

## Notice of Meeting

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MEETING	<b>COUNCIL</b>
DATE / TIME	Tuesday 22 July 2014 at 2.30 pm
VENUE	The Council Chamber East Pallant House East Pallant Chichester West Sussex
CONTACT POINT	Philip Coleman – Member Services Manager Telephone: 01243 534655 E-mail: <a href="mailto:pcoleman@chichester.gov.uk">pcoleman@chichester.gov.uk</a>

Monday 14 July 2014

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

**DIANE SHEPHERD**  
Chief Executive

### To All Members of Chichester District Council

You are hereby summoned to attend the meeting specified above for the transaction of the following business:

### NOTES

(1) *The Council meeting will be preceded by a series of other meetings:-*

*10.30 am Meeting of the Boundary Review Panel in the Corporate Boardroom*

*11.30 am Presentation for members on Tourism and Destination Management by Melanie Sensicle, Chief Executive of 'Visit County Durham'. This is a presentation to members of the Overview & Scrutiny Committee, at the request of the Tourism Task & Finish Group, but all members are invited and encouraged to attend on a matter of great importance to the local economy.*

12.30 pm Lunch

1.00 pm Presentation for all members by Mark Steward, Managing Director of Max Associates.

(2) Members are asked to bring with them to the meeting their copy of the agenda and the accompanying papers for the meetings of the Cabinet held on 3 June and 8 July 2014.

## AGENDA

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

### PART 1

- 1 **Approval and signing of the minutes** of the annual meeting of the Council held on Tuesday 20 May 2014 (pages 7 to 18)
- 4 **Chairman's announcement of any urgent items** which due to special circumstances are to be dealt with under agenda item 10(b)
- 5 **Declarations of any disclosable pecuniary, personal and/or prejudicial interests** which a member may have in any agenda item which requires a decision to be made by the Council at this meeting
- 6 **Chairman's Announcements**
- 7 **Public Question Time** (maximum of 15 minutes duration)

*Questions are to be submitted in writing by noon on the previous working day*

- 8 **Decisions to be made by the Council**

#### **Recommendations**

To consider the following recommendations requiring the approval of the Council:

#### **(a) Cabinet – 3 June 2014**

*The report giving rise to these recommendations is in the papers for the meeting of the Cabinet on 3 June 2014*

*These are available in the committee papers section of the Council's website and in the Members Room.*

(i) Minute 596 – Recommendations from Development Plan Panel  
*(See report at Agenda Item 5 (pages 7 - 8) of the Cabinet papers)*

#### **RECOMMENDED**

That the Kirdford neighbourhood development plan be made part of the development plan for Chichester District (excluding the South Downs National Park).

(ii) Minute 597 – Council Tax Empty Homes Premium and local discount for empty and unfurnished properties  
(See report at Agenda Item 6 (pages 10 - 13) of the Cabinet papers)

**RECOMMENDED**

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

(iii) Minute 598 – Local Government Pension Scheme & Early Termination of Employment Discretions Policy: Personnel Policy Report  
(See report at Agenda Item 7 (pages 14 - 16) of the Cabinet papers and proposed revised scheme attached) (pages 19 to 27)

**RECOMMENDED**

That the revised Local Government Pension Scheme & Early Termination of Employment Discretions Policy be approved.

**(b) Cabinet – 8 July 2014**

*The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 8 July 2014*

*These are available in the committee papers section of the Council's website and in the Members Room.*

(iv) Minute 612 – Chichester District Council Annual Report 2013-14  
(See report at Agenda Item 5 (pages 9-10) of the Cabinet papers and report attached) (pages 29 to 71)

**RECOMMENDED**

That the Annual Report 2013-14 be approved.

(v) Minute 613 – Treasury Management 2013-14 Out-turn  
(See report at Agenda Item 6 (pages 11 - 21) of the Cabinet papers)

**RECOMMENDED**

That the treasury management performance and the Prudential Indicators for 2013-14 set out in the report be noted.

(vi) Minute 614 – Policy for the Discharge of the Homelessness Duty into the Private Rented Sector  
(See report at Agenda Item 7 (pages 22 - 27) of the Cabinet papers)

**RECOMMENDED**

That the policy for the discharge of the homelessness duty into the private rented sector that forms the Appendix to the Cabinet report be adopted.

### **(c) General Licensing Committee – 11 June 2014**

(vii) Minute 6 – Immediate suspension or revocation of drivers licences  
(See report to the General Licensing Committee attached) (pages **73 to 76**)

#### **RECOMMENDED**

That the Scheme of Delegation in the Constitution be amended to permit the following:-

- (a) That the decisions relating to immediate suspension or revocation of Hackney Carriage and Private Hire drivers' licences detailed at s.52 of the Road Safety Act 2006 be delegated to the Head of Housing and Environment Services in consultation with the Legal Practice Manager and General Licensing Committee Chairman or Vice-Chairman; and
- (b) That all applications for a further Hackney or Private Hire Drivers' licence following an immediate revocation be heard by the General Licensing Committee or a Sub-Committee thereof and that no delegation to officers for such applications shall be permitted by the authority.

### **(d) Overview and Scrutiny Committee – 11 June 2014**

(viii) Overview and Scrutiny Committee's Annual Report 2013/14 and Work Programme 2014/15  
(See attached) (pages **77 to 85**)

#### **RECOMMENDED**

That the Overview and Scrutiny Committee's Annual Report 2013/14 and Work Programme 2014/15 be noted.

### **(e) Boundary Review Panel – 22 July 2014**

(ix) Request Received to Increase the Number of Parish Councillors Serving on Chidham and Hambrook Parish Council  
(See attached) (pages **87 to 90**)

The Boundary Review Panel meets shortly before the Council meeting and is expected to recommend that either

- a) It supports a further Community Governance Review for the parish of Chidham and Hambrook; or
- b) the request should be rejected.

The Panel's recommendation will be reported orally to the Council.

9 **Questions to the Executive** (maximum of 40 minutes duration)

10 **Consideration of any late items** as follows:

- (a) Items added to the agenda papers and made available for public inspection
- (b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

## PART 2

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

### 11 **Exclusion of the Press and Public**

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

### 12 **Investment Opportunity**

*(See report at Agenda Item 16 (pages 62 – 69 for members only) of the Cabinet papers for the meeting on 8 July 2014)*

#### **RECOMMENDED**

- (1) That the investment described in the report be purchased and that the Head of Commercial Services be authorised to agree detailed terms of purchase in accordance with section 5 of the report.
- (2) That the sum referred to in paragraph 5.1 be allocated from reserves for the purchase.

## MEMBERS

Mrs C M M Apel	Mr P Jarvis
Mr G A F Barrett	Mr D St J Kingston
Mr M J Bell	Mrs E P Lintill
Mr P Budge	Mr S Lloyd-Williams
Mrs H P Caird	Mr R M J Marshall
Mr S Carr	Mr G V McAra
Mr A D Chaplin	Mr J A P Montyn
Mr J L Cherry	Mr D J Myers
Mr P Clementson	Mr S J Oakley
Mr J C P Connor	Mr R O'Brien
Mr Q J R Cox	Mr H C Potter
Mr M A Cullen	Mrs C Purnell
Mrs P M Dignum	Mr J Ransley
Mr T Dignum	Mr J Ridd
Mrs J E Duncton	Mr F Robertson
Mr T M E Dunn	Anne Scicluna
Mr J F Elliott	Mr A M Shaxson
Mr B Finch	Mr A R H Smith
Mr A J French	Mrs J A E Tassell
Mrs N Graves	Mr N R D Thomas
Mrs E Hamilton	Mrs B A Tinson
Mrs P A Hardwick	Mrs P M Tull
Mr R J Hayes	Mr B J Weekes
Mr G H Hicks	Mr M Woolley

Minutes of the Annual Meeting of the **Council** held in the Assembly Room, The Council House, North Street, Chichester on Tuesday 20 May 2014 at 2.30 pm

## **Members (48)**

Mr M J Bell (Chairman)  
Mr N R D Thomas (Vice-Chairman)

Mrs C M M Apel	Mr P Jarvis
Mr G A F Barrett	Mr D St J Kingston
Mr P J Budge	Mrs E P Lintill
Mrs H P Caird	Mr G V McAra
Mr S L Carr	Mr R M J Marshall
Mr A D Chaplin	Mr J A P Montyn
Mr J L Cherry	Mr D J Myers
Mr J C P Connor	Mr S J Oakley
Mr Q J R Cox	Mr R T V O'Brien
Mr M A Cullen	Mr H C Potter
Mr A P Dignum	Mrs L C Purnell
Mrs P M Dignum	Mr J J L T Ransley
Mrs J E Duncton	Mr J Ridd
Mr T M E Dunn	Anne Scicluna
Mr J F Elliott	Mr A M Shaxson
Mr B Finch	Mr A R H Smith
Mr A J French	Mrs B A Tinson
Mrs N D Graves	Mrs P M Tull
Mrs E Hamilton	Mr S Lloyd-Williams
Mr R J Hayes	Mr B J Weekes
Mr G H Hicks	Mr M Woolley

were present (44)

## **Members not present**

Mr P Clementson  
Mrs P A Hardwick

Mr F Robertson  
Mrs J A E Tassell

## **Officers Present for All Items**

Mrs D Shepherd – Chief Executive  
Mr S Carvell – Executive Director  
Mr P Coleman – Member Services Manager

*(Mr Thomas in the chair)*

## **226 Election of Chairman of the Council**

Mr Thomas, Vice-Chairman of the Council, invited nominations for election as Chairman of the Council for the ensuing year.

