhouse	Sheaves Farmhouse is no longer of historic interest
MC7	Paragraph 17 onwards	Following the insertion of section 17 (see FM2 below) the subsequent paragraphs to be renumbered	Typographical change
MC8	Policy 7 affordable housing	Following the deletion of Policy 7 affordable housing – all subsequent policies are renumbered	Typographical change

Minor Changes	Minor Changes	Minor Changes	Minor Changes
Recommendation Reference	Recommendation Reference	Recommendation Reference	Recommendation Reference
MC9	Whole Plan	Following renumbering any cross referencing of policies or paragraphs should reflect the updated renumbering	Typographical change
MC10	Index	Following any changes in numbering the index should be amended	Typographical change
Major Changes			
FM1	Policy 1	The Loxwood Parish Neighbourhood Plan will provide for allocate a minimum of 60 houses on allocated and windfall sites located within the Settlement Boundary defined in accordance with policy two of this Plan.	The Parish Council had expressed concerns about referring to a 'minimum' number of houses that the examiner has requested. While they were uneasy with the examiners suggestion and may have considered challenging the examiner, they were willing to accept the proposed change if reference to 'on allocated and windfall sites located' was made. Following this amendment the text has been amended to 'provide for' in order for the policy to read clearly. An email from the examiner Janet Cheesley (13 May) confirms that she has no objection.
FM2	Section 17 and supporting text (paragraphs 17.1 – 17.7)	Section 17 and supporting text (paragraphs 17.1 – 17.7) have been introduced to the Plan	The examiners recommendation was to delete Policy 7 (Affordable Housing) and modify the supporting text. This was carried out under modification 6 in Table 1. When modifying the text as requested by the examiner the Parish Council did not feel it sat correctly in the original position the text was moved to Section 17 of the Plan. An email from the examiner Janet Cheesley (1 May) confirms this is in the spirit of her recommendation and has no objection.

Chichester District Council

CABINET

3 June 2014

Council Tax Empty Homes Premium and local discount for unoccupied and unfurnished properties

1. Contacts

Cabinet Member:

Cllr Tony Dignum, Cabinet Member for Finance,
Tel: 01243 538585 E-mail: tdignum@chichester.gov.uk

Report Author:

Christine Christie Revenues and Performance Manager
Tel: 01243 785166 ext. 3349. Email: cchristie@chichester.gov.uk

2. Recommendation

That the Council be recommended:

- 2.1. That a consultation should be undertaken for the charging of an Empty Homes Premium with effect from 1 April 2015.**
- 2.2. That for the 2015-16 financial year a zero discount shall apply for unoccupied and unfurnished properties.**

3. Background

- 3.1. The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances, such as second homes and long term empty dwellings. Additional freedoms were added by the Local Government Finance Act 2012 (2012 Act) extending the range of discounts that can be awarded to second homes, allowing for an 'empty homes premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt.
- 3.2. When setting the taxbase for the 2013-14 and 2014-15 financial years it was determined that no Empty Homes Premium should apply and that the discount applied to unoccupied and unfurnished properties was set at nil discount.

Empty Homes Premium

- 3.3. The 2012 Act gave Councils the power to impose an Empty Homes Premium of 50% on properties that have been vacant for 2 years or more meaning that the properties will be charged 150% of the charge due.

- 3.4. It was not proposed to charge the Empty Homes Premium in 2013-14 because there was a level of uncertainty about the probable gains at that time. The Government were proposing some possible exemptions to the premium and there was potential for avoidance activity which may have created resourcing issues.
- 3.5. Government have now confirmed the exemptions which are:
- The property is the sole or main residence of a person who is residing in accommodation supplied by the Ministry of Defence because of their employment.
 - The property is an annexe to a property which is being used as part of the main property.

and the anticipated resourcing issues have not materialised.

- 3.6. Bringing empty properties back into use forms part of the Council's 2013-18 Housing Strategy and the extra cost of an Empty Homes Premium may encourage owners of long term empty properties to bring them back into use.
- 3.7. Charging the premium will encourage owners to notify the Council of changes as they occur because there will be a financial benefit of doing so. Currently the charge is the same whether the property is unoccupied or not which means that keeping the council tax records accurate is very resource intensive. The most efficient way of establishing whether the property is occupied is by visiting.
- 3.8. The additional cost of the Empty Homes Premium may encourage owners to furnish them or bring the property back into use in order to avoid the premium. In both of these scenarios the property would fall to be counted as part of the calculation for the New Homes Bonus which would be financially beneficial for the council.
- 3.9. All of the other West Sussex authorities have applied the Empty Homes Premium since 1 April 2013.

Discount of up to 100% for unoccupied and unfurnished properties

- 3.10. In order to offset some of the deficit in funding resulting from the localisation the Council Tax Support scheme, the Cabinet resolved that the discount for unoccupied and unfurnished properties should be set at nil for the 2013-14 and 2014-15 financial years.
- 3.11. A public question was posed to Council on 4 March 2014, requesting that the Council 'please change its decision and instigate an exemption period between property lettings'. In response Councillor Dignum explained that the taxbase for 2014-15 had already been set but confirmed that Cabinet would consider introducing a one month grace period for the 2015-16 financial year.

- 3.12. The decision not to grant a discount had an impact on some groups of taxpayers and has resulted in disproportionate administration for some small balances. In general, the taxpayers affected are those who complete the purchase of a property but are unable to move in immediately, private tenants and benefit customers who are forced to enter into a new tenancy before their previous one has ceased, and landlords who have vacant periods between tenancies. For the 2014-15 financial year the average band D charge for 1 day is £4.08 with a band H charge rising to £8.16. In some of the circumstances described above the cost of collecting the small balances is disproportionate relative to the value of the sum due.
- 3.13. Awarding a discount would have a negative impact on the taxbase. If the cost of this is not absorbed by CDC and the other precepting authorities it will be borne by the council tax payers of the district. Additionally the Government has a policy on bringing empty homes back into use and to award a discount would not encourage owners in this regard.
- 3.14. For the 2013-14 financial year all of the other West Sussex authorities applied a discount for unoccupied and unfurnished properties with Crawley applying a 100% discount for up to 7 days and Arun applying a 50% discount for up to 6 months. The remainder applied 100% discount for up to 30 days or 1 month. For financial reasons Mid Sussex has reduced the discount to nil with effect from 1 April 2014. This demonstrates that the trend is moving away from applying a discount.

4. Proposal

- 4.1. To consider the feasibility of applying the Empty Homes Premium for properties that has been vacant for over 2 years
- 4.2. To recommend to Council that applying an exemption for unoccupied and unfurnished properties would cause an increased financial burden on CDC and the precepting authorities at a time when they are experiencing budget cuts and would be against the trend in West Sussex.

5. Alternatives that have been considered

- 5.1. To keep the current position not to charge an Empty Homes Premium. This option does not encourage owners of properties that have been vacant for 2 years or more to bring them back into use.
- 5.2. To award a discount for unoccupied and unfurnished properties for up to 14 days. It is likely that the taxpayers who will benefit from this proposal would be those who complete the purchase of a property but are unable to move in immediately and a limited number of the private tenants. The vacant period for the other affected groups generally exceeds 14 days. This proposal would only assist a minority of taxpayers and whilst it would help in the administration of accounts with small balances it would create other administration issues which would off-set the benefit.

6. Resource and legal implications

- 6.1. Based on current data it is estimated that applying the Empty Homes Premium for the financial year 2015/16 would generate an additional £109,450.00 of which CDC's share would be £10,343.00, WSCC's share would be £85,360.00 and the Police and Crime Commissioners share would be £10,365.00.
- 6.2. The estimated cost of applying a discount of 100% for up to one month for unoccupied and unfurnished properties is £245,577.00 of which CDC's share would be £23,207.00, WSCC's share would be £191,526.00 and the Police and Crime Commissioners share would be £23,256.00.
- 6.3. Currently the costs of the increased administration associated with small balances are absorbed in the day to day cost of administering Council Tax.

7. Consultation

- 7.1. Consultation with the major preceptors, stakeholders and taxpayers is recommended in connection with the possible introduction of the Empty Homes Premium. This could be included with the consultation for the 2015-16 Council Tax Support scheme.

8. Community impact and corporate risks

- 8.1. Applying the Empty Homes Premium will be unpopular with owners of long term empty properties but may encourage them to bring them back into use. This will support the Council's Housing Strategy and will provide additional New Homes Bonus receipts.
- 8.2. There is a risk that the number of properties that remain empty and unfurnished for up to one month will fluctuate and there is potential that the estimated cost may increase. The anticipated financial impact is already significant and the risk that number of discounts may fluctuate will create further financial uncertainty.

9. Other Implications

Crime & Disorder:		None
Climate Change:		None
Human Rights and Equality Impact: An equalities impact assessment will be carried out in conjunction with the consultation process.	Yes	
Safeguarding:		None

10. Background Papers

- 10.1. None

Chichester District Council

CABINET

3 June 2014

LGPS & Early Termination of Employment Discretions Policy

Personnel Policy Report

1. Contacts

Cabinet Member:

Councillor Josef Ransley, Resources Portfolio Holder (01403 820891)

e-mail jransley@chichester.gov.uk

Report Authors:

Tim Radcliffe, Senior Personnel Manager (01243 534528)

e-mail tradcliffe@chichester.gov.uk

2. Recommendation

That Cabinet recommends to Council the revised Local Government Pension Scheme & Early Termination of Employment Discretions Policy.

3. Background

3.1. The Council's pension and early termination of employment discretions policy has been revised to reflect the requirements of the new Local Government Pension Scheme (LGPS) that came into being on the 1st April 2014. A number of discretions have changed as a result of the new scheme and these are summarized under 5 below. The revised discretions will not incur any additional costs for the Council.

4. Outcomes to be achieved

4.1. To update the discretions as required.

5. Proposal

5.1. Discretions (f) to (h) are new and enable the Council to share the cost of an employee buying additional pension; to apply the 85 year rule to staff choosing to retire between 55 and 60 which all staff now have the right to do or to otherwise waive actuarial reductions for this group. These would be expensive for the Council and we are recommending that these are not used.

5.2. Discretion (l) allows inclusion of regular lump sums in an employee's assumed pensionable pay calculation (this is used to assess pensionable pay when an employee's salary is reduced due to specified reasons such as maternity leave or sickness absence). Inclusion of these can cause

unnecessary complications including leading to an employee's assumed pensionable pay being higher than it would have been had he / she been at work normally and the recommendation is not to use this discretion.

- 5.3. Discretion (m) allows the employer to make a pension award to staff who suffer an injury or similar at work. The recommendation is not to use this as such situations are largely provided for by ill health retirement and death in service entitlements and pensions for spouses, dependent children etc.
- 5.4. Discretions (n) and (o). Newly employed staff have 12 months to transfer non-LGPS pension rights into the LGPS and to choose not to aggregate previous LGPS service with pension accrued with their new employment. If there is evidence that they have already initiated one of these processes within the 12 months, but this has not yet been actioned, this period can be extended at the Council's discretion. It is recommended to accept this discretion.
- 5.5. Discretion (p) details the Council's policy on pension contributions. This is that if an employee moves into a higher or lower contribution band as a result of a salary change, their contribution rate changes from that point on to the percentage for the new band.
- 5.6. A few discretions have been removed from the previous policy as they no longer apply - in particular (e) (i) and (ii) (previous policy numbers) relating to awarding added years. Two others have been made more restrictive to reduce the scope to make awards– (e) (new policy), the power to grant additional pension, has been changed from 'in wholly exceptional circumstances' to not to be used and (i) (2) (new policy), the power to waive actuarial reductions resulting from Flexible Retirement, has been changed from 'in wholly exceptional circumstances' to only where there is a strong business case for doing so.

6. Alternatives that have been considered

- 6.1. All discretions have been considered and officers' views are set out in the report.

7. Resource and legal implications

- 7.1. No financial implications.

8. Consultation

- 8.1. Consultation is taking place with the Staff Side.

9. Community impact and corporate risks

- 9.1. The Equality Impact Assessment concludes that the revised policy would have a neutral impact in relation to people with Equality Act Protected Characteristics.

10. Other Implications

Crime & Disorder:	None
Climate Change:	None
Human Rights and Equality Impact: An Equality Impact Assessment has been completed and is available as a background paper.	None
Safeguarding:	None

11. Appendix

Local Government Pension Scheme & Early Termination of Employment Discretions Policy (May 2014).

