

Chichester District Council Schedule of Executive Decisions by Officers

The *Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012* require that as soon as reasonably practicable after an officer has made a decision which is an executive decision the officer must produce a written statement which must include—

- (a) a record of the decision including the date it was made;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the officer when making the decision;
- (d) a record of any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and
- (e) in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.

Government guidance makes it clear that the requirement to record decisions extends only to 'executive decisions'. 'Decisions which are taken by officers under specific delegations from a meeting of their council's executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council's rules and are not in this 'executive decisions' category; as such they do not need to be recorded.'

This schedule, therefore, records executive decisions made by officers under specific delegation from the Cabinet. This usually happens when the Cabinet takes a decision in principle but authorises an officer, sometimes in conjunction with a Cabinet member, to make a detailed decision.

The schedule must be kept updated by officers when they make executive decisions and Democratic Services will upload the updated *Schedule* to Chichester District Council's (CDC) website, ordinarily once a quarter.

This version of the *Schedule* contains those decisions which are wholly or partially unimplemented. Decisions which have been implemented are available to view in 2017 No 1 Version 14 and 2018 No 2 Version 18.

Enterprise Gateway Project: Plot 12 Terminus Road Chichester

Date of Decision

Decision The contractor's detailed price and the detailed scheme are still the matter of calculation and negotiation and it is likely to be a number of weeks before a detailed fixed price is agreed. The Management Agreement to be entered into with the selected operator is also currently being negotiated.

Cabinet Authority 8 March 2016

Minute No 165

Terms of Cabinet Authority

Following the contractor providing the Council with a detailed fixed price, and subject to the total project costs being within the budget approved by Council, that the **Head of Commercial Services** be authorised, after consultation with the Cabinet Member for Commercial Services, to conclude a design & build contract with contractor A.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Development of Land at Barnfield Drive Chichester

Date of Decision 30 January 2018 and 31 January 2019

Decision Completed and Agreement for lease/Deed of variation and highway agreements signed in accordance with resolution (Note: PO exercised authority).

Cabinet Authority 8 March 2016

Minute No 173

Terms of Cabinet Authority

That the **Head of Commercial Services** be authorised to negotiate and, after consultation with the Cabinet Member for Commercial Services, to agree terms in respect of matters that may arise as the legal documentation is processed and to grant ground leases relating to individual sites, in accordance with the principles of the Development Agreement as revised.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest? No

Land in Ellis Square Selsey - Land Disposal

Date of Decision

Decision

Cabinet Authority Date 12 July 2016

Minute No 234

Terms of Cabinet Authority

That the **Head of Commercial Services** be authorised to approve the final terms of the sale or lease of the land in Ellis Square, Selsey (1.42 acres) to Contaframe

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Chichester in Partnership – ChooseWork Project

Date of Decision

Decision

Cabinet Authority Date 4 October 2016

Minute No 264 resolution (2)

Terms of Cabinet Authority

(2) That the **Divisional Manager for Communities / Community Engagement Manager¹** seek and agree partnership contributions and match-funding towards the balance of the cost of the ChooseWork programme.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

¹ Please note this was amended to the Divisional Manager for Communities / Community Engagement Manager from Economic Development Manager and Partnerships Officer on 15 March 2019.

Post Project Evaluation of the Multi Agency Agreement for the Management of Encampments Across West Sussex and Traveller Transit Site at Chichester West Sussex

Date of Decision

Decision It has been agreed by officers from both West Sussex County Council and Chichester District Council (CDC) that the only practical drainage alternative solution which will achieve an alternative to move away from a site contained drainage system using cesspits, is to link this site to a new pumped foul water drainage system. For this scheme to work the new drain would then need to be connected to the existing foul water chamber located in the north east corner of CDC's depot site.

The simplest and less expensive option is to create a drainage link to a proposed new foul water drain to be constructed as part of an initiative to build a new vehicle wash facility on the depot site. The new drain would need to include a lateral connection to the traveller site to complete the drain run.