Mrs Caird, seconded by Mr Cullen, proposed that Mr Bell be elected Chairman of the Council. No other nominations were received and it was

### **RESOLVED**

That Mr Martyn Bell be elected Chairman of the Council for the ensuing year.

*Mr Bell entered the room and took the Chair and read and signed his declaration of acceptance of office in the prescribed form.*

## **227 Appointment of Vice-Chairman of the Council**

The Chairman invited nominations for appointment as Vice-Chairman of the Council for the ensuing year.

Mrs Caird, seconded by Mr Cullen, proposed that Mr Thomas be appointed Vice-Chairman of the Council. No other nominations were received and it was

### **RESOLVED**

That Mr Nick Thomas be appointed Vice-Chairman of the Council for the ensuing year.

*Mr Thomas read and signed his declaration of acceptance of office in the prescribed form.*

## **228 Minutes**

### **RESOLVED**

That the minutes of the special meeting of the Council held on 24 April 2014 be signed as a correct record, subject to the amendment of the final sentence to read as follows:-

(Mrs Apel and Mrs Scicluna abstained on all resolutions; Mr Chaplin abstained on resolution (2))

## **229 Urgent Items**

There were no urgent items for consideration at this meeting.

## **230 Declarations of Interests**

No interests were declared at this meeting.



## **231 Chairman's Announcements**

The Chairman announced that Mrs Amanda Jobling, Executive Director of Home and Communities, would be leaving the Council at the end of May after more than ten years' service. She would be present at the end of the meeting to say goodbye. On behalf of the Council, he expressed his thanks and good wishes to Mrs Jobling.

## **232 Public Question Time**

No public questions had been submitted.

## **Decisions made by the Council**

### **233 Recommendations of the Cabinet**

#### **Cabinet – 1 April 2014**

##### **(i) Minute 562 – New Homes Bonus Policy**

Mr Dignum (Cabinet Member for Finance and Governance), seconded by Mrs Purnell, moved the recommendations of the Cabinet. He explained that the recommendations followed from the Council's decision that, subject to the Council's overall financial position, a sum of £400,000 per annum for four years should be allocated from New Homes Bonus (NHB) receipts in response to bids from parish councils. This reflected the Council's strategy of reserving NHB receipts for community use, to reward communities that took new development.

A highly successful prototype application of the policy had operated in 2013/14, which resulted in nearly £315,000 being awarded to 29 different applications.

One lesson from this process had been that both parishes and officers needed more time to prepare and process bids. Accordingly, in early February parish councils had been given their indicative allocations of the £400,000 for 2014/15, based on the new homes added in each parish in the past three years. The actual allocations would be determined by the successful bids. The Grants and Concessions Panel would consider a variation from the indicative allocation for a parish of up to 10%, subject to a cap of £2,000. Allocations of the NHB monies would in no way impede parishes from making applications in the normal way to the quarterly meetings of the Panel for the quite separate general grants allocation of £250,000 per annum for the next five years. Thus, parishes with little or no development would not be excluded from access to grants. Each application would be considered on its merits.

The Panel would be looking for bids that showed community benefit, had clear community support, were to finance capital rather than revenue, and were sustainable.

A comprehensive presentation on procedures had been given by David Hyland (Community and Partnership Support Manager) at the All Parishes meeting on 1 May, and all necessary paperwork had been sent to parishes immediately afterwards. Bids should be submitted by 25 July, and would be considered at a special meeting of the Panel in September. As in 2013, it was intended that bids over £25,000 and bids from Chichester City Council would be determined by the Cabinet rather than the Panel.

## RESOLVED

- (1) That the New Homes Bonus (Parish Allocations) Policy (Appendix 1, pages 13-16, of the Cabinet report) and the delegations therein be approved.
- (2) That the additional Terms of Reference of the Grants and Concessions Panel as detailed in paragraph 5.6 of the Cabinet report be approved and that the Council's Constitution be updated accordingly.

### **Cabinet – 6 May 2014**

#### **(ii) Minute 582 – Electoral Review of Chichester District**

Mr Ridd (Chairman of the Boundary Review Panel), seconded by Mr Dignum, moved the recommendation of the Cabinet. He explained that the Boundary Review Panel recommended that the Local Government Boundary Commission for England should be asked to carry out an electoral review of Chichester District, although the exact wording of the recommendation had been slightly amended by the Cabinet.

He reminded the Council that members had, for some time, considered that the Council no longer needed to be as large as it is – with 48 members. However, the Council did not control the number of members on it. That was a matter for the independent Local Government Boundary Commission for England, which had recently confirmed that it was willing to undertake reviews of councils that wished to change their number of members. The Boundary Review Panel, therefore, thought that the Council should seek a place in the Commission's programme of reviews, although there would not be time to complete all the processes involved before the District election in 2015.

Mr Ridd also explained that the District had last been reviewed in 2002. This had resulted in the current 48 councillors (two less than previously). Since then a lot had changed, including reductions in the number committees, panels and forums and frequency of meetings. The use of email and new technology had speeded up and eased decision-making and consultation. Although the population had increased, members had shown they were able to cope with an increased electorate.

He described the phases of a review and that each phase included a period of consultation. It was an intensive and time-consuming process and, therefore, the Panel believed that a review would be worthwhile only if it made a significant difference – a reduction to somewhere in the mid-thirties.

Mr Dignum added that, after the Boundary Review Panel meeting, officers had been informally in touch with the Boundary Commission. The Commission had made it clear that, because any changes would not come into force until the 2019 elections, they would not be willing to start a Review until after the 2015 elections and only then so long as the newly elected Council confirmed it still wanted to go ahead.

The Cabinet agreed that much had changed in the Council's structure and processes over the last twelve years. With the reductions that had taken place in so many areas of the Council, it seemed appropriate to look at reductions in the number of members also. Moreover, it had become increasingly difficult to attract suitable people to stand as candidates for election.

He emphasised that the recommendation simply sought the Council's approval to seek a place in the queue. It would be for the new Council elected in 2015 to decide whether it then wanted to take up that place, and to consider what size of council would be appropriate.

In the ensuing discussion members commented that it was important to retain sufficient flexibility in members' roles to enable working people to stand for election and move towards a Council whose composition was more representative of the demography of the electorate. The impact of future housing development should also be taken into account. Differing views were expressed on multi-member wards. It was noted that decisions on members' allowances would be taken by future councils with advice from the Independent Remuneration Panel. The possibility of unitary local government would be outside the scope of any review.

#### **RESOLVED**

- (1) That inclusion of an electoral review of Chichester District in the Local Government Boundary Commission for England's programme of electoral reviews be sought, with the objective of a significant reduction in the number of councillors by the 2019 elections, subject to confirmation by the Council after the 2015 elections that it wishes the review to proceed.
- (2) That the Leader of the Council and the Chief Executive be authorised to meet representatives of the Local Government Boundary Commission for England to discuss the process and a potential review timetable.

#### **(iii) Minute 583 – Recommendation from the Development Plan Panel: Revised Local Development Scheme 2014-2017**

Mrs Caird (Leader of the Council), seconded by Mrs Purnell, moved the recommendation of the Cabinet, explaining that the Local Development Scheme formally set out a timetable for work on the Local Plan and related documents

#### **RESOLVED**

That the draft revised *Local Development Scheme 2014-2017* be approved for publication on the Council's web site.