12. Background Papers

Equality Impact Assessment



CHICHESTER DISTRICT COUNCIL

EMPLOYMENT POLICY STATEMENT

Policy title: LOCAL GOVERNMENT PENSION SCHEME (LGPS) AND EARLY TERMINATION OF EMPLOYMENT DISCRETIONS POLICY

Date: ~~May 2013~~ May 2014

Revision: ~~Eighth~~ Ninth Issue

Approved: ~~Annual Council – 21st May 2013~~

Policy Statement

Under various regulations, the Council is given authority to exercise certain discretions regarding pensions and early termination of employment and is required to issue a statement to indicate the policy of the Council in exercising those discretionary provisions. This policy sets out the Council's decisions in exercising such discretions.

Scope

This policy relates to all staff employed on contracts of employment of more than 3 months by the District Council.

This policy does not confer any contractual rights and is subject to amendment at any time in the future. Only the current pension discretions policy applies at the time of any event except for scheme members who ceased active membership before the 1st April 2014, where discretions under previous pension discretions policies will apply unless superseded by this policy or later policies or scheme regulations. Where costs to the Pension Fund are referred to these are costs that when incurred must be met by the employer.

This policy statement will be brought to the attention of all Chichester District Council employees.

Legislation

Local Government Pension Scheme Regulations 2013 [prefix R]

Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]

[Local Government Pension Scheme \(Benefits, Membership and Contributions\) Regulations 2007 \(as amended\) \[prefix B\]](#)

[Local Government Pension Scheme \(Transitional Provisions\) Regulations 2008 \[prefix I\]](#)

[Local Government Pension Scheme Regulations 1997 \(as amended\) \[prefix L\]](#)

~~[Local Government Pension Scheme Regulations and Amendments to Regulations](#)~~

[Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006 \[prefix E\]](#)

[Local Government \(Discretionary Payments\) \(Injury Allowances\) Regulations 2011 \[prefix D\]](#)

Policy Standards

The Council has resolved that, in each of the areas listed below, it will be guided in its discretionary powers by the policy shown:

- a) **Redundancy Calculations Generally.** Power to calculate an employee's redundancy payment using his/her actual week's pay rather than the statutory capped limit [\(under prefix E regulation 5\)](#).

This Council's Decision: To calculate redundancy on the basis of the actual week's pay.

The calculation of a week's pay is as defined by the Employment Rights Act 1996.

- b) **Redundancy.** Power to pay increased redundancy compensation to a maximum of 104 actual weeks' pay to staff with at least two years' service [\(under prefix E regulation 6\)](#).

(i)Compulsory Redundancy

This Council's Decision: To pay a one-off lump sum based on ~~a maximum of 2.2~~ times the statutory redundancy formula (calculated according to length of service and age) to a maximum of 66 actual week's pay.

(ii)Voluntary Redundancy

This Council's Decision: To pay a one-off lump sum based on 2.2 times the statutory redundancy formula (calculated according to length of service and age) to a maximum of 66 actual weeks' pay.

(iii)Strain on the Pension Fund

Staff aged 55 and above have the automatic right to access their accrued pension if their contract of employment is terminated on the grounds of redundancy. Where an individual is under the age of 60, or is under the age of 65 and has not met the *85 year rule (see below), then the Council is required to make a payment to the Pension Fund known as 'strain on the fund' to offset the early access costs and / or the costs of not applying any actuarial reductions that would otherwise reduce the benefits payable. The Council, if it wishes to do so, can offset these costs against any non-statutory compensation paid to an individual. The Council must still pay any statutory redundancy payment that is due.

This Council's Decision: Where there is a 'strain on the fund' the Council will deduct the costs payable to the Pension Fund from any non-statutory compensation payment made to an individual.

After deducting the 'strain on the fund' costs any remaining balance of the non-statutory compensation, together with all of the statutory redundancy pay, will be paid to the employee. For avoidance of doubt statutory redundancy pay is based on the statutory cap limit and not actual week's pay.

(iv) TUPE

For clarification, any staff transferred to this authority under the Transfer of Undertakings (Protection of Employment) Regulations 2006 and as amended 2014, i.e. under (TUPE), or on an equivalent basis, that are made redundant for any reason following the transfer would receive redundancy compensation calculated on the basis of their terms and conditions immediately prior to the transfer. This would apply even if the compensation were less beneficial than that usually provided by this authority.

- c) **Efficiency of the Service.** Power to pay up to a maximum of 104 actual weeks' pay to staff whose contract of employment is to be terminated in the efficiency of the service (under prefix E regulation 5 & 6).

This Council's Decision: To pay a one-off lump sum, based on the merits of each individual case, up to a maximum of 104 actual weeks' pay where the contract of employment is terminated for the efficiency of the service. Factors to be taken into account in awarding compensation would include:

- Employee relations considerations
- The likely and foreseeable financial loss to the employee taking into account all circumstances including any other form of compensation and benefit being received
- Overall reasonableness, including benefits to the Council Tax Payer by the employee leaving the Council.
- Direct financial savings to be incurred by the employee leaving the Council.

The calculation of a week's pay is as defined by the Employment Rights Act 1996.

Strain on the Pension Fund

Staff aged 55 and above have the automatic right to access their accrued pension if their contract of employment is terminated on the grounds of the efficiency of the service. Where an individual is under the age of 60, or is under the age of 65 and has not met the *85 year rule (see below), then the Council is required to make a payment to the Pension Fund known as 'strain on the fund' to offset the early access costs and / or the costs of not applying any actuarial reductions that would otherwise reduce the benefits payable. The Council, if it wishes to do so, can offset these costs against any non-statutory compensation paid to an individual.

This Council's Decision: Where there is a 'strain on the fund' the Council will deduct the costs payable to the Pension Fund from any non-statutory compensation payment made to an individual.

After deducting the 'strain on the fund' costs if there is any compensation payment remaining then the Council will pay the balance to the individual.

~~d) Joint Appointment Terminations (eg a husband and wife team appointed to run a hostel). Power to pay up to a maximum of 104 actual weeks' pay where an employee's employment is terminated on the cessation of a joint appointment.~~

~~— This Council's Decision: To pay a one-off lump sum based on 2.2 times the statutory redundancy formula (calculated according to length of service and age) to a maximum of 66 actual weeks' pay.~~

~~— The calculation of a week's pay is as defined by the Employment Rights Act 1996.~~

~~e) Regulation 12 Power of employing authority to increase total membership of active members. Power to increase the total membership of active members up to a maximum of 10 years. The granting of additional years under this provision need not be linked to the termination of employment and although an employee will only get access to payment on retirement the benefit can be awarded whatever their age. Any decision to increase total membership must be taken before the employee leaves.~~

~~(i) Added Pension Benefit on Starting Employment – Power to award added years on joining the Council (for example as part of a golden hello package).~~

~~— This Council's Decision: That this discretion be not used.~~

~~— (ii) Added Pension Benefit on leaving employment due to redundancy, efficiency of service - Power to be used as an alternative to paying additional compensation for the provisions of redundancy or "interests of the service".~~

~~— This Council's Decision: To be used only in wholly exceptional circumstances and to be limited to 6 2/3 years.~~

- d) ~~_____~~ ~~(iii)~~ **Conversion of Lump Sum Compensation Payment into Additional LGPS Pension Entitlement Membership**. Power to convert lump sum compensation in excess of any statutory redundancy payment, on the employee's request, into additional ~~membership of LGPS~~ annual pension entitlement of up to £6,500 (1st April 2014 figure). [*see 7 (i) notes - LGPS Discretions guide 12.3.14*]

This Council's Decision: To allow the employee to convert the lump sum compensation in excess of any statutory redundancy payment into additional pension entitlement as above ~~LGPS members~~.

~~**Note: The total amount of membership converted cannot exceed 6 2/3 years. If after conversion there was any remaining lump sum then the employee would not be able to take advantage of this option as the regulations do not allow for the employee to receive a mixture of the two benefits**~~

- f)e) ~~Regulation 13~~ **Power of employing authority to award grant additional pension**

i) Power to ~~award grant~~ a member on redundancy or efficiency of the service termination of employment an additional pension of not more than ~~£6,500~~ 5,000 a year (1st April 2014 figure) payable from the date of retirement (under prefix R regulation 31). [*see 7 (i) LGPS Discretions guide 12.3.14*]

This Council's decision: That this discretion not be used.

~~To be used only in wholly exceptional circumstances.~~

~~ii) Power to award additional pension in addition to increasing total membership under regulation 12.~~

~~*This Council's decision:* To only award either an increase of total membership under regulation 12 or award additional pension under regulation 13.~~

- f) **Power of employing authority to share the purchase cost of additional annual pension**

i) Where the staff member wishes to purchase additional annual pension of up to £6,500 a year via Additional Pension Contributions (APCs), the power for the employing authority to share the cost of this. This would be via a Shared Cost Additional Pension Contribution (under prefix R regulations 16(2)e & (4)d). [*see 7 (ii) LGPS Discretions guide 12.3.14*]

This Council's Decision: That this discretion not be used.

- g) **Voluntary Early Retirement before age of 60** ~~--~~ Staff aged ~~Power to allow an employee to retire~~ between the ages of 55 to 59 can choose voluntarily to retire and draw their pension with immediate benefits without the the employer's consent, subject to actuarial reductions for early payment. Power to apply the *85 year rule (see below) if the employee meets its requirements (termed

switching the 85 year rule back on)with immediate benefits(under prefix TP schedule 2,1(1)c). [see 7 (iv) LGPS Discretions guide 12.3.14]

~~This Council's Decision: That this discretion not be used. That this discretion be used only in exceptional compassionate circumstances wholly at the discretion of the Council and reduced if a qualifying formula known as the *85 year rule (see below) is not met.~~

- h) Voluntary Early Retirement before age of 60 – Staff aged aged 55 or over can choose voluntarily to retire and draw their pension with immediate benefits without the the employer's consent, subject to actuarial reductions for early payment. Power to waive any actuarial reductions (under prefix R regulation 30 [5]). [see 7 (v) LGPS Discretions guide 12.3.14]

This Council's Decision: That this discretion not be used.

- hi) **(i) Flexible Retirement:** Subject to the employer's consent power to allow a member of the scheme to draw all or part of their pension after the age of 55 and to continue to work for the Council providing the staff member either reduces their hours or grade (under prefix R regulation 30 [6]). [see 7 (iii) LGPS Discretions guide 12.3.14]

~~This Council's Decision: To allow staff to draw all or part their pension after the age of 55 (but reduced if they do not meet a qualifying formula known as the *85 year rule [see below] ~~is not met~~) providing the staff member either reduces their hours or grade / salary by a minimum of 20%, the arrangement meets the operational requirements of the Council and ordinarily where there is no cost to the Pension Fund. Exceptionally however Flexible Retirement may be agreed where there is a cost to the Pension Fund if a strong business case exists for doing so. There will usually be a cost to the Pension Fund if a staff member draws their pension prior to age 60, whether or not they meet the 85 year rule.~~

(ii) Flexible Retirement: Power to waive, in full or in part, any actuarial reduction that is applied to the early payment of those benefits.

~~This Council's decision: Power to be used in wholly exceptional circumstances, for example on compassionate grounds. This power may ~~also~~ be used exceptionally where a strong business case exists for doing so and where the cost of this will be recouped within 2 years by the savings made for the Council due to the Flexible Retirement.~~

- ij) **Shared Cost Additional Voluntary Contribution (SCAVC)** - Power to assist employees in "topping-up" pension benefits via AVC's by sharing with them the cost of Additional Voluntary Contributions. This discretion might be used as another form of inducement in the recruitment process (under prefix R regulation 17). [see 11 (i) LGPS Discretions guide 12.3.14]

~~This Council's Decision: That this discretion not be ~~not~~ used.~~

~~j) **Re-employed and Re-joining Deferred Members:** Where a new employee becomes an active member he may, before becoming entitled to the immediate payment of his retirement benefit, choose to have his membership in any former employment aggregated with his membership in his new employment. Notice must be given in writing before the expiry of:~~

- ~~a) the period of 12 months beginning with the date on which he became a member in his new employment, or~~
- ~~b) such longer period as his employer may allow~~

~~*This Council's Decisions:* Any decision by the employee to aggregate his membership in any former employment must be given in writing within the period of 12 months beginning with the date on which he became a member in his new employment.~~

k) **Power to grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60.**

This Council's Decision: That this discretion not be ~~not~~ used.