The operators of both sites are aware of this option, which will be subject to detailed proposals to follow and there are no firm budgets or dates as to when this work would be completed.

This is still pending. The initial project proposal document (IPPD) for the Westhampnett Depot wash-down facility has been approved for the 2018-2019 capital programme and the scheme for the drainage link to the Gypsy and Traveller site is dependent on the IPPD going forward.

At its meeting on 4 September 2018 the Cabinet authorised officers to employ a consultant to provide a costed design for the wash-down facility. This work was to include the costs associated to connecting the foul water drainage from the Traveller Transit Site to the wash-down facility drainage. Those costs will be included in the project initiation document which will be considered by the Cabinet in due course. The option and cost sharing mechanism will be considered by West Sussex County Council and local authorities in West Sussex.

Cabinet Authority Date 4 October 2016

Terms of Cabinet Authority Minute No 265 resolution (2)

That **officers** be authorised to investigate further alternative methods of foul water disposal and in liaison with West Sussex County Council and district and borough partners to proceed with an appropriate solution if it provides the appropriate level of payback.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Development Site The Grange Midhurst

Date of Decision

Decision

Cabinet Authority Date: 1 November 2016 **Minute No** 287 resolution (3)

Terms of Cabinet Authority

(3) That the **Head of Commercial Services** be authorised to enter into a conditional exchange with bidder E after consultation with the Cabinet Member for Commercial Services

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Introduction of Section 106 Monitoring Fee

Date of Decision 26 March 2019

Decision The fee was introduced on 1 January 2017, and kept under quarterly review. No increase was deemed to be required in 2018. However, the fees are to be increased on 1 April 2019 as authorised by the Director of Planning and Environment on 26 March 2019 under his delegated authority.

Cabinet Authority Date 6 December 2016 **Minute** 295

Terms of Cabinet Authority

That a section 106 monitoring fee as set out in the schedule in the appendix to the agenda report be introduced and the future annual review of those fees be delegated to the **Head of Planning Services**.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest? None.

Acquisition of Additional Temporary Accommodation

Decision

Cabinet Authority Date 7 March 2017

Minute No 353 resolution (1)

Terms of Cabinet Authority

(1) That the purchase of the freehold property shown hatched black in appendix 1 to the report on the terms set out in paragraph 4.7 of the report be approved and that the **Head of Commercial Services** be authorised to conclude the purchase following completion of due diligence investigations.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Recreational Disturbance at Pagham Harbour – Revision to the Joint Approach to Mitigation with Arun District Council

Decision Agreements have now been completed with the RSPB and with Arun District Council. They were signed by the Director for Planning and Environment on 16 January 2019. This delegation is now complete.

Cabinet Authority Date 9 May 2017

Minute No 361 resolution (4)

Terms of Cabinet Authority

(4) That the **Head of Housing and Environment Services** be authorised to enter into an agreement with the Royal Society for the Protection of Birds and Arun District Council to deliver mitigation measures for a five-year period, with the option to extend this to ten years.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Investment Opportunity

Date of Decision 18 May 2018

Decision Following satisfactory completion of due diligence the purchase was completed on agreed terms (Note: PO exercised this delegation).

Cabinet Authority Date 9 May 2017

Minute No 365 resolution

Terms of Cabinet Authority

That the **Head of Commercial Services** be authorised, following completion of due diligence and consultation with the Cabinet Member for Commercial Services, to approve the final terms of this acquisition.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest? No

Land in Ellis Square Selsey – Land Disposal

Decision

Cabinet Authority Date 9 May 2017

Minute No 365 resolutions (2) and (3)

Terms of Cabinet Authority

(2) That the **Head of Commercial Services** be authorised to approve the final detailed terms of disposal.

