

# Public Document Pack

## JOHN WARD

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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 16 January 2018 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

## AGENDA

- 1 **Chairman's announcements**  
Any apologies for absence that have been received will be noted at this point.
- 2 **Minutes** (Pages 1 - 28)  
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 14 November 2017.  
To consider progress against the committee's recommendations to Council and Cabinet.
- 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 no later than 12:00 on Monday 15 January 2018 is available upon request to Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Housing Strategy Update** (Pages 29 - 40)  
The committee is requested to consider and comment on progress made in delivering the council's Housing Strategy for the period 2013-2018 as set out in the Housing Strategy Delivery Plan at Appendix 1. The committee is also requested to note that a new Housing Strategy will be developed as set out in paragraphs 4.1 and 4.2 of the report.
- 7 **Cultural Grants** (Pages 41 - 52)  
The committee is requested to endorse the proposed Funding Agreements and monitoring arrangements for Chichester Festival Theatre and Pallant House Gallery.
- 8 **Budget Review 2017**  
The committee will receive an oral report from the Chairman of the Budget Task and Finish Group, Mr S Lloyd-Williams, on the review carried out in mid-

December.

9 **Community Safety Review 2018** (Pages 53 - 54)

The committee is requested to consider and agree the Terms of Reference for this task and finish group and to nominate five members to take part in this review.

10 **Forward Plan** (Pages 55 - 66)

The committee is asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.

11 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of the following item whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Schedule 12A of the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) 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 report dealt with under this part of the agenda are attached for members of the Overview and Scrutiny Committee and senior officers only (salmon paper).**

12 **East Pallant House Options (EPH) Appraisal** (Pages 67 - 73)

This report provides the outcome of an options appraisal for potential future use and occupancy of East Pallant House and recommends that the Council continues to occupy EPH but seeks to reduce operational costs by leasing identified offices and areas on a commercial basis.

13 **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.

## NOTES

1. The press and public may be excluded from the meeting during any item of business where 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. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
  - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
  - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this

meeting at the front of this agenda.

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 intention 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.

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Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2, East Pallant House on Tuesday 14 November 2017 at 9.30 am

**Members Present:** Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mrs J Tassell

**Members not present:** Mr N Thomas

**In attendance by invitation:**

**Officers present:** Mr M Allgrove (Planning Policy Conservation and Design Service Manager), Mrs J Dodsworth (Head of Business Improvement Services), Mr A Frost (Head of Planning Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs B Jones (Principal Scrutiny Officer) and Mr T Whitty (Development Management Service Manager)

## 180 **Chairman's announcements**

The Chairman welcomed all to the meeting. Apologies had been received from Mr N Thomas.

The Chairman advised that she had recently attended a Centre for Public Scrutiny event which had considered the progress of the Communities & Local Government Select Committee's review of overview and scrutiny in Local Government. The council's scrutiny process worked very well on the whole however there were areas for improvement. She would be developing a paper to a future meeting with suggestions for better working.

Members of the committee were requested to put their nameplates on end as an indication to the Chairman that they wished to speak during an agenda item, remembering to put them down when their question had been asked. This new process would be tested to establish if it was useful to retain in future.

## 181 **Minutes**

The committee considered the minutes of the last meeting held on 12 September 2017, making the following comments:

Minute 177 Southern Gateway, Chichester – Implementation:

- Page 6, second bullet from the bottom – Queried the statement that a bridge would be considered as part of consultation on the Masterplan. Members were informed that the bridge had not been found to be financially viable. Cabinet and the Development Plan and Infrastructure Panel had looked at alternatives, along with consultants, and the final draft Southern Gateway proposals would be reported to Council at its meeting the following week where members had the option to debate the masterplan.
- Page 7, fifth bullet from the top, first sentence ‘The masterplan would be a live flexible document’ - The use of the words ‘live’ and ‘flexible’ were contested. Members were informed that the masterplan was not prescriptive; it was flexible in that it allowed for a range of uses to be considered for a particular site. Once adopted by Council however the masterplan would become a supplementary planning document, which would be operational for some years. Members were concerned that it would not be possible to revisit the masterplan as there was no procedure in place for amendment and requested the removal of the word ‘live’.

Members requested that any updates which officers or those presenting to the committee agreed to provide following the meeting be circulated with the minutes.

## **RESOLVED**

That the minutes of the meeting of 12 September 2017 be agreed as a correct record subject to the above amendment.

### **182 Urgent Items**

There were no urgent items for consideration at this meeting.

### **183 Declarations of Interests**

No interests were declared at this meeting.

### **184 Public Question Time**

No public questions had been received.

### **185 Business Improvement Services Portfolio Holder address**

The Cabinet Member for Business Improvement Services, Mr P Wilding, gave a presentation to the committee on progress towards achieving the aims and targets of the Corporate Plan priorities and his areas of focus in the future.

The committee made the following comments and received answers to questions as follows:

- Queried the future use of East Pallant House and emphasised the need to be adaptive to loss of space without losing business – We are currently working with consultants and looking at market information to consider our options. If there was a large capital receipt to be made then this would need to be balanced against the suitability of an alternative office accessible to the public.

Discussions are taking place with WSCC regarding a possible building in the city centre and with the local court to establish the possibility of establishing a pop-up court a couple of times a month which would bring in revenue. It was possible that we could contract our existing footprint in the building and rent out more space to bring in revenue to reduce our operating costs. Cabinet would be asked to consider future options with costings, following which a PID would be developed.

- Queried whether the committee would be given the option to review the ICT Strategy – It was possible that the committee could consider this before it went to Cabinet in March 2018. Members questioned the demise of the IT Panel and were concerned that IT matters did not have adequate member involvement before being considered by Cabinet.
- Queried whether the council used innovative ways of communicating with the local community – A number of online forms had been provided online to avoid the need for our customers to come into the office; direct debit use had increased; green waste was renewable online annually; current projects being developed to enable Council Tax payers to manage their accounts online and to enable a housing benefit risk based verification process. We were continuously looking for new ways to assist our residents and businesses however were always mindful of those without IT capability.
- Queried involving others in testing web and form functionality - The Web Team invites services to review new forms and functions for usability. Residents were invited to provide feedback on usability of web pages and any difficulties were fed back to the service area for review.
- Queried whether customers who had given up on using the council's website and can't travel to the council offices were tracked in order to understand the volume. Customers were asked questions on how they accessed the service and how they travelled in to the offices. On commercial sites such as Careline and green waste we monitored a reduction in customers.
- Queried members' responsibilities under GDPR.
- Queried Public Relations resourcing – Two members of staff on PR and two on advertising and sponsorship. PR had a regular schedule to provide information on social media and staff had access to social media. The Local Plan and the Southern Gateway would be a major area of work for PR.
- Queried the savings achieved and staff reductions as a result of channel shift - We track the shift in communications channels and have targets to move more information online or from the back office to the contact centre. As more customers self-serve capacity is created in the back office and customer service centre and associated savings are made.
- Queried the number of staff in the various teams – ICT 21, Customer Service 15, Public Relations 5, Building Services including Facilities 9 and Human Resources 7. **Mrs Dodsworth undertook to clarify staffing numbers for this year and the previous year along with IT and staffing costs.** [Post meeting note: Total staff = 62.07 FTE, Head of Service/Admin = 1.4 FTE, Building Services = 5 FTE, Facilities = 4.54 FTE, Customer Services = 16.55 FTE, IT = 21.11 FTE, HR = 6.83 FTE, PR = 4.14 FTE, Corporate Improvement = 2.5 FTE. ICT Direct costs = Total £1,270,009 (£824,000 staff, £181,600 infrastructure, £264,009 support and maintenance agreements)]

**RECOMMENDED TO THE CABINET MEMBER FOR BUSINESS IMPROVEMENT SERVICES**

- 1) That an ICT Panel be re-established to regularly review the council's ICT programmes, workload and investments.
- 2) That a report is brought back to this committee on customers lost who cannot engage online or access ICT along with a policy or programme on how to deal with this.

## 186 Consultation Review 2017

Mr Hyland presented his report informing the committee of the differing styles of consultation e.g. consultation carried out on a planning policy document in contrast to consultation on use of a local park.

The council uses a range of consultation tools. There were two software systems in use: Snap Survey is used for the majority of consultations. Responses are automatically drawn into the back office system for analysis therefore further data entry is not required. The Limehouse system is used to carry out consultation on planning policies which require that the wording of the policy is displayed paragraph by paragraph for comment.

The Southern Gateway Masterplan consultation had necessitated a consultation on the Masterplan document itself, and Limehouse was used to allow for detailed commentary on the wording of the document. It was also recognised that residents directly affected by developments in their areas would welcome a briefer summary of the main issues and to comment on those, so a Snap survey was also used. Clear signposting from one to the other was placed on the website. A very good response rate had been received to both forms of consultation.

There was concern that the Limehouse consultation tool was not particularly user friendly. There was a facility to provide a hard copy of the consultation for completion however this was not encouraged as a) it would require to be entered manually onto the system and b) interpretation could be required in preparing the information for entry.

The committee made the following comments and received answers to questions as follows:

- Concern that the process should be user friendly to ensure a better response and increased user satisfaction.
- Concern about the level of response to consultations – It was difficult to define a 'good' response to a consultation. From a statistical point of view it was possible to determine a level of accuracy with 100 responses. A 10% response rate would be good in other situations. If the issue involved a large body of people and a complex issue that level of response would be very difficult to secure.
- The issue of double consultation – Where the council, interest groups, residents' associations or other such body consults their members for a combined response on behalf of that group and consultation which is carried out with the district's residents and parishes directly.



- Concern at the lack of a consultation policy - As there was a breadth of types of consultation it would be difficult to have a single policy to cover all those scenarios and the guidance available was considered adequate.
- Concern at the lack of resources available to carry out this work - There was currently one full time and one part time officer dedicated to consultation work, however this was under review. Devising the methodology of the consultation and the analysis of the results once the fieldwork was complete was often very resource intensive and regularly involved staff from the service areas. The Chichester Vision consultation was resourced by five or six staff members at manned presentation events.
- Queried who made the decision about whether one consultation was resourced more intensively than another.
- Queried whether neighbourhood plan consultations should be carried out by the council.
- Queried whether there was a comparator to establish how well our consultation process was carried out benchmarked against other local authorities.
- Concern at the lack of clear instruction on the Local Plan consultation regarding character limits, how to upload documents, time limits before timeout, etc. Suggested that a note is included at the beginning of a consultation describing how long the form would take to complete.
- Queried the requirement for demographic questions.
- Queried response rates and what constituted a 'good' response. The Southern Gateway response was considered 'good' with 350 responses to the online questions, 327 detailed comments and 60 responses on Limehouse. This consultation had received very good coverage in the local press.
- Suggested that the list of those completing a response at the end of the consultation analysis be listed in alphabetical order.

Members suggested that a group of officers could be used to test and validate the consultation process on Limehouse before it is released to the public and that additional guidance should be added on how to use the system.

## **RESOLVED**

That a Task and Finish Group be established to consider a council policy on public consultation and make recommendations as appropriate for resources, budget and monitoring.

### **187 Communications between CDC and South Downs National Park Authority (SDNPA) - Update**

The Chairman welcomed Mr M Dunn, the council's appointment to the SDNPA.

Mr Whitty presented the report giving an update on the background to this issue. Due to timeliness and appropriateness the protocol had not been included in the SDNPA Agency Agreement. The SDNPA had made a number of commitments, reflected at 5.1 in the report, which would be drawn into a protocol to improve communications between the council and the National Park Authority. Members were asked to confirm whether their concerns previously raised had been satisfactorily addressed.

Mr Dunn welcomed the liaison undertaken with the SDNPA advising that the agency arrangement between the SDNPA and the council equated to a significant sum in the SDNPA budget so there were going to be queries about the level of service provided by each party to the other and he supported the sensible set of commitments agreed by the SDNPA. He continued that although he was the council's representative on the SDNPA he was regularly reminded that he was a member of the SDNPA and should not be 'Chichester specific'. He reminded members that there was always an opportunity for them to attend the SDNPA Policy & Resources Committee to give their views.