~~l) **Power to include any regular lump sum payment received by the employee in the preceding 12 months when calculating assumed pensionable pay when the employee is (under prefix R regulation 21):**~~

- ~~• on reduced contractual pay or no pay due to sickness or injury, or~~
- ~~• absent during ordinary maternity, paternity or adoption leave or during paid additional maternity, paternity or adoption leave, or~~
- ~~• absent on reserve forces service leave, or~~
- ~~• retires with a Tier 1 or Tier 2 ill health pension, or~~
- ~~• dies in service~~

~~*This Council's Decision:* That this discretion not be used.~~

~~m) **Power to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they (under prefix D regulation 3-7):**~~

- ~~• suffer a reduction in remuneration, or~~
- ~~• cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or~~
- ~~• die leaving a surviving spouse, civil partner or dependant~~

~~*This Council's Decision:* That this discretion not be used.~~

~~n) **Transferring non-LGPS pension entitlements to the LGPS:** Staff with accrued non-LGPS pension entitlements who join the LGPS for the first time, or if previously a member of the LGPS acquired these subsequently, have 12 months from joining to transfer them. This period may be extended at the discretion of the council where there is available evidence that the employee formally~~

commenced a transfer within the 12 months period which has not been completed (under prefix R regulation 100 [6]). [see 11 (ii) LGPS Discretions guide 12.3.14]

This Council's Decision: That this discretion is used.

- o) **Transferring previous LGPS pension entitlements:** Staff with previous LGPS pension entitlements from non-West Sussex authorities have 12 months from joining (or rejoining) the WSCC scheme to elect **not** to have these aggregated with future pension entitlements accrued (i.e. to decide to keep them separate). This period may be extended at the discretion of the council where there is available evidence that the employee formally requested this within the 12 months period but that this was not actioned (under prefix R regulation 22 [7] & [8]). [see 11 (iii) LGPS Discretions guide 12.3.14]

This Council's Decision: That this discretion is used.

- p) **Pension contribution bands:** The correct pension contribution band for each employee is calculated using the Employee Contribution Table (England and Wales) issued by the LGPS annually. The table is tiered, with higher contribution rates for higher earning staff. Staff pay the rate applicable to them on the whole of their gross salary. The Council's policy is that if an employee's salary rises during the course of the year into a higher contribution band then he or she would be required to pay the increased rate on all of their salary from that date (and vice versa if their salary decreased). Where this situation applies following the backdating of a salary increase, the employee would be required to make backdated contributions at the higher rate (under prefix R regulations 9 & 10).

All continuous service with bodies listed under the Modification Order will be included in all of the redundancy and compensation payments listed above.

Explanatory Notes - 85 year rule

*This only applies whilst the 85 year rule remains fully in force to the 31st March 2016. The 85 year rule is a test to calculate whether pension benefits should be actuarially reduced if a pension is paid to a member of the scheme before they reach 65. If the sum of the scheme member's age plus their LGPS membership (for part-time staff, scheme membership towards this rule counts at its full calendar length) is equal to at least 85 years then their pension is not reduced. If it is less than 85 years then their pension benefits will be actuarially reduced. The earliest a member of staff can draw their pension without the Council's consent is ~~60~~55.

Since the 1st April 2008 the 85 year rule has been in the process of being phased out. There are transitional protection arrangements in place. Scheme members who will be 60 or over prior to the 31st March 2016 will receive full protection on all their pensionable service if they meet the terms of the rule. Those who reach 60 between the 1st April 2016 and the 31st March 2020 will receive at least partial protection of their pensionable service accrued between the 1st April 2008 and the 31st March 2020, as well as full protection of all earlier service, if they meet the terms of the rule.

If you will be under age 60 by the 31st March 2016 and choose to retire between the age of 60 and 65, then, provided you satisfy the 85 year rule when you start to draw your pension and were a scheme member as at 30th September 2006, the benefits you have built up to the 31st March 2008 will not be reduced.

Please note that the above Explanatory Note on the 85 year rule is for information purposes only and does not form part of this corporate policy or of itself confer any entitlements on staff.

~~All continuous service with bodies listed under the Modification Order will be included in all of the redundancy and compensation payments listed above.~~

May 2013 May 2014

Chichester District Council

CABINET

3 June 2014

Pool Play Features for Westgate Leisure Chichester

1. Contacts

Cabinet Member:

Cllr Eileen Lintill, Cabinet Member for Wellbeing and Community Services

elintill@chichester.gov.uk

01798 342948

Report Author:

Kevin McCoy – Westgate Leisure Manager

kmccoy@chichester.gov.uk

01243 521101

2. Recommendation

Cabinet approve:

- 2.1. The allocation of £33,000 from capital reserves for the provision of water play features at Westgate Leisure Chichester.**

3. Background

- 3.1. Following a review of Westgate Leisure services in 2013 a number of income generating initiatives were explored. This has resulted in the development of an invest to save project for water play features within the swimming pool hall.

4. Outcomes to be achieved

- 4.1. Greater customer satisfaction with local service provision; and
4.2. Increase in revenue income to reduce service cost of the facilities.

5. Proposal

Pool Features

- 5.1. It is proposed to equip the Westgate Leisure pool hall with pool features (see appendix). This would allow greater engagement with young families and would encourage younger disabled users to participate in water based activities. The introduction of these facilities would increase revenue for the wet side facility and related secondary spend.

- 5.2. The installation of water features would cost £33,000. The on-going running costs following the completion of this project would be £2,900 per annum including a sinking fund.
- 5.3. The income generated from this project is forecasted to be £15,700.
- 5.4. The payback for this project is 3 years and shown in the table below:

Year	Balance	Out	In	Balance	Payback
1		£35,900	£15,700	-£20,200	
2	£20,200	£2,900	£15,700	- £7,400	
3	£7,400	£2,900	£15,700	+£5,400	Payback & Profit

6. Alternatives that have been considered

- 6.1. Do nothing - Following consideration this was rejected as an option as it would result in a lost opportunity to increase revenue.
- 6.2. Reduce the number of Water Features - This was considered and rejected as the minimum water features required to have a significant impact are reflected in the PID proposal.

7. Resource and legal implications

- 7.1. The proposed project will deliver further savings for Westgate Leisure as identified in the 2014/15 service action plan. The resources for the project have been included in the project PID.
- 7.2. Resources have been included for Westgate Leisure staff to assist in the delivery of this project.
- 7.3. A small amount of support will be needed from the Buildings and Facilities team.
- 7.4. Some funding may be available for this project from section 106 sport and leisure monies.

8. Community impact and corporate risks

- 8.1. This project would benefit many young families within the district. It would also contribute towards the council's priorities around getting people more active.
- 8.2. This project would have a positive effect on the business performance of Westgate Leisure and will help to reduce the council's service delivery cost.

9. Other Implications

Crime & Disorder:	None
Climate Change:	None
Human Rights and Equality Impact:	None
Safeguarding:	None

10. Appendix

10.1. Pool PID

11. Background Papers

11.1. None

Project Documentation

PROJECT INITIATION DOCUMENT (PID)

Pool Features

Release:	Draft Version 2
Date:	13 May 2014
Author:	Stuart Mills – Chichester District Council
Approved by:	Head of Commercial Services

Note: the completion of this document is required for medium and large scale projects as defined by the Project Type Matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
09/04/14	1	First Draft	
13/05/14	2	Second Draft	

Approvals

This document requires the following approvals:

Name of person, group or committee
Head of Commercial Services
SLT
Cabinet

Distribution

A final copy of the approved document will be distributed to:

Name	Job Title
Jane Hotchkiss	Head of Commercial Services
Kevin McCoy	Westgate Leisure manager
Stuart Mills	Operations Manager Bourne (Project Manager)
Richard Minton	Operations Manager Chichester (Project Support)
Jackie Williamson	Facilities manager Westgate Leisure
Jane Askham	Activities Manager Westgate Leisure

Glossary of Terms

WLC – Westgate Leisure Chichester

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Pool features project. It sets out the aims of the project, why the project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

This PID outlines the community and financial benefits of introducing water features into the pool hall at Westgate Leisure Chichester (WLC).

3. BACKGROUND

Swimming continues to be a popular activity for families to participate in and also for young people with their friends. Water play features are a great way of attracting such customers to swimming pools. With the exception of one small water slide WLC does not at present have any fixed play features. The large waterslide is only accessible for those who are taller than 1.2m.

The benefits of the water feature proposal include:

- A safe environment for children to learn about water;
- Active play encourages children to develop better physical, motor, social, mental and emotional skills;
- It provides an activity that families can enjoy together;
- It will encourage children to learn to swim and enjoy swimming through their life; and
- Added stimulation for children and young people with disabilities.

The project would provide Chichester with water play features that are currently not available in the district. It would also mean that people may not then need to travel to Havant, Petersfield and Bognor Regis (Butlins) for a similar experience.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

The project is aiming to achieve the following results:

- Provide water play features within the Chichester District;
- Greater engagement with young families;
- More active young people;
- To encourage younger disabled users to participate in water based activities;
- To provide an activity that can be enjoyed by disabled and non-disabled users at the same time, particularly in the family group; and
- Enhancement of current facilities.

4.2. Outcomes

- Greater customer satisfaction with local service provision; and
- Increased revenue for the wet side facility and related secondary spend which will help Westgate Leisure achieve it's business plan objectives;

4.3. Outcome Measures

The benefits of the proposal will be realised by:

- Customer and staff surveys;
- Measuring swimming related footfall;
- Increased wetside income;
- Increased in secondary spend; and
- Reduction in the overall service cost.

4.4. Dis-benefits

- The noise generated in the pool hall from these water features could upset some existing customers.

4.5. Out of Scope

The project will not include:

- Development of any other areas of the pool hall; and
- Any improvements within the changing room areas.

5. PROJECT CONSTRAINTS

- The development is likely to be limited to a few suppliers for quotes as this is a specialist area; and
- The project will be limited by the cost of the equipment which may have an impact on the customer's perception or what they perceive may be included.

6. PROJECT ASSUMPTIONS

Assumptions have been made regarding the impact the enhanced facilities would have on visitor numbers and rely on customers changing habits and choosing WLC over closely situated rivals.

7. PROJECT COSTS

7.1. Project Delivery Costs

Equipment and Installation

Feature	Cost (Excluding VAT)	
Toddler Pool (excluding Installation): <ul style="list-style-type: none"> 9 Interactive Play Panels 1 'Under the sea' toddler slide 	£8,000	Capital
Installation of Toddler Pool Features <ul style="list-style-type: none"> Internal by Westgate Leisure Staff (2 days); or 1 day at £1,318 	£500	Capital
Leisure Pool (includes installation): <ul style="list-style-type: none"> Flume; 4 flume features; 7 interactive play panels; 4 mirrored portholes; and 3 floats 	£17,900	Capital
Electrical connection of the pump	£300	Capital
Staff time to oversee the project: <ul style="list-style-type: none"> 1 day per week for 12 weeks (£131 per day) 	£1,600	Capital
Total	£28,300	

Lost Income during Installation (lowering of pool water level)

Assumption:

- A 2-3 day partial closure based upon industry feedback, costs are based on the worst case scenario being 3 days; and
- The work is carried out on a Tuesday through until Thursday.

Leisure Pool: <ul style="list-style-type: none"> 50 adult non-member & 50 junior non-member swims per day; and 33 family swims over the three days. 	£1,000
Leisure Pool: <ul style="list-style-type: none"> Swimming Lessons; Group Lessons; and Aquatots. 	£600
Main Pool: <ul style="list-style-type: none"> Casual swimming Clubs; Schools; Classes 	£3,100
Loss of Income Total	£4,700

Some internal support from the Building and facilities team will be required this is not expected to be significant.

No match funding for this project has been secured. However, some section 106 sport and leisure funding may be available for this project.