(3) In the event that the sale recommended in para 5.1 of the report does not proceed, the **Head of Commercial Services** be authorised to conclude a sale to an alternative party, on terms no less favourable than those set out in the report, after consultation with the Cabinet Member for Commercial Services.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

South Downs National Park Authority – Development Management Agency Agreement

Decision The Overview and Scrutiny Committee on:

- (a) 14 November 2017 - Noted the outcomes from the officer/member meeting with the South Downs National Park Authority (SDNPA) concerning the commitments made by the SDNPA regarding communication with Chichester District Council (CDC) members.
- (b) 13 November 2018 - Noted members' feedback in relation to communications between CDC and the SDNPA and to accept the invitation for a further meeting with the SDNPA to addresses any outstanding concerns.

Cabinet Authority Date 11 July 2017

Minute No 386 resolution (1)

Terms of Cabinet Authority

That having regard to the recommendations made by the Overview and Scrutiny Committee set out in para 9.3 of the Cabinet agenda report:

- (1) **Officers** be authorised to work with the South Downs National Park Authority to develop (with district and parish councillors) a communications protocol.

Reasons for Decision

See Cabinet report and/or minutes.

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any conflict of interest?

No.

Chichester Market

Date of Decision

Decision

Cabinet Authority Date 11 July 2017

Minute No 389 resolution (1)

Terms of Cabinet Authority

- (1) That **officers** be authorised to renew the Street Trading Consent held by the current market operator for the running of the Wednesday Market for a further period of two years.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Council Tax Reduction Scheme for 2018-2019

Decision

Cabinet Authority Date 11 July 2017

Minute No 390 resolution

Terms of Cabinet Authority

(1) That the **Head of Finance and Governance Services** be authorised following consultation with the Cabinet Member for Finance and Governance Services to prepare and consult upon a draft 2018-2019 council tax reduction scheme options as proposed in appendix 1, to be brought back to the Cabinet in November 2017 for recommendation to the Council.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Gigabit West Sussex for Districts and Boroughs

Date of Decision

Decision

Cabinet Authority Date 5 September 2017

Minute No 406 resolution (2)

Terms of Cabinet Authority

(2) That consideration of which option to accept in relation to the CCTV contract award on the basis that whatever option is selected will also be cost neutral be delegated to the **Director of Housing and Communities**.²

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

² Please note this was amended to the Director of Housing and Communities from the Head of Commercial Services on 15 March 2019.

Discretionary Housing Payments Policy 2017-2018

Date of Decision This is an ongoing delegation in that the Head of Finance and Governance Services might need to make amendments during 2018-2019.

Decision See above.

Cabinet Authority Date 3 October 2017

Minute No 421 resolution (3)

Terms of Cabinet Authority

(3) That the **Head of Finance and Governance Services** be given delegated authority following consultation with the Cabinet Member for Finance and Governance Services to make minor amendments to the DHP [Discretionary Housing Payments] policy.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest? No.

Housing Benefit and Council Tax Reduction Risk Based Verification Policy 2018-2019

Date of Decision

Decision

Cabinet Authority Date 3 October 2017

Minute No 394 resolution (3)

Terms of Cabinet Authority

(3) That authority be delegated to the **Head of Finance and Governance Services** to make minor amendments to the RBV [Risk Based Verification] policy following consultation with the Cabinet Member for Finance and Governance Services.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Parking Proposals and Off-street Parking Charges

Date of Decision

Decision

Cabinet Authority Date 7 November 2017 **Minute No** 433 resolution (3)

Terms of Cabinet Authority

(2) That the **Head of Commercial Services** be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2015 and the Road Traffic Act 1984.

Reasons for Decision See Cabinet report and/or minutes.

Any conflict of Interest?

Provision of a Parking Enforcement Service

Date of Decision

Decision

Cabinet Authority Date 7 November 2017 **Minute No** 436 resolution (2)

Terms of Cabinet Authority

(2) That delegated authority be granted to the **Head of Commercial Services** to agree on the final terms of the Agency Agreement.

Reasons for Decision See Cabinet report and/or minutes.

Any conflict of Interest?