Mr Shaxson was concerned that it was important to ensure that there was no gap in enforcement issues dealt with by either authority.

Mr Whitty advised that following this meeting he would send the SDNPA commitments which had been agreed by this committee to the SDNPA for their final agreement. The SDNPA had undertaken to hold further meetings as required.

## **RESOLVED**

- 1) That the outcomes from the meeting with the SDNPA, pursuant to the recommendations of the committee to the SDNPA on 13 June 2017 and Cabinet on 11 July 2017, be noted.
- 2) That a report comes back to the committee in 12 months' time with an update on progress.

### **188 Corporate Plan Task and Finish Group Final Report**

The committee considered the report attached to the agenda.

Mrs Dignum, the Chairman of the Corporate Plan Task and Finish Group, gave an oral report on the deliberations of the group. Members requested to have sight of the minutes of the Corporate Plan Task and Finish Group and the updates provided by Ms Bushby, Community Safety Manager and Ms Thomas, Health & Wellbeing Manager. (Post meeting note: These documents are provided in an attachment to these minutes)

The committee made the following comments and received answers to questions as follows:

- Concern when discussing crime rate increases to provide the figures behind the percentage to give the context.
- Concern at the red indicator relating to nine conservation area appraisals to be completed by 2018 – As the district had a number of areas of outstanding natural beauty, a national park and a number of historical areas of interest, carrying out conservation appraisals had a direct impact on how the council went about planning and delivering new housing in the district and queried whether this was due to a resourcing issue. Due to a recent restructure the team has been combined within Planning Policy and a new Conservation and Design lead officer was currently being recruited.

- Concern at the formula for calculation of the Covalent traffic light system in the reports and in particular the indicator relating to time taken to process Housing Benefit Claims and its status showing green when in fact it should be showing red. An update would be provided. (Post meeting note: an update is provided in an attachment to these minutes)
- Concerned at the apparent increase in rural crime to 24.4% (an increase from 1567 to 1949 incidents) – This was possibly due to a prolific offender however it should be kept under review. The Communities Intervention Manager had requested an analysis of crime data from Sussex Police. There was a multi-agency cross border working group in the north of the district and a proposal to form a rural group.
- Concern at the sickness and absence figures - The Senior Leadership Team considered these figures (including long term sickness) in detail. This had been static over the last few years; it had been below other benchmarked authorities' figures the previous year. The sickness figures were skewed by long term sickness resulting from accidents at the depot. It was suggested that benchmarking should be undertaken more widely and not just against other local authority's outturn. An update was requested. (Post meeting note: an update is provided in an attachment to these minutes)

## **RESOLVED**

- 1) That the written and oral report from the Corporate Plan Task and Finish Group be noted.
- 2) That the committee is satisfied that the council is achieving satisfactory levels of performance against the targets and activities in the 2017-18 Corporate Plan mid-year progress report.

## **189 Budget Review 2017**

Members considered the Terms of Reference and Scoping document.

## **RESOLVED**

- 1) That the Terms of Reference for the Budget Task and Finish Group be agreed.
- 2) That Mr J Ransley, Mr S Lloyd-Williams and Mrs P Plant be agreed as members on this task and finish group.

## **190 Forward Plan (November 2017 to February 2018)**

The committee considered the Council's latest Forward Plan (Nov 2017-Feb 2018) for items to raise for scrutiny.

Mr Ransley was disappointed to see that there was no initiative relating to affordable housing delivery in the area for local people and keyworkers; no approach to elderly care; conflict in our Local Plan capacity or capability to respond to Government's increasing demand for delivery of greater housing numbers in the area without addressing in a meaningful way delivery of associated infrastructure; and no mention of perhaps considering developing one or two new villages in the area.

Mrs Dignum queried the fact that there was no existing council policy for care homes. She requested Mr Frost to review the Local Plan to consider the needs of older people as part of the council's equality duty.

### **RECOMMENDS TO CABINET**

That Cabinet considers this committee's comment on its Forward Plan and responds by way of advising on its schedule of innovative projects planned for February 2018 to February 2019 to respond to local need for housing, wellbeing and greater housing number delivery.

The meeting ended at 12.44 pm

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CHAIRMAN

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Date:

**From:** [Peter Wilding](#)  
**To:** [Clare Apel](#); [Norma Graves](#); [Peter Budge](#); [Pam Dignum](#); [Nigel G. Galloway](#); [Graham Hicks](#); [Simon Lloyd-Williams](#); [Keith Martin](#); [Caroline Neville](#); [Penny Plant](#); [Henry Potter](#); [Josef Ransley](#); [Andrew Shaxson](#); [Julie Tassell](#); [Nick Thomas](#)  
**Cc:** [Bambi Jones](#); [Jane Dodsworth](#)  
**Subject:** Peter Wilding's Response to the Action placed on him to reinstate the IT Advisory Panel at the Overview and Scrutiny Committee Meeting on 14 November  
**Date:** 24 November 2017 13:27:32

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Dear Committee Members,

I am responding to the action placed on me to re-instate the IT Advisory Panel at the Overview and Scrutiny Committee Meeting on 14th November. I have discussed this with Diane Shepherd and Jane Dodsworth, and I am not convinced that re-instating the IT Advisory Panel is the correct approach for the following reasons:

1. I don't believe that there is a business case to re-instate the IT Advisory Panel.
2. The Business Improvement Board deals with ICT innovation and efficiencies and this would be a duplication. The Business Improvement Board has been set up since the IT Advisory Panel was closed down.
3. Since 2015, the Asset Replacement Programme has been considered by Cabinet as part of the Budget spending plans, this has reduced the business for the IT Advisory Panel.
4. An IT Advisory Panel would add another layer of bureaucracy and detract senior staff from delivering projects.
5. There must have been good reasons for closing down the Advisory Panel in 2015.

I was thinking that rather than re-starting an enduring Advisory Panel, which would require a Cabinet decision, it might be more sensible to set up a task and finish group composed of the previous IT Advisory Panel members to review the ICT Strategy before it goes to Cabinet in the New Year.

I hope you agree with my reasoning.

Peter

## Minute 185 Recommendation 2 – response from Cabinet Member

At Overview and Scrutiny Committee on 14 November, a recommendation was made “That a report is brought back to this committee on customers lost who cannot engage online or access ICT along with a policy or programme on how to deal with this”.

Data is not held on the number of customers who cannot engage online or access ICT and therefore it would not be possible to provide any robust data to quantify these numbers. However, the ICT service are in the process of an improvement programme for the website and as part of this work a feedback form will be provided on each page which will capture this data specifically against each service page. This will enable the information to be improved, the customer to be advised and future data to be available. This is programmed to be live in April 2018 and below is an image of the feedback form to be provided:-

Was this page helpful? v

Was this page helpful?\* ☐ Yes ☐ It's good but... ☒ No

Please select a reason\* -- select a reason -- v

How can we make this section better?\* -- select a reason --  
it didn't answer my question  
it wasn't detailed enough  
it's hard to understand  
it's incorrect  
it needs updating  
I'm not sure what to do next  
Other

1200 characters remaining

Please don't include personal or financial information.

Do you want a reply? ☒

If you'd like us to get back to you, please leave your details below.

Your Name

Your Email

We'll only use this to reply to your message.

Send

**Peter Wilding**  
**Cabinet Member for Business Improvement Services**



Minutes of the meeting of the **Corporate Plan Task and Finish Group** held in Committee Room 2, East Pallant House on Monday 30 October 2017 at 9.30 am

**Members Present:** Mrs P Dignum (Chairman), Mr N Galloway, Mr L Hixson and Mr S Morley

**Members not present:**

**In attendance by invitation:**

**Officers present all items:** Miss L Higenbottam (Democratic Services), Mr D Hyland (Community and Partnerships Support Manager), Mr A Buckley (Corporate Improvement Officer) and Mrs J Westbrook (Corporate Improvement Officer)

## 9 **Chairman's Announcements**

Mrs Dignum welcomed everyone to the meeting.

There were no apologies for absence.

## 10 **Review of Terms of Reference**

The Group reviewed the Terms of Reference agreed by the OSC at its last meeting in September ensuring the required outcomes of the review were clear.

## 11 **Corporate Plan 2017-18 Mid-Year Progress Report**

Members used the Council's Covalent performance indicators to examine areas of the Corporate Plan that had either not reached their targets (red) or required further progress (amber).

### **All Reported Crime – Chichester (red indicator)**

Mr Buckley explained that the reporting mechanism for crime had been altered in 2017-18 and was now causing some confusion so would be returned to the previous mechanism with effect from 2018-19 to enable clearer demonstration of the percentage rise in crime. He confirmed that the increase in crime rates had dropped by 3.3% in the last month although overall the crime rate had increased since last year.

Members asked the following questions:

- Have crime figures increased due to a greater number of crimes being reported?
- Which types of crime are reported most?
- What percentage of crimes are cyber related?
- Are there figures for detection rates?
- It often appears that there are not enough Police Officers to carry out traditional Police jobs – are the Police too stretched?

Officers agreed to pass the questions to Mrs Bushby, Community Interventions Manager to provide an email response to the Group. Mr Hyland reminded the Group that Chief Inspector Burtenshaw would also be attending a future Overview and Scrutiny Committee (OSC).

Mr Hixson noted the success of the Community Wardens in early crime prevention. Mr Hyland confirmed that the vacant Community Warden post was to be advertised.

**Percentage of people who are maintaining positive lifestyle changes as a result of referral to the Wellbeing Hub after 3 months (red indicator)**

Mrs Dignum confirmed the main reason for the red indicator which was due to the introduction of more specific goals in the last year which were likely to be harder to obtain. Mr Hixson also spoke about the importance of good advertising.

Members asked the following questions:

- Are wellbeing services funded?
- Do clients often return following a relapse and if so are they counted as a new statistic?
- What are the success rates for the different wellbeing services offered?
- What is the success rate from GP referrals?
- Which wellbeing services are most popular?
- Is there evidence that advertising has increased the take up of any wellbeing services?
- Could a member of the public refer themselves to a wellbeing service?
- Are wellbeing services run in the north of the district?
- Are schools obliged to report obesity in children?

Mr Hyland confirmed that if a client completes a wellbeing programme and returns at a later date they would count as a new statistic. He explained that members of the public could self-refer unless a service is specifically GP referral only. It was confirmed that wellbeing services are available in the north of the district, with regular services run from the Grange in Midhurst.

Officers agreed to pass the remaining questions to Mrs Thomas, Community Wellbeing Manager to provide an email response to the Group.



The Group agreed that the council offers a good wellbeing service which cannot always guarantee success due to individual client outcomes.

#### **Working Days Lost Due to Sickness Absence (red indicator)**

Mr Buckley clarified the abbreviations in the report (LTS – long term sickness, STS – short term sickness). He explained that the target number of sickness days had been increased this year from seven to eight days following revision of the associated service plan. Mr Buckley acknowledged that LTS figures often skew results.

Mr Hyland clarified that the absence management procedure would be triggered following either 10 days absence or five or more periods of absence in a year. HR and the relevant manager would look to identify and deal with any underlying reasons for absence with the member of staff. Further periods of absence (where appropriate) result in formal, written warnings and in more serious cases dismissal. Mr Buckley confirmed that the Corporate Management Team (CMT) proactively monitor sickness absence on a monthly basis.

The Group considered the average short term sickness of 2.85 days relatively acceptable and were content that sickness absence continues to be addressed appropriately by officers. The Group were also pleased with the wellbeing opportunities and flexible working arrangements available to staff.

#### **9 Conservation Area Appraisals to be completed by 2018 (red indicator)**

The Group raised no concerns, noting the completion date for next year.

#### **Masterplanning of Strategic Sites (red indicator)**

The Group raised no concerns and considered the cause of the delay linked to issues relating to a ransom strip.

