

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Ali Alempour

Email: democraticservices@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of the **Overview & Scrutiny Committee** will be held in Committee Rooms, East Pallant House on **Tuesday 16 January 2024 at 2.00 pm**

MEMBERS: Mrs D Johnson (Chairman), Ms B Burkhart (Vice-Chairman), Mr J Brookes-Harmer, Mr C Hastain, Ms O Hickson, Ms E Newbery, Mr H Potter, Ms S Quail, Mrs S Sharp, Mr C Todhunter and Mr J Vivian

AGENDA

1 **Chairman's Announcements**

Any apologies for absence will be noted at this point.

2 **Minutes** (Pages 1 - 4)

To approve the minutes of the Overview and Scrutiny Committee meeting held on 12 September 2023.

To receive an update on progress against recommendations made to the Cabinet and the Council.

3 **Urgent Items**

The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to late items.

4 **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.

5 **Public Question Time**

The procedure for submitting public questions in writing by no later than noon 2 working days before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).

6 **PCC Katy Bourne - Member Q&A**

Q&A Topics:

1. Police Resourcing
2. Unauthorised Encampments
3. Road Safety and Anti-social driving
4. Rural Crime
5. General enquiries

- 7 **Verbal Update from Members of the Budget Task & Finish Group**
The Committee is requested to note the feedback provided from the Member appointed to the Task & Finish Group.
- 8 **Corporate Plan Review - Task & Finish Group - Final Report (Pages 5 - 15)**
The Committee is requested to note this report from the Corporate Plan Task and Finish Group and confirm that it is satisfied the Council is achieving satisfactory levels of performance against the targets and activities in the 2023/24 Corporate Plan mid-year progress report.
- 9 **Chichester BID (Pages 17 - 19)**
The Committee is requested to note the update relating to Chichester Business Improvement District (BID).
- 10 **Late Items**
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 reported at the meeting.
- 11 **Exclusion of the Press and Public**
The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the agenda are attached for members of the Overview and Scrutiny Committee and senior officers only (salmon paper).**

Or

There are no restricted items for consideration.

NOTES

1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.

2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at Chichester District Council - Minutes, agendas and reports unless they contain exempt information.

3) Subject to Covid-19 Risk Assessments members of the public are advised of the following;

- Where a member of the public has registered a question they will be invited to attend the meeting and will be issued a seat in the public gallery.
- You are advised not to attend any face to face meeting if you have symptoms of Covid.

4) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]

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Public Document Pack Agenda Item 2



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Rooms, East Pallant House on Tuesday 12 September 2023 at 2.00 pm

Members Present: Mrs D Johnson (Chairman), Ms B Burkhart (Vice-Chairman), Mr J Brookes-Harmer, Ms O Hickson, Ms E Newbery, Mr H Potter and Ms S Quail

Members not present: Mr C Hastain, Mrs S Sharp, Mr C Todhunter and Mr J Vivian

In attendance by invitation:

Officers present: Mr A Buckley (Corporate Improvement and Facilities Manager) and Mrs H Belenger (Divisional Manager for Financial Services)

1 **Chairman's Announcements**

Apologies for absence were received from Cllr Ballantyne, Cllr Hastain and Cllr Todhunter.

The Chair referenced that Katy Bourne was now scheduled to attend the Committee in January 2024.

2 **Minutes**

RESOLVED

That the minutes of the Committee held on 4 July 2023 be approved as a correct record.

3 **Urgent Items**

The Chair explained that there would be a late item relating to the Annual Budget Scrutiny Group.

4 **Declarations of Interests**

There were no declarations of interest.

5 **Public Question Time**

There were no public questions.

6 Corporate Plan Review Task & Finish Group Terms of Reference and Membership

The Chair invited Mr Buckley to introduce the report.

In a vote members approved the following:

1. The Corporate Plan Review Task and Finish Group Terms of Reference.
2. Membership of the Group as follows:
 - Councillor Sarah Quail
 - Councillor Oona Hickson
 - Councillor Joseph Brookes-Harmer
 - Councillor Brett Burkhart

7 Late Items

Mrs Belenger was introduced to explain that this urgent item has been put forward due to the cancellation of the November meeting. As this item could not be delayed until the January meeting, since it is necessary to appoint to the group in order to comply with the budget reporting timetable.