Careline

Date of Decision

Decision Pending

Cabinet Authority Date 7 November 2017 **Minute No** 439 resolution (1)

Terms of Cabinet Authority

(2) That the **Head of Commercial Services** be authorised to proceed in accordance with the proposal contained within section 5.1 of the agenda report.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any conflict of Interest?

Chichester Growth Deal 2017-2023

Date of Decision

Decision

Cabinet Authority Date 5 December 2017 **Minute No** 444 resolution

Terms of Cabinet Authority

That authority be delegated to the **Head of Commercial Services** to agree minor amendments to the final Growth Deal document, following consultation with the Leader of the Council.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Review of the Rural Settlement List

Date of Decision

Decision

Cabinet Authority Date 5 December 2017

Minute No 451 resolution

Terms of Cabinet Authority

That the amended Rural Settlement List be approved for publication as set out in the appendix to the agenda report subject to a further check of the boundaries by the **Head of Finance and Governance Services**.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Commissioning of West Sussex Community Advice Services

Date of Decision

Decision

Cabinet Authority Date 9 January 2018

Minute No 459 resolution (3)

Terms of Cabinet Authority

(3) That authority be delegated to the **Head of Community Services** to agree the terms of reference for the Funding Partnership and changes to the Service Specification in agreeing a Bridging Contract.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Supporting New and Existing Small Businesses

Date of Decision

Decision

Cabinet Authority Date 9 January 2018

Minute No 464 resolution (1)

Terms of Cabinet Authority

(1) That (a) the establishment of the Shop Front Improvement Grant Scheme and Provision of Retail Training for independent retailers as set out in sections 4.2 (as amended) and 4.3 to 4.5 of the agenda report supported by £168,800 allocated from the Pooled Business Rates Fund and £32,000 from reserves be approved and (b) the **Head of Commercial Services** be authorised to approve shop front improvement grants under the Scheme.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Disposal of 2 The Gardens College Lane Chichester

Date of Decision

Decision

Cabinet Authority Date 6 February 2018

Minute No 477 resolution

Terms of Cabinet Authority

That the property be declared surplus to requirements and the **Head of Commercial Services** be authorised to proceed with the disposal of the land and property at 2 The Gardens College Lane Chichester by auction as set out in section 5 of the report.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Review of Character Appraisal and Management Proposals for Fishbourne Conservation Area

Date of Decision

Decision Pending

Cabinet Authority Date 1 May 2018

Minute No 520 resolution (6)

Terms of Cabinet Authority

(6) That decisions to confirm and/or implement or otherwise the Directions referred to in 3.4 and 3.5 above be taken by the **Director of Planning and Environment** following consultation with the Cabinet Member for Planning Services and the ward member for Fishbourne conservation area within six months of the Directions being made.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

2-3 East Street Chichester PO19 1HE

Date of Decision

Decision Pending

Cabinet Authority Date 1 May 2018

Minute No 523 resolution

Terms of Cabinet Authority

That a new lease be granted to the existing tenants (R L Austen Limited) on the terms set out in section 5.2 of the agenda report and the **Director of Growth and Place** in consultation with the Leader of the Council and the Cabinet Member for Growth and Place be authorised to approve the final terms of this lease.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Housing Grants and Resources

Date of Decision

Decision Pending

Cabinet Authority Date 3 July 2018

Minute No 549 resolution (1)

Terms of Cabinet Authority

- (1) That delegated authority be given to the **Director of Housing and Communities**, following consultation with the Cabinet Member for Housing Services, to spend the Flexible Homelessness Support Grant set out in para 3.2 of the agenda report and the Homelessness Reduction Act New Burdens Grant set out in para 3.3 of the agenda report in line with the government guidance issued with the notification of the grants.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Award of Contract for Business Waste and Recycling Disposal

Date of Decision

Decision

Cabinet Authority Date 3 July 2018

Minute No 551 resolution (2)

Terms of Cabinet Authority

- (2) That authority be delegated to the **Director of Residents Services** to:
- (a) make any minor contractual changes during the contract term and
 - (b) extend the contract by mutual agreement, for up to five years should the contract remain economically advantageous and the supplier perform satisfactorily.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Council Tax Reduction Scheme 2019-2020

Date of Decision See decision text below.