#### **Southern Gateway Masterplan SPD (red indicator)**

The Group raised no concerns and considered the two month delay relatively minor given the scale of the project.

#### **Tower Street – Overall Scheme – Defects period (red indicator)**

The Group raised no concerns and considered the defects to be minor.

#### **Improvements to the Guildhall (red indicator)**

The Group raised no concerns, noting the evaluation as the only outstanding requirement of the project.

## **NWOW Phase 2 – Relocation of Citizens Advice Bureau to East Pallant House (red indicator)**

The Group raised no concerns and felt that officers would find the best solution for the building.

## **NWOW – Flexible Working (red indicator)**

The Group discussed the initial challenges of the project and remote working but raised no concerns.

## **Homelessness Prevention – (amber indicator)**

Mr Hixson requested clarification relating to the help offered to the long term homeless in winter. Mr Galloway explained that some local churches were working on an initiative for the winter with Stonepillow. Mr Hyland clarified that accommodation would be made available if night temperatures drop below zero on consecutive nights. He informed the group that new homelessness legislation in April 2018 would consider individuals homeless for 56 days. As a result the housing team would be required to change its working practices to accommodate the likely increase in caseload.

Mrs Dignum requested clarification relating to the services offered to individuals suffering from alcohol related problems. Mr Hyland confirmed that Tenancy Sustainment Officers work with those identified as at risk of losing their tenancy.

Mrs Dignum requested confirmation of the legal responsibility held by the council to the districts homeless. Mr Hyland confirmed that the council is required to offer appropriate housing but could discharge its duty if all options offered are rejected.

The Group felt that officers were doing a good job dealing with a difficult issue. Mr Hixson requested it be noted that he would like to see a future focus on provision of shelter and food for the long term homeless particularly on cold winter nights.

## **Think Family Expansion Programme (amber indicator)**

The Group raised no concerns with the delay in the project being reported back to OSC. The Group agreed that the services offered should be closely monitored following West Sussex County Council taking over host responsibilities of the Think Family Keyworkers from January 2018.

## **Parking Charges – Implementation and review (amber indicator)**

The Group acknowledged that discussion around the cost of parking should be saved for the Chichester District Parking Forum and as such the only concern raised related to communication regarding the use of car park revenue. The Group felt that the first use of parking income was to cover all parking costs, with surplus supporting deficit reduction and as such if car park charges are not increased it would be likely that an increase in council tax would be required to compensate.

Members noted the remaining amber indicator projects and agreed that there were no further concerns.

## 12 **Next Steps**

The Group agreed there were good explanations for areas of the Corporate Plan where targets had not been met. Some requests had been made for further written responses which would be circulated to the Group by email. Overall the Group felt that there were a limited number of concerns from a large range of policies, indicating a high standard and care in carrying out the Corporate Plan projects.

The Chairman agreed to take a written overview report supplemented by an oral report to the OSC on 14 November 2017.

The meeting ended at 11.20 am

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CHAIRMAN

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Date:

## Minute 188

### All Reported Crime Figures – response from Pam Bushby, Communities Interventions Manager

Numbers of crimes for Chichester are relatively low but there have been some significant % increases over the last year which are slowly stabilising and in some cases reducing. Below are the crimes which I consider most risky as far as impact. I have requested from Sussex Police some analysis of crime data over the last two years but so far have only received a very brief report on rural crime. We have a multi-agency cross border working group in the North of the district that looks at trends etc. I plan to propose some kind of “rural team” that would cover the North of the district when I meet with Chief Inspector Burtenshaw. Community wardens are seeing a rise in the public reporting to them and our Senior Community warden is a visible presence in the city centre.

Total crime is running at 17.5% for the rolling year which is showing a slight reduction of 4.3% from last month

Burglary residential (now includes shed breaks) up 30% on the rolling year but reducing- an organised burglary group have now been caught and dealt with so may account for slight reduction.

Vehicle crime - theft of 36.8% reducing from 47%

Theft from up 71% but reducing from 111% - 2 x prolific thieves are now in custody and this may account for rise and subsequent reduction.

Violent crime in a public place 21.7% a 3% reduction on the previous month

Pedal cycle thefts down 20% but as the Christmas season approaches we usually see a rise, we have a cycle security campaign planned by the Joint Action Group (JAG) for late November.

**Other crime areas where the number of reports are rising are Hate crime and sexual offences.**

Homophobic reports up 500% which is actually only 5 crimes

Race crimes up 68.2% which is 30 crimes

Reports of sexual offences have risen by 40% which may include historic cases of abuse.

I am comfortable that these rises are positive and rather than mean there is an increase of these types of crime happening it is more a case of increased awareness and reporting, which we encourage.

Other areas of crime are remaining stable as in the case of anti-social behaviour and criminal damage.

## Minute 188 - reponses to queries on health issues

### Chichester Wellbeing report November 2017

#### Chichester Wellbeing hub

- During Q1 and Q2 of 2017/18 Wellbeing Advisors have worked with 381 clients on a one to one basis. 721 people have received information and advice at outreach events.
- With the new telephone system we are able to record the number of calls we receive to the service. In quarters one and two we dealt with 1,388 phone calls to the service.
- During the same period in 2016/17 we saw 573 clients for one to one appointments and 241 at outreach events.
- The proportion of men compared to women has remained the consistent at 32% men and 68% women. It is well known that men are harder to engage with than women so we work hard to engage men through workplaces. This proportion is considered by our commissioners to be very good.
- We received 78 referrals from GPs during 2016/17 this has increased to 112 in 2017/18. GPs are very engaged with the service now. We attend regular outreach sessions at all of the practices located in the outlying areas.
- Clients access the service primarily for support with losing weight, healthy eating and becoming more active. Often there is more than one reason why people use the service and this can be because they need help with emotional wellbeing or reducing alcohol consumption.

#### In-house services

I have included some stats from 2016/17 for the additional services as we have the full year to report on.

#### Weight loss workshops

- 167 clients attended the weightloss work shops during 2016/17.
- 2017/18 By the end of the current round at the end of November we will have supported 126 people through the programme.
- 146 (88%) clients achieved at least 3% weight loss during the programme (target 60%)
- In total 111 (67%) clients achieved 5% weight loss during the programme (target 30%)
- 150 (90%) of clients reported improved mental wellbeing
- 145 (87%) became more active as a result of the programme

### **Pre Diabetes workshops**

- 88 people attended a prediabetes course during 2016/17.
- 99% clients reported improved knowledge of how to reduce the risk of developing type 2 diabetes
- 60 people (68%) reported sustained behaviour change 3 months after completing the course.
- At the end of Q2 2017/18 27 clients have attended the courses.

### **Workplace health**

During 2017/18 so far 156 clients were recruited via workplaces compared to 42 in the same period of 2016/17. The workplace advisor worked with more than 50 local businesses to deliver wellbeing activity to their staff. All started with MOTs for all staff, followed by targeted interventions. For example;

- Mindfulness courses,
- Lunchtime talks
- Dementia Friends sessions
- Staff information events

### **Falls Prevention workshops**

24 people have attended a falls prevention workshop since we advertised the programme in Initiatives. The workshop consists of a talk about ways to prevent falls in the home and outside environments and the chance to try 6 simple strengthening exercises that can be done regularly at home. We also refer clients to strength and balance classes in their community. we have also worked with Everyone Active at Westgate Leisure to provide training for some of their staff in the qualification required to do falls prevention work and they are now starting regular classes.

### **Wellbeing Home**

- 20 households in the Chichester district received support for the Wellbeing Home project during 2016/17.
- Households were supported to achieve savings on their energy bills and access grants for heating and insulation.

### **Commissioned services**

#### **Family Weight Management**

- The provider worked with 34 families during 2016/17 this has increased from 23 families in 2015/16.
- 29 of the children stabilised their weight during this time
- 100% reported improved physical fitness and emotional wellbeing

Case studies indicate this project has achieved some life changing outcomes enabling children and their families to overcome significant issues in their lives. Schools have reported increased attendance, reduction in bullying, increased confidence in PE, and increased confidence in leading a healthy active lifestyle. Other professionals value the positive impact that the provider has with families which they alone are unable to achieve.

#### **First Steps to Fitness**

- 184 people accessed the service during 2016/17 the majority of them were inactive at the start of the programme. This means they were active for less than 30 minutes a week.

- After engaging with the 12 week programme 88% increased their activity levels to 30 minutes a week and 74% increased to 150 minutes a week.

This provider works very closely with the weightloss and prediabetes programmes encouraging all clients to be active alongside their weightloss aspirations.

#### **Cook and eat**

- 83 people attended one of 14 cook and eat courses during 2016/17
- All of the courses were held in Think Family Neighbourhood area and were targeted to people on a low income, Carers and older people living alone.

All participants reported increased confidence and skills in the kitchen to enable them to cook low cost healthy food from scratch.

This project also achieves a wider impact for participants by creating a social environment which has led to some individuals having the confidence to attend college or become a cookery leader and run courses themselves.

## PREVENTION AND WELLBEING PROGRAMME LOCAL PROGRAMME CONTRACT MONITORING REPORT 2016-2017

Service name	Chichester Wellbeing
Location of case study	
Date of completion	September 2017

### 1. Referral: What were the reasons for it & where did it come from?

This case is of a 62 year old lady who came to us for help with emotional and physical wellbeing support.

### 2. What was the intervention at first session? How long was session?

The client has suffered from Post Viral Fatigue Syndrome (PVF) for the past 12 years. She also has an ongoing hip and knee problem and will need a replacement in the near future.

She has always struggled to maintain a healthy weight and over the last few years this struggle has increased due to her prolonged periods spent in bed and her constant physical exhaustion.

The first session she was of very low mood and spent much of the session in tears as she explained her situation. Describing her energy levels as 'a thimble full'.

We went on a journey to make small and manageable changes to her diet to make it more 'healthy'. She wanted to have a significant increase in vegetables and whole foods eaten at regular intervals plus a reduction in dairy products as she believed that they aggravate her stomach. We discussed initially focusing on improving the quality of her diet and increasing energy levels rather than losing weight.

### 3. Other emerging issues explored in session?

Last year after a number of failed attempts to return to work, she was forced to leave her job deemed 'unfit to work'. After 17 years she felt bereft of friends, purpose and routine and consequently the PVF got worse.

### 4. Were follow on sessions required? How many? How long?

Over the following couple of months she made friends with whole and healthy foods, she experimented with new recipes for vegetable based dishes and mastered the art of creating interesting and protein balanced salads. She also took advantage of days when she was feeling a bit better and made efforts to get out and do light exercise such as gardening or playing football with her Grandson.



## **5. Signposting / onward referral?**

Already engaged with the pain clinic but talked about her joining their self-help course which afterwards she felt was extremely beneficial.

## **6. What outcomes were met?**

After 2 months the change was really visible. She reported that she now had a 'mug' of energy and for the first time in years had slept through an entire night. Her mood was clearly improved, she felt much more able to take on the tasks of daily family life and whilst her hip and knee continue to be painful, the constancy and level of the pain has reduced.

## PREVENTION AND WELLBEING PROGRAMME LOCAL PROGRAMME CONTRACT MONITORING REPORT 2015-2016

Service name	The Family Wellbeing Programme
Location of case study	Chichester District
Date of completion	13/09/17

### 1. Referral: What were the reasons for it & where did it come from?

This 8-year-old girl was referred by their Family Support worker. The mother was concerned about her daughter's weight and struggled to control her behaviour around food. The mother reported that she would be verbally and physically aggressive towards them. They were also unable to leave this girl and her younger sister alone together as they would fight.

### 2. What was the intervention at first session? How long was session?

Before the first session was arranged the mother and the family wellbeing keyworker had a long conversation on the phone. She was able to express her concerns and understand what support was able to be offered. During the first session, it was evident to see how much pressure the mother had put onto the child in regard to her weight. The girl also referred to herself as "fat" and not being "normal" and bigger than everyone else. This was not age appropriate behaviour or knowledge. The mother talked very negatively about her daughter. The mother was very nervous and was not comfortable to get involved with some of the introduction games that were done to make the girl feel at ease. The girl was given a folder that she could decorate and keep all her wellbeing information in.