### **234 Questions to the Executive**

Questions to members of the Cabinet and responses given were as follows:

#### **(a) Question: On-line registration of planning applications and representations**

Mr Smith reported that residents had advised him of difficulties in registering comments on-line in respect of planning applications, and had commented that the District Council's website in this respect compared unfavourably with that of Windsor and Maidenhead Council. He asked what action was being taken to deal with these on-going problems.

#### **Response:**

The Chairman requested Mr Carvell (Executive Director) to reply. Mr Carvell replied that a number of IT issues were hindering the on-line registration and validation of planning

applications. He had been informed by the IT Manager that some improvements were expected to be made around 3 – 4 June, and he would review this in the second week of June. Agents and other regular users had been informed.

*(b) Question: Gypsies and Travellers Transit Site, Westhampnett*

Mr Smith referred to an undertaking given at a meeting with Westhampnett Parish Council on 12 February that there would be no 'on demand' access to the proposed Gypsies and Travellers Transit Site at Westhampnett. However, the planning application and information given at the all parishes meeting on 1 May implied that 'on demand' access would be allowed. He asked for clarification.

*Response:*

The Chairman asked the Chief Executive to reply. The Chief Executive reported that work was still being undertaken on a protocol with West Sussex County Council on the management arrangements for the proposed site and a final draft would be ready shortly. As part of this work, officers were making enquiries about best practice elsewhere. The outcome of these considerations would be communicated to Westhampnett Parish Council.

*(c) Question: Lickfold Inn*

Mrs Hamilton referred to previous questions and answers about the closure of the Lickfold Inn (minutes 163(g) and 199(b) and thanked the Council for its patience. She thanked officers, especially David Hyland (Community and Partnership Support Manager), for their help in registering the Lickfold Inn as a community asset, although she regretted that no one had offered to purchase it on behalf of the community. However, these actions had had their desired effect. A publican with a successful track record had bought the Inn and hoped to open for sales of drink in July and of food from September.

*Response:*

Mr Thomas (Vice-Chairman of the Council) commented that the local community was very grateful to Mrs Hamilton for her perseverance in seeking a successful outcome on this matter.

*(d) Question: The Novium Museum*

Anne Scicluna expressed her pleasure that the Novium had won a RIBA (Royal Institute of British Architects) Regional Award. She asked whether there had been any effect on the number of visitors to the museum (as opposed to the Tourist Information Centre) now that the new manager of the museum was in place.

*Response:*

Mr Cullen (Deputy Leader and Cabinet Member for Commercial Services) replied that it was too early to say what impact the new action plan was having. So far, numbers had remained constant, but there had been good progress in school visits. A report would be made in due course. Mrs Apel added that a report would be made to the meeting of the Overview and Scrutiny Committee on 3 July.

*(e) Question: Local Enterprise Partnership (LEP)*

Mr Oakley asked what liaison the Council had with the Solent Local Enterprise as the district was on the periphery of the Coast to Capital LEP, which focussed on activity in the Gatwick Diamond.

*Response:*

Mr Cullen (Deputy Leader and Cabinet Member for Commercial Services) replied that the LEP mechanism was still in its infancy and each LEP was relatively autonomous. Chichester District was in the area of the Coast to Capital LEP, and the Council took part in two of its three sub-areas – Coastal West Sussex and Rural West Sussex. There had been no formal liaison with the Solent LEP, and unless a specific matter arose there would not be.

*(f) Question: Chichester Rugby Football Club*

Mr Budge thanked members, especially the Cabinet Member for Wellbeing and Community Services, for their support for the Chichester Rugby Football Club, which had won promotion to the National League. He hoped this support would continue.

*Response:*

Mrs Lintill (Cabinet Member for Wellbeing and Community Services) replied that she had been really excited by the final game of the season and had enjoyed the excellent reception afterwards. She admired what Chichester RFC was doing across the age range, and hoped that the Council's support would continue.

*(g) Question: New Ways of Working*

Mr French asked how the New Ways of Work project was progressing and whether members could be issued with a map of East Pallant House to show where everyone was.

*Response:*

Mr Ransley (Cabinet Member for Support Services) replied that the project was on track and that all moves necessary to vacate the North wing for hand over to the new tenants would be on time. He expressed his thanks to the staff, especially the Facilities and IT teams for their tremendous hard work. Mrs Lintill related a comment from a staff member who welcomed the new arrangements, and the Chief Executive confirmed that maps would be sent to members. She acknowledged that there had been some teething problems, but she had been surprised at how much the staff teams had liked the new working arrangements, which had resulted in a saving of £180,000 a year.

*(h) Question: Former public conveniences in East Pallant House car-park*

Mr Shaxson referred to the answer given to him at the meeting on 28 January 2014 (minute 209(j)) and to the Cabinet Member for Environment's undertaking to consult officers on how changes in patterns of use of public conveniences in the City could be monitored after the closure of the public conveniences in the East Pallant House car-park

and the decision to restrict use of the facilities in East Pallant House to visitors. He asked what the outcome of that consultation had been.

*Response:*

Mr Connor (Cabinet Member for Environment) replied that he would respond in writing.

*(i) Question: Broadband*

Mr Dunn asked whether the Council was aware of the number of residents unable to access broadband or receive a mobile phone signal. He pointed out that such residents felt deprived of access to the on-line planning system, and the Council was at risk of prejudicing the rights of residents to receive information and to express their views.

*Response:*

Mr Cullen (Deputy Leader and Cabinet Member for Commercial Services) replied that the Council was doing its best to get a better service in rural areas. He felt that the Government had not done enough to address the imbalance between urban and rural areas. People in rural areas paid the same taxes and the same price for their phones, but received a service that was many times inferior.

### **235 Review of Political Balance**

The Council considered the report circulated with the agenda (copy attached to the official minutes). The Member Services Manager explained the requirements of the Local Government and Housing Act 1989, and the principles governing the political balance rules.

**RESOLVED**

That the review of political balance arrangements set out in the report be approved and Tables 2 and 3 be applied in making appointments to committees.

### **236 Appointment and Membership of Committees and their Chairmen and Vice-Chairmen**

The Council considered the report circulated with the agenda (copy attached to the official minutes).

**RESOLVED**

That the following appointments to Committees be made for 2014/15:-

**OVERVIEW AND SCRUTINY COMMITTEE**  
**Members (15)**

Chairman: Mrs C M M Apel (LD))  
Vice-Chairman: Mr R J Hayes (C)

Mr A D Chaplin (LD)	Mr G V McAra (I)
Mr P Clementson (C)	Mr H C Potter (C)
Mrs P Dignum (C)	Mrs J A E Tassell (C)
Mrs N Graves (C)	Mr N R D Thomas (C)
Mrs E Hamilton (C)	Mrs B A Tinson (C)
Mr G H Hicks (C)	Mr M Woolley (LD)
Mr S Lloyd-Williams (C)	

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE**  
**Members (10)**

Chairman: Mrs P M Tull (C)  
Vice-Chairman: Mr A J French (LD)

Mrs C M M Apel (LD)	Mr B Finch (C)
Mr M Bell (C)	Mrs P A Hardwick (C)
Mr J L Cherry (I)	Mr G H Hicks (C)
Mr T Dignum (C)	Mr R Marshall (C)

**PLANNING COMMITTEE**  
**Members (18)**

Chairman: Mr A R H Smith (LD)  
Vice-Chairman: Mrs P A Hardwick (C)

Mr G A F Barrett (C)	Mr D J Myers (C)
Mr M J Bell (C)	Mr S J Oakley (C)
Mr Q J R Cox (LD)	Mr H C Potter (C)
Mrs J E Duncton (C)	Mr J Ridd (C)
Mr J F Elliott (C)	Mr F Robertson (C)
Mr R J Hayes (C)	Mrs J A E Tassell (C)
Mr G V McAra (IG)	Mrs P M Tull (C)
Mr J A P Montyn (C)	Mr M Woolley (LD)

**ALCOHOL AND ENTERTAINMENT LICENSING COMMITTEE**  
**AND**  
**GENERAL LICENSING COMMITTEE**  
**Members (15)**

Chairman: Mr J Ridd (C)  
Vice-Chairman: Mr H C Potter (C)

