

Chichester District Council

THE CABINET

9 January 2024

Corporate Plan and Initial Project Proposals for 2024-2025

1. Contacts

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2. Recommendations:

- 2.1. Council be recommended to approve the refreshed Corporate Plan 2022-2025 as set out in appendix 1.
- 2.2. Cabinet agree the new project proposals for 2024-2025, as set out in appendices 2 to 9.
- 2.3. Cabinet approve the release of £143,300 to fund the four projects identified in para 5.4(a) of this report, funded from the Council's General Fund Reserve.
- 2.4. Cabinet approve an increase in the Council's annual budget of £30,500 to fund the associated ongoing revenue costs for projects identified in para 5.4(a).
- 2.5. Council are recommended to set aside a further £3,628,800 from the Council's General Fund Reserve to fund the projects identified in para 5.4(b), with release of funding being subject to future consideration by Full Council.
- 2.6. That Cabinet note the estimated further £790,000 of ongoing revenue costs for the proposed projects identified in para 5.4(b).
- 2.7. Cabinet approve the Ice Skating procurement process to begin immediately due to the short timeframes involved. The tender outcome will be brought back to Cabinet for consideration.

3. Background

- 3.1 The Corporate Plan is an internal business planning document that sets out the Council's future priorities and objectives for the period 2022-2025. Each year the plan is reviewed to take account of any emerging issues and challenges whilst ensuring it remains relevant and affordable.
- 3.2 Alongside the annual refresh of the Plan new projects are developed and proposed as part of the Council's annual planning cycle, and these are brought to Cabinet and Council each year in the form of Initial Project Proposal Documents (IPPDs).

4. Outcomes to be Achieved

- 4.1 A clearly defined plan ensures that the Council manages its resources effectively and that enough capacity exists to deliver key projects. It provides a focus for the council's Cabinet so it can plan its work, and the framework for the council's scrutiny function to hold the Cabinet to account.
- 4.2 Performance is reviewed regularly to ensure the council is on target to achieving its objectives. The council's Senior Leadership Team and the Overview and Scrutiny Committee monitor progress against the key projects, budgets and performance measures on a regular basis, taking action where any activities are behind schedule or target. A report is also produced annually to highlight the key achievements.

5. Proposal

- 5.1 The Corporate Plan sets the council's priorities and works alongside the Financial Strategy to ensure that staffing and financial resources are allocated appropriately.
- 5.2 The economic outlook remains a challenging backdrop to the aspirations of the Council during the life of this Plan. The Council must first and foremost deliver its core statutory services. However, the Plan also targets certain non-statutory areas that are high priority areas for our residents and businesses.
- 5.3 The revised Plan will be considered by Full Council on 23 January 2024. Once considered and adopted it will take effect immediately, replacing the previous version until 2025.
- 5.4 New projects for 2024/2025 are also proposed. Initial Project Proposal Documents (IPPDs) have been prepared for each new project. The proposed IPPDs are:

a) Projects under £100,000 recommended for Cabinet approval

Project	One-off Costs	Ongoing Revenue Cost	ARP Cost	Notes
Westgate Leisure: Procurement Strategy and Exercise	£95,000	£0	£0	
Housing Software Review	£60,000	£17,000	£0	£60,000 to be funded from housing reserves
Housing Document Management System	£23,300	£10,000	£0	
CCTV System at the CCS Depot	£25,000	£1,000	£2,500	
Sub-Total	£203,300	£28,000	£2,500	
Less existing funding	-£60,000	£0	£0	
Total	£143,300	£28,000	£2,500	

b) Projects over £100,000 recommended for Full Council approval (subject to completion and approval of Project Initiation Document)

Project	One-off Costs	Ongoing Revenue Cost	ARP Cost (*1)	Notes
Estimated Costs				
Play Area Refurbishments	£813,800	£0	£40,000	£440,000 already included in ARP
Christmas Ice Rink 2024	£245,000	£0	£0	£240,000 of which to be recouped
Additional Temporary Accommodation	£1,750,000	£35,000	£20,000	Indicative capital range of £1m to £2.5m
Food Waste	£4,740,000	£1,200,000	£190,000	Indicative capital range of £3.99m to £5.49m
Sub-Total	£7,548,800	£1,235,000	£250,000	Assumes mid-point estimates on food waste and temporary accommodation projects
Less new or existing funding / income to be recouped				
Play Areas	-£440,000	£0	£0	ARP provision
Ice Rink	-£240,000	£0	£0	Estimated income
Food Waste (*2)	-£3,240,000	-£600,000	-£95,000	Assumed New Burdens funding
Total	£3,628,800	£635,000	£155,000	