Furthermore, it was advised that the name for this urgent item should be the "Annual Budget Scrutiny Group", as this distinguishes the group from the new Budget Review Group, recently set up by Cabinet.

The request was for three members from the committee to be nominated to attend the annual meeting. The following three members were confirmed:

- Councillor Donna Johnson
- Councillor Eleanora Newbery
- Councillor Brooks-Harmer

Mrs Rudziak was introduced to discuss the Revised Work Programme.

As the November meeting had been cancelled, this provided further opportunity to review and improve the programme. It was explained that no items have been removed, however, some items have been brought forward to the current meeting and some meetings have been rearranged for January 2024.

Following on from the January meeting, members will be able to discuss any specific topics during the workshop meeting.

8 Exclusion of the Press and Public

With regard to agenda item 9 the Chair proposed the Committee voted to go into Part II. This was seconded by Councillor Brett Burkhart.

RESOLVED

That in respect of item 9 the Committee agreed that the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

The meeting then went into Part II.

9 **Corporate Efficiencies Programme**

The Chair invited Mr Buckley to introduce the report.

In a vote members approved the recommendation as set in section 3.1 of the report.

The meeting ended at 2.12 pm

CHAIRMAN

Date:

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Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

16 January 2024

Report from the Corporate Plan Task & Finish Group

1. Contacts

Cllr Oona Hickson Chairman of the Corporate Plan Task & Finish Group
Email: ohickson@chichester.gov.uk

2. Recommendation

The Committee is requested to note this report from the Corporate Plan Task and Finish Group and confirm that it is satisfied the Council is achieving satisfactory levels of performance against the targets and activities in the 2023/24 Corporate Plan mid-year progress report.

3. Background

3.1 The Task and Finish Group met on 14 November 2023 to review the council's performance in relation to the Corporate Plan, identifying areas where performance was below expectations, and aiming to reduce risks to an acceptable level. The period under review was 1 April to 30 September 2023.

3.2 Members were Cllr O Hickson, Cllr J Brookes-Harmer and Cllr S Quail. Apologies were received from Cllr B Burkhart.

3.3 Members received a report from the council's performance management system giving progress on key projects and current data for performance indicators (PIs) that support the Corporate Plan 2022-2025.

3.4 Divisional Managers and Lead Officers were in attendance to provide further information where required.

3.5 The Group did not discuss projects and PIs with green status (those that are on target). Projects and PIs with amber or red status (those that are off target to some degree) were discussed as outlined in Section 4 of this report.

3.6 Members were asked to note that the current version of the Corporate Plan is to be replaced from April 2024. A new version will come forward to Cabinet and Council in January 2024 for approval.

4. Monitoring and Review

4.1 Members discussed amber project **Corp Plan 024 (Selsey Flood and Coastal Erosion Scheme)**. Ms Stevens explained that the slight delay was to ensure decisions could be based on the most up to date information and

evidence available. A proposal is expected to be brought to Cabinet in early 2024 and overall project delivery is not at risk.