### 3. Other emerging issues explored in session?

The two sisters were very different in the family. The youngest was very girly, petite and loved pink and dolls. The girl who was referred enjoyed rough and tumbles, loved teenage ninger turtles, and super heroes. The girl thrived off the attention from the wellbeing keyworker and it was clear to see that the mum struggled to understand her due to her different interests. The mother was not confident enough to be physically active with her so she then became more dominant in the house.

The mother said that the girl would steal food and she wasn't able to have just one packet of crisps she would want 3-4 packets in a row. If she did not give them to her then she would become angry and aggressive towards her so she just gave them to her to keep her quiet. She was also having a pint of coca cola every dinner time, and ice cream every night for pudding. The child also insisted that she had cheese on any potatoes she ate which her parents gave her. By building the relationship up with the child and giving her the attention she craved through physical activity, she respected the targets set. These started very simply reducing crisps to one pack a day and then the fizzy drink and the other areas were worked on. The girl always wanted to impress her keyworker and so would achieve her targets. The targets were set

with the parents and so they also learnt how to explain the targets to their daughter and what consequences there were but also what rewards were on offer. The parents started to learn how this process worked and were encouraged to use the strategies for other boundaries that needed to be addressed. During this time the keyworker was also able to express who was responsible for implementing the targets and understand that the daughter was using food as a method of control and they needed to address it not just blame the child.

Sadly a few months in working with this family their father had a stroke, this was a particularly worrying time and the family wellbeing keyworker continued to work with the girl on her own in order to keep everything as normal as possible. During this time physical activity was focused on to build the girls confidence up. She had very good motor skills for her age and had incredible strength. These were two areas which she excelled in but was always told off for as she was too strong to play with her younger sister. The one to one sessions were a great opportunity to praise her for her strengths and be able to utilise them correctly. She was particularly good at basketball. The positive praise from her sessions improved her behaviour in the house and also started to change the parent's perception of their daughter. They started to talk more openly with the family wellbeing keyworker and started to seek advice instead of trying to avoid listening and just blaming their daughter.

The father made a steady recovery and was then at home all day, the mother changed her job and worked during the week and so the father had the care of the children. Although this impacted on their physical activity as he was unable to walk alone for some time he was able to implement the boundaries surrounding food in the house. The family wellbeing keyworker was able to listen to him but be able to get him to realise what was required to help his daughter. As the girl continued to make good progress the family wellbeing keyworker introduced the sister into the sessions in order to get them to play and interact together without fighting. During these sessions, the parents were asked to come out and watch and they were taught strategies how to get the two sisters to play but have their own tasks. By showing the parents these strategies they were able to see their role in making sure the girls interacted positively with each other. These sessions continued to have a positive result and the later sessions the girls were able to play together and join in the sessions without getting jealous of one or other.

Due to the parents telling their daughter that the wellbeing sessions were because she was overweight the wellbeing keyworker emphasised about how much muscle the girl had and how strong she was in order to avoid a negative effect later in life. The girl was so excited about this and would always want to show her muscles and got really excited with exercises that was going to help her get muscles. She was really interested in WWE fighting and in the later sessions would be doing different exercises on the keyworkers arrival to impress them! She became so interested in wellbeing she started to do videos about how to stay healthy and get her friends involved. When she went to a birthday party she took 2 biscuits from the buffet and said, "I am only talking two because that is healthy and my wellbeing lady will be very happy about that!"

The Wellbeing Programme inspired this young girl and has certainly given her the confidence which she needed in herself. In the earlier sessions, the parents did not understand the behaviours of the child and by using physical activity and nutritional targets they were able to understand the strengths of their daughter and to work with her not against her. The young girl was very intelligent for her age and the wellbeing sessions have inspired her to grow up to be healthy and strong instead of feeling like she is "different" and "not normal" which had previously been portrayed to her. She wants to be active and interact with others instead of being socially removed in the house and not wanting to go out and play.

After the summer holidays the staff at school noticed how different her appearance was and also her concentration in school.

#### **4. Were follow on sessions required? How many? How long?**

Follow up session have been arranged every month for 3 months

#### **5. Signposting / onward referral?**

The family have been signposted to kickboxing held at their local community centre and also judo at school. There are also other referrals in regard to her anxiety and sensitivity to clothing.

#### **6. What outcomes were met**

- Reduction in BMI
- Reduction in weight
- Increased confidence
- Increased Cardiovascular fitness
- Improved understanding of nutrition
- Increased self esteem
- Improved emotional wellbeing
- Improved behaviour
- Improved parent/child relationship
- Improved sibling relationship
- Improved portion sizes and nutritional quality of foods

Finn has hypermobility which results in his body being quite rigid, as it overcompensates for his flexibility. We were told that hypermobile children often find it difficult to ride a bike as their core muscles have to work so much harder to keep their body upright. We had tried and failed and were ready to give up when we were introduced to Chris. Chris began working with Finn on building up his core strength on a weekly basis during school hours. He then visited us during holiday time too, and this is when he began, what we thought would be a slow process, to teach Finn to cycle.

Chris has such patience with Finn, and told us he would have Finn cycling by the end of the summer holidays. We thought this was a bit optimistic but off we went with Finn's bike to the Fishbourne Fields and left Chris to it!! Chris had suggested using a handle attached to the back of the bike which proved invaluable as it gave Finn the security, knowing Chris was supporting him. As the weeks went on Finn got more confident until the week he didn't notice when Chris leant the handle on his back rather than supporting him. He carried on cycling with Chris running behind and the look on his face when he realised what he had achieved was quite emotional. He has gone from strength to strength and whilst he is still a little wobbly to begin with, he is happy to cycle places and build his strength and stamina up.

As a family we will be eternally grateful to Chris for what he has, and continues to achieve with Finn. Finn is not the easiest customer and can get quite frustrated when he can't do things resulting in some spectacular tantrums! Chris manages to deal with this so calmly until Finn gives up and does as Chris has asked. Finn has become very fond of Chris (as have we) and really looks forward to his time with him each week. We couldn't recommend Chris highly enough and are so thankful for everything he has done for Finn.

Liz and Jason Grant

## **Minute 188 – Corporate Plan Task and Finish Group Final Report**

### **Query regarding thresholds for the traffic light system in Covalent**

The standard thresholds for red and amber status in Covalent are:

- 1% - 4.9% off target – amber
- 5% or more off target – red

### **Query regarding LPI235a – Time taken to process Housing Benefit Claims**

However, these thresholds can be changed and, in some cases, the nature of the data being collected means it is sensible to change them. In the case of LPI 235a, with the target being set at 15 days, a variance of less than one day over target (15.75 days) would result in red status. Following discussions with the Service Manager and Head of Service, it was felt that this was not appropriate and so, the thresholds for this PI have been altered to make the 'amber' status more meaningful.

Cllr Plant also queried whether the improvement seen in the figures for September 2017 had continued into October. Data for October 2017 is now available in Covalent and the value entered by the Service Team was 15 days. This shows as on target and 'green' for that period (the most recent data available).

Furthermore, the Service Manager has provided additional information about the current and recent performance of the team that Members might find useful:

'Benefit claimants making contact by telephone or in person are now dealt with by a benefits customer contact team, created in response to the loss of 5 experienced staff on maternity leave and commitments to the service review. This way of working has enabled the remaining experienced assessors to concentrate on actual claim assessment and has had a positive impact on the performance for new claims and which is hoped this will now continue.'

## **Minute 188 – Corporate Plan Task and Finish Group Final Report Update on sickness and absence figures**

The statistic we use, which is consistent with many other organisations, is the number of working days lost to sickness during the period concerned divided by the number of FTEs and includes leavers - these figures are shown on Covalent.. We breakdown figures further to short-term and long-term sickness absence (long-term is defined as 20 days or more).

We have done careful analysis of CDC's sickness absence figures for the last complete year (2016-17) which ended with an average figure of 9.24 days per employee per annum (our most recent figures were 9.24 days for October 2017 and 9.42 days for November 2017). During the review year, 2016-17, 26 employees had more than 50 days sickness and as of November 2017 the employment of 11 of the 26 had been terminated. We do manage long sickness absence cases very actively. In line with other local authorities and the wider public sector CDC has a supportive sick pay scheme that allows staff with more than 5 years' service to benefit if need be from up to 6 months full sick pay and 6 months half pay. However staff with long term sickness cannot regard the sick pay scheme as an entitlement to be exhausted and unless there is a genuine prospect of an employee returning to work management will formally Caution staff under the Absence Management Policy and move towards termination of employment. Terminal illness cases are however treated differently to this. Where the employee has a disability (which does cover a broad range of longer term conditions) then there is a greater tolerance of sickness absence as part of the reasonable adjustments required for staff with a disability under the Equality Act 2010 and in line with employment best practice. CDC's long term sickness cases do obviously affect our sickness figures significantly as the table below shows, which includes as highlighted the figures without the long-term sickness cases. We benchmark mainly with other local government and wider public sector employers.

**CDC average sickness days December 2015 - November 2017**

<b>Month</b>	<b>Long Term</b>	<b>Short Term</b>	<b>Total</b>
<b>Nov-17</b>	6.4	3.02	9.42
<b>Oct-17</b>	2.92	6.32	9.24
<b>Sep-17</b>	6.37	2.85	9.22
<b>Aug-17</b>	6.54	2.74	9.28
<b>Jul-17</b>	6.54	2.8	9.34
<b>Jun-17</b>	6.48	2.73	9.21
<b>May-17</b>	6.62	2.7	9.32
<b>Apr-17</b>	6.7	2.77	9.47
<b>Mar-17</b>	2.67	6.57	9.24
<b>Feb-17</b>	6.38	2.83	9.21
<b>Jan-17</b>	6.02	2.98	9
<b>Dec-16</b>	6.07	3.22	9.29
<b>Nov-16</b>	5.88	3.11	8.99
<b>Oct-16</b>	6.01	3	9.01
<b>Sep-16</b>	5.93	2.87	8.8
<b>Aug-16</b>	5.86	2.74	8.6
<b>Jul-16</b>	5.78	2.99	8.77
<b>Jun-16</b>	5.86	2.75	8.61
<b>May-16</b>	5.4	2.96	8.36
<b>Apr-16</b>	5.11	2.56	7.67
<b>Mar-16</b>	4.5	2.92	7.42
<b>Feb-16</b>	4.59	2.62	7.21
<b>Jan-16</b>	4.24	2.88	7.12
<b>Dec-15</b>	4.67	3.03	7.7



**Chichester District Council**

**OVERVIEW AND SCRUTINY COMMITTEE**

**16 January 2018**

**Housing Strategy Update**

**1. Contacts**

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**2. Recommendation**

- 2.1. That the committee considers and comments on progress made in delivering the Council's Housing Strategy for the period 2013-2018 as set out in the Housing Strategy Delivery Plan at Appendix 1.**
- 2.2. That the committee notes that a new Housing Strategy will be developed as set out in paragraphs 4.1 to 4.2 below.**

**3. Background**

- 3.1. In September 2013 the Council adopted a new housing strategy covering the period 2013-18 and a capital investment plan to support the priorities set out in the strategy. The strategy took account of the main local and national issues likely to affect Chichester district over the strategy period, identified the key challenges and explained how the council intends to use its resources to address housing needs. Detailed targets for delivering the objectives were set out in the Housing Delivery Plan, and the Overview and Scrutiny Committee was requested to review the plan and its progress annually.
- 3.2. A mid-term review of the strategy was undertaken in 2015 which concluded that the four key priorities were still relevant and the affordable housing targets should be retained. An updated Housing Strategy Delivery Plan was agreed to reflect priorities over the remaining strategy period and an update on progress is attached at appendix 1.