Mr G A F Barrett (C)	Mr G V McAra (I)
Mr P Budge (C)	Mr S J Oakley (C)
Mr S Carr (LD)	Mrs C Purnell (C)
Mr J C P Connor (C)	Anne Scicluna (LD)

Mr T M E Dunn (C)  
Mrs N Graves (C)  
Mr J Kingston (C)

Mrs B A Tinson (C)  
Mr B J Weekes (I)

**INVESTIGATION AND DISCIPLINARY COMMITTEE**  
**Members (5 plus 2 subs.)**

Mr A D Chaplin (LD)  
Mr T M E Dunn (C)  
Mrs P A Hardwick (C)

Mr G Hicks (C)  
Mr J Ransley (C)

*Substitutes*

*Mr A J French (LD)*

*Mr J Kingston (C)*

**APPEALS COMMITTEE**  
**Members (5 plus 2 subs.)**

Mrs H P Caird (C)  
Mrs P Dignum (C)  
Mrs J E Duncton (C)

Mrs P M Tull (C)  
Mr M Woolley (LD)

*Substitutes*

*Mr J C P Connor (C)*

*Mr A R H Smith (LD)*

**STANDARDS COMMITTEE**  
**Members (7)**

Chairman: Mrs P A Hardwick (C)

Vice-Chairman: Mr M Woolley (LD)

Mr T M E Dunn (C)  
Mrs E P Lintill (C)  
Mr D J Myers (C)

Mr A M Shaxson (I)  
Mrs J A E Tassell (C)

**237 Appointments to Outside Organisations**

The Council considered the report circulated with the agenda (copy attached to the official minutes). Mrs Caird introduced the report. She explained that there was no Conservative Group nomination for appointment to the Chichester Conservation Area Advisory Committee, and proposed that Mr Chaplin replace Mr Cullen.

**RESOLVED**

That the following members and officers be appointed to serve on outside organisations for 2013/14 and longer term appointments:-



## Annual Appointments 2014-2015

Organisation	Nomination
1. Chichester Conservation Area Advisory Committee (2)	Alan Chaplin (LD) Quentin Cox (LD)
2. Portsmouth Water Customer Forum (1)	Simon Oakley (C)
3. Sussex Police and Crime Panel (1)	Eileen Lintill (C) <i>Deputy: Tony Dignum (C)</i>
4. Western Sussex Hospitals NHS Trust Council of Governors (1)	Bob Hayes (C)
5. West Sussex Health and Adult Social Care Committee (1)	Pam Dignum (C)

### Longer Term Appointments/ Nomination

Organisation	Nomination	Expiry of Period of Office
Chichester Harbour Conservancy (2 plus deputy)	Graeme Barrett (C) David Myers (C) <i>John Connor - Deputy</i>	(3 year appointment until 2017)
West Sussex Pensions Panel	Andrew Smith (LD)	(3 year appointment until 2017)

## 238 Exclusion of the Press and Public

### RESOLVED

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

## 239 Enterprise Gateway, Plot 12 Terminus Road Chichester

Mr Ransley introduced the recommendation of the Cabinet. He reminded the Council of the Cabinet's decision on 3 September 2013 to approve in principle a project to provide an Enterprise Gateway at Plot 12, Terminus Road, Chichester, to invite expressions of interest for project management and operator services, and to make budget provision to fund further assessment and the initial stages of taking the project forward. This decision had been subject to a supporting consultant's report confirming the viability of the scheme as proposed. Accordingly, CBRE Ltd had been appointed to review the business plan relating to the project and advise the Council further on costs and return on

investment. Their report confirmed the viability of the project and did not suggest any significant variance from the officers' assessment.

He also reminded the Council that the Enterprise Gateway would be expected to support new business start-ups, facilitate the creation of between 250 and 275 jobs every three years and contribute to an improvement in business survival rates after one year to at least the national level. It would also make good use of a Council-owned asset, providing a long-term income stream and improving earnings.

He explained that the Enterprise Gateway would comprise office, studio and workshop accommodation with car-parking and shared services. The Council would work with the Chamber of Commerce, the University and the College on business mentoring. The Enterprise Gateway would not be in competition with private landlords, but would rather be an incubator for new enterprises which in due course would feed into the local property market.

Mr Dignum (Cabinet Member for Finance and Governance) answered questions about the estimated capital investment and rate of return. He drew attention to the risks identified in the Cabinet report: development cost overrun; economic downturn; unforeseen competitive pressure from new openings. He explained how these could be mitigated.

#### **RESOLVED**

That the Enterprise Gateway Project is added to the Council's Capital Programme and that funding, estimated at current costs in the sum of £4m, be allocated to the Enterprise Gateway Project.

#### **240 Mrs Amanda Jobling, Executive Director of Home and Communities**

Mrs Caird (Leader of the Council) welcomed Mrs Jobling to this, her last, meeting of the Council. She commented that the Council was losing a very capable officer, who would be much missed for her quick thinking, problem solving and creativity. She especially thanked Mrs Jobling for her work on the Local Plan. Mrs Caird wished Mrs Jobling well in the future, to applause from members of the Council.

**[Note** The meeting ended at 4.20 pm]

\_\_\_\_\_  
CHAIRMAN

Date \_\_\_\_\_



## CHICHESTER DISTRICT COUNCIL

### EMPLOYMENT POLICY STATEMENT

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

**Date:** ~~May 2013~~ May 2014

**Revision:** ~~Eighth~~ Ninth Issue

**Approved:** ~~Annual Council – 21<sup>st</sup> May 2013~~

#### Policy Statement

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

#### Scope

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

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

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

#### Legislation

Local Government Pension Scheme Regulations 2013 [prefix R]

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

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

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

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

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

~~Local Government Pension Scheme Regulations and Amendments to Regulations~~

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

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

## Policy Standards

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

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

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

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

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

### **(i)Compulsory Redundancy**

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

### **(ii)Voluntary Redundancy**

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

### **(iii)Strain on the Pension Fund**

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

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

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

#### **(iv) TUPE**

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

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

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

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

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

## Strain on the Pension Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Explanatory Notes - 85 year rule

\*This only applies whilst the 85 year rule remains fully in force to the 31<sup>st</sup> March 2016. The 85 year rule is a test to calculate whether pension benefits should be actuarially reduced if a pension is paid to a member of the scheme before they reach 65. If the sum of the scheme member's age plus their LGPS membership (for part-time staff, scheme membership towards this rule counts at its full calendar length) is equal to at least 85 years then their pension is not reduced. If it is less than 85 years then their pension benefits will be actuarially reduced. The earliest a member of staff can draw their pension without the Council's consent is **6055**.

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

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

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

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

~~May 2013~~ May 2014

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# **Chichester District Council**

## **Annual Report**

**2013-2014**

Version 1.5 - Last Updated 08 July 2014

# Chichester District Council Annual Report 2013-2014

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## Introduction



**Welcome to Chichester District Council's Annual Report.** This report looks back at some of the key achievements and progress that the Council has made over the previous year and forward to what we have in store for 2014/15.

2013/14 was certainly another busy year for the Council as a number of key projects have either completed or moved forward.

The Local Plan, arguably one of our biggest and most testing projects, has now been approved for submission to the Secretary of State. This represents a significant milestone in local planning and we received thousands of comments from local residents which helped to inform the final version. If adopted, this will give us the ability as the planning authority to manage how and where growth takes place in the District (excluding areas in the South Downs National Park as they will produce their own Local Plan). We will continue to keep you up to date with its progress.

Phase one of our New Ways of Working Project has also gained momentum whereby office space has been realigned, freeing up a significant area. Staff now share desk space more efficiently, and some work less in the office and more out in the community. New tenants took possession of the extension to East Pallant House at the end of May 2014. This project has made a significant contribution to our deficit reduction plan and in 2014/15 our members will decide how the next phase of the project should progress.

The new Grange centre officially opened providing a range of community and leisure services under one roof and has been incredibly well received by the community. It is a huge asset for our communities in the north of the District and we hope you are as pleased with it as we are. The Novium museum also celebrated its first birthday last July. It now has a new manager and lots of new ideas are on the way, including the World War 1 exhibition commemorating the role that local people played which runs until the end of 2014.

The year has not been without challenges. The District had to deal with severe weather conditions during the winter and a number of our teams worked hard to support the local communities affected. Financial support to help those affected by flooding since December 2013 has been made available from the Government – we have made sure information on this is available and will ensure that the benefit quickly gets to where it is needed most.