- 4.2 Members discussed amber project **Corp Plan 025 (Climate Emergency Action Plan)**. Mr Day advised that the delay related to the signing of a legal agreement between 2 external partners for the Low Carbon Chichester Fund, which is not within CDC's control. Mr Day assured Members that Officers continue to push for progress on this. The Climate Emergency Action Plan will be reviewed in 2024.
- 4.3 Members discussed amber project **Corp Plan 052a (Food Waste Recycling for Businesses)**. This has been delayed to allow for consideration of the recently published Simpler Recycling Plan for England, which includes a requirement for food producing businesses to have a food waste collection in place. The Service will consider the impact of this and a report to Cabinet is expected in early 2024.
- 4.4 Members discussed amber project **Corp Plan 055 (Decarbonisation of the Westgate Centre)**. This delay is due, in part, to supply issues with equipment earlier in the project. The equipment has now been installed and final sign-off is expected soon.
- 4.5 Members discussed the red performance indicators **LPI 010a (Reduction in the Council's Carbon Emissions from 2019 to 2025)** and **LPI 010b (Support the District to Reduce its Carbon Emission from 2019 to 2025)**. Mr Day explained that long lead times for projects to reduce the Council's carbon emissions meant that the full effects of these are not yet seen in the figures. Members will consider whether further projects to reduce the Council's emissions will go ahead. District-wide emissions are not within CDC's direct control. The impact of the COVID lockdown and subsequent reopening is now seen in these figures. The targets to reduce emissions by 10% will be reviewed as part of the Climate Emergency Action Plan in 2024.
- 4.6 Members discussed amber project **Corp Plan 027 (Local Authority Housing Fund)**. Ms Standing advised that the slight delay was due to governance processes at one Registered Provider partner. Members were assured that the overall project end date is still considered deliverable.
- 4.7 Members discussed the amber performance indicator **LPI 204a (% cases where homelessness is threatened but prevented)** and the red performance indicator **LPI 204b (% cases where homelessness is relieved)**. Ms Standing advised that the cost-of-living crisis had impacted demand for homelessness intervention and made relief more challenging as rents increase. These measures are to be replaced in the new Corporate Plan with a wider set of measures to more accurately represent the variety of outcomes that can be achieved for those suffering from or at risk of homelessness.
- 4.8 Members discussed red performance indicator **LPI 002 (Number of affordable homes enabled by the Council)**. This is currently off target due

to delays on some sites. Ms Standing reassured Members that planned completions meant the target for the year was still expected to be met.

- 4.9 Members discussed red performance indicator **LPI 003 (Number of homes improved with Financial Assistance from the Council)**. Ms Standing advised that this figure did not include several cases where improvements had been approved, but not completed. Following completion of those, the target would be met.
- 4.10 Members discussed red performance indicator **LPI 004a (Time taken to process new claims for benefits)**. Members noted that off target performance was limited to quarter 1. Ms Standing advised that an increase in claims had resulted from council tax bills being issued and the work of the Supporting You Team to promote take up. Performance was much improved in quarter 2 and this is expected to continue.
- 4.11 Members discussed red performance indicator **LPI 013 (Households in nightly-paid, non-CDC-owned accommodation)**. Ms Standing advised that this was a national problem made worse by the cost-of-living crisis. The Housing Solutions Team are working to keep voids in CDC's own temporary accommodation to a minimum and are looking at options to increase this provision in the future.
- 4.12 Members discussed red performance indicator **LPI 014 (Customer satisfaction with delivery of disabled facilities grants)**. Although below target, satisfaction remains high at 90%. Ms Standing advised that the Housing Standards and Delivery Team would look at the reasons behind the slight drop and identify any actions required.
- 4.13 Members discussed amber project **Corp Plan 038 (Parking Strategy Action Plan)**. Officers advised of a delay in relation to the outcome of a government trial relating to e-scooters which had been extended.
- 4.14 Members discussed amber projects **Corp Plan 045 (Review and Enhancement of Bosham Car Park)** and **Corp Plan 149 (Public Convenience Improvement Programme)**. A slight delay with the tender process for improvements to public conveniences (including Bosham) has also impacted the project relating to Bosham car park. The tender process is now underway and overall project delivery is not at risk.
- 4.15 Members discussed amber project **Corp Plan 142a (Southern Gateway Implementation)**. Members were referred to the information provided at the recent All Member briefing on this project.
- 4.16 Members discussed the amber project **CV 20 (Northgate Car Park Improvements)**. Officers advised that proposals have been considered and responses provided to the engineers for progression of options.
- 4.17 Members discussed the amber performance indicator **LPI 291 (Leisure Centres – Increase in attendance of young people aged 0-15 across all**

sites). Officers advised this was below target in part because the summer holiday club was not able to run this year. Members were reassured that staff continue to review and increase the offer wherever possible.