7.2. On-going Costs Following Project Completion

	Cost (Excluding VAT)
Annual Service Visit: <ul style="list-style-type: none"> • Full service and strip down of all moving parts; • Check all fixings; • Replace any worn or damaged parts; • Comprehensive follow up report; • Any specialised lifting/height equipment required; • 2 Engineers for 1 day; and • Travel, expenses and all HSE compliance. 	£900
Marketing	£1,000
Equipment sinking fund	£1,000
Total On-Going Costs	£2,900

7.3. Income Generation

	Net Income (Excluding VAT)
Birthday Parties: <ul style="list-style-type: none"> • 1 per month on top of original budget; and • 50% of the parties will have food. 	£1,400
Disabled Sensory Session: <ul style="list-style-type: none"> • 48 weeks; • 1 Coach; • 6 Children per session; • £4.00 per session. 	£500
Tiny Tots Sensory Session: <ul style="list-style-type: none"> • 36 weeks; • 1 Coach; • 8 Children per session; • £4.00 per session. 	£600
Aqua Tots: <ul style="list-style-type: none"> • Increase of 15 children per term 	£2,400
Casual Swimming: <ul style="list-style-type: none"> • 8% Increase; All Swim; Family Swims; and Fun Swim. 	£9,600
<ul style="list-style-type: none"> • 10% of increased swim visits have catering 	£1,200
Total Projected Income Generation	£15,700

7.4 Payback

Year	Balance	Out	In	Balance	Payback
1		£35,900	£15,700	£20,200	
2	£20,200	£2,900	£15,700	£7,400	
3	£7,400	£2,900	£15,700	+£5,400	Payback & Profit

No contingencies have been factored into the above calculations.

8. OPTIONS SUMMARY

- Do nothing – rejected as does not deliver any additional income.
- Do some, but not all – rejected as it is believed that the proposed investment is required as a minimum to have the income generating effect to make this a viable project.

9. PROJECT APPROACH

This project will be managed in house and delivered by appointing a contractor.

No partnership work will be needed in this project. The customer focus group at Westgate Leisure Chichester has been consulted.

10. PROJECT PLAN

Task No.	Task	Dependency	Responsibility	Start	Finish
1	Planning				
1.1	Write specification for Quotes		SM	8.09.14	14.09.14
1.2	Agree quote specification	1.1	SM	15.09.14	21.09.14
1.3	Contact Suppliers to get quotes X 3	1.2	SM	22.09.14	28.09.14
1.4	Final date for receiving quotes	1.2	SM	20.10.14	26.10.14
1.50	Information to Specialist Officers for evaluation.	1.4	SM	27.10.14	2.11.14
1.6	Complete final evaluation.	1.5	SM	03.11.14	9.11.14
1.7	Award work	1.6	SM	03.11.14	9.11.14
2	Construction				
2.1	Site meeting	1.7	SM	17.11.14	23.11.14
2.2	Start on site	2.1	SM	01.12.14	07.12.14
2.3	Water features Installed	2.2	SM	01.12.14	07.12.14
2.5	Snagging	2.3	SM	01.12.14	07.12.14
3	Operations				
3.1	Cleaning	2.2	SM	01.12.14	07.12.14
3.2	Risk Assessments	2.2	SM	01.12.14	07.12.14
3.3	Procedures	2.2	SM	01.12.14	07.12.14
3.4	Configure Plus 2		SM	01.12.14	07.12.14
3.5	Marketing	2.3	SM	01.12.14	07.12.14
3.6	Opening	2.3	SM	01.12.14	07.12.14
4	Review				
4.1	Review against outcomes	3.6	SM	08.12.14	04.01.15
4.2	Post project review	3.6	SM	01.12.15	01.01.16

11. PROJECT TEAM

Project Sponsor – Jane Hotchkiss Head of Commercial Services
 Project Manager - Stuart Mills; project management of project, including progress reporting.
 Procedure and Maintenance - Westgate Leisure Facilities Manager; to review all procedures and maintenance plans
 Operational Procedures - Westgate Leisure Activity Manager
 Project Support - Operations Manager Westgate Leisure Chichester

12. COMMUNICATION

Project Team

- The project team will meet fortnightly.
- The Project Manager will report progress to Westgate Leisure Manager and project sponsor.
- Weekly email updates.

Other

- Monthly Westgate Leisure management team updates;
- Staff newsletter updates;
- Monthly progress reporting via Covalent; and
- All other reports as per CDC Project Key Action Plans.

13. EXIT STRATEGY

The fall back strategy would be to stop the investment and continue with the current set-up.

14. INITIAL RISK LOG

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
1	Failure to achieve three quotes.	Possible	Minor	Contact as many potential suppliers as possible.	Project Manager
2	Quotes received are higher than expected	Unlikely	Minor	Negotiate better prices with suppliers or review planned features.	Project Manager
3	Delay in Installation	Possible	Serious	This cannot be planned against other than to make sure site visits are	Project Manager

Chichester District Council

				carried out prior to installation. Check contractor history and delivery of similar projects.	
4	Competitor opens similar facility	Possible	Significant	Early installation.	Project Manager

Agenda Item 9

Chichester District Council

CABINET

3 June 2014

Business Rate Reliefs

1. Contacts

Cabinet Member:

Cllr Tony Dignum, Cabinet Member for Finance,
Tel: 01243 538585 E-mail: tdignum@chichester.gov.uk

Report Author:

Christine Christie Revenues and Performance Manager
Tel 01243 785166 ext. 3349. Email: cchristie@chichester.gov.uk

2. Recommendation

- 2.1. That the Head of Finance and Governance Services be authorised to make decisions, and to set local policy reliefs, using the Council's discretionary powers under section 47 of the Local Government Finance Act 1988, as amended, where this accords with government guidance and the cost is reimbursed to the Council.**

3. Background

Reoccupation relief

- 3.1. The Government has stated its intention to encourage thriving and diverse town centres and wants to see the number of vacant shops decrease.
- 3.2. In the 2013 Autumn Statement the Chancellor announced that the Government will provide a reoccupation relief to occupied business premises that:
- When previously in use, were wholly or mainly used for retail
 - Were empty for 12 months or more immediately before their reoccupation
 - Become reoccupied between 1 April 2014 and 31 March 2016
 - Are being used for any use with certain exceptions as detailed in the guidance
- 3.3. The Government requires local authorities to use their discretionary powers to deliver this measure and will reimburse billing authorities for

their share of the expenditure using a grant under section 31 of the Local Government Act 2003. It also requires local authorities to adopt local schemes and decide in each individual case whether to grant relief.

Business Rates future guidance that may from time to time be announced.

- 3.4. From April 2013 the Government reformed the way in which local government is funded through the introduction of the business rates retention scheme. Local authorities now benefit directly from a proportion of any increases in business rates growth.
- 3.5. The baseline for business rates growth was set for 2013 and is fixed until 2020. Since the baseline was set there have been a number of central policies that would have had a direct impact on business rates growth such as the business rates flooding relief and support for town centres.
- 3.6. In order to protect the baseline the Government now requires local authorities to use their discretionary powers to deliver these measures and reimburses them for their share of the expenditure using a grant under section 31 of the Local Government Act 2003. It also requires local authorities to adopt local schemes and decide in each individual case whether to grant relief.
- 3.7. It is anticipated that there will be other such discretions between now and 2020 and authority is being sought to delegate authority to the Head of Finance and Governance to set local policy reliefs in accordance with Government guidance as shall come into effect.

4. Outcomes to be achieved

- 4.1. To deliver this relief and any further reliefs that may be announced in the future as quickly as possible with the minimum of bureaucracy.

5. Proposal

- 5.1. To delegate authority to the Head of Finance and Government to make decisions in respect of Business Rate Relief in accordance with the government's guidance, where the Council is fully reimbursed.

6. Alternatives that have been considered

- 6.1. To adopt a policy through the normal procedures which would create an unnecessary burden on Members and staff in the administration of reliefs where specific central government guidance has been published. This will create delays in the award of the reliefs which will place an extra burden on ratepayers

7. Resource and legal implications

- 7.1. All expenditure will be reimbursed using a grant under section 31 of the Local Government Act 2003.

7.2. Software updates will be met through on-going support and maintenance costs.

8. Consultation

8.1. No actual consultation has taken place as it is intended to make the government funded scheme available to those who are eligible in accordance with the government's guidance.

9. Community impact and corporate risks

9.1. The corporate risk is that the measures are not delivered quickly and efficiently.

10. Other Implications

Crime & Disorder:	None
Climate Change:	None
Human Rights and Equality Impact:	None
Safeguarding:	None

11. Background Papers

11.1. None

Chichester District Council

CABINET

3 June 2014

Chichester in Partnership – Choose Work Project

1. Contacts

Cabinet Member:

Myles Cullen - Cabinet Member for Commercial Services

Telephone: 01243 573850

E-mail: mcullen@chichester.gov.uk

Report Authors:

Amy Loaring, Partnerships Officer

Tel: 01243 534726 E-mail: aloaring@chichester.gov.uk

Stephen Oates, Economic Development Manager

Tel: 01243 534600 Email: soates@chichester.gov.uk

2. Recommendation

- 2.1 That funding of up to £30,000 is allocated from the New Homes Bonus**
- 2.2 That the Executive Director for Support Services and the Economy, in conjunction with the Cabinet Member for Commercial Services, be authorised to finalise the scheme based on partner contributions, including the Department for Work and Pensions, up to a total of £80,000.**

3. Background

- 3.1 In September 2011, following a rise in the number Jobseeker's Allowance (JSA) claimants from just over 900 in January 2006 to just over 1,690 by January 2010, Chichester in Partnership identified that rising long term unemployment is a growing issue for the district and can have an impact on the quality of life. A strategy was developed by Chichester District Council's Economic Development Service and the Partnership's officer in consultation with numerous partner organisations including Job Centre Plus, West Sussex County Council, Royal British Legion Industries, Coast to Capital and Chichester Chamber of Commerce and Industry.
- 3.2 The 'Getting People into Work' Strategy was approved by Chichester in Partnership in May 2012 and adopted by Chichester District Council's Cabinet in June 2012. The Strategy was recently updated by the Worklessness task and finish group and reviewed by the Overview and Scrutiny Committee.
- 3.3 In 2012, the Partnership successfully applied for a Department for Work and Pensions (DWP) grant of £20,000 to employ a part time Work Experience Coordinator for two years, with CDC paying the on costs. Emulating a successful scheme in Horsham, CDC's project is called 'Choose Work'.

- 3.4 A Choose Work Coordinator was employed in January 2013. The post is hosted by Chichester District Council on behalf of Chichester in Partnership. The Work Experience Coordinator works closely with the local Jobcentre Plus to provide good quality work experience for the unemployed across the district. This part of the strategy is monitored by Chichester in Partnership and the DWP. The outcomes planned for the project over two years were:
- a) At least 80 work experience placements (40 per year) created and completed
 - b) At least 25 local businesses/organisations recruited to offer a minimum of two work placements each
- 3.5 Against these outcomes, in the first year of the project a total of 120 people have benefitted from some form of interaction with the work experience coordinator, with 49 people officially signed on to the programme. 47% of people who have been on the programme have found employment. Only 14 are still claiming Job Seekers Allowance (JSA). 30 companies have offered work placements, including CDC. A return on investment calculation indicates that this project saves the public purse an estimated £118,388 a year - ten times the original investment.
- 3.6 At the start of year 2 a successful bid for extra funding (£5,795.25) was made to the DWP to increase the Coordinator's hours. Higher targets (on top of the original year 2 targets) have been set and these include:
- Recruiting a minimum of 5 additional local businesses/organisations to offer and complete a minimum of 2 work placements each
 - Complete a minimum of 15 further work experience placements elsewhere
- 3.7 This project has found that it is not just the work experience that is helping the participants. The Choose Work Coordinator also offers mentoring and coaching to the individuals. In order to verify the usefulness of this work, the University of Chichester undertook a full evaluation of the project. This found that "it is clear the Choose Work Programme has been effective in providing an holistic approach to enabling people into work. Each individual is treated as such with attention given to finding out their hopes and aspirations and the challenges they face on the way. These challenges can be numerous and not immediately apparent." The full evaluation can be found in Appendix 1.
- 3.8 The Choose Work brand has developed a positive reputation within the local job centre, within DWP and with local job seekers. Referrals are now often made by word of mouth. Chichester in Partnership has committed £1,000 to market the project over the next year specifically to get more local businesses involved. Other councils have enquired about using the brand name, but we will only allow this if their offer is to the same standard as ours. The Partnership is also investing £500 in the development of a local peer support network for participants of the Choose Work Scheme.
- 3.9 The Choose Work Coordinator has found that some participants suffer from low level mental health problems (e.g. anxiety, depression, confidence issues). Such issues prevent them from getting work but are not bad enough to receive

medical assistance. Helping people with low level mental health needs is now a priority for Chichester in Partnership. From May 2014 Chichester Wellbeing is funding a number of Choose Work workshops called 'Choose Your Future', the outcomes of which will be reported to Chichester in Partnership and the DWP to consider future funding for this.