The District also had 51 unauthorised gypsy or traveller encampments last year which incurred significant cost and disruption to communities, the taxpayer and local land owners. Planning permission for a new short-stay transit site for travellers has been granted. This will provide an appropriate stopping site to which the police will be able to move gypsies and travellers more quickly and reduce the disruption to local communities.

Financially, we have also faced unprecedented challenges. However, due to the action we have taken and our approach to careful financial planning the budget for 2014/15 has been balanced. There has been no reduction to our front line services and efficiency measures totalling some £1.5 million have been achieved. This is a credit to our members, staff and management team and I am confident that we will meet the challenges ahead as we anticipate further cuts to government funding. We also have a number of exciting new projects underway, some of which will generate significant income, create economic growth and help with our financial position in the future.

Our communities will continue to be at the heart of everything we do. We will aim to be as efficient as possible and use our resources wisely, providing core services in the most effective way possible to ensure our District remains such an attractive place to live, work and visit.

A handwritten signature in black ink that reads "Heather Caird". The signature is written in a cursive style with a large initial 'H' and 'C'.

**Cllr Heather Caird**  
Leader of the Council



## About Us

### District Profile

As the largest district in West Sussex, Chichester District is a unique area, boasting a historic city, glorious countryside and the beautiful south coast. It has a population of 114,500 and covers over 300 square miles, stretching from Selsey in the south to Lynchmere in the north.

Chichester District Council is involved with the majority of day to day services and activities that residents come into contact with – from emptying the bins, to dealing with planning applications. Its main office is based in the centre of Chichester and it also provides area offices in Selsey and at the new Grange centre in Midhurst.

There are 67 parishes in the District and 48 elected members of the Council. The political makeup of the Council is:

- Conservative: 36
- Independent: 4
- Liberal Democrat: 8

The next scheduled elections for Chichester District Council will be held in May 2015.

### How We Make Decisions

#### Full Council

All councillors from across the District meet six times a year to decide the Council's overall policies and to set the budget. These meetings are open to the public and additional meetings can be held if needed.

#### Cabinet

The Cabinet meets on a monthly basis and involves seven of our leading councillors making key decisions on the plans, strategies and budget which are then approved by the Full Council.

The current Cabinet is:

- **Cllr Heather Caird** – Leader of the Council
- **Cllr Myles Cullen** – Deputy Leader of the Council and Cabinet Member for Commercial Services
- **Cllr Carol Purnell** – Cabinet Member for Housing and Planning
- **Cllr John Connor** – Cabinet Member for Environment
- **Cllr Eileen Lintill** – Cabinet Member for Wellbeing and Community Services
- **Cllr Tony Dignum** – Cabinet Member for Finance and Governance
- **Cllr Josef Ransley** – Cabinet Member for Support Services

Please note for the purpose of this report, the Cabinet Portfolios effective from January 2014 have been used.

The Chairman and Vice-Chairman of the Council are:

- **Cllr Martyn Bell** – Chairman
- **Cllr Nick Thomas** – Vice-Chairman

### **Overview and Scrutiny**

The Overview and Scrutiny Committee holds the decision-makers to account. This can involve questioning councillors, council employees and representatives of other organisations in relation to key decisions, reports or policies. The committee then makes recommendations to Cabinet based on their findings. The committee also has an important role in looking at the wider delivery of all public services in the District.

We also have a Corporate Governance and Audit Committee; a Planning Committee; a Licensing and Enforcement Committee; and a Standards Committee.

### **Officer Support**

Diane Shepherd, our Chief Executive, leads the Senior Leadership Team which includes two Executive Directors, Steve Carvell and Paul Over and the District Treasurer, John Ward. The Senior Leadership Team, along with our Heads of Service, support councillors while also managing the Council's day to day services.





### **Chichester in Partnership**

Chichester in Partnership consists of public, private, voluntary and community organisations who all want to work together to plan for the future of the District. Over the past year they have worked on a variety of projects, including helping to get people back into work. Further detail on these projects is highlighted within this report.

### **Performance Management**

We have been recognised as a top performing council because we provide quality services, while offering value for money. In order to achieve this, we closely monitor our progress throughout the year to make sure that we deliver what we have said we will. Our Corporate Plan sets out our key priorities and objectives and the projects to achieve these are set out in our service plans which are reviewed annually.

As part of the service planning process, we also set performance indicators (PIs) and targets to help us track how we are delivering our services to our customers. A traffic light system helps us to monitor this and is used throughout this report.

PI Status	
	PI is 5% below target or below an individually set threshold
	PI is 1% below target or below an individually set threshold
	PI is on target
	Data Only – no target

It should be noted that the performance indicators published in this report are currently unaudited.

## Commercial Services

### Key Areas of Responsibility

- Economic Development
- Commissioning
- Car Parks and CCTV
- Museum and Tourist Information

### Economic Development

- Throughout the year Coast to Capital, our Local Enterprise Partnership, has been preparing their European Structural Investment Fund Strategy and Strategic Economic Plan which invites the Government to invest £558 million of Local Growth Fund into our region. The Council has provided considerable input into several aspects of the plan including proposals for broadband, A27 improvements, local road improvement schemes, the Arun Valley Line, tourism, the rural economy, commercial premises and business support. The outcome is expected in late summer.
- The service has continued to support West Sussex County Council (WSSC) in their Better Connected West Sussex Broadband project. Following a multi-million pound partnership between the County Council and BT, a good start has been made on the huge programme of preparatory engineering and survey work. It is expected that the first 5,000 premises will be able to connect to better, faster broadband by the end of June 2014.
- Working alongside Chichester College, WSSC and the National Apprenticeship Service, an 'Ambassadors' event was hosted to seek potential apprentice ambassadors, and in January a successful business event held to promote apprenticeships.
- A new work experience guide is nearing completion and will encourage schools and businesses to actively offer work experience to school students.
- In partnership with WSSC, Enabling Grants of up to £1,000 have been offered to support local companies who need to develop their online presence and, in many cases, move into e-commerce. Initial evaluation indicates that new jobs will be created and feedback from businesses shows that the new and enhanced websites are already proving successful.
- Our business support officers assisted a number of rural businesses in seeking LEADER funding. With a new LEADER Programme planned for 2015-2020, the Council has contributed £10,000 in Transition Funding to prepare and formulate on-going Local Development Strategies.
- Around 400 direct business visits and networking meetings have been held to help resolve issues and unlock potential for local businesses. This ranged from supporting a number of high-growth businesses to direct assistance for businesses encountering short-term difficulties. Business Support Officers also worked with Selsey Fishermen and a range of other local businesses hit by the storms and flooding in early 2014.

- Retail premises in Midhurst are seeing an upturn in occupancy rates that are considerably above the national average. North Street is fully let and overall the town has a vacancy rate of just 2.7% (the national average is 12.2%). The opening of the Grange has been well received and the news that Waitrose could be opening in the town is welcomed by the town's businesses.
- Since the opening of Selsey Works (see page 26 for more information), local businesses in Selsey have been keen to engage with our Business Support Officer. Advice and information has been given on planning, marketing, website development, importing and exporting opportunities, and business expansion.
- A new strategy to boost Petworth under the 'Petworth Vision' project will enable traders, householders, community groups and the Town Council to work together to establish a common vision for the town and to create the ability to attract external funding. Following extensive consultation the final content for the 'Vision Document' has been agreed and will be published in June 2014.
- Significant potential for further developing the District's visitor economy and, in turn, the District's wider economy, has been identified. A range of options for defining, marketing and managing the District as a destination are being considered, with guidance and evidence taken from various organisations including Visit England.
- Key areas of work for the service during 2014/15 will be driven by the Council's Economic Development Strategy focusing on:
  - attracting and retaining working age talent,
  - creating the conditions to support growth-oriented businesses,
  - matching skills to business and economic needs,
  - making best use of the District's natural and cultural assets.

### **Parking Services**

- The service continues to generate additional income as a result of franchising opportunities (which include car washing) within car parks. In addition, the use of car parks for events, promotion and advertising has also resulted in an increase in income to the Council. Approval was also granted at Cabinet and Council in the autumn to increase the charges within the Council's car parks. The changes came into effect on 01 April 2014 and provide an improved offer to the public in terms of the range of season tickets and payment methods. These will be monitored closely in the coming months.
- A review of Parking Services is well underway. This is a two-year review to assess the efficiency and effectiveness of the service and to consider methods to ensure that the service meets the needs of the community. Work so far has included consultation with the public, with staff and a discussion at Chichester District's Parking Forum. Deployment of the Civil Enforcement Officers, services provided to the customer on-line and the IT system are all being considered as part of the Review. An evaluation process is also being

undertaken to ensure that the car parks meet the needs of the community and are also being used in the most efficient manner.