- 4.18 Members discussed the amber project **Corp Plan 005 (Vehicle Wash Down Facility)**. Officers advised this was delayed to allow for implementation of an improved online booking and payment system for customers.
- 4.19 Members discussed the amber project **Corp Plan 050 (Budget Review 2023-24 Process)**. Officers advised that the prioritisation process to inform the Budget Review Group had been slightly delayed but was now underway.
- 4.20 Overall members considered that there were satisfactory explanations for areas of the Corporate Plan where targets had not been met, and accepted the assurances of Officers where they advised that targets would be met before the required end dates.

5. Consultation

- 5.1 There was no requirement for consultation as officers were able to answer all concerns satisfactorily.

6. Community impact and corporate risks

- 6.1 The corrective actions being put in place by Officers seek to minimise any negative impact on the community or the Council.

7. Other Implications

	Yes	No
Crime & Disorder:		X
Climate Change and Biodiversity:		X
Human Rights and Equality Impact:		X
Safeguarding and Early Help:		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing:		X
Other (please specify):		X

There is no direct impact as this report does not propose any new areas of work or revisions to existing work. However, it should be noted that the range of projects and performance indicators reviewed by the Group do address many of the different headings included within the table.

8. Appendices

- 8.1 None

9. Background Papers

- 9.1 Minutes - Corporate Plan Mid-Year Task and Finish Group



Minutes of the meeting of the **Corporate Plan Task and Finish Group** held in Virtual - Zoom on Tuesday 14 November 2023 at 2.00 pm

Members Present: Mr J Brookes-Harmer, Ms O Hickson and Ms S Quail

Members not present: Mr A Moss and Ms B Burkhart

In attendance by invitation:

Officers present all items: Mr A Alempour (Democratic Services Officer) and Mr A Buckley (Corporate Improvement and Facilities Manager)

7 **Appointment of a Chairman**

Councillor Hickson was elected as Chair by the group.

8 **Apologies**

Apologies were received for Councillor Burkhart and Councillor Moss.

9 **Corporate Plan Mid Year Progress Report**

Mr Buckley introduced the report and advised that this is structured using the current Corporate Plan, however, a new Corporate Plan is in development and is expected to be introduced by January 2024. Mr Buckley confirmed that the role of this group is to evaluate the performance and the delivery of the priorities listed in the report.

A Cared-For Environment

Mr Buckley provided an overview of the Corporate Plan and explained that the group will focus on the Key Projects and Performance Indicators that are currently in a state of exception (amber or red).

- **Corp Plan 024 - Selsey Flood and Coastal Erosion Scheme**

Mr Buckley confirmed that this project is present in the report due to two missed milestones.

The first missed milestone was to secure Cabinet approval to proceed to option appraisal (September 2023).

The second was to produce business case applications to the Environment Agency for funding for outlying design.

Mr Buckley advised that these milestones are not fundamentally at risk, but that the timeline has been adjusted to account for new developments. The outlying will now be presented to the Environment Panel in December 2023, prior to Cabinet approving this in January 2024.

The Chair asked why these milestones hadn't been met.

Mrs Stevens advised that as the project progressed, further areas of work had been identified. Much of the data being used was dated. In order to propose a strong business case towards the Environment Agency, it was determined that more up to date information was required.

Consultants have been collating the new data, and up to date models are going to be provided by the Environment Agency. However, waiting for this information has had a knock-on effect on the project timeline.

- **Corp Plan 025 - Climate Emergency Action Plan**

Mr Buckley introduced the plan and provided an overview of the current stage. The milestones that have resulted in an exception relate to the Low Carbon Chichester Fund Legal Agreement for transfer of funds from Homes England to CDC.

Vistry is exchanging data with the Council to determine the fund amount and schedule of payments. This can then be incorporated into a legal agreement. Mr Buckley advised that further information on project progress can be accessed via the Environment Panel and on the Council's website.

Mrs Stevens added that as the process is between Vistry and Homes England, the Council is unable to influence this stage and has no jurisdiction over the contract discussions between the relevant parties. The Council has asked for monthly updates, but that there has been some delay with the exchange of information between Vistry and Homes England. Mrs Stevens confirmed that this will be monitored and both parties will be encouraged to conclude these discussions.

Mr Day advised that there are two sets of legal agreements, one between the Council and Homes England, and one between Vistry and Homes England. The agreement between Vistry and Homes England is already in place, but payment has not been transferred from Vistry to Homes England. Once this payment has been made, the Council will be able to take more control over the project progress.