4 Outcomes to be achieved

- 4.1 The primary aim of the strategy is to reduce the length of time individuals are out of work. As evidenced in Chichester in Partnerships' Getting People into Work Strategy, the longer a person is out of work, the more difficult it becomes to secure employment and the greater the impact it has on other issues such as health and wellbeing.
- 4.2 The intended outcome is to support people into paid employment. Although targets have yet to be set in conjunction with the Department of Work and Pensions, we anticipate that each year 75 unemployed residents will undertake a Choose Work placement. Based on current performance, but bearing in mind we will be dealing with harder-to-reach individuals, we expect at least 40% to then secure employment.
- 4.3 Assisting people into work has a wide range of benefits and positive knock-on effects for the economy and society as a whole. Delivering the strategy supports both the council's own strategic priorities for the economy and for community wellbeing as well as those set out in Chichester District's Sustainable Community Strategy.

5. Proposal

- 5.1 The total cost of the project is £80,000. This will fund salaries for two part-time coordinators over three years, including the planned increase in employer's pension contributions and estimates on redundancy figures as at 31 December 2017. The cost of the current two-year scheme is £26,000 which is funding a salary for one part-time co-ordinator.
- 5.2 The proposed project is dependent on a successful application to the DWP for £50,000. DWP have been impressed with our track record and would look favourably upon any bid we developed. However competition for grants is high so demonstrating the council is willing to invest will prove our commitment and aid our bid. The new tranche of funding will be focussed on groups that face social injustice such as lone parents, Employment Support Allowance claimants, care leavers (i.e. people who have left a care service, such as young people just turning 17 in care homes or foster care), 50+, ex-offenders and unemployed people in rural areas. The number of people on ESA or incapacity benefits in Chichester currently stands at 2,580. This is a figure that has remained static for the last 3 years but is now an area of focus for Job Centre Plus and the DWP. These people need a lot more support to be ready for work which is why we need an improved service.
- 5.3 If the DWP bid is unsuccessful the project will end in January 2015, when current funding streams cease. In view of its success to date, Chichester in Partnership wishes to see the project continue for at least another 3 years.

- 5.4 It is recommended that Chichester District Council continue to offer support to this project by hosting the Choose Work Coordinator and contribute up to £30,000 funding from New Homes Bonus, equating to £10,000pa over 3 years. Alongside funding from DWP of £50,000, this option will provide a second part-time post at 16 hours a week. DWP have informed us that they would like us to do more work in the rural areas of the district to help support Job Centre Plus. Currently, in the working time available, our Choose Work Coordinator has difficulty engaging with people and businesses located in rural areas. Therefore, the new post is likely to concentrate on the rural areas of the district while the current post will concentrate on the Think Family Neighbourhood Areas and Chichester City. The funding from CDC will ensure that residents in need will have access to the project.
- 5.5 In addition partner organisations, such as Coast to Capital, will be asked to invest money into the project by focusing on specific areas or groups (e.g. CV courses, career guidance, life coaching and motivational workshops).

6. Alternatives that have been considered

- 6.1 Do nothing. This would not address the identified need, nor address the actions in the Getting People into Work Strategy.
- 6.2 The scheme could rely solely on DWP funding. However, this option risks the bid not being looked at favourably. In addition, DWP funding alone will provide a reduced service compared to the current service, restricting access to the Choose Work Scheme.
- 6.3 Chichester District Council could invest a reduced sum of £15,000. Assuming funding from DWP of £50,000, this option will keep the post at its current level of service for 3 years, although there would be some refocus on the hard to reach groups such as ESA claimants, lone parents, care leavers and 50+.

7. Resource and legal implications

- 7.1 If approved both posts will be managed by the existing resources of the Economic Development Service.
- 7.2 It is proposed that the CDC investment is sourced from the New Homes Bonus.
- 7.3 CDC is the lead partner on a number of these strategic outcomes. The monitoring and review is managed by Chichester in Partnership's Core Group.

8. Consultation

- 8.1 Partner organisations consulted in the development of this project include DWP; Women's Wisdom; Voluntary Action Arun and Chichester; Chichester Chamber of Commerce and Industry; Chichester College; University of Chichester; Royal British Legion Industries (a work programme provider); Action in Rural Sussex and West Sussex County Council. The DWP and Job Centre Plus are extremely supportive of this project and consider that it adds value to the work that they are doing.
- 8.2 Overview and Scrutiny Committee received a report on the progress of the Getting People into Work Strategy which includes Choose Work. They

commented: “That Chichester in Partnership’s progress to date against its work strategy action plan, and the excellent partnership work being carried out, be commended.”

8.3 Chichester in Partnership wishes to see the project continue for at least another 3 years.

9. Community impact and corporate risks

9.1 The project has a positive impact on unemployed residents in our district by supporting them back into work. If individuals return to work they will not be claiming benefits and are less likely to demand other services such as health, police and housing.

9.2 Choose Work is having an impact on residents within the community by raising aspirations, offering career guidance and work experience, and supporting local businesses to employ local people.

9.3 Risks to CDC have been kept to a minimum. Estimates for potential redundancy costs, in the event that the scheme is not continued after three years, have been accounted for within the funding proposals

10 Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact: By expanding the scheme we can ensure that any unemployed resident in Chichester can access the scheme irrelevant of what benefit they are claiming. It will also ensure that rural residents will have improved access to the scheme.	✓	
Safeguarding:		✓

11 Appendix

Appendix 1 – Evaluation of the Choose Work scheme on behalf of Chichester in Partnership (February 2014)

12 Background Papers:

Getting People into Work Strategy and original action plan

<http://www.chichesterinpartnership.org.uk/index.cfm?articleid=20031>



**Evaluation of the Choose Work scheme on behalf of
Chichester in Partnership**

Version 1.2

Author: Dr Rob Warwick

Date: 26/02/2014

Document Control

Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change
0.1	10.02.2014	R Warwick	Report framework
1.0	13.02.2014	R Warwick	First draft
1.1	17.02.2014	R Warwick	Internal review by Dr Michel Leseure
1.2	26.02.2014	R Warwick	Changes following meeting with Amy Loaring, CDC

Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Contact details

Rob Warwick: e-mail – r.warwick@chi.ac.uk; phone – 01243 793451

University of Chichester, Bognor Regis Campus, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HR

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1.0 Executive Summary

A Department of Work and Pensions (DWP) report (Hasluck & Green, 2007) on previous work programmes states that:

Customers often face several interrelated factors that make it difficult for them to take up employment. ... The evidence points to the need for holistic approach rather than a one-dimensional approach to provision (p3).

It is clear the Choose Work Programme has been effective in providing an holistic approach to enabling people into work. Each individual is treated as such with attention given to finding out their hopes and aspirations and the challenges they face on the way. These challenges can be numerous and not immediately apparent.

The strength of the Programme lies in the flexibility and the time taken throughout the Programme to address these challenges and actively engaging with employers to find the most appropriate placement.

The Choose Work Coordinator is dedicated and enthusiastic, providing an individual service for both the customer and the work placement provider thus providing substantive personalisation from beginning to end.

As is often the case with successful small scale initiatives care needs to be taken when considering replicating the model elsewhere. It can be seen from an additional project currently being rolled out in Selsey that valuable learning from the Choose Work Programme is being considered and the service tailored to the distinctive needs to the area.

2.0 The Choose Work Programme

2.1 Aims

The Choose Work Programme was initially aimed at 18 to 24-year-olds with the objective of enabling them to obtain work experience they need to secure employment (Chichester in Partnership, 2012a). This is achieved by offering them work placements lasting between 2 to 8 weeks, whilst allowing them to receive benefits. It is understood that since the Programme started the age range of participants has increased.

The Programme became operational in January 2013 and is due to complete in January 2015.

2.2 Context of the Programme

2.2.1 Unemployment in the Chichester area

Unemployment in Chichester District has traditionally been low. However between January 2006 and January 2010 Jobseeker's Allowance (JSA) claimants, an indicator of unemployment, increased from 900 to 1690 (Chichester in Partnership, 2012a) (Chichester

in Partnership, 2012b) although as of December 2013¹ this figure stands at 955 (Office National Statistics, 2014).

In terms of the bigger picture the Institute of Fiscal Studies reported in 2011/12 that the UK spent over £200bn on social security benefits amounting to £3,324 per person, or 13.5% of GDP (Browne & Hood, 2012).

When it comes to Job Seekers Allowance alone, which amounts to only 2% of benefits and tax credit expenditure, this comes to £4.175bn. This works out as an annual cost of £3,482 per JSA claimant².

Customers who use this programme face a number of barriers both as individuals and in the workplace: the former relating to lack of confidence, mental health and an image of 'worthlessness'; and, the latter relating to the cycle of no job without experience but one can't get experience without a job. The Programme therefore aims to break the cycle and to give participants confidence and support.

2.2.2 Choose Work service provision

With employer on costs the Programme comes to £11,880pa. This provides 16 hours per week. It is understood that this will shortly be increased to support underfunded provision in terms of coaching (see figure 1).

2.3 Benefits and outcome measures

2.3.1 Benefits

The council has identified a number of benefits of the Programme focused on the participants themselves, the local economy, Chichester District Council (CDC), and partner organisations (Chichester in Partnership, 2012a).

2.3.2 Outcome measures

Outcome measures listed were (Chichester in Partnership, 2012a):

- within the first year
 - CDC offering 15 work experience placements who have been unemployed for less than 12 months
 - 25 young people supported into a work experience placement
 - recruiting five local businesses (offering a minimum of two basements each)
- thereafter
 - 15 placements the year and work experience in ethos embedded into the council's culture
 - a further 20 local businesses offering to placements the year

Since January 2014 these targets have been increased in line with additional resources dedicated to the programme.

¹ The latest month for which figures are available.

² Based on 1,199,000 claimants (Browne & Hood, 2012, p. 5)

3.0 Objective of the review

This short review aims to provide: 1) learning that could be applied whilst the project is still in progress; and 2) some early insights of overall project benefits.

This will include:

- A review of the job seeker's experience of the Programme and how this has affected their ability to move into work.
- Features of the Programme that enabled the above to occur. In other words, what the participants valued, or indeed were frustrated with, that affected their ability to find employment.
- Interfaces between this Programme and other work Programme initiatives.

The review will not include the cost effectiveness or other quantification of the initiative's outcomes, see appendix 2.

4.0 How the review was carried out

The following formed the approach to the review:

- A targeted review of the literature on work programmes, particularly research reports commissioned by the Department of Work and Pensions (and those cited by them). This offered a comparative context for evaluation.
- Interviews to evaluate the process undertaken and the interaction with participants and employers. This provided primary evidence of how the Programme was running, see appendix 3 for Question Set. Those interviewed on 10th February, 2014 were:
 - Steve Hill, Work Experience Co-ordinator, Economic Development (Partnership Projects), Chichester District Council.
 - Hierlei Edwards, Grant Funding Provision Adviser, Department for Work and Pensions.
- Assessment of the regular reports that were carried out as part of the Programme. This provided a 'real time' view of how the programme was running.
- Assessment of the narratives of the individuals who in the Programme. This provided a perspective of the customer's view of the programme, see appendix 1.