- A tendering exercise has been undertaken for the installation of Pay on Foot equipment within the Avenue De Chartres and Westgate Leisure car parks. Assessment of this information is currently underway and a decision will be made in the coming months.
- The Parking Services team has been dealing with the administration of the extended Controlled Parking Zone within Chichester city as set out by West Sussex County Council. The team will undertake enforcement within the area and in some of the zones enforcement hours have been extended.
- In the coming year, work will be undertaken to evaluate the service provided by our Enforcement Agents (previously known as Bailiffs) as a result of the change in legislation which came into effect on 06 April 2014. The service will also be considering its Pay and Display cash collection process and further promoting the use of payment methods other than cash within the car parks.

## **CCTV**







- CCTV monitoring continues to take place across the District's 62 cameras with the CCTV office liaising closely with Sussex Police. 1,571 incidents were monitored, which is an increase on the previous year and resulted in 206 arrests. There were also around 200 incidents in the Council's car parks, resulting in eight arrests.
- A joint partnership operation with Sussex Police at Christmas - Operation Tinsel - received praise from the Business Improvement District and from the Chief Inspector at Sussex Police, which resulted in 26 arrests and recovery of £3,400 worth of goods.
- In the coming year, work will be undertaken to evaluate the CCTV infrastructure to determine the level of upgrades required in the future. This will be part of a project to look at the potential to provide a CCTV service for other organisations.







## **The Novium Museum**

- The Novium museum has continued to develop its services throughout 2013/14 and total visitor numbers for all of the Novium services was 33,221.
- The Tourist Information service has continued to offer a wide range of services and has seen an increase in visitor numbers as more people have become aware of its new location.
- The museum learning and outreach service has continued to grow and engage schools and community groups across the District and surrounding areas. The museum is working closely with a variety of local organisations ranging from Dementia support groups to Chichester College, Chichester University and the Harbour Conservancy. There has also been a successful programme of academic talks and events held at the museum.

- The Novium has hosted several successful income generating events and has also opened the Guildhall in Priory Park to the public on several occasions. The museum will be running several new types of events through 2014/15 including sleepovers and themed birthday parties.
- The Novium is now a fully accredited museum. Following a verification visit by an Arts Council assessor in March, the certificate was awarded in May 2014. The Accreditation Scheme sets nationally agreed standards for UK museums. To qualify, museums must meet standards on how they are managed, for the services they offer and how they care for collections. The museum's accredited status will open up many new opportunities for grant funding and partnership working. The building has also been nominated nationally for the prestigious Royal Institute of British Architects (RIBA) award.
- The museum has seen some significant changes to its team with a new manager and a new museum assistant being appointed in 2014. The museum manager is working with the team to produce a five year business plan for the service. The plan will focus on increasing income generation and visitor numbers and will provide a clear framework for growth and development in each of the service areas. A schedule of improvements to the galleries, in direct response to customer feedback, will also be implemented throughout 2014/15.

**Cabinet Member: Commercial Services**

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Economic Development</b>									
LPI 160	To increase Private sector employment to the South East average of 74.5% - over the period 2008-2018	Higher is better	77.40% (Jan 2012- Dec 2012)	73.50% (Jan 2013- Dec 2013)	<b>75.10%</b> (Jan 2013- Dec 2013)		Weaker	This refers to January 2013 to December 2013 period and 75.10% equates to 59,400 people.	74% (Jan 2014-Dec 2014)
LPI 163a	To increase the survival rates of companies at year 1 to align with the South East actual	Higher is better	85.7% (2010-11)	96.6% (2011-12)	<b>93.9%</b> <b>(2011-12)</b>		Better	The current value relates to 2011-12 period, which is the most up-to-date data available. Survival rates for Chichester District businesses are 93.9%, which is a big increase from the previous year of 85.7%. Data is available a year in arrears.	91.6% (2012-13)
LPI 163b	To increase the survival rates of companies at year 3 to align with the South East actual	Higher is better	66.7% (2008-11)	61.9% (2009-12)	<b>66.1%</b> <b>(2009-12)</b>		Weaker	The current value relates to 2009-12 period, which is the most up-to-date data available. Survival rates for Chichester District businesses are 66.1%, which is higher than South East outturn at 61.9%. Data is available a year in arrears.	61.9% (2010-13)
LPI 230	'Choose Work' - Increase the Number of Work Experience Placements Achieved Across the District	Higher is better	N/a	40	<b>56</b>		N/a	With funding from the Department of Work and Pensions, our Work Experience Co-ordinator helps people access quality work experience. Exceeding the 2013 target 56 people were placed, nearly half of whom have now found work. For 2014, further funding is enabling us to expand this vital work.	65
LPI 231	Provide Support to 10 Potential High Growth Businesses	Higher is better	N/a	10	<b>10</b>		N/a	Ten potential high growth companies have been supported this year: Southerly Yachts Ltd; Oceanair; Rolls Royce; Montezumas; More Foods; Q Hair & Beauty Ltd; Bunn Leisure; Oldham Seals; Premier Marinas; and Contract Candles Ltd. These companies were assisted with ideas for relocating premises to enable growth, supportive planning comments to make decision makers aware of the economic value of the application, awareness of current funding opportunities, referrals to other agencies such as the Manufacturing Advice Service, training opportunities, and introduction to other council services such as Environmental Health, Planning and Estates.	10
LPI 237	Respond to 90% of business planning applications to promote business	Higher is better	N/a	90%	83%		N/a	Over 152 commercial applications have been reviewed and commented on with an emphasis on protecting employment floor space, creating business	90%

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
	development in the area							opportunities and growth, and supporting our market towns.	
<b>LPI 238</b>	Where government policies allow, protect at least 50% of the business premises against change of use to residential	Higher is better	N/a	50%	<b>62%</b>		N/a		50%
<b>The Novium</b>									
<b>LPI 219</b>	The total number of admissions to the museum. Includes exhibitions, events, research and learning services. Excludes tourism enquiries and visits to The Novium shop.	Higher is better	12,728 (July 12 – March 13)	32,500	<b>9,993</b>		Weaker	The majority of visitors to the Novium come from outside of the Chichester District and visit once only. Until we can attract repeat visits from local communities these figures are unlikely to increase. Options are currently being drawn up in a new strategy for the Novium to address this.	TBC
<b>LPI 220</b>	The total number of people using the tourism services in person or via telephone, email, website or letter	Higher is better	22,342 (July 12 – March 13)	53,000	<b>31,912</b>		Better	As more people become aware of the new location of the Tourist Information Centre (TIC) visits are increasing. Improvements to the city centre signage and advertising the service are all contributing to this improvement.	TBC
<b>LPI 221</b>	Total number of people using the tourism services that then enter the museum as a visitor	Higher is better	165 (July 12 – March 13)	2,500	<b>309</b>		Better	The Novium team has introduced a conversion voucher scheme to improve numbers. There is also a volunteer based permanently at the entrance to the museum to encourage TIC/Shop visitors to enter the museum.	TBC
<b>Parking Services</b>									
<b>LPI 34</b>	Percentage of Car Parks spaces for which we have achieved Safer Parking Awards	Higher is better	100%	100%	<b>100%</b>		No change		100%
<b>LPI 177</b>	Average Number of Vacant Spaces in the Off-Street Public Parking Stock in Chichester City	Neither higher nor lower	720	No higher than 952 – no lower than 300	<b>837</b>		No change	Target threshold for this indicator is set at no lower than 300 vacant spaces to ensure demand for car park spaces isn't higher than the number of space actually available, and no higher than 25% of the total parking stock to ensure income levels are not affected. Results are recorded for Tuesday, Wednesday and Saturday.	No lower than 300 – no higher than 952



## Housing and Planning

### Key Areas of Responsibility

- Housing
- Land Charges
- Development Management
- Design and Implementation
- Building Control
- Planning Enforcement
- Planning Policy
- Neighbourhood Planning