**4. Proposal**

- 4.1. The Housing Strategy is now due to be revised and it is proposed that a new housing strategy be developed in 2018 to take account of changes in national policy as well as new issues and challenges. It is proposed that the Housing Service has just one, rather than three separate strategies and that the new housing strategy incorporates the Homelessness Strategy and the Private Sector Housing Renewal Strategy in one document.
- 4.2. The new strategy will be informed by the findings of both the Housing and Economic Development Needs Assessment undertaken by GL Hearne, due to be finalised shortly and recommendations from the Task and Finish Group currently

examining the quality of affordable housing stock, effective use of existing stock and future supply.

## 5. Alternatives Considered

- 5.1. To not update the Housing Strategy. The existing strategy no-longer reflects current issues and strategic direction needs to be reassessed in light of the changing environment. The demand for this service is not expected to decrease and a strategic approach to longer term provision is recommended.
- 5.2. To retain three separate strategies. The current Homelessness Strategy is not due to be updated until 2020 however it now needs to be updated to take account of the Homelessness Reduction Act. The Private Sector Housing Renewal Strategy is due to be updated in 2021 but also needs to be reviewed to reflect recent changes in legislation and government policy.

## 6. Resource and Legal Implications

- 6.1. Developing new strategies takes up significant staffing resources. Encompassing the three strategies in one document will rationalise the process and result in a more focused document, whilst ensuring the Council meets its statutory responsibilities and makes the most effective use of its resources.

## 7. Consultation

- 7.1. Comprehensive consultation will be undertaken with all relevant stakeholders.

## 8. Community Impact and Corporate Risks

- 8.1. An adopted Housing Strategy has a positive impact on local people and communities through the provision of affordable housing and delivery of the housing strategy objectives.

## 9. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change</b>		X
<b>Human Rights and Equality Impact</b>	X	
<b>Safeguarding and Early Help</b>		X
<b>Other</b> (please specify): eg biodiversity		X













## 10. Appendices









- 10.1 Housing Strategy Delivery Plan – Update on progress January 2018







## 11. Background Papers










None





## THE HOUSING STRATEGY DELIVERY PLAN – Update on progress January 2018








Milestone Status					
	Milestone not met / unlikely to be met				
	Milestone unlikely to be met on time / no-longer required				
	Milestone has been met /likely to be met				
Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
<b>Priority 1 Maximise the supply of Housing to meet local needs</b>	1. To put in place a Local Plan and policy base that delivers homes for local people and responds to local housing need.	<ul style="list-style-type: none"> <li>Local Plan submitted for examination April 2014</li> <li>Local Plan adopted December 2014</li> <li>Site Allocation DPD 2017</li> <li>Consideration given to SHMA update December 2015</li> </ul>	   	31 <sup>st</sup> December 2017	HEDNA commissioned Jun 2017 and work is underway on the 5 year review of the Local Plan.
	2. To develop mechanisms to secure the infrastructure required to meet the future housing needs of the district.	<ul style="list-style-type: none"> <li>Preliminary consultation of CIL April 2014</li> <li>Draft Schedule for consultation 24 Nov – 5 Jan 2015</li> <li>Submission to Secretary of State 12 March 2015</li> <li>Examination February 2015</li> <li>Adoption of CIL July 2015</li> </ul>	    	July 2015	Adopted on the 26 <sup>th</sup> January 2016.

Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	3. To maximise delivery of affordable housing on market sites.	Minimum delivery of 550 affordable housing units over the strategy period. Average delivery of 110 per annum.		31 <sup>st</sup> September 2018	645 affordable housing units are expected to be delivered on market sites over the 5 year strategy period.
	4. To boost affordable housing delivery where opportunities arise by utilising council funds and RP assets to lever in investment.	Delivery of an additional 150 affordable homes over the strategy period. Average of 30 per annum.		31 <sup>st</sup> September 2018	277 additional affordable housing units are expected to be delivered over the 5 year strategy period.
	5. Assess, identify and facilitate delivery of Gypsy & Traveller accommodation.	<ul style="list-style-type: none"> <li>Gypsy &amp; Traveller Accommodation Needs Assessment completed April 2013</li> <li>Site study completed April 2013</li> <li>Public consultation on preferred approach November 2014</li> <li>Submission to Secretary of State October 2015</li> <li>Estimated adoption March 2016</li> <li>37 pitches delivered December 2017</li> </ul>	     	31 <sup>st</sup> March 2020	<p>Both the needs assessment and site study were completed in April 2013.</p> <p>Due to changes to government guidance on the planning definition of travellers a new accommodation needs assessment has had to be commissioned and is expected to be completed by the end of March 2018. Work on the Gypsy, Traveller and Travelling Showpeople Site Allocation DPD has therefore been significantly delayed and this has been reflected in the Local Plan Review timetable.</p>







Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	6. Review the existing partnership arrangements and put in place a mechanism to continue to support local communities in making provision for local housing needs.	<ul style="list-style-type: none"> <li>• August 2013 Dedicated Neighbourhood Planning officer recruited.</li> <li>• 31<sup>st</sup> December 2013 Review of Housing Partnerships</li> <li>• 31<sup>st</sup> March 2014 New arrangement in place</li> </ul>	    	31 <sup>st</sup> September 2018	A flexible approach now adopted in line with the Housing strategy review approved by Cabinet in February 2016.
	7. Delivery of increased smaller family housing to meet the needs of young forming households, downsizers and to retain & attract young working families and support economic growth.	On-going - 35% of market homes to be 1-2 bedroom and 50% 3 bedroom.		31 <sup>st</sup> September 2018	The housing delivery team proactively seeks to increase the number of smaller market homes delivered in the district through the planning process. Unless there are exceptional circumstances the market mix is required to be in line with the SHMA recommendations as set out in the milestone. 3 sites have gone to appeal where the developer refused to comply with our requirements, 1 case gained the inspectors support and in the other 2 cases the inspector did not support our grounds for refusal. A policy dealing with this issue is now included in the local plan.
	8. Strengthen evidence of local need & affordability, working to ensure that starter homes and intermediate housing is	<ul style="list-style-type: none"> <li>• 31<sup>st</sup> March 2016 Commission evidence base for Local Plan.</li> <li>• September 2017 evidence base finalised</li> </ul>	  	31 <sup>st</sup> July 2020	<p>HEDNA commissioned in June 2017</p> <p>Report expected to be finalised shortly.</p>




Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	affordable to local people.	<ul style="list-style-type: none"> <li>March 2018 review Intermediate Housing Policy &amp; SPD.</li> <li>July 2020 Local Plan adoption</li> </ul>	 		Finding to inform the Draft Local Plan update and SPD will follow in due course.
	9. Set up custom & self-build register and consider demand.	<ul style="list-style-type: none"> <li>September 2016 – register in operation</li> <li>July 2020 Local plan review to take account of interest</li> </ul>	 	31 <sup>st</sup> July 2020	
	10. support to small & medium building contractors	<ul style="list-style-type: none"> <li>February 2016 developers charter to be considered by cabinet.</li> <li>July 2016 – developer partnership to be set up.</li> </ul>	 	30 <sup>th</sup> September 2018	
<b>Priority 2 Making the most effective use of existing stock, whilst maintaining sustainable communities</b>	1. To adopt new allocations scheme to ensure that affordable housing is fairly and effectively allocated.	<ul style="list-style-type: none"> <li>July 2013 Allocation scheme approved by Cabinet</li> <li>July 2013 new Allocation scheme adopted.</li> <li>July 2016 Review of allocation scheme by OSC.</li> </ul>	  	31 <sup>st</sup> September 2018	A more recent review of the Allocation Scheme was taken to OSC in June 2017. It has since been recognised that a wider review is required which will take into account the recommendations of both the HEDNA and the Task and Finish Group currently examining the quality of affordable housing stock, effective use of existing stock and future supply and any changes to government policy.







Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	2. Work with registered providers to monitor the effects of the benefit changes and ensure tenants are well informed.	<ul style="list-style-type: none"> <li>The effects of universal credit to be considered and reviewed when it has been fully implemented.</li> </ul>		31 <sup>st</sup> September 2018.	A Universal Credit (UC) Focus Group was held in April 2017 with representatives of CDC ( housing, housing benefits, corporate policy) Hyde and WSCC to consider Hyde's experience in areas where UC has already been rolled out and what interventions can be put in place to mitigate the impact on tenants . A Housing Welfare Officer has since been appointed. Full roll out in Chichester district is expected in July 2018.
	3. Work with partners to encourage residents to downsize where appropriate reducing under-occupation and improving the supply of larger homes for families.	<ul style="list-style-type: none"> <li>Information &amp; signposting on downsizing for all tenures to be made available on council's web site. March 2014</li> <li>Identification of under-occupation through housing register and registered providers September 2014.</li> </ul>	  	31 <sup>st</sup> September 2018	Two events have been held by CDC and Hyde to encourage tenants to downsize, one in March 2013 and the second in October 2016.
	4. To consider adoption of National Space standards			31 <sup>st</sup> July 2020	New optional national space standards are included in national planning policy guidance. This will be considered in the 5 year review of the Local Plan as further work must be undertaken to establish need and to prove Local Plan viability before the national standards can be adopted.





Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	5. To use the findings of the Stock Condition Survey as a basis to review the Council's Private Sector Housing Strategy seeking to ensure that the housing stock in the district is well maintained and empty properties are bought back into use.	<ul style="list-style-type: none"> <li>• Completion of stock condition survey December 2013</li> <li>• Review of Private Sector Housing Strategy April 2014</li> <li>• Adoption of new strategy April 2014</li> </ul>	  	30 <sup>th</sup> April 2015	The Private Sector Housing Strategy was adopted in March 2016.
	6. Work with partners to remodel/ redevelop under used/ hard to let properties.	<ul style="list-style-type: none"> <li>• 31<sup>st</sup> March 2016 Identification of properties.</li> <li>• 30<sup>th</sup> September 2016 potential options considered</li> <li>• 31<sup>st</sup> December 2016 report to OSC.</li> </ul>	 		Hyde requested to consider potential options for hard to let properties. Pilot scheme to redevelop hard to let dwellings at Woodfield Drive, Southbourne has almost been completed. Hyde are currently considering options and the potential for redeveloping outdated stock in Chichester District. Discussions are on-going.
<b>Priority 3 Enabling Local People to find their own solutions</b>	1. Develop good practice to deal with benefit changes and introduction of fixed term tenancies.	<ul style="list-style-type: none"> <li>• Tenancy strategy adopted in January 2013</li> <li>• Review effects of fixed term tenancies &amp; report to OSC March 2018</li> </ul>	 	31 <sup>st</sup> September 2018	No adverse issues have as yet been identified as a result of the introduction of Fixed term tenancies. This will be considered as part of the new Housing strategy through consultation with our registered provider partners.



Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	2. Promote and increase opportunities for first time buyers and economically active households to access the housing market.	<ul style="list-style-type: none"> <li>• Equity loan scheme adopted January 2014.</li> <li>• Provision of advice on low cost home-ownership options to employers in the district January 2014.</li> <li>• 20 equity loans provided by original capital budget and revolving on-going scheme in place at no further cost to the council. September 2018</li> <li>• Ensure local people are aware of starter home schemes within the district.</li> </ul>	      	31 <sup>st</sup> September 2018	<p>The equity loan contract with Parity Trust was completed and all persons on the expressions of interest list written to. However, there is now a range of government schemes available and there was little appetite for this scheme. Funding allocated to the scheme has been reallocated as part of the Housing Strategy review.</p> <p>Government proposals to introduce starter homes have stalled. The proposed starter homes at Lower Graylingwell are now to be provided as intermediate housing.</p> <p>A leaflet has been produced providing details of housing options for first time buyers.</p>
	3. Effective targeting of discretionary housing allowance and emergency fund to those who most need it.	<ul style="list-style-type: none"> <li>• Targeting agreed with Housing Benefits and delivered by both the Housing Options Team and Homefinder lettings agency with the assistance of our partners September 2013.</li> <li>• Review of targeting March 2014.</li> </ul>	  	31 <sup>st</sup> March 2014	<p>Cabinet approved the Discretionary Housing Payments Policy for 2017-18 and 2018-19 in October 2017.</p>

Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	4. Provide advice and support to communities on alternative options of delivery including community land trusts.	<ul style="list-style-type: none"> <li>• 31<sup>st</sup> March 2016 Information &amp; signposting disseminated to all parishes and available on council's web site.</li> <li>• 31<sup>st</sup> March 2016 Protocol agreed with Action in Rural Sussex</li> </ul>	 	30 <sup>th</sup> September 2018	Following receipt of £1.38m community led housing funds from government a Framework for spend has been agreed. The inaugural meeting of the CDC Community Led Housing Forum was held at the end of November. The Council are currently recruiting a full-time Community-led Housing Officer and have entered into an agreement with Locality to provide a support service to community led-housing groups. Officers are currently working with eleven community led-housing groups, eight of which have been referred to Locality. Grant applications have been received from 3 groups for a total of £65k and a further grant application is expected shortly for £90K.
<b>Priority 4 Additional support for those that need it</b>	1. Continue to work with other West Sussex authorities and Youth Homelessness Prevention Service to respond to the needs to homeless 16/17year olds.	On-going monitoring of homelessness applications for 16/17 year olds.		31 <sup>st</sup> March 2018	A review of the existing policy of housing provision for care leavers was undertaken by a West Sussex joint scrutiny task and finish group. The recommendations of the group were approved by cabinet in October 2016.

Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
	2. Encourage the provision of a range of accommodation to meet the varying needs of older persons including a supply of life-time homes on affordable housing sites to meet the need for adapted properties.	<ul style="list-style-type: none"> <li>Local plan policies to reflect the need April 2014</li> <li>Requirement for life-time homes to be reflected in Housing Delivery Partnership March 2014</li> </ul>	  	31 <sup>st</sup> March 2018	Hyde have been encouraged to develop under-used garage sites to develop bungalows and adapted properties where it is practically possible.
	3. To continue to maximise the effectiveness of Disabled Facilities Grant & ensure private sector loans and fuel poverty advice are targeted at those most in need.	Expenditure and numbers are monitored and reported on a monthly basis.		31 <sup>st</sup> March 2018	The Housing Stock Modelling has recently provided information allowing more effective targeting of private sector loans and fuel poverty advice. There is also a county-wide review focused on helping older people to live independently in their own homes. This includes looking to improve the how Disabled Facilities Grants and energy efficiency services are delivered.
	4. Extend Homefinder	<ul style="list-style-type: none"> <li>30<sup>th</sup> September 2016 Review level of management charges</li> <li>31<sup>st</sup> October 2016 report to OSC</li> <li>31<sup>st</sup> December 2016 report to cabinet</li> </ul>	    	31 <sup>st</sup> March 2017	<p>A review was undertaken but put on hold pending the outcome of proposed government policy changes on letting agent's fees.</p> <p>Since February 2016 Homefinder has taken on the management of 5 additional properties.</p> <p>This will be reconsidered as part of the new housing</p>

Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
		<ul style="list-style-type: none"> <li>31<sup>st</sup> January 2017 new scheme adopted</li> </ul>			strategy.
	5. Introduce the Chichester Warm Homes Incentive. schemes to help those with excess cold and fuel poverty	<ul style="list-style-type: none"> <li>31<sup>st</sup> January 2016 consider options</li> <li>31<sup>st</sup> March 2016 report to cabinet</li> </ul>	 	31 <sup>st</sup> march 2016	This was included in the Private Sector Housing Renewal Strategy.
	6. Work with registered provider partners to identify the most vulnerable single people under 35 years old and find solutions to meet their housing needs.	<ul style="list-style-type: none"> <li>31<sup>st</sup> October 2016 Identification of under 35 year olds in receipt of benefits in registered provider accommodation affected by the transitional arrangements</li> <li>31<sup>st</sup> December 2016 report to OSC.</li> </ul>		31 <sup>st</sup> September 2018	The government is no-longer bringing in the shared room rate for Local housing allowance for social housing tenants and therefore this is no-longer relevant.

## Chichester District Council

### OVERVIEW AND SCRUTINY COMMITTEE

16 January 2018

### Cultural Grants

#### 1. Contacts

**Cabinet Member:**

Eileen Lintill - Cabinet Member for Wellbeing and Community Services  
Telephone: 01798 342948 E-mail: [elintill@chichester.gov.uk](mailto:elintill@chichester.gov.uk)

**Report Author:**

Dave Hyland – Community and Partnerships Support Manager  
Tel: 01243 534864 Email: [dhyland@chichester.gov.uk](mailto:dhyland@chichester.gov.uk)

#### 2. Recommendation

- 2.1 That the committee endorses the proposed Funding Agreements and monitoring arrangements for Chichester Festival Theatre and Pallant House Gallery.**

#### 3. Background

- 3.1 Chichester District Council has a long history of supporting the arts, in particular through two key grant arrangements to Chichester Festival Theatre (CFT) and Pallant House Gallery (PHG). Most recently both organisations have been party to eight year funding agreements that will expire in March 2018.
- 3.2 In 2016, a formal review of funding for both organisations was initiated to consider the future of these funding arrangements, under the heading of “Cultural Grants”. Recommendations were presented to Overview and Scrutiny Committee in November 2016 and were approved by Cabinet in December 2016.
- 3.3 Funding for the next four years (2018 to 2022) was committed, which was intended to be formalised within Funding Agreements. It was delegated to the Head of Community Services, in consultation with the Deputy Leader and Cabinet Member for Wellbeing and Community Services, to agree the terms of the Funding Agreements including relevant break clauses.
- 3.4 Cabinet further delegated that the monitoring of these Funding Agreements would, as with previous arrangements, be conducted by Overview and Scrutiny Committee. It is therefore beneficial if Overview and Scrutiny consider the Agreements, and the proposed Monitoring Frameworks which will be appended to the Agreements.

#### 4. Outcomes to be achieved

- 4.1 In setting the context for the Review in 2016, Cabinet had agreed five clear outcomes:

- a) sustained cultural benefit to the District of the productions staged at CFT and the temporary and permanent art exhibitions at PHG
  - b) sustained positive economic impact for the District made by the two venues
  - c) sustained positive social impact for District Residents made by the two organisations
  - d) the amount of external funding, particularly from Arts Council England, that is leveraged as a result
  - e) effective financial stewardship exercised by both organisations
- 4.2 In agreeing funding for the next four years, it was indicated that it was these same outcomes that should be achieved with the funding this Council provides, and would therefore form the basis of this Council's Funding Agreements and monitoring during this period.

## **5. Proposal**

- 5.1 A draft Funding Agreement written for Chichester Festival Theatre (Appendix 1), with a supporting Monitoring Framework (Appendix 2), is appended to this report for consideration by the Committee.
- 5.2 A draft Funding Agreement written for Pallant House Gallery is appended to this report (Appendix 3) for consideration by this Committee. A supporting Monitoring Framework is still being discussed with PHG, following the same structure and Themes as set out in Appendix 2.

## **6. Alternatives that have been considered**

- 6.1. The draft Funding Agreement is broadly in line with the current Agreement (expiring March 2018). It differs from the Agreements drafted for the discretionary grants awarded by the Grants and Concessions Panel, which are intended to cover a much wider range of applicant type, project or service. Such grants are typically one off in nature and don't require regular monitoring, therefore the Agreements obligate grant recipients in line with our conditions of funding. It was felt that the nature of the relationships with CFT and PHG are more strategic in nature, and don't require alignment with the general grant conditions. However they do require regular monitoring. It was felt that bespoke agreements should be used rather than the generic Agreements used for discretionary grants.
- 6.2. Funding could be paid as a grant without any written Agreement, but this was not the preference of Cabinet. A formal Agreement, signed off by both parties makes a long term commitment that assists both recipients with longer term certainty of funding income which can be valuable in underpinning jobs, alternative sources of funding and long term planning. For this Council it formalises a verbal commitment and ensures a mechanism for achieving the identified outcomes over the next four years.

## **7. Resource and legal implications**

- 7.1. Having made the commitment, the funding requirement for 2018 to 2022 has been identified within the Council's budgets for that period. Payments over the four years will be subject to the requirements outlined in the Agreement, but the commitment is secure in the presumption that both parties can continue to satisfy this Council of their respective performance.
- 7.2. Following the current restructure of Council Departments, it is proposed that the monitoring of these Cultural Grants (and the relationship management with those two organisations) will transfer to Culture Division (Manager, Sarah Peyman).
- 7.3. The draft Funding Agreement has been reviewed and approved by the Legal and Democratic Services Manager to ensure the Council's best interest are served. Cabinet made the particular point that the funding would be subject to the continued receipt (by both organisations) of Arts Council England (ACE) funding. While CFT and PHG are "Portfolio Organisations" (identified within ACE's portfolio of funded organisations for the period 2018 – 22), ACE's own funding is only confirmed from Government for the period to 2020. An appropriate break clause is outlined in the Agreement, to preserve the Council's interest in the event of non-continuance of that funding in 2020.

## **8. Consultation**

- 8.1. The development of the Monitoring Framework has been undertaken in full consultation with CFT and PHG. While the outcomes have indicated the areas that this Council is most interested in, there has been an opportunity for both organisations to indicate the measures or activities that they could report on, drawing from existing management information, reporting requirements to other funders etc.
- 8.2. CFT have been very proactive in this regard, hence the appended document for consideration by the Committee. PHG have taken longer to make initial suggestions for their Monitoring Framework, and a verbal update on progress can be given to the Committee. It is expected that the Frameworks for both organisations will be broadly similar and hoped that the Committee can endorse the process based on the CFT example. Both Agreements will be entered into under the existing delegation from Cabinet.
- 8.3. It should be noted that CFT are proposing written reports in October annually, to align with their new initiative to produce an annual review document which would cover their preceding "Festival" and "Winter" seasons.
- 8.4. Both CFT and PHG have expressed some concern that what they perceived as a four year commitment has been reduced to a two year agreement with the possibility of further funding. Both have been reassured as to the Council's intentions as outlined in 7.3 above, and it is hoped that the Funding Agreement as drafted is viewed as a clear commitment for four years.

## 9. Community impact and corporate risks

- 9.1. The Review of funding for both organisations was widely debated by Cabinet and Council at the end of 2016 and on balance the significant benefit of both organisations to the local community was widely accepted.
- 9.2. It is however recognised that the financial future of this Council is less certain and a renewal of an 8 year agreement could not be supported. A four year commitment to both organisations remains a significant one, and the proposed Funding Agreements are the mechanism for ensuring that the Council's grants continue to achieve on the outcomes set out in the period to 2022.

## 10. Other Implications

<b>Crime &amp; Disorder:</b>	No
<b>Climate Change:</b>  Positive, organisations are required to report on initiatives that improve their environmental sustainability	Yes
<b>Human Rights and Equality Impact:</b>	No
<b>Safeguarding:</b>  Both organisations undertake projects or initiatives with Children or Adults as defined by the Care Act. Monitoring will highlight activities designed for or delivered to these groups.	Yes

## 11. Appendices

- 11.1. Appendix 1 – draft Funding Agreement with Chichester Festival Theatre
- 11.2. Appendix 2 – draft CFT Monitoring Framework, attached to Funding Agreement
- 11.3. Appendix 3 – draft Funding Agreement with Pallant House Gallery



## **Funding Agreement 2018-2022**

### **1.0 INTRODUCTION**

- 1.1 This Funding Agreement is between the District Council of Chichester of East Pallant House, Chichester, West Sussex - “the Council” and Chichester Festival Theatre of Oaklands Park, Chichester, West Sussex (Registered Charity 1088552) - “the Grantee”.