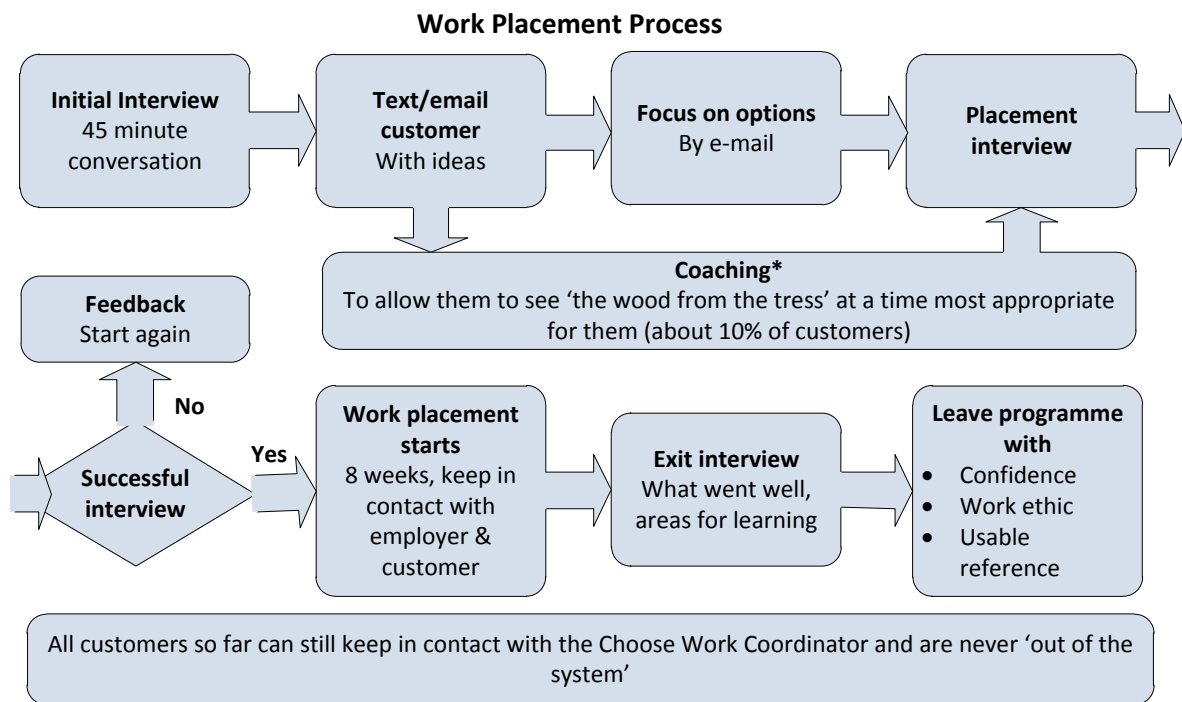
Due to the constraints of this review face-to-face interviews with participants was not possible.

Given the relatively low numbers of people on the Programme so far no conclusions could be drawn on the breakdown of customers who used the service.

5.0 What is involved in the Choose Work Programme

Each customer would expect a highly personalised service that would start with the work placement coordinator getting to know the individual, including the hopes and dreams and the nature of any constraints. The following chart describes a 'process' that a typical customer might expect, see figure 1.

Figure 1



*Currently under-funded

Although this might indicate a rigid flow this is far from the case with customers' needs being individually catered for as can be seen in the narratives in appendix 1.

This process is enabled by developing relationships with work placement employers in the local vicinity.

6.0 Findings

6.1 The data

In the context of 995 people in the Chichester area receiving Job Seeker's Allowance (JSA) from the start of the Programme in January 2013³:

- 49 people have officially been on the Programme.
- c120 people have had some form of interaction with the Choose Work Coordinator, this might take the form of an informal meeting or telephone and email support
- 71% are now off benefits
 - 23 have found work
 - 12 are not claiming benefits
 - 14 are still claiming benefits
- 47% of people having found a permanent job.
- 30 companies having been involved offering work placements

³ Source: Choose Work Coordinator and CDC Policy Officer, February 2014

- 16 hours per week Choose Work Coordinator

These figures have met or exceeded benefits listed in the business case (Chichester in Partnership, 2012a).

6.2 The customer, their needs and how these are responded to

There is no typical profile of a Choose Work customer, people range from those with degrees to others with literacy and numeracy problems. Customers also presented with a range of health problems from autism to motor neuron disease (MND); whilst others presented with low confidence from being out of the job market for a number of years. Other reasons include caring responsibilities, broken relationships, previous poor career advice as well as troubled backgrounds and may not immediately be apparent⁴.

Considerable effort is placed upon finding out what customers wants to do with their lives and to understand difficulties and problems, this forms the focus of initial consultations. Occasionally problems only become apparent further into the process including at least one whilst on work placement. Appendix 1 gives a range of the types of people involved in the Programme, how they were helped.

An important element that customers' value is the coaching and support that they receive. There is considerable variance in the length and nature of this coaching support, sometimes only becoming apparent when an issue arises that the co-ordinator or even the customer was unaware of. This element, as shown in Figure 1, has been largely underfunded, a situation that is being addressed as of January 2014. Sensibly this will broaden the nature of the coaching to group coaching and peer to peer support.

In a 2011 Department of Work and Pensions (DWP) qualitative research report into the Department's own work programme (Newton, et al., 2011, p. 101) personalisation was seen as critical. In the report they distinguish between two forms of personalisation: procedural and substantial. The former referring to a selection of pathways and interventions customer may be pointed to after discussions with officials. The latter being an intervention tailored directly to the individual's needs, for example advice and support that match the goals and aspirations of individuals and support addressing individual needs. In the DWP study the *substantial personalisation* approaches were focused on those with more complex needs whilst the rest were grouped according to broad categories. The report states that: '... advisers regretted that they were not able to provide more opportunities for specific training to meet individual needs' (Newton, et al., 2011, p. 102). This is in contrast this with the Choose Work Programme where all participants receive a substantial degree of personalisation.

Although, as figure 1 indicates, there is a broad process each customer is treated as an individual. Care is taken from the start to understand hopes and aspirations as well as constraining factors and to match these to a suitable work placement role.

In a research article on the role of welfare and work programmes as a route out of poverty the author (Newman, 2011) stresses the importance of empowering unemployed people to shape and develop their progress into work including skills and career progression. The nature of the personalisation and active involvement of the customer in the Choose Work

⁴ See JP case study, Appendix 1

Programme would indicate that it has been effective in increasing employability, confidence and motivation. This was evidenced discussions with the Choose Work Coordinator and from the accounts of people who have been through the Programme, see appendix 1.

Typically customers are recruited directly from the local Job Centre where the Choose Work Coordinator has built up a number of effective relationships. Whilst this accounts for approximately 80% of referrals proactive steps have also been taken to identify people who would benefit from the Programme from the Register of Social Landlords, Chichester College, the Council's magazine and website as well as word-of-mouth.

6.3 Work placement employers

So far 30 employers have been involved from sectors that include filmmaking, music, car maintenance, museums, agriculture, conservation, hair and beauty as well as Chichester District Council itself. This has been based upon developing proactive relationships with employers and drawing on informal networks.

The building up of effective relationships with employers has previously found to be challenging with Job Centre staff being reluctant to take on this role (Hasluck & Green, 2007, p. 4). These relationships are not straightforward particularly for smaller organisations, whereby problematic placements affect future possibilities requiring a further build-up of trust and confidence. It is understood that this is complicated further, from an employer's perspective, by the number and range of programmes seeking work experience (ranging from work programmes to education).

6.4 Constraints and scalability

The success of the Choose Work Programme is based largely in part to the enthusiasm and dedication of the Choose Work Coordinator who has a personal drive to 'treat people as people' and is of the view that once a person has had an involvement with the Programme that they are a part of it is the life. This personal enthusiasm is obviously to be welcomed and nurtured. However such personal dedication can be rare and may be an important constraint should the scheme be replicated on a large scale, for example nationally or super-regionally, that said this is not a unique position the small and successful programmes.

It is understood that a similar programme this been instigated in Selsey, an area of local deprivation, with a similar *modus operandi* that will also include also business development and a number of pop-up shops. This approach to tailored incremental programme development, paying attention to previous experience and how these are to be reconciled with specific local needs, is to be welcomed.

6.5 Interfaces beyond the Programme

Key interfaces with the Choose Work Programme includes the local Job Centre (and DWP) and local employers.

As previously stated relationships seem to be effective at a personal level between the Choose Work Coordinator and Job Centre staff as well as DWP management. It is clear that the constraints on some DWP programmes, particularly for the long-term unemployed, have affected some customers' engagement with the Choose Work Programme.

It is understood that the distinctiveness (or brand) of the Choose Work Programme, with a different ethos from those offered by the DWP, was welcomed by customers, particularly

having the resource to fully understand their needs and the separation of their participation from possible sanctions.

Given the challenge of 'changing the system' that is in operation nationally the Programme can only look to implement limited small-scale local actions to improve interfaces between Choose Work and the Job Centre. This has been done in the form of developing effective relationships and communications so as to enable people to make full use of the Programme when they are available to do so.

7.0 Discussion

The Choose Work Programme has adopted a very human and tailored approach to support people into work by providing appropriate work placements that gives them confidence, a 'work ethic' and a practical reference. It is clear that this is appreciated by the customers of the Programme.

From DWP's own sponsored research and other literature cited this type of substantive personalisation is seen to be effective although harder to achieve when scaled up, for example nationally. This personalisation also extends to developing a network of employers who would be willing to offer work placements, thus enabling an effective fit between the customer's needs and wishes and those of the employer.

The success of this Programme seems due, at least in part, to the dedication and enthusiasm of the coordinator. Should the Programme be extended beyond that currently envisaged it is this enthusiasm that will be challenging to 'replicate' particularly on any large scale. A similar project is being rolled out in Selsey with an additional one being considered for Midhurst. This incremental programme development, learning lessons along the way, is to be welcomed particularly when it comes to the necessary process of tailoring the service to local needs and ensuring appropriately dedicated and able staff and employed.

In terms of quantified benefits outlined in the business case, namely recruiting local employers into the scheme and placements taken up at CDC and elsewhere, these have been met or exceeded.

Given the importance of personalisation in both the customer and the work placement employer sides of the process any future study might usefully consider a maturity framework to focus on these essential elements. The development and deployment of this might be a useful technique to facilitate the application of the model elsewhere.

8.0 References

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Appendix 1: Narratives from those involved in the programme

The following narratives are taken from the regular monitoring reports of the Choose Work service (Hill, 2013). They show the diverse nature of people who use the service and the differing nature of what success looks like. There is one example of where a placement did not work out indicating the difficulty in determining a customer's 'life story' and how this might come to affect the placement.

People on the programme

SL – DVD Project

SL has successfully completed her placement and Chichester District Council is now in possession of a splendid new manual handling training film. The DVD is likely to be used by other local authorities, too and may be the first in a suite of such films made by CDC.

The Butterfly FX, a Hampshire-based film company, mentored and guided SL during the process, providing the equipment and film crew, too.

Part of the purpose of the placement was to provide SL with a more local network of film-making support (she is a recent Film graduate).

She has also been receiving *Life Coaching support from Steve Hill* (as a FREE additional part of the Choose Work scheme, provided by Steve on a voluntary basis).

Life Coaching has enable SL to begin to realise her ambitions to build a 'portfolio career' using her film-making skills, and transferable skills. She is in the process of researching a film-making business, making videos for family events.

The development of SL's business will hopefully be enhanced by a 'Let's Do Business' course, provided via the local Job Centre Plus.

AC – CDC Web/GIS Team

AC has been developing his part-time computer repair business, with support from Steve Hill and the Web/GIS Team at CDC.

At the time of writing, AC has been working on his life goals in order to decide clearly what he needs to do next.

He also feels more confident in his job application and interview skills and is applying for a couple of IT jobs with CDC, to augment income from his fledgling business.

GM – Music Fusion, Havant (and local studios)

GM has used Choose Work to understand more clearly, the local music studio landscape. He has been working (on Choose Work placement) with Music Fusion in Havant and has also spoken with Chichester-based studios, to understand the real world of setting up on your own. He has also been in communication with SoCo Music Project in Southampton, with a view to working a few sessions at their Hightown Studio.

FJ – Southbourne Junior School

FJ wanted a placement as *Classroom Assistant at Southbourne Junior School*. A local girl, with an interest in education, FJ had already worked for Southbourne Infant School, but didn't know how to get into the Junior school.

Choose Work managed to set up an 8-week placement for FJ, but when she went for her interview for the placement, Head Teacher Luke Hanna, decided to offer FJ a two-month paid position, filling in for a Classroom Assistant.

So, FJ didn't actually begin her Choose Work placement, but benefitted (and continues to benefit) from being part of Choose Work.

How? Well, it may seem strange that FJ couldn't contact the Junior School herself, especially as they share a campus and FJ knows people from the Infant side. The thing is, FJ has self-confidence issues and finds it hard to get her point across when talking to adults that she doesn't know.

To help address these issues, FJ has been working with Steve Hill to support her in overcoming her low confidence. In fact, FJ is keen to push herself into situations that she finds uncomfortable and words of encouragement and strategies for dealing with times when confidence needs boosting are all she needs. But, before she came into contact with Choose Work, this support was not available.

FJ has taken control of her future and is planning to join an agency that provides 'supply' Classroom Assistants to schools.