Decision Following the consultation the matter was referred to the Cabinet on 6 November 2018, when it recommended approval by the Council of the proposed Council Tax Reduction Scheme. The Council gave its approval at its meeting on 20 November 2018.

Cabinet Authority Date 3 July 2018

Minute No 552 resolution (1)

Terms of Cabinet Authority

- (1) That the **Director of Residents Services** after consultation with the Cabinet Member for Residents Services be authorised to prepare and consult on a Council Tax Reduction (CTR) Scheme for 2019-2020 with the final proposed scheme being brought back to the Cabinet in November 2018.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Award of a Services Concessions Contract

Date of Decision See decision text below.

Decision At its meeting on 6 November 2018 the Cabinet considered the terms of the proposal and recommended approval by the Council of the terms and that officers be authorised to agree the proposed contract. The Council gave its approval at its meeting on 20 November 2018.

Cabinet Authority Date 3 July 2018

Minute No 558

Terms of Cabinet Authority

That the **Director of Residents Services** be given delegated powers to agree the terms of the proposal outlined in section 5 of the agenda report following consultation with the Cabinet Member for Community Services.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Award of Contract for East Beach Outfall Replacement

Date of Decision

Decision Pending, draft agreement with partners for approval.

Cabinet Authority Date 4 September 2018

Minute No 563 resolution (5)

Terms of Cabinet Authority

(5) That authority be delegated to the **Divisional Manager for Environmental Protection** to approve the funding conditions and the detailed spend of any grant funding awarded by Southern Water for the project.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Development Site – The Grange Midhurst

Date of Decision

Decision Pending

Cabinet Authority Date 4 September 2018

Minute No 564 resolution (2)

Terms of Cabinet Authority

(2) That the **Director Growth and Place** be authorised, after consultation with the Cabinet Member for Growth and Place, to conclude a freehold sale, initially through a contract subject to planning, at not less than the figure stated in the confidential exempt appendix 2 to the agenda report.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Provision of Vehicle Wash Facility at Westhampnett Depot

Date of Decision

Decision Pending

Cabinet Authority Date 4 September 2018

Minute No 569 resolution (2)

Terms of Cabinet Authority

- (1) That **officers** be authorised to appoint the design consultant and to present a project initiation document to the Cabinet at its meeting on 4 January 2019.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Tangmere Strategic Development Location – Selection of a Development Partner

Date of Decision 5 February 2019

Decision The Development Agreement was signed by the Director of Planning and Environment and the Developer Partner (Countryside) on the 5 February 2019.

Cabinet Authority Date 4 September 2018

Minute No 571 resolution (2)

Terms of Cabinet Authority

- (2) That authority be delegated to the **Director of Planning and the Environment** following consultation with the Cabinet Member for Planning Services to agree and sign the finalised Development Agreement.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest? None.

Chichester BID Alteration Ballot

Date of Decision 12 January 2019

Decision To cancel the proposed BID Alteration ballot.

Cabinet Authority Date 2 October 2018

Minute No 580 resolution (1)

Terms of Cabinet Authority

- (1) Following the request from Chichester BID that an Alteration ballot be held, that **the Ballot Holder (Chichester District Council's Chief Executive)** be instructed to hold the ballot.

Reasons for Decision

On 22 December 2018 the Chairman of the Board of the Chichester BID Chichester City Centre Partnership wrote to inform the Chief Executive that the BID board had agreed to postpone the holding of an alteration ballot scheduled for February 2019 pending further legal and financial advice.

On 11 March 2019 the Chairman of the Chichester BID informed the Chief Executive that the BID Board has cancelled its request for the District Council to organise an alternative ballot. Therefore the no alternative ballot will take place.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest? None.