For the purpose of this Agreement the contacts for liaison arrangements will be the persons occupying the positions of: -

- i. The Lead Officer (L.O.) of Chichester District Council – Director of Growth and Place
- ii. The Executive Director of Chichester Festival Theatre

- 1.2 This Agreement is valid from 1<sup>st</sup> April 2018 until 31<sup>st</sup> March 2022. The Agreement may be amended by negotiation to reflect changes in services or priorities.

- 1.3 The parties to this Agreement will endeavour to seek new and alternative sources of revenue funding for the Grantee.

- 1.4 This Agreement is conditional upon the reporting to the satisfaction of the Council (acting reasonably) on annual activity. The content of that reporting is outlined in, but need not be limited to, the Monitoring Framework appended to this Agreement.

- 1.5 This Agreement is conditional upon the Grantee continuing to receive Arts Council England funding for the same period. Accordingly the Agreement may be reviewed if that funding is reduced.

### **2.0 RESPONSIBILITIES OF THE GRANTEE**

#### **3.1 Financial Management**

The Grantee will:

- 3.1.1 Ensure the necessary arrangements exist for the management of all finances.
- 3.1.2 Submit Annual Reports and Audited Accounts to the Council within 6 months of the end of each financial year (31st March). This deadline may be extended to 10 months provided that draft accounts are submitted to the Council within 6 months of the end of each financial year.
- 3.1.3 Allow reasonable inspection of financial records and minute books by officers of the Council if requested, with adequate notice in writing.
- 3.1.4 Acknowledge the Council’s financial support in the Annual Accounts.

- 3.1.5 To use its best endeavours to undertake the measures detailed in the Monitoring Framework throughout the continuance of this Funding Agreement.

#### **4.1 RESPONSIBILITIES OF CHICHESTER DISTRICT COUNCIL**

##### **4.2 Funding**

- 4.2.1 A sum of £187,500 is payable annually in respect of this Agreement for the financial years 2018-19 and 2019-20. Subject to confirmation of sustained funding from Arts Council England, the same sum is payable for the subsequent two years (2020-21 and 2021-22).
- 4.2.2 Subject to the Council being satisfied (acting reasonably) that the Grantee has used its best endeavours to achieve its responsibilities as detailed in clauses 3.1.1 to 3.1.5, annual funding will be paid by instalments; £93,750 on 1<sup>st</sup> April each year and £93,750 on 1<sup>st</sup> October each year.

##### **4.3 Monitoring and Evaluation**

- 4.3.1 The Lead Officer will contact the Grantee to arrange a Monitoring and Evaluation meeting every 6 months. Further Review meetings will also be arranged at appropriate points in the duration of this Agreement.
- 4.3.2 The Grantee will provide the Lead Officer with management accounts, financial reports, monitoring and statistical information in a format to be agreed but no less frequently than quarterly.
- 4.3.3 A formal report on the grant spend and service activities will be provided to the Overview and Scrutiny Committee by the Executive Director on an annual basis.

#### **5.0 TERMINATION**

- 5.1 This Agreement may be terminated by either party giving 6 months written notice to the other party, and on the expiry thereof the obligations of each party to the other hereunder shall cease.
- 5.2 In the event that the Grantee ceases to operate the Chichester Festival Theatre for any reason, the Agreement will terminate immediately and any grant that is unspent will be returned to Chichester District Council.

## **6.0 DISPUTES BETWEEN PARTIES**

- 6.1 The parties shall use their best endeavours to resolve by agreement any disputes between them. In the event that the matter cannot be resolved between the Lead Officer of the Council and the Executive Director of Chichester Festival Theatre within 14 days of its referral to them the matter shall be referred to the Chief Executive of the Council and the Chairman of the Festival Theatre provided that in the event the matter is not resolved within 10 working days of such referral either party may invoke the termination clause.

## **7.0 ACKNOWLEDGEMENTS**

- 7.1 The Grantee shall acknowledge Chichester District Council support in publicity documents; for example, any leaflets or newsletters.
- 7.2 The grant should also be clearly identified as income received via Local Authority grant payment in the Grantee's Annual Accounts.
- 7.3 The parties shall not be exchanging personal data under this agreement. All processing is carried out by the Chichester District Council in accordance with its public duties as provided for under the General Data Protection Regulations Article 6 (1) e.

**Signed:**

**Signed:**

**Print Name:**

**Print Name:**

**Position:**

**Position:**

**For and on behalf of the Council**

**For and on behalf of the Grantee**

**Date:**

**Date:**

**Funding Agreement Chichester Festival Theatre and Chichester District Council 2018/19 – 2021/22**  
**Appendix 1 – Monitoring Framework**

This monitoring agreement outlines the areas of activity undertaken by CFT that demonstrate the benefits to the District generated by the District Council's funding of Chichester Festival Theatre.

Theme	Activity	Measurements	Recorded in	Reporting frequency
<b>Sustained cultural benefit to the District of the productions staged at CFT.</b>	1 Produce Festival season programme to include new commissions and a range of drama forms to attract a broad range of audiences.	Festival season programme  Number of productions and performances; audience numbers  CFT annual review	Half Yearly oral update  Annual written report to CDC  Annual review document reflecting previous year April - March	April annually  October annually  Published by October annually, to be referenced and appended to annual report to CDC.
	2 Ensure the theatrical offering for residents of the District is maintained and developed.	Monitor geographic spread of audience, identify split between residents from inside and outside District	Annual written report to CDC	October annually
	3 Engage world-class theatre professionals to direct, produce, perform and design and technically support the Festival season.	Festival season programme  CFT annual review	Half Yearly oral update,  Annual report to CDC  Annual review document reflecting previous year April - March	April annually  October annually  Published by October annually, to be referenced and appended to annual report to CDC.
	4 Programme a Winter season with a diverse range of work aimed at a broad audience to maintain cultural benefit to the District.	Winter season programme  Number of productions and performances; audience numbers  Reviews and Audience Surveys  CFT annual review	Half Yearly oral update,  Annual report to CDC  Annual review document reflecting previous year April - March	April annually  October annually  Published by October annually, to be referenced and appended to annual report to CDC.
<b>Sustained positive economic impact for the District made by CFT</b>	1 Achieve audience targets as per CFT Business Plan	Audience numbers and as percentage against targets	Annual report to CDC	October annually
	2 Annually indicate gross economic impact based on key measures utilised to calculate the gross economic impact in the 2015-16 financial year economic impact study.	Key measures: Annually updated figures: <ul style="list-style-type: none"> <li>• Net payroll</li> <li>• Catering payroll</li> <li>• Spending with suppliers</li> <li>• Total audience numbers</li> <li>• Audience numbers in District</li> <li>• Audience numbers visiting District</li> </ul> Figures that will reflect 2015-16 study findings with percentage inflationary increase: <ul style="list-style-type: none"> <li>• Spend per District resident audience member</li> <li>• Spend per audience member visiting District</li> <li>• Spend by artists and crew</li> </ul>	Annual report to CDC	October annually

Theme	Activity	Measurements	Recorded in	Reporting frequency
	3 Full Economic Impact Study	Key measures to be determined with party engaged to undertake study.	Full economic Impact Study to be completed during funding period	July 2021
	4 Contributions to wider activity with local partners in the City or wider region that promotes Chichester as a visitor destination	A description of individual or partnership activity undertaken in the period	Half yearly oral update Annual report to CDC	April annually October annually
<b>Sustained positive social impact for District Residents made by CFT</b>	1 Continue to develop the output of the Learning, Education and Participation (LEAP) department at CFT to maintain and further enhance the social impact of CFTs work for District Residents.	LEAP programme (number and type of youth theatre and community activities) Participant numbers and geographic spread	Half yearly oral update LEAP report included in annual report to CDC	April annually October annually
	2 Provide audiences with a deeper understanding of CFT through a series of supporting events.	Programme of classes, talks and events Participant Surveys	Half yearly oral update LEAP report included in annual report to CDC	April annually October annually
	3 Undertake community projects within Chichester District with social objectives and measurable outcomes.	LEAP Programme Participant and Strategic Partner Surveys Evaluation reports of events or projects including case studies	Half Yearly oral update Leap report included in annual report to CDC Social Impact study completed in funding cycle	April annually October annually July 2021
	4 Continue to develop and attract young audiences.	Audience demographics and take up of specific initiatives	Annual report to CDC	October annually
<b>The amount of external funding, particularly from Arts Council England, that is leveraged as a result of CDC funding.</b>	1 Arts Council England (ACE) National Portfolio Organisation (NPO), 2018-2022 funding confirmed. Subject to government settlement 2020, status to be confirmed to CDC at that time.	Annual ACE feedback Funding confirmation 2020-22	Half Yearly oral update Annual report to CDC Confirmation letter from ACE	April annually October annually When available, Jan 2020
	2 Continue to seek new and alternative sources of funding, evidence the value of CDC funding.	Details of successful funding bids in the period, requests to CDC for evidence of support	Half yearly oral update Annual report to CDC	April annually October annually
<b>Effective financial stewardship exercised by the organisation</b>	1 Maintain ongoing internal arrangements to monitor and oversee the financial stewardship of the organisation.	Terms of Reference for Finance and Audit Committee to be shared with CDC Quarterly Reporting to CFT Board Annual Accounts prepared and shared with CDC. Comments of CDC appointed Board Member as appropriate	TOR document Key issues reported in Half Year oral update Annual report to CDC Accounts submitted within 6 months of end of financial year annually	July 2018 April annually October annually April annually
	2 Implement capital projects that reduce energy consumption or offer other efficiency savings.	Description of projects or initiatives, identification of the particular benefits	Projects highlighted in Half year oral update Annual report to CDC	April annually October annually

## **Funding Agreement 2018-2022**

### **1.0 INTRODUCTION**

- 1.1 This Funding Agreement is between the District Council of Chichester of East Pallant House, Chichester, West Sussex - “the Council” and Pallant House Gallery of 9 North Pallant, Chichester, West Sussex (Registered Charity 293093) - “the Grantee”.

For the purpose of this Agreement the contacts for liaison arrangements will be the persons occupying the positions of: -

- i. The Lead Officer (L.O.) of Chichester District Council – Director of Growth and Place
- ii. The Director of Pallant House Gallery

- 1.2 This Agreement is valid from 1<sup>st</sup> April 2018 until 31<sup>st</sup> March 2022. The Agreement may be amended by negotiation to reflect changes in services or priorities.

- 1.3 The parties to this Agreement will endeavour to seek new and alternative sources of revenue funding for the Grantee.

- 1.4 This Agreement is conditional upon the reporting to the satisfaction of the Council (acting reasonably) on annual activity. The content of that reporting is outlined in, but need not be limited to, the Monitoring Framework appended to this Agreement.

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- 3.1.3 Allow reasonable inspection of financial records and minute books by officers of the Council if requested, with adequate notice in writing.
- 3.1.4 Acknowledge the Council’s financial support in the Annual Accounts.

- 3.1.5 To use its best endeavours to undertake the measures detailed in the Monitoring Framework throughout the continuance of this Funding Agreement.

#### **4.1 RESPONSIBILITIES OF CHICHESTER DISTRICT COUNCIL**

##### **4.2 Funding**

- 4.2.1 A sum of £130,000 is payable annually in respect of this Agreement for the financial years 2018-19 and 2019-20. Subject to confirmation of sustained funding from Arts Council England, the same sum is payable for the subsequent two years (2020-21 and 2021-22).
- 4.2.2 Subject to the Council being satisfied (acting reasonably) that the Grantee has used its best endeavours to achieve its responsibilities as detailed in clauses 3.1.1 to 3.1.5, annual funding will be paid by instalments; £65,000 on 1<sup>st</sup> April each year and £65,000 on 1<sup>st</sup> October each year.

##### **4.3 Monitoring and Evaluation**

- 4.3.1 The Lead Officer will contact the Grantee to arrange a Monitoring and Evaluation meeting every 6 months. Further Review meetings will also be arranged at appropriate points in the duration of this Agreement.
- 4.3.2 The Grantee will provide the Lead Officer with management accounts, financial reports, monitoring and statistical information in a format to be agreed but no less frequently than quarterly.
- 4.3.3 A formal report on the grant spend and service activities will be provided to the Overview and Scrutiny Committee by the Director on an annual basis.