LD – CDC Planning Admin and Stonepillow Restore

Looking for a confidence boost and a career change into Administration, LD came to Choose Work fired-up to make a change in her life.

She went in at the deep end, with a 4 week placement with the Planning and Development Control team at CDC – the sharp end of Admin – and is completing her time with Choose Work at the excellent charity Stonepillow, where her understanding and empathy with homeless people will combine with her developing admin skills and experience.

MD – Q Hair and Beauty

A new departure for Choose Work. As our reputation for developing real opportunities that count for local unemployed people, we were approached by local Hairdressing business 'Q' Hair and Beauty to provide a Choose Work placement as a trial for Michaela.

MD from 'Q' Hair and Beauty was also offered a 'Work Trial' for Michaela, but decided on a Choose Work placement instead due to the flexibility and proven success of Choose Work locally.

The 'forward-focused success' drive of Choose Work, and the fact that Choose Work can offer Coaching and other support for people on placement, also appealed to MD, an advocate of staff development, and she is now championing the scheme to other local hair and beauty providers.

Michaela was offered a paid job within 2 weeks of starting her placement.

People left before the programme because they found a job

AC I met her on 24 October and lined her up for a placement with Harvey Monaghan and the Web/GIS Team at CDC. She got a job in Swindon (her chosen location) before the placement interview.

Problems with a placement - Went 'AWOL'

[We] developed an interesting partnership with a farm in response to an interview with Choose Work candidate, JP – who came to us via the disability adviser.

[The employer] was offering a short placement leading to a paid job. However, JP had other issues in his life that prevented him from starting the placement. In fact, he didn't tell the farm, or me or his adviser. He simply disappeared. [The disability adviser] finally tracked him down and found out that he wouldn't be starting the placement.

JP had a communication problem as well – something that we didn't know when we started working with him – he doesn't answer the phone or respond to messages from any telephone number that he doesn't recognise. I guess most of us do the same thing, except that with Joe answering or not answering unscheduled phone calls wasn't a choice, it was something he mentally couldn't handle.

The problem for Choose Work in this situation, is the breakdown in goodwill in our relationship with the partner who will be providing the placement. Will they be so willing to take on a Choose Worker in the future?

Appendix 2: Terms of Reference

The following forms the Terms of Reference ⁵agreed between Amy Loaring, Chichester District Council and Rob Warwick, Chichester University.

Brief overview

As a result of Chichester in Partnership's 'Getting people back to work' strategy the 'Choose Work' initiative was developed, funded and commenced in November 2013. This included the appointment of a part time work experience coordinator to find appropriate work placements. It is understood that this is funded for two years and was initially focused towards 18-24 year olds, although the scope has since increased. The objective of the work placements is to provide valuable work experience with local employers so as to further develop an individual's 'work culture' and to enhance their CVs.

Objective of this review

The two year initiative has just past its halfway mark. This short review aims to provide: 1) learning that could be applied whilst the project is still in progress; and 2) some early insights of overall project benefits. This will include:

- A review of the job seeker's experience of the programme and how this has affected their ability to move into work.
- Features of the programme that enabled the above to occur. In other words, what the participants valued, or indeed were frustrated with, that affected their ability to find employment.
- Interfaces between this programme and other work programme initiatives.

The review, comprising of a short report, will be qualitative in nature and will not include cost/benefit analysis or other quantification of the initiative's outcomes.

Approach

The following inter-connected factors will be considered: 1) the employers and placement providers, 2) the experience of people seeking work, and 3) the service provided by the work experience co-ordinator and the project overall.

The review will comprise of the following inputs:

- Initial business case documentation including Chichester District Council's 2012-15 'Getting People into Work' strategy.
- Regular project reporting information (which is currently understood to be monthly).
- Feedback and narratives that have been written by those on the programme.
- Data and statistics provided by Job Centre Plus (including any comparative data if available)
- Interviews with the Work Placement Coordinator and the Job Centre liaison officer.

⁵ Excluding costs

Appendix 3: Question areas explored in interviews

The following question area formed the basis for semi-structured interviews.

Question Set 1: 'facts and figures' about the programme

1. How long has the programme been:
 - a. running
 - b. will continue to run
2. How many:
 - c. people in the programme
 - d. people are on waiting lists
 - e. employers are signed up to the scheme
3. Quantitative facts (e.g. employment rates etc)
 - f. JSA in district today
 - g. Follow up – people who are now in
 - i. Full time employment
 - ii. Education

Question Set 2: how the programme is working

1. Describe the typical profile of a person who has been through the Choose Work programme, including:
 - a. previous existing barriers to employment (education, health etc)
 - b. the variety of people in the programme
 - c. how they have been chosen (nature of any bias towards difficult or more straightforward people for placement)
2. Describe how you engage with employers, including:
 - a. how would you get them interested
 - b. the benefits that they perceive being part of the programme
 - c. reservations and bad experiences
 - d. the benefits from being involved in the programme
3. Describe the constraints and the scalability of the programme if it were to be adopted elsewhere
4. Drawing on a typical example explain to me your interactions with a 'typical' user of the service, including:
 - a. the span of time from beginning to end,
 - b. the nature of that interaction (e.g. issues to do with trust, motivation, scepticism, enthusiasm etc)
 - c. the number and nature of interactions you have with,
 - i. the person,
 - ii. the employer
5. How would you describe:
 - a. success
 - b. failure
6. Describe the interfaces between your programme and others (for example those that the DWP run) including:
 - a. areas that work well
 - b. frustrations and constraints

Find out more

Contact: 01243 816002

Web: www.chi.ac.uk/semal

Chichester District Council

CABINET

3 June 2014

Community Forums

1. Contacts

Cabinet Member:

Eileen Lintill, Cabinet Member for Wellbeing & Community Services
E-mail: elintill@chichester.gov.uk

Report Author:

Amy Loaring, Partnerships Officer,
Tel: 01243 534726 E-mail: aloaring@chichester.gov.uk

2. Recommendation

2.1. That Cabinet approve the suggested changes to the Community Forums as set out in Section 5

3. Background

3.1. In October 2012 Cabinet agreed to proposals put forward by a members task and finish group which had considered and recommended the following changes to the Community forums (full version can be found in Appendix 1) :

- (a) The All parishes meeting should be held twice a year
- (b) Community forums should develop annual work plans
- (c) A training / development budget will be made available to the Community forums through the grants panel
- (d) Community forums will have a nominated district Council representative
- (e) There will be a requirement for minimum attendance at the community forums

3.2. It was agreed that the changes would be evaluated after they had been in place for a year. Terms of reference were developed for the forums that reflected these changes.(appendix 2)

3.3. The Community Forums members and officers group met on 19 February 2014 to review how the changes had been implemented, evaluate their

impact and make suggestions for any changes considered necessary. Members were asked to discuss the following questions with their forums and reflect the collective view.

- (a) Has your forum develop an action plan?
- (b) If yes has it been delivered?
- (c) What do you see working in the Forums?
- (d) How do you see the forums working in future?

The following is a summary of what was discussed:

Successes

- 3.4. Not all the forums have developed action plans; however they have all developed agenda plans for future forum meetings. This is a successful change within the forums with the parishes taking the lead in setting agendas rather than CDC. In some areas, such as the North East, this has increased interest in the Community Forums and is reflected in improved attendance.
- 3.5. Having members taking a leading role within the forums has been successful and improved the communication between CDC and the parishes. The Lead members have been effective in leading the identification on local issues and actions arising from them. It has also removed the pressure from officers to develop agenda items.

Issues

- 3.6. None of the forums have applied for the funding that was made available to them.
- 3.7. Three forum meetings have been cancelled over the past year due to lack of attendance and lack of agenda items. The decision to hold a meeting or not has been left with the forum officer and member.

Suggestions

- 3.8. That all forums should hold a minimum of 2 community forum meetings a year. If forums wish to hold more they can. The two "All Parishes" meetings should be the main forum for Chichester District Council to disseminate information.
- 3.9. That the forums develop agenda plans for the year as a minimum. If a forum wants to develop an action plan this should be encouraged.

4. Outcomes to be achieved

- 4.1. The overall outcome of the community forums is to improve engagement with the Parish Councils. The one year trial has shown that Community Forums are seen as an information source

and a place to discuss issues and are valued by the Parish Councils. Success will be measured by feedback from the Parish Councils.

5. Proposal

5.1. Considering the review of the Forums their functions we propose updating their functions as follows:-

- The principal means for Chichester District Council and other partner organisations to engage with local communities on local issues.
- A place for parishes to share good practice and gather information.
- A place for parishes to jointly take action on issues agreed by the forum.

5.2. The progress of the forums will be evaluated on an annual basis by the members and officers group and significant changes will be brought to Cabinet for approval.

5.3. That the community forum terms of reference be changed to include the following:

- (a) That the community forums hold a minimum of 2 meetings a year. If the forums wish to hold more they can. Chichester District Council will only resource (admin support) up to four meetings a year.
- (b) For community forums to develop an annual agenda plan of issues that are relevant for their area. The forums will not be required to develop and deliver a local action plans but if they want to this will be supported.
- (c) The “All Parishes” meeting to be the main means of collective communication between CDC and the parishes.

6. Alternatives that have been considered

6.1. Chichester District Council withdraw from Community forums – this will have a negative impact on our relations with Parish Councils

6.2. Combining forums with West Sussex County Local Committees (CLCs). CLCs work to larger areas with a focus on highway issues and grant giving and are not suitable for the discussions that parishes like to have at the Community forums.

7. Resource and legal implications

7.1. Each forum will have one support officer and a Head of Service will attend when necessary. Support officers' time is paid direct from their services.

- 7.2. Parish councils are encouraged to cover the cost of premises and refreshments.

8. Consultation

- 8.1. Parishes were originally consulted on the changes in 2012 through presentations at the forums and the “All Parishes” meeting.
- 8.2. Support officers have discussed the suggested changes with their forums. General feedback has reflected what has been raised by officers and members.

9. Community impact and corporate risks

- 9.1. The protocols and rules of engagement for community forums are not included in the Council’s constitution and therefore changes do not have to be made
- 9.2. To remove the forums would have a detrimental impact on our image and communication with Parish Councils.

10. Other Implications

Crime & Disorder:	None
Climate Change	None
Human Rights and Equality Impact:	None
Safeguarding:	None

11. Appendices

- 11.1. Appendix 1 - Community Forums Changes October 2012
- 11.2. Appendix 2 - Community Forum Terms of Reference & Job descriptions 2013

Community Forums Changes October 2012

- (a) The 'Annual Meeting with Parishes' should be the prime means of communicating information to parishes collectively. There should be two scheduled meetings a year, although extraordinary meetings may be convened if required. All the forums agreed to this idea.
- (b) The functions of the Forums can be summarised as follows:-
- A principal means of engaging with local communities
 - Local community planning to tackle needs (in some cases through Neighbourhood Planning)
 - Bringing partners together to solve local issues and develop local work plans. Forums would be encouraged to develop an area plan and identify their priorities.
 - Delivering training
 - Information sharing forum
- (c) Community forums should follow up parish meetings and draw on information from ward profiles to assess the needs of the community and draw up annual work plans.
- (d) The District Council through its grants and concessions panel could make available a training/ development budget that all forums will be able to bid for.
- (e) Membership of Community Forums could be widened to include other stakeholders, including WSCC, Police, SDNPA (where appropriate), local businesses and other local organisations. It will be the decision of each Forum to develop its own list of stakeholders to be invited. However, whilst they should not be required to meet in public it is up to the Forum to decide if they wish to do so.
- (f) The Community Forums will elect a chairman of their choice. Forums will normally meet quarterly. The agenda could be managed by the forum officers and nominated District Council representative. Staffing support would provide proper agendas and minutes. A number of the forums wanted to continue with Parish chaired meetings, and so the idea of a district nominated representative was developed by the task and finish group.
- (g) There should be a requirement for a minimum attendance at the community forums. If confirmed attendance is too low in number, then the administrating officer, nominated District Councillor and Director will make a decision on whether the meeting will be cancelled.
- (h) Each forum will nominate a District Council representative, appointed annually, giving continuity between meetings and a voice to report back at the District Council. The representatives will meet with support staff on a quarterly basis before community forum meetings to coordinate agendas and work.