Councillor Brookes-Harmer asked whether the payment will be made as a lump sum or in instalments.

Mr Day confirmed that the assessment that has been conducted is on all phases that have been completed to date. Future phases which are in construction or haven't begun will be subject to further assessments. Payment will then be made as

one lump sum payment that covers all the phases that have been completed to date.

Mr Day added that the amount that will be paid will depend on how low carbon the development is. Part of the reason for the delay is due to the parties disagreeing on the provision of the district heating system. The initial plan was for the system to be running on biomass. As data has been provided by Vistry, this has shown that system has mainly been running on a conventional gas boiler, subsequently resulting in more carbon being produced, which in turn has affected the payment amount.

The Chair asked whether the current expected completion date of 31 July 2024 is realistic and whether the project should be listed as amber.

Mrs Stevens confirmed that as both parties have agreed details with regards to carbon usage, the project has progressed and therefore should be listed as amber. The project can potentially be relegated to red alerts depending on how the situation develops.

Mrs Stevens also explained that payments cannot be made in instalments, as Homes England are unable to make any payments until the outstanding queries have been resolved.

- **Corp Plan 052a - Food Waste Recycling for Businesses**

Mr Buckley introduced the project and advised that due to the Government's announcement regarding its 'Simpler Recycling' Plans, this has impacted the timeline for this project.

An assessment of the market position and business opportunities is currently being prepared for the February 2024 Cabinet meeting.

- **Corp Plan 055 - Decarbonisation of the Westgate Centre**

Mr Buckley confirmed that the delay was due to waiting for the heat pump manufacturers, which were being delivered from Italy. Additionally, there have been issues with the existing and new metering being compatible with the E-Site monitoring sites. The original income and gas meter needs to be replaced, which can only be done by the energy provider. Once these actions have been completed, the project can be signed off.

The Chair asked whether the expected completion date of 31 March 2024 is still achievable.

Mr Buckley confirmed that no changes have been made to the current expected completion date by the divisional manager.

- **LPI 010a – Reduction in the Council’s Carbon Emissions from 2019 to 2025 / LPI 010b – Support the District in Reducing its Carbon Emissions from 2019 to 2025**

Mr Buckley introduced the project and explained that there are two performance indicators in relation to carbon emissions.

The first is an internal indicator which covers the Council’s own emissions. The second indicator covers the whole district. Both indicators have a 10% reduction target per year. Mr Buckley also highlighted that Covid has had an impact on the data.

Mr Day advised that the Council’s own omissions are easier to control and monitor than that of the whole district. The Council are able to influence the districtwide omissions, however this is not under the Council’s direct control. Mr Day added that the Council is largely dependent on national initiatives and policies being implemented to achieve the net zero target.

With regards to the districtwide target, the Chair highlighted that the government has replaced its original figure for emissions in 2020 and that the updated figure means that emissions reduced by 10.6% instead of 8.7%. The Chair enquired as to whether these changes are appropriate.

Mr Day advised that the guidance provided states that each year the government improves its methods for estimating emissions and then uses the new method to re-calculate the previously published figures. The Council is compelled to use this data set, as local government cannot compile their own data.

Homes for All

- **Corp Plan 027 - Local Authority Housing Fund**

Mrs Standing introduced the project and advised that although the alert is currently amber, the project is on track to complete by the expected completion date.

The Chair asked for an update on what stage of the process the project has reached and whether the Council is likely to receive more funding.

Mrs Standing confirmed that there are two registered providers involved with the project, one is currently purchasing newer builds and the second is purchasing street properties.

Mrs Standing was asked whether there was likely to be any further funding. Mrs Standing replied advising that her understanding was that nationally not all funding had been taken up by local authorities and there could be a change but at the time of this meeting no details had been confirmed. Mrs Standing advised that if further funding is announced, the Council would naturally consider this.

- **LPI 204a Homelessness Prevention / LPI 204b Homelessness Relief**

Mrs Standing introduced the projects and provided an overview of the two measures. Information was provided on how reporting and data collection will be improved to include further details on homelessness.