#### **5.0 TERMINATION**

- 5.1 This Agreement may be terminated by either party giving 6 months written notice to the other party, and on the expiry thereof the obligations of each party to the other hereunder shall cease.
- 5.2 In the event that the Grantee ceases to operate the Pallant House Gallery for any reason, the Agreement will terminate immediately and any grant that is unspent will be returned to Chichester District Council.

## **6.0 DISPUTES BETWEEN PARTIES**

- 6.1 The parties shall use their best endeavours to resolve by agreement any disputes between them. In the event that the matter cannot be resolved between the Lead Officer of the Council and the Director of Pallant House Gallery within 14 days of its referral to them the matter shall be referred to the Chief Executive of the Council and the Chairman of the Festival Theatre provided that in the event the matter is not resolved within 10 working days of such referral either party may invoke the termination clause.

## **7.0 ACKNOWLEDGEMENTS**

- 7.1 The Grantee shall acknowledge Chichester District Council support in publicity documents; for example, any leaflets or newsletters.
- 7.2 The grant should also be clearly identified as income received via Local Authority grant payment in the Grantee's Annual Accounts.
- 7.3 The parties shall not be exchanging personal data under this agreement. All processing is carried out by the Chichester District Council in accordance with its public duties as provided for under the General Data Protection Regulations Article 6 (1) e.

**Signed:**

**Signed:**

**Print Name:**

**Print Name:**

**Position:**

**Position:**

**For and on behalf of the Council**

**For and on behalf of the Grantee**

**Date:**

**Date:**



## COMMUNITY SAFETY TASK AND FINISH GROUP

### TERMS OF REFERENCE, SCOPING OF REVIEW AND OUTLINE PLAN

Review topic	Community Safety Review 2018
TFG members	To be appointed at the Overview and Scrutiny Committee meeting of 16 January 2018.
Officer Support	Mr S Hansford, Mrs P Bushby and Miss L Higenbottam
Background	<p>Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area.</p> <p>The Overview and Scrutiny Committee has a <b>statutory duty</b> in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) with the following objectives:</p> <ul style="list-style-type: none"> <li>➤ To hold the CSP to account for its decision making</li> <li>➤ To scrutinise the performance of the CSP</li> <li>➤ To undertake policy reviews of specific community safety issues</li> </ul>
Terms of Reference	<ul style="list-style-type: none"> <li>a) To hold the Chichester District Community Safety Partnership to account for its decision-making.</li> <li>b) To scrutinise the performance of the Chichester District Community Safety Partnership.</li> <li>c) To undertake policy reviews of specific crime and disorder issues e.g. child sexual exploitation/ modern slavery</li> <li>d) To consider how the Partnership and individual responsible authorities are contributing to local joint initiatives and achieving their aims and objectives.</li> </ul>
Outcomes to be achieved	<p>The following <b>outcomes</b> should be achieved by the committee from undertaking this review:</p> <ul style="list-style-type: none"> <li>➤ Review of the CSP's performance over the last year.</li> <li>➤ Identification of any areas of concern for further in-depth review. Would suggest Serious Organised crime particularly around drug exploitation and scams.</li> <li>➤ Input into the strategic direction of the CSP next year</li> </ul>
Methodology/ approach	CSP overview report for Q3; plan and budget; police crime stats; road safety stats.
In scope	<p>Interviews with key agencies eg POLICE and WSCC, Chair CSP, Officers</p> <p>CSP Plan, budget, activity, partner work to support plan.</p>
Excluded from scope	<p>General or case specific police work.</p> <p>Police &amp; Crime Commissioner decisions unconnected to CSP work i.e. Crime Prevention and Community Safety.</p>

Consultation	<ul style="list-style-type: none"> <li>Community Safety Partnership (Mrs E Lintill – Chairman)</li> <li>Sussex Police</li> <li>West Sussex County Council – re West Sussex Strategic Community Safety Partnership (WSSCP) structure</li> <li>Police and Crime Panel (PCC) - Mrs E Lintill, the council's representative)</li> </ul>
Evidence sources	CSP Annual Report 2016/17 CSP Performance Plan 2017/18 and Q3 update CSP Budget 2017/18
Site visits	n/a
Frequency of meetings	Two meetings to be held on 19 February 2018 (AM) and 20 February 2018 (PM)
Review completion date	Report to OSC 22 March 2018
How does the review link to strategic aims and priorities?	Corporate Plan targets: - Provide clear leadership and effective influence to 'bring together partner organisations and facilitate delivery for common benefit'. - Maintain low crime levels

## PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	Review CSP 2016/17 annual report, Business Plan 2017/18 and Q3 update, and Budget 2017/18 Brief explanation of WSCC business planning and structure  Acting Chief Inspector Kris Ottery, Sussex Police Tanya McKay - WSCC Community Safety Lead Ms P Bushby, Community Interventions Manager Mrs E Lintill, Chair of CSP and Council's representative on Police & Crime Panel	19 February 2018 (am)  20 February 2018 (pm)
2	Final report to OSC	22 March 2018

**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 February 2018 to 31 May 2018**

**An outline of the decisions expected to be made by the Council's Cabinet**

**Published 8 January 2018**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2018 TO 31 MAY 2018**

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 February 2018 to 31 May 2018. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are 6 February 2018, 6 March 2018, 10 April 2018 and 1 May 2018 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The membership of the Cabinet is currently as follows:

Councillors Mr J Connor, Mr A Dignum (Chairman), Mrs J Kilby, Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs S T Taylor and Mr P Wilding.

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail [memberservices@chichester.gov.uk](mailto:memberservices@chichester.gov.uk)) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Davis, Member Services Officer on 01243 534674 (e-mail [kdavis@chichester.gov.uk](mailto:kdavis@chichester.gov.uk))

Tony Dignum  
Leader of the Council

**Topics due to be considered are as follows:**

<b>Topic</b>	<b>Page</b>
<b>6 February 2018</b>	
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Budget Spending Plans 2018-2019	4
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Local Strategic Statement 3 and Statement of Common Ground	6
Selsey Haven Protect Phase 2 Feedback Report	6
St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild	6
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Authorities' Monitoring Report	8
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Disposal of 2 The Gardens, College Lane, Chichester	9
Fishbourne Conservation Area Character Appraisal	9
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Carry Forward Requests 2018	10
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Westbourne Conservation Area Character Appraisal	11
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Parking Strategy Review	11
<b>3 July 2018</b>	
Local Plan Review Preferred Approach Consultation	12
<b>4 December 2018</b>	
Determination of the Council Tax Base 2019/20	12

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<p><b>Article 4 Direction - Chichester Conservation Area</b></p> <p>On 6 September 2016 Cabinet considered a report called "Review of Character Appraisal and Management Proposals for Chichester Conservation Area and Implementation of Associated Recommendations". Cabinet approved the making of an Article 4 Direction for Chichester Conservation Area to remove a number of permitted development rights. Cabinet is requested to consider a further report so that the correct wording can be used to take into account changes made following Town and Country Planning (General Permitted Development) Order 2015.</p>
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2018-2019</b> To set a net budget requirement and the council tax for the Council for the financial year 2018-2019. (Recommendation to Council)
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	
Matter in respect of which the decision is to be made	<b>Contamination Policy</b> The Cabinet will be asked to approve the updated policy for responding to contaminated domestic recycling bins as endorsed by the Waste and Recycling Panel. The Cabinet will also be asked to give delegated authority to the Chichester Contract Services Service Manager for:  1. The issue of fixed penalty notices or other notices for waste and waste-receptacle related offences including (but not limited) to powers under the Clean Neighbourhoods and Environment Act 2005 and sections 46A to 46D of the Environmental Protection Act 1990, (as amended).  (Recommendation from Waste and Recycling Panel)
Report author	Mrs Amie Huggett, Business Development Manager ahuggett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>East Pallant House Options Appraisal</b> An options appraisal investigating potential future use of East Pallant House by Chichester District Council or release

	of the site to generate income and relocation of office based staff. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan - Approval Following Consultation</b> Approval of the IBP following a six week stakeholder consultation. (Recommendation from Development Plan and Infrastructure Panel) (recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Local Strategic Statement 3 and Statement of Common Ground</b> The Cabinet will be asked to endorse the arrangements for strategic planning that are being progressed through the West Sussex and Greater Brighton Strategic Planning Board.
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Selsey Haven Protect Phase 2 Feedback Report</b> Following commissioning of technical reports, this report gives feedback to Cabinet and gives proposals for future direction of the project
Report author	Ms Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild</b> Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available.  (Recommendation to Council)
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Treasury Management Strategy, Policy and Prudential Indicators 2018-2019</b> Considering this report and recommending it to full Council is an essential requirement to meeting the Council's legal obligation to approve a strategic framework regulating the Council's Treasury Management activities for 2018-2019. (Recommendation from Corporate Governance and Audit



	Committee)
Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Westbourne Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan.  The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>Authorities' Monitoring Report</b> The Authorities' Monitoring Report (AMR) is prepared annually and is the main mechanism for assessing the performance, implementation and effects of the Local Plan. This AMR will cover the period between 1 April 2016 and 31 March 2017.  Recommendation: To approve the AMR for publication.
Report author	Mrs Kate Chapman, Planning Policy Officer kchapman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Ope

Date of Meeting	6 Mar 2018
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Matter in respect of which the decision is to be made	<b>Bird Aware Solent – Approval of the Definitive Mitigation Strategy</b> This report will recommend to Council that the definitive Bird Aware Mitigation Strategy is approved as a material consideration for planning applications. The Council has already approved the Interim Mitigation Strategy, which deals with the impact of recreational disturbance from new housing on the Solent Maritime Special Area of Conservation. The Bird Aware partnership has, following public consultation, replaced this with a definitive mitigation strategy which now requires approval for use by the individual planning authorities of the partnership. (Recommendation from Development Plan and Infrastructure Panel) (Recommendation to Council)
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>Disposal of 2 The Gardens, College Lane, Chichester</b> A recommendation to Cabinet to dispose of the residential property 2 The Gardens, Chichester by way of auction.
Report author	Mr Michael Bradshaw, Assistant Estates Surveyor mbradshaw@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>Fishbourne Conservation Area Character Appraisal</b> Approval of the revised conservation area character appraisal and management proposals for the existing Fishbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character.

Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>ICT Strategy Report 2018-2021</b> This is a Part 1 report providing a 3 year strategic plan for the Council's ICT provision. The Strategy will set out the aims and objectives for the Council's ICT infrastructure and service delivery over the forthcoming 3 years. Key decisions and drivers that have influenced the proposed Strategy will be underpinned by a project plan for each of the 3 years. The Strategy will specifically link to the Council's Corporate Plan, the Business Continuity Plan and the business needs of the Council.
Report author	Mrs Jane Ryan, ICT Manager jryan@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>Section 106 Allocation - Westhampnett Community Hall</b> To approve the release of S106 Community Facilities contributions from two development sites to Westhampnett Parish Council for use in the construction of a new Community building.
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open Part II item - No (work tendered and contracted by Westhampnett PC so should not need to be included in the

	report)
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Date of Meeting	10 Apr 2018
Matter in respect of which the decision is to be made	<b>Carry Forward Requests 2018</b> In accordance with Financial Regulations, at the end of each financial year Cabinet may determine that unspent balances of a specific nature may be carried forward into the following financial year. (Recommendation from Corporate Governance and Audit Committee)
Report author	Mr David Cooper, Group Accountant dcooper@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	1 May 2018
Matter in respect of which the decision is to be made	<b>Westbourne Conservation Area Character Appraisal</b> Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	<b>Parking Strategy Review</b> The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be

	included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Local Plan Review Preferred Approach Consultation</b> The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (Recommendation to Council)
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base 2019/20</b> To set the Council Tax base for 2019/20. The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.

Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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