(*1) - ARP stands for Asset Replacement Programme

(*2) – The funding arrangements for Food Waste will hopefully be made clear during 2024, but details remain unclear at this stage. Estimates for food waste are based on the midpoint of the range of costs associated with either diesel or electric vehicles. The costs in the table above assume that the Council will incur 100% of the costs for changes to the depot site, but that central government new burdens funding will cover all other capital costs, and that 50% of the ongoing food waste revenue costs will be met from new burdens funding.

- 5.5 The Cabinet is asked to consider and agree the IPPDs included in paragraph 5.4(a), and to recommend the refreshed Corporate Plan 2022-2025 (appendix 1) and IPPDs included in paragraph 5.4(b) to Council.
- 5.6 In keeping with the Council's constitution each project over £100,000 will be subject to separate reports to Full Council prior to project approval and commencement.

6. Alternatives Considered

- 6.1 The absence of an adopted Corporate Plan increases the risk of resources being poorly allocated which in turn would create poorer outcomes for our residents, businesses and visitors.

7. Resource and Legal Implications

- 7.1 The new Plan will ensure that the Council continues to align its resources with its priorities, and revenue budgets and new capital projects will be expected to support and deliver the aims and objectives set out in the Plan. The annual review will continue to take place to ensure that the key projects and actions remain relevant and important.
- 7.1 The following funding for projects under £100,000 is requested to deliver the IPPDs included in appendices 2 to 9 and detailed in paragraph 5.4(a):
- The release of £143,300 from the Council's General Fund Reserve towards one-off project costs.
 - An increase of £28,000 per annum to fund ongoing revenue costs.
 - An increase of £2,500 to the Council's annual revenue contribution towards the Asset Replacement Fund (ARP).
- 7.2 The following funding for projects over £100,000 is requested to be set aside for the IPPDs included in appendices 2 to 9 and detailed in paragraph 5.4(b):
- £3,628,800 from the Council's General Fund Reserve towards one-off project costs.
 - An estimated increase of £635,000 per annum to the revenue budget be noted.
 - In addition, an estimated increase of £155,000 to the Council's annual revenue contribution towards the Asset Replacement Fund (ARP) be noted.

8. Consultation

- 8.1 Consultation has been carried out with Cabinet, the Senior Leadership Team, and Divisional Managers on this annual refresh to the Plan. Additionally, all Councillors were consulted on the original Plan prior to its consideration by Overview and Scrutiny Committee. All feedback, comments and recommendations have been reviewed and considered.

9. Community Impact and Corporate Risks

- 9.1 The Corporate Plan aims to support and enhance the social, economic and environmental wellbeing of the district. The council's annual workplans will be produced in support of its objectives.
- 9.2 A mid-year Task and Finish Group will meet annually to review progress, and an end of year Annual Report will be published to demonstrate the achievements made in the previous year and to highlight the key projects for the year ahead.

10. Other Implications

- 10.1 Whilst the Plan itself has no specific implications, many of the projects within it will provide positive benefits that either will, or have already been, outlined in specific reports for each project.

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

11. Appendix

- Appendix 1 - Corporate Plan 2022-2025 (Annual Refresh)
- Appendix 2 - IPPD Westgate Leisure: Procurement Strategy and Exercise
- Appendix 3 - IPPD Play Area Refurbishments
- Appendix 4 - IPPD Christmas Ice Skating 2024
- Appendix 5 - IPPD Housing Software Review
- Appendix 6 - IPPD Housing Document Management System
- Appendix 7 - IPPD CCTV Security System at the Contract Services Depot
- Appendix 8 - IPPD Additional Temporary Accommodation
- Appendix 9 - IPPD Food Waste Implementation

12. Background Papers

- 12.1 None.