The Chair advised that she had received feedback that Agency contract staff had recently been retained. The Chair asked Mrs Standing whether the Council is able to offer fixed term contracts.

Mrs Standing confirmed that the team currently has two agency members of staff and given the size of the department, this is a small proportion. The objective is to recruit permanent staff where possible. There is also an open vacancy which will close on Monday 20 November 2023.

Members discussed the impact of the widening gap between market rents and local housing allowances and the challenges this presents.

- **LPI002 – Number of Affordable Homes Enabled by the Council**

Mrs Standing presented the item and advised members that although this project is currently red, this is still expected to complete by the expected completion date.

The Chair raised her concerns regarding whether communications between Housing and Planning are sufficient to progress the project forward.

Mrs Standing advised that all relevant departments work together in cohesion to achieve the best possible service.

- **LPI 003 – Number of homes improved each year**

Mrs Standing Introduced the project and advised that this is still on track to complete by the project completion date.

- **LPI 004a – Time taken to process new claims for benefits (inc. Housing Benefit and CTR)**

Mrs Standing introduced the project and provided an overview of how the project has progressed. At the beginning of the financial year, the team was experiencing higher customer demand, due to Council Tax bills being issued. This in turn had an impact on processing times in the first quarter.

As illustrated by the data, processing times have drastically reduced since then and are expected to continue to improve.

Mrs Standing highlighted that, upon reviewing national statistics, 81% of Councils process new claims within 25 days. In comparison, Chichester's statistics show that most new claims are processed within 12 days.

- **LPI 013 - Households in Nightly-Paid Temporary Accommodation (not CDC Owned) – All Cases**

Mrs Standing introduced the item and confirmed that the target is based on estimates, as there is no national target set by the Government. At present, this is a national issue that is impacting every Council, as reflected by the increase in their budgets. In addition to demand outpacing supply, the current financial climate has led to an increase in homelessness which has exacerbated the issue.

Mrs Standing emphasised that although the number of families in temporary accommodation has remained at 39 since April 2023, applications are being resolved and these are not the same 39 households present in earlier reports.

Further information was provided regarding voids and how the Council minimises the time these empty rooms are out of use.

Mrs Standing advised that there are currently two of these accommodations and the Council are currently in discussions with them to resolve the issues. The rest are currently in use.

- **LPI 014 - Customers Satisfied with delivery of Disabled Facilities Grants**

Mrs Standing introduced the item and confirmed that this project is slightly off target, reviews are being conducted to determine what needs to be addressed and improved. Generally however, this project is on track to complete by the expected completion date.

Thriving Economy

- **Corp Plan 038 - Parking Strategy Action Plan**

Mr Buckley introduced the project. Initially, there was a review planned for August 2023 to analyse the government trial in relation to E-bikes and E-scooters. This trial has been postponed until May 2024, subsequently delaying the timeline for the project.

- **Corp Plan 045 - Review & Enhancement of Bosham Car Park]**

Mr Buckley introduced the project and advised that the exception relates to the feasibility work to consider the design and layout and the subsequent reporting to Cabinet. This has been delayed but is still expected to progress before the end of year, and therefore, within the overall timetable.

Mrs Westbrook added that there has been a delay with the tendering process, which has affected this project and others on the report.

- **Corp Plan 142a - Southern Gateway**

Mr Buckley introduced the project and confirmed that members have all been invited to attend a briefing at County Hall, where more information will be provided on project progress.

- **CV 20 - Northgate Car Park Improvements**

Mr Buckley introduced the project and provided further information on what improvements are being made and why these are necessary.

Members discussed how these improvements would impact connectivity within the area.

Supporting Communities

- **LPI 291 – Increase in attendance of young people aged 0-15 at Leisure Centres (All Sites)**

Mr Buckley introduced the project. There have been issues regarding the Leisure Centres OFSTED arrangements. This has limited their ability to run summer clubs, which has in turn resulted in lower attendance numbers. Swimming classes have been limited due to staff shortages.

Mr Buckley highlighted that all the Leisure Centre's other indicators are currently green and on target.