Award of Contract for Cleaning at Operational Buildings

Date of Decision

Decision

Cabinet Authority Date 2 October 2018

Minute No 583 resolution (2)

Terms of Cabinet Authority

- (2) That authority be delegated to the **Director of Corporate Services** after consultation with the Cabinet Member for Corporate Services to:

- (1) Make any minor contractual changes during the contract term.
- (2) Extend the contract by mutual agreement for up to two years should the contract remain economically advantageous and the supplier perform satisfactorily.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Housing Benefit and Council Tax Reduction Risk Based Verification Policy 2019-2020

Date of Decision

Decision

Cabinet Authority Date 2 October 2018

Minute No 585 resolution (2)

Terms of Cabinet Authority

- (2) That delegated powers be granted to the **Director of Residents Services** to approve future amendments to the RBV Policy in consultation with the Section 151 Officer after consultation with the Cabinet Member for Residents Services.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Southern Gateway Regeneration

Date of Decision

Decision

Cabinet Authority Date 2 October 2018

Minute No 586 resolution (4) and (5)

Terms of Cabinet Authority

- (4) That the **Deputy Chief Executive** after consultation with the Leader of the Council be delegated to conduct the procurement, selected bidders with suitable financial standing and experience, invite tenders and take all steps up to but not including selection of the preferred bidder.
- (5) That the **Deputy Chief Executive** after consultation with the Leader of the Council and Cabinet Member for Growth and Place be authorised to make any non-material changes to the Development Brief and finalise the OJEU procurement documentation.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Development of Land at Barnfield Drive Chichester

Date of Decision

Decision At its meeting on 4 December 2018 (minute 628 refers) the Cabinet resolved to note that no action was to be taken in respect of the delegated powers which it granted in the resolution below.

Cabinet Authority Date 2 October 2018

Minute No 591 resolution

Terms of Cabinet Authority

That authority be delegated to the **Director for Growth and Place** after consultation with the Leader of the Council to renegotiate the ground rent arrangements with the developer provided that there is an improved impact on Chichester District Council's income from the development, the outcome of which will be reported to a subsequent meeting of the Cabinet.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Southern Gateway Regeneration

Date of Decision

Decision

Cabinet Authority Date 2 October 2018

Minute No 592 resolution (2)

Terms of Cabinet Authority

That the **Deputy Chief Executive**, after consultation with the Leader of the Council, be authorised to make any non-material changes to the Collaboration Agreement.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Increasing the Provision of the Council's Temporary Accommodation at Freeland Close Chichester

Date of Decision

Decision

Cabinet Authority Date 4 December 2018 **Minute No** 619 resolution (3)

Terms of Cabinet Authority

(3) That the **Director of Housing and Communities** be authorised to conduct the procurement, invite tenders and take all steps up to, but not including, award of the contract.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Custom and Self-Build Register New Business Grant

Date of Decision

Decision

Cabinet Authority Date 4 December 2018 **Minute No** 624 resolution

Terms of Cabinet Authority

That delegated authority be given to the **Director of Housing and Communities**, following consultation with the Cabinet Member for Housing Services, to spend the Custom and Self-Build New Burdens Grant set out in para 3.1 of the agenda report.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Litter and Fly Tip Action Plan

Date of Decision

Decision Legal agreement has been approved, signed by signatory at CDC and with EHDC for signature.

Cabinet Authority Date 4 December 2018

Minute No 628 resolution (5)

Terms of Cabinet Authority

(5) That the entering into an agreement with East Hampshire District Council on the basis of 'Scenario 3' as set out in appendix 2 to the agenda report, as amended by the revised figures in the third agenda supplement, be approved to provide litter enforcement for a period of three years, with the detail of the scheme delegated to the **Director of Planning and the Environment** and the Cabinet Member for Environment Services to finalise.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Commissioning of West Sussex Community Advice Service

Date of Decision

Decision

Cabinet Authority Date 8 January 2019

Minute No 637 resolution (2)

Terms of Cabinet Authority

(2) That (a) authority be delegated to the **Director of Housing and Communities**, following consultation with the Cabinet Member for Community Services, to agree the specification and signing of the contract and (b) the annual monitoring of performance be delegated to the Grants and Concessions Panel.