Community Forums – Terms of reference and job descriptions 2013

Terms of reference for Community Forums

- There will be a District Council representative for each forum – nominated by the forum from the District Councillors to provide continuity and feedback between meetings.
- District Council representatives of all forums will meet on a quarterly basis to ensure coordination between forums.
- Representative will have a liaising role between parishes and council officers.
- Forums to nominate who chairs individual meetings, often host parish council will chair the meetings.
- Forums will normally meet four times a year.
- Forums to develop annual work plan for their area, and consider addressing local needs.
- All forums to meet in same 4 week period to ensure continuity across the district
- Meetings to be cancelled if expected attendance is too low
- Parishes to supply venues and refreshments for meetings
- Each Forum to develop its own list of stakeholders to be invited – people or organisations who can make things happen locally.
- Each Forum to decide whether or not they wish to meet in public.

Terms of reference for Community Forum representative group

- Chaired by the portfolio holder for Leisure, Wellbeing and Community Services, representatives will be expected to feed back issues for forum meetings.
- To meet on a quarterly basis between cycles of community forum meetings.
- Identify cross cutting issues that need to be discussed with forums.
- Liaise with coordinators on agendas for community forums.
- Coordinate with members services on “All Parishes meetings”

Job Description of District Council representatives

- Nominated by relevant forum
- To provide continuity and feedback between forums and the district council by attending Community forum representative group.
- Liaise between parishes/forums and community forum coordinators on issues, agendas and minutes.

Job Description for Community Forum manager (Amy Loaring)

- Set up and administer the Community Forum representative group, including minutes and agendas.
- Liaise with partner organisations when they wish to present to community forums.
- Coordinate with forum coordinators over shared agendas and partner presentations.
- Set up and keep community forum web pages updated.
- Grant advisor for Community Forum fund bids.

Job Description for Community Forum Coordinators

- Liaising with parishes to setup meeting venues.
- Administer Community forum meetings, including agendas, minutes and arranging speakers.
- Liaise with district representative and assistant directors on agendas and minutes.
- Monitor delivery of forum action plans
- Ensure community forum manager has up to date information for webpages

Role of Assistant Directors

- Supporting the Council representatives
- Liaising with and where necessary supporting the forum coordinator
- Ensuring delivery of forum action plan

Agenda Item 12

Chichester District Council

CABINET

3 June 2014

Appointments to Panels and Forums 2014-2015

1. Contacts

Heather Caird - Leader of the Council
Telephone: (01243) 811667
E-mail: hcaird@chichester.gov.uk

Philip Coleman – Member Services Manager
Telephone: (01243) 534655
E-mail: pcoleman@chichester.gov.uk

2. Recommendations

- 2.1. That the membership of Panels and Forums for 2014/15 be as set out in the Appendix.**

3. Context

- 3.1. The establishment of most Panels and Forums and their membership is constitutionally the responsibility of the Cabinet.
- 3.2. Panels are internally constituted and have specific objectives set out in the Constitution.
- 3.3. Forums are used to inform on-going policy debates from an external perspective. Forums which are related to particular projects, such as the North East Chichester City Forum and Southern Gateway Forum, continue as consultative mechanisms, although neither of these has met for some years. Forums have members representing external interests, as well as the appointed members of the District Council proposed in the Appendix.
- 3.4. The proposed appointments for 2014/15 continue the membership in 2013/14

4. Background Papers

None

PANELS AND FORUMS

(appointed by the Cabinet)

* = chairman

BOUNDARY REVIEW PANEL (6)

2013-2014 membership

Mr G A F Barrett (C)	Mrs N Graves (C)
Mr T M E Dunn (C)	Mr G V McAra (IND)
Mr A J French (LD)	Mr J Ridd (C)*

DEVELOPMENT PLAN PANEL (11)

Constitution

Leader of the Council (Chairman of Panel), Deputy Leader of the Council, Cabinet Member for Planning and Housing, and up to seven other District Council members

2013-2014 membership

Mrs H P Caird (C)*	Mr R J Hayes (C)
Mr A D Chaplin (LD)	Mr S Oakley (C)
Mr M A Cullen (C)	Mrs C Purnell (C)
Mr A P Dignum(C)	Mr J Ridd (C)
Mrs J E Duncton(C)	Mr A R H Smith (LD)
Mr T M E Dunn (C)	

GRANTS AND CONCESSIONS PANEL (6)

Constitution

Nominated member of the Cabinet
Five other District Council members

2013-2014 membership

Mr A P Dignum (C) *	Mrs N Graves (C)
Mr J L Cherry (Ind)	Mrs E P Lintill (C)
Mr J F Elliott (C)	Mrs B A Tinson (C)
Mr A J French (LD)	Mrs P M Tull (C)

I T ADVISORY GROUP (6)

Constitution

Cabinet Member for Support Services
Five other District Council members

2013-2014 membership

Mr G A F Barrett (C)	Mrs C Purnell (C)
Mr J L Cherry (Ind)	Mr J Ransley (C)*
Mr S Lloyd-Williams (C)	Mr A R H Smith (LD)

JOINT EMPLOYEE CONSULTATIVE PANEL (5)

Constitution

Elected councillors Cabinet Member for Support Services and four other District Council members

2013-2014 membership

Mr S Carr (LD)	Mr R M J Marshall (C)
Mr T M E Dunn (C)	Mr J Ransley (C)
Mr R Hayes (C)*	

CHICHESTER DISTRICT PARKING FORUM (5)

2013-2014 membership

Mr J C P Connor (C)	Mr A J French (LD)*
Mr M A Cullen (C)	Mrs E Hamilton (C)
Mr A P Dignum (C)	

NORTH EAST CHICHESTER CITY FORUM (4)

2013-2014 membership

Mr P Budge (C)	Mr A P Dignum(C)
Mr Q J R Cox (LD)	Mrs J E Duncton (C)*

SOUTHERN GATEWAY FORUM (3)

2013-2014 membership

Mr A D Chaplin (LD)	Mr M A Cullen (C)*
Mr J Ridd (C)	

Chichester District Council

CABINET

3 June 2014

Appointments to External Organisations

1. Contacts

Heather Caird – Leader of the Council
Tel: 01243 811667 – e-mail: hcaird@chichester.gov.uk

Katherine Jeram – Member Services Officer
Tel: 01243 534674 – e-mail: kjeram@chichester.gov.uk

2. Recommendation

- 2.1. **That the Cabinet appoints representatives to serve on the outside organisations for 2014-2015, as set out in the Appendix to this report.**

3. Main Report

- 3.1 Appointments to some outside organisations were made by the Council at their Annual Meeting held on 20 May 2014 and the remaining nominations shown in the Appendix are dealt with by the Cabinet as they relate to the functions of the Cabinet.
- 3.2 Set out in the attached appendix are details of the organisations and the number of representatives to be appointed. The Cabinet also makes longer term appointments to the Board of the Pallant House Gallery Trust, which are up to four year appointments expiring on any 30 September. Appointments of Josef Ransley, Anne Scicluna, Mr T James and Mrs P Janes are not due for renewal until 2015. Martyn Bell's appointment is not due for renewal until 2016.
- 3.3 The list of outside organisations contains one significant change compared to last year as follows:-

The Council has been invited to make an appointment to the Coast to Capital Joint Committee. The Joint Committee's remit will be to agree the Strategic Economic Plan and its revisions and amendments as proposed to the Joint Committee by the Coast to Capital Local Enterprise Partnership Board, and to provide strategic advice to the Coast to Capital LEP Board on the economic development and growth priorities for the Coast to Coast Capital Area. At its meeting on 6 May, the Cabinet appointed Mr Myles Cullen as Cabinet Member for Commercial Services to the Joint Committee.

- 3.5 The Cabinet is asked to approve the appointments to the various outside organisations.

4. Appendix

- 4.1 Outside Body Appointments – Cabinet

- 4.1. **Background Papers:** None.

CHICHESTER DISTRICT COUNCIL

APPOINTMENTS BY CABINET TO EXTERNAL ORGANISATIONS
(Number of representatives shown in brackets)

2014/2015

ORGANISATION	REPRESENTATIVES In 2013/2014	APPOINTMENTS 2014/2015
1. Brandy Hole and East Broyle Copse – Local Nature Reserve Management Board (1)	Peter Budge (C)	Peter Budge (C)
2. Chichester Boys Club (1)	John Ridd (C)	John Ridd (C)
3. Chichester City Centre Partnership CIC (1)	Myles Cullen (C)	Myles Cullen (C)
4. Chichester Community Development Trust (1)	Pam Dignum (C)	Tony French (LD)
5. Chichester Festival Theatre (1)	Janet Duncton (C)	Janet Duncton (C)
6. Chichester Ship Canal Restoration Project Board (1)	Simon Oakley (C)	Simon Oakley (C)
7. Coastal West Sussex Partnership (1)	Myles Cullen (C)	Myles Cullen (C)
8. Coastal West Sussex Strategic Planning Board	Heather Caird (C)	Heather Caird (C)
9. Coast to Capital Joint Committee (1)	-	Myles Cullen (C)
10. Community Safety Partnership (1)	Eileen Lintill (C)	Eileen Lintill (C)
11. Goodwood Airfield Consultative Committee (1)	Peter Budge (C)	Peter Budge (C)
12. Goodwood Motor Circuit Consultative Committee (1)	Andrew Smith (LD)	Andrew Smith (LD)
13. Local Government Association – Coastal Issues Special Interest Group (1)	John Connor (C)	John Connor (C)
14. Local Government Association – General Assembly (1)	Heather Caird (C)	Heather Caird (C)
15. Local Government Association – Sparsity Partnership for Authorities Delivering Rural Services (SPARSE) (1)	Myles Cullen (C)	Myles Cullen (C)
16. Manhood Peninsula Partnership (1)	Graeme Barrett (C)	Graeme Barrett (C)
17. Midhurst Community Partnership (1)	Elizabeth Hamilton (C)	Elizabeth Hamilton (C)
18. Rolls Royce Liaison Committee (1)	Andrew Smith (LD)	Andrew Smith (LD)
19. Rural Mobile Youth Trust (1)	Myles Cullen (C)	Myles Cullen (C)

20.	Selsey Community Leisure Centre (2) <i>(Officer only appointment)</i>	Jane Hotchkiss – Head of Service Commercial (or nominee) John Ward – Head of Finance & Governance Services	Jane Hotchkiss – Head of Commercial Services (or nominee) John Ward – Head of Finance & Governance Services
21.	Solent Forum (1)	David Myers (C)	David Myers (C)
22.	South East Employers (1 + substitute)	Josef Ransley (C) <i>Substitute – Mark Dunn (C)</i>	Josef Ransley (C) <i>Substitute – Mark Dunn (C)</i>
23.	South East England Partnership Board (1)	Myles Cullen (C)	Myles Cullen (C)
24.	Standing Conference on Problems Associated with the Coastline (SCOPAC) (1 + deputy)	John Connor (C) <i>Deputy - Roland O'Brien (C)</i>	John Connor (C) <i>Deputy - Roland O'Brien (C)</i>
25.	Tourism South East (1)	Myles Cullen (C)	Myles Cullen (C)
26.	Traffic Penalty Tribunal Joint Committee (1 + deputy)	Eileen Lintill (C) <i>Deputy – Peter Budge (C)</i>	Eileen Lintill (C) <i>Deputy – Peter Budge (C)</i>
27.	Visit Chichester Ltd (1)	Paul Over – Executive Director	Paul Over – Executive Director
28.	West Sussex Cooperative (1)	Heather Caird (C)	Heather Caird (C)
29.	West Sussex Cooperative Armed Forces Sub-Group	John Ridd (C)	John Ridd (C)
30.	West Sussex Forum for Accessible Transport (1)	Clare Apel (LD)	Clare Apel (LD)
31.	West Sussex Rural Partnership (1)	Myles Cullen (C)	Myles Cullen (C)
32.	West Sussex Sustainability Forum (1)	Henry Potter (C)	Henry Potter (C)
33.	West Sussex Think Family Partnership and the Local Safeguarding Children Board (2) <i>(Officer only appointment)</i>	Steve Hansford – Head of Service Community Diane Shepherd – Chief Executive	Steve Hansford – Head of Service Community Paul Over – Executive Director
34.	Wey and Arun Canal Trust Completion Strategy Steering Group (1)	Janet Duncton (C)	Janet Duncton (C)
35.	Wittering Youth Centre Management Committee (1)	Graeme Barrett (C)	Graeme Barrett (C)