### Housing

- The Council's Housing Allocation Scheme was revised in July 2013 so that the Housing Register better reflects the housing needs of people with a local connection to the District. It included the rural allocations policy that helps to sustain rural communities. Since July 2013 3,569 applicants have been removed from our Housing Register because they no longer qualify to remain on the Register.
- Homefinder, our private sector letting agency, now manages 34 dwellings including two empty homes that have been brought back into use via the initiative. During the year we were able to place 60 households into the private rented sector. This is below our target but still represents a significant achievement given the increasing competitiveness of this sector. Tenants placed by Homefinder have all managed to sustain their tenancies and the only movement has been created by tenants who have voluntarily moved to alternative accommodation.
- A procedure to discharge our homelessness duty into the private rented sector has been developed and implemented but recent Government guidance indicates that we require a formally adopted policy which is currently being developed for approval in July 2014.
- The Landlord Accreditation Scheme, where landlords commit to ensuring all their properties meet the scheme standards, continues to grow and we now have 272 accredited properties of which 54 were accredited in 2013/14. The scheme has been well received by landlords with 94% (16 out of 17) re-accrediting their property at the end of the 5 year accreditation period.
- The Team continues to improve the efficiency of the delivery of disabled facilities grants. During 2013/14 the average value of a completed grant was 21% lower than in 2012/13 at £5,222 per grant and the total amount of grant payments for 2013/14 was £653,000 which is £147,000 below the approved budget.
- A new Housing Strategy was adopted setting out the housing priorities for the District until 2018 and updating our affordable housing targets (please see the Performance Indicator section below). At the same time the capital budget for housing was reviewed to ensure that our resources are efficiently used and targeted to best meet our priorities as set out in the strategy.

- The Council's housing partnership arrangements were reviewed and a new Housing Delivery Partnership launched. It is intended that the new wider partnership will build on the successes of the previous Rural Housing Partnership and ensure that the District is well placed to attract government investment and maximise delivery of new affordable housing within the District. Rural investment of £1.5 million by the Council has attracted investment of £7 million from the Homes and Communities Agency and 109 affordable homes for local people have already been delivered since 2009 with a further 45 expected to be completed by the end of 2015.

### **Development Management**

- Good progress was made during the year on implementing key projects within the Development Management Action Plan. These included:
  - The introduction of a single Planning Committee and an improved report format.
  - The reorganisation of the Development Management staffing structure into three smaller teams focusing on major and business applications, other District applications, and applications within the South Downs National Park.
  - The introduction of a formal protocol to enable member involvement at the pre-application stage of the planning process.
  - Further streamlining of the planning application validation process including the introduction of an Agent Accreditation scheme.
  - The Council also resolved to extend the existing agency arrangement with the South Downs National Park Authority to provide development management services within the National Park for a further three years to 31 March 2017. The associated Section 101 legal agreement has recently been completed together with a revised Service Level Agreement.
- Given the importance attached to the pre-application stage of planning proposals by the Council, a Senior Planning Officer dealing solely with enquiries submitted under the pre-application advice scheme was appointed. During the year 215 pre-application enquiries were submitted in the Chichester District Council area of the District and 176 within the National Park.
- The Development Management service continues to face significant pressure for large scale housing growth on the edge of Chichester City and to a lesser extent in parishes in the north of the District. 49 major planning applications were determined during the year (outside of the South Downs National Park) which represents a notable increase in the number over recent years (27 applications were determined in 2011/12). This appears to be a consequence of our present housing land supply position and the emphasis of the National Planning Policy Framework on securing growth in the economy through the delivery of new housing.
- 1,617 planning applications were submitted during the year within the District area, representing an increase of 12% from the previous year. 734

applications were submitted within the National Park area. Please see the Performance Indicator section below for a breakdown of service performance.

- For the year ahead, key work will include a review of the first year of operation of the Planning Committee arrangements and extended delegation; extending electronic working within the service and with parishes; the preparation of procedures to promote the use of planning performance agreements for strategic/major development and to secure improvements to the Section 106 process.

### **Enforcement**

- The Enforcement service continues to operate the adopted Enforcement Strategy. It is high profile, large scale and works closely with the Development Management teams. A total of 598 complaint cases were received during the year with 641 cases closed (including some already on hand) following satisfactory completion which represents a significant increase on 2012/13 due to the disciplined approach to file closure.
- Performance against the indicators for the complaint investigation process has remained strong at between 91-100%, but current staffing vacancies are affecting the ability of the team to maintain momentum on complex cases. Recruitment is essential to enable the team to maintain performance and service delivery, including the scheme of proactive enforcement to be introduced in the year ahead to ensure development is built in accordance with approved plans.
- A key issue for the service over the last nine months has been its engagement with businesses in Chichester about the removal of A Boards from the city centre which culminated in the issue of advertisement Removal Notices in May 2014. This has been a process of communication and monitoring that has resulted in the voluntary removal of some A Boards and the removal of others by officers in enforcement and Contract Services with the purpose of improving the visual qualities of the historic centre and the safety of visitors.

### **Design and Implementation**

- The Design and Implementation service has been actively involved in negotiations to secure the future of various historic buildings at risk including the Lickfold Inn, Lickfold, Sessions House, Selsey, the Priest's House, Whyke, Horsham Road Chapel, Petworth and the Old Coach House, Maudlin.
- Revised conservation area appraisals have been approved for Bosham, Earnley and Somerley including Article 4 Directions to control minor alterations to the fronts of buildings have been implemented. A review of the appraisals for Chichester, Tangmere and Selsey is underway.
- The Archaeology Service continues to provide advice on archaeological implications of the Medmerry realignment scheme including publication of the outcomes of the archaeological monitoring of the project.
- Liaison has been undertaken with local police on heritage crime as part of our Memorandum of Understanding with English Heritage which provides a

partnership for sharing resources and will provide assistance in pursuing prosecutions and other initiatives to tackle crime that impacts on the historic environment.

- A Design Protocol setting out the Council's commitment to improve design quality has been approved and published on the Council's website. This document is informing our approach to the Strategic Development Locations and the Planning Concept Statement for Westhampnett has been completed and approved by Cabinet.
- Section 106 reporting to Members in accordance with the agreed Protocol continues, allowing the Council to focus more closely on ensuring income received is spent in a timely fashion.
- Work is to commence later this year on a Historic Environment Action Plan setting out the Council's approach and procedures in relation to the Historic Environment including Heritage Assets, Conservation Appraisal reviews and implementation of Article 4 Directions.

### **Building Control**

- The service continues to strive to comply with the Building Regulations 2010 regarding the charging requirements on local authorities, particularly in relation to the need for charges to reflect the Council's costs and for the Council to aim to break even for chargeable activities. Whilst a proportion of market share has been diverted to the Private Sector (Approved Inspectors), the Service received 974 Building Regulations applications during the year, compared to 950 for 2012/13. Income received was approximately £450,000 and as a consequence, the net cost of the chargeable account showed a surplus of some £44,000. For 2014/15, the Service has been set an income target of £453,900 which is the same as last year.






### **Planning policy**







- 477 responses from 119 individuals or organisations were received as part of the consultation on the Local Plan Key Policies Pre Submission document. Submission of the Local Plan to the Planning Inspectorate has now been approved and the Planning Policy Team will respond to any issues raised through the examination processes.
- Further work on the evidence base to support the Local Plan was completed including the Gypsy and Traveller Accommodation Assessment and updating of the evidence base on the assessment of housing need. Work on the Gypsy, Traveller and Travelling Showpeople Site Allocations Document, including public consultation on the preferred approach, will continue in 2014/15.
- The level of community interest in Neighbourhood Plans has significantly increased with 19 neighbourhood plan areas now designated. The Kirdford and Loxwood Neighbourhood Plans both successfully completed examination

and were recommended to proceed to referendum subject to modifications. Support will continue to be provided for other Neighbourhood Plans.

- The Infrastructure Delivery Plan and Development Viability Assessment Study were completed which led to consultation on the Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule in March. Following the second round of consultation, the CIL charging schedule will be submitted for examination. Work has also commenced on the implementation of CIL charging arrangements for when it is adopted.