Reasons for Decision

See Cabinet report and/or minutes

Alternative Options Considered and Rejected

See Cabinet report and/or minutes.

Any Conflict of Interest?

Land at Mill Road and Covington Road Westbourne – Community Trust Proposal

Date of Decision

Decision

Cabinet Authority Date 8 January 2019 **Minute No** 638 resolution (2)

Terms of Cabinet Authority

(2) That it be agreed that following the declaration in (1), the actions set out in section 5 of the agenda report are to be pursued by **the officers under delegated authority**.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Voluntary and Community Sector Infrastructure Support

Date of Decision

Decision

Cabinet Authority Date 8 January 2019 **Minute No** 640 resolution (2)

Terms of Cabinet Authority

(a) That (a) authority be delegated to the **Director of Housing and Communities**, following consultation with the Cabinet Member for Community Services, to agree a service specification and signing of a three-year funding agreement and (b) the annual monitoring of performance be delegated to the Grants and Concessions Panel.

Reasons for Decision See Cabinet report and/or minutes

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Authority's Monitoring Report 2017-2018

Date of Decision 12 February 2019

Decision Typological errors were corrected in the Authorities Monitoring Report in line with the Cabinet Resolution and were published on the 12 February 2019.

Cabinet Authority Date 5 February 2019 **Minute No** 652 resolution (2)

Terms of Cabinet Authority

- (2) That the **Director of Planning and Environment** be authorised following consultation with the Cabinet Member for Planning Services to make any minor editorial amendments to the document prior to its publication.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest? None.

Award of Coastal Maintenance Contract 2019-2020

Date of Decision

Decision Delegated authority will not be required until end of contact and only then if there is a desire to extend for a further two years.

Cabinet Authority Date 5 February 2019 **Minute No** 653 resolution (2)

Terms of Cabinet Authority

- (2) That authority be delegated to the **Director of Planning and Environment**, following consultation with the Cabinet Member for Environment Services, to extend the contract by mutual agreement for a further two years should the contractor performance meet Chichester District Council requirements.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Discretionary Housing Payments Policy

Date of Decision

Decision

Cabinet Authority Date 5 March 2019 **Minute No** 669 resolution (2)

Terms of Cabinet Authority

- (2) That Cabinet authorise delegated powers to the **Director of Housing and Communities** to approve future amendments to the DHP policy in consultation with the Section 151 Officer and the relevant Cabinet member.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Business Rate Pool Grants Award

Date of Decision

Decision

Cabinet Authority Date 5 March 2019 **Minute No** 670 resolution (2)

Terms of Cabinet Authority

- (2) That the **Director of Planning and Environment** following consultation with the Cabinet Member for Environment Services be authorised to finalise the detailed spend on the three cycling projects identified in the Appendix, subject to the total spend remaining at £70,000.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Proposed Petworth Skatepark

Date of Decision

Decision

Cabinet Authority Date 5 March 2019 **Minute No** 675 resolution (2)

Terms of Cabinet Authority

- (2) That delegated authority be given to the **Director of Growth and Place** to release £70,000 previously allocated to the Petworth skatepark project to Petworth Town Council, subject to receiving evidence of spend and due diligence in accordance with our existing governance arrangements.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Southern Gateway

Date of Decision

Decision

Cabinet Authority Date 5 March 2019 **Minute No** 678 resolution (3)

Terms of Cabinet Authority

- (2) That the **Executive Director and Deputy Chief Executive** be delegated authority, following consultation with the **Director of Corporate Services**, to agree the Minimum Land Values to be adopted for the Council's interest in the site in accordance with the principles contained within paragraph 6.1.4.

Reasons for Decision See Cabinet report and/or minutes.

Alternative Options Considered and Rejected See Cabinet report and/or minutes.

Any Conflict of Interest?

Lisa Higenbottam
Democratic Services
28 March 2019