Financial Prudence

- **Corp Plan 005 - Vehicle Wash Down Facility**

Mr Buckley introduced the project. A new booking and paying system needs to be developed and implemented, the CCS team is also experiencing a high volume of work which can cause delay.

- **Corp Plan 050 - Budget Review 2023/24**

Mr Buckley thanked members for participating in the prioritisation exercise, this information helps inform the Budget Review Group plan their projects. Mr Buckley confirmed that the prioritisation process is now taking place.

10 **Next Steps**

Mrs Westbrook will create a draft report, to send to members and to the Chair to review and sign off. Once this has been signed off, this report will go to Overview & Scrutiny in January 2024.

The meeting ended at 3.36 pm

CHAIR:

Date:

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Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

16 January 2023

Chichester Business Improvement Business District (BID)

1. Contacts

Report Author

Tania Murphy – Divisional Manager - Place

Telephone: 01243 534701 E-mail: tmurphy@chichester.gov.uk

2. Recommendation

2.1 The committee is requested to note the update relating to Chichester Business Improvement District (BID).

3. Background

- 3.1 Business Improvement Districts (BIDs) are business led partnerships operating within a defined area, in which a levy is charged on all business rate payers to fund projects and services which will benefit the BID levy paying businesses. BIDs are created through a ballot process whereby levy-rate payers vote to determine whether the BID goes ahead. The maximum period that a BID levy can be charged is 5 years. Once the term is completed the BID will automatically cease. However, if it wishes to continue its activities it can hold a new ballot to renew the BID for a further five years.
- 3.2 Having been established in 2010, the BID are now in their third term, following a successful ballot in the autumn of 2021. The current BID term runs for five years from April 2022 until March 2027.
- 3.3 Regular meetings are held between CDC officers and staff from the BID to discuss projects and consider issues of mutual concern. Chichester BID is also involved in or leading a number of projects which have been agreed through the Chichester Vision.
- 3.4 The Chair of Chichester BID attended the Overview and Scrutiny Committee Meeting in November 2022, providing an update on a number of projects and initiatives in place. These included support to Chichester District Council's Summer Street party; increased visibility with businesses; launch of the marketing image library for businesses and improvements to the Chichester Gift Card. Alongside this, other events such as the popular Dino Day and Jubilee and Coronation Events were organised. The Christmas lights and popular Christmas Window Competition have also been organised by the BID in the city.
- 3.5 The Chair of Chichester BID will be at the Overview and Scrutiny Committee to provide an update on the activities of the BID and to answer questions from the Committee.

4. Outcomes to be Achieved

- 4.1 The existence of a BID can improve partnership working, engage businesses and raise the profile of an area. Best practice BIDs should have strong engagement with local businesses; enhanced collaboration with local authorities; an understanding of demographics and visitor satisfaction; and be open, transparent and welcoming of new ideas.
- 4.2 A successful BID can encourage an increased profile of the city nationally, with higher footfall across the year and increased spend in the city.

5. Resource and Legal Implications

- 5.1 The legislative framework under which Business Improvement Districts are established, renewed and governed is contained in Part 4 of the Local Government Act 2003 and the Business Improvement Districts (England) Regulations 2004.
- 5.2 The Chairman of Chichester BID and Officers of the BID meet regularly with officers within CDC on a range of matters. The council's revenues team undertake the billing and collection of BID levy payments on behalf of the BID levy payers. A representative from Chichester District Council, in the form of a Member and the Divisional Manager for Place are both invited to attend the regular BID Board meetings.

6. Consultation

- 6.1 Consultation was undertaken by Chichester BID when undertaking the determination of priorities.

7. Community Impact and Corporate Risks

- 7.1 The establishment and continuation of the BID supports the objective within the corporate plan to improve and support the local economy and in particular the support to the High Street.
- 7.2 If businesses are not able to pay their BID levy, or there is a reduction in the amount of businesses required to pay the levy, the level of activities provided by the BID for the city centre would reduce.

8. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder Chichester BID have historically supported a number of projects which assist with the reduction of crime and disorder in the city centre.	X	
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other		X

9. Appendices

None

10. Background Papers

None

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