**Cabinet Member: Housing & Planning**

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Housing</b>									
LPI 2.1	Percentage of homeless applications decided within 33 days	Higher is better	83.7%	75%	<b>72.1%</b>		Weaker	During 2013/14 86 homeless applications have been decided and of those 62 were decided within the guideline 33 working days.	75%
LPI 204	Homelessness Prevention - The percentage of housing advice cases where homelessness is threatened and homelessness is prevented	Higher is better	63.1%	60%	<b>66.2%</b>		Better	During the 2013/14 financial year there were 535 cases of homelessness or threatened homelessness and of these homelessness was prevented in 354 cases.	60%
LPI 227	Percentage reduction in the number of rough sleepers in the District	Higher is better	N/a	60%	<b>77%</b>		N/a	The reduction of 77% in rough sleeping is based on the number of rough sleepers known to a variety of agencies (the Police, Stonepillow etc) on the date the Rough Sleeping Action Plan commenced. On 01 April 2012 there were 39 people known to be rough sleeping in the District. On 01 October 2013 the number of known rough sleepers in the District as reported by the Rough Sleepers Panel was 9. This is a reduction of 77%.	80%
LPI 239	Number of affordable homes delivered on market sites	Higher is better	N/a	110	<b>91</b>		N/a	A total of 104 new affordable homes were provided (91 as a result of the Council's planning requirements on market sites and 13 were provided on land previously owned by the Council). Of these, 50 were to rent and 54 were low cost home ownership.	220
LPI 240	Number of additional affordable homes enabled by the Council.	Higher is better	N/a	30	<b>13</b>		N/a	Planning permission was secured for a further 412 units of affordable housing, 208 through the Council's planning requirements and negotiations on market sites (including 150 units at Shopwhyke), 58 on rural exception sites and a 146 on sites owned by our registered provider partners.  Targets of 550 (for LPI 239) and 150 (for LPI 240) affordable homes have been set in our Housing Strategy for the period 2013-18 so although the average annual targets have not been met we anticipate an increase in affordable housing over 2014-15 which will help in achieving the overall targets for the strategy period.	60

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Land Charges</b>									
<b>LPI 48a</b>	Percentage of all searches carried out within 10 working days	Higher is better	100%	100%	<b>100%</b>		No change		100%
<b>LPI 48b</b>	Percentage of all searches carried out within 5 working days	Higher is better	100%	75%	<b>90.45%</b>		Weaker		75%
<b>LPI 48d</b>	The percentage of all personal search appointments offered within 72 hours	Higher is better	100%	95%	<b>100%</b>		No change		95%
<b>Planning Services</b>									
<b>LPI 187a</b>	Processing of planning applications determined in 13 weeks: Major applications (excludes applications from the SDNP area)	Higher is better	35%	60%	<b>67.34%</b>		Better	67.34% of major applications were determined within their target date of 13 weeks (or an agreed extension of time) which exceeded the national performance target. 12 of these cases resulted in an appeal against the council's decision by either Local Inquiry or Hearing, significantly increasing the work of the service.	60%
<b>LPI 187b</b>	Processing of planning applications determined in 8 weeks: Minor applications (excludes applications from the SDNP area)	Higher is better	38%	65%	<b>66.57%</b>		Better		65%
<b>LPI 187c</b>	Processing of planning applications determined in 8 weeks: Other applications (excludes applications from the SDNP area)	Higher is better	53.78%	80%	<b>77.91%</b>		Better		80%

## Environment

### Key Areas of Responsibility

- Environmental Policy
- Environmental Health
- Licensing
- Farmers' Markets
- Emergency Planning
- Foreshores
- Coast Protection and Land Drainage
- Waste, Cleansing and Recycling Services
- Vehicle Workshops and MOTs
- Grounds Maintenance
- Parks and Open Spaces
- Public Conveniences

### Environmental Management

- During the year 367 complaints of environmental degradation (for example accumulations, fly tips, litter, and nuisance vehicles) were investigated, in addition to 518 nuisance complaints and 213 complaints about general environmental pollution.
- The team responded to 145 planning applications with pollution comments and 246 for contaminated land, advising appropriate remediation schemes to ensure development land affected by contamination is made suitable for use and provided proportionate protection to human health.
- The dog control service investigated 1,257 complaints including 179 dangerous dogs, 284 lost dog notifications and 122 welfare complaints. 128 dogs were registered as strays of which 28 were rehomed. The dog wardens also participated in a dog event in conjunction with the Recreational Disturbance project.
- The Car Club was extended by two cars and Sussex Air was awarded a £2.5million grant for installation of rapid charge electric vehicle rechargers. A 'Bike it' officer has been hosted to work with local schools and to run the Cycle Challenge in the District and a bike festival whilst also ensuring bike racks, bike leader training, group rides, and bike maintenance continue.
- Air quality continues to be a major focus, with the emphasis on the Smarter Choices agenda to support the Local Plan and grant funded initiatives that stimulate the local economy e.g. electric vehicle charging points, electric fleet vehicles.
- The Council agreed to support the work of the Sussex Energy Saving Partnership which has several work-streams including Green Deal energy saving improvements to homes, Energy Company Obligation (ECO) subsidised measures for homes in fuel poverty (and in receipt of qualifying benefits), ECO subsidy for hard to treat properties (e.g. solid wall), retrofitting of public and community buildings, and also renewable energy projects (mainly Solar PV). For 2014/15 the Council will look to extend its support by joining the Partnership.



- The Chichester Harbour Recreational Disturbance service level agreement continues with the Manhood Wildlife and Heritage Group. It was extended to incorporate the Bournes and Rousillon as well as Graylingwell. On site signage is in place around the harbour to advise the public about recreational disturbance and events have been held in Graylingwell and Fishbourne. To ensure recreational disturbance is not a barrier to development, the Council has signed up to the Solent wide Recreational Disturbance Project and this will be a major project for the coming year.

### **Coast Protection**

- During the winter the South Coast was exposed to an unusual and prolonged combination of severe storms which tested our sea defences. With swift emergency repairs, where required, they worked as intended, protecting people and properties.
- Phase two of the five year Beach Management Plan was completed and the seawall at Lifeboat Way, Selsey repaired. This year, phase 3 of the Beach Management Plan will see a further £200,000 investment in maintenance of essential sea defences.

### **Emergency Planning**

- In the temporary absence of an Emergency Planning Officer, other team members successfully took on Emergency Planning functions ensuring that the Council fulfilled its statutory responsibilities, particularly during the prolonged two month period of flooding this year.

### **Licensing**






- The Licensing Team oversaw the introduction of the new Scrap Metal Dealers Act 2013 at the end of 2013. The new Act created a single regulatory regime for the scrap metal recycling and vehicle dismantling industries maintaining the Council as the principal regulator and providing greater regulatory powers. A new fee structure for applications was approved by Cabinet and the Team continue to work closely with the trade, Sussex Police, Environment Agency and other partners to make sure the transition into the new regime is as smooth as possible and sites are compliant.
- Officers from the Licensing Team are active members of a newly formed pan-Sussex working group to prepare for the introduction of the Mobile Homes Act 2013 which is one of the biggest changes to legislation in the sector for over 20 years. The Act seeks to provide a better deal for mobile home owners with full implementation during 2014. Certain elements are already in force but further regulations are currently awaited which will provide additional guidance on the new provisions.
- The Licensing Team was central to co-ordinating and facilitating Safety Advisory Groups (SAG) for large or new events across Chichester District. This brought together key partner agencies associated with applications under the Licensing Act 2003. Meeting at regular intervals, or when necessary, members reviewed event applications and advised on public safety to ensure events were both safe and successful.







- A complete overhaul of how taxi licensing functions is administered and enforced was carried out for the first time since its implementation. The purpose of the review was to streamline processes enabling service delivery to be more efficient and to help those working in this industry to self-serve. The Council's Customer Services teams are now the first point of contact associated with taxi and private hire functions.
- During the summer of 2013 the Licensing Team arranged for colleagues from the 'Active Communities against Trafficking' to visit local taxi ranks to raise awareness amongst licensed drivers of the issues surrounding potential human trafficking. Drivers were given information and advised as to what they could do if they thought they may have witnessed or heard of any suspicious circumstances. It followed a previous presentation organised by the Team and supported the collective work of the Community Safety Partnership to highlight and tackle the potential problem locally.
- An exercise was conducted of the current arrangements in place for street trading in Chichester city centre. The initiative was supported by Sussex Police and advice sought from Legal Services in view of potential legislative amendments to the historic legislation that currently presents some significant challenges to local authorities.

### **Contract Services**

- Staff have been involved with a series of activities to improve the quality of our recycling material. Signs and labels for communal bin stores have been installed whilst some communal bins have been fitted with lockable, 'post box' lids. Most importantly residents with specific issues have been provided with more detailed information about recycle quality.
- The total number of households signed up for the green waste service has now broken the 10,000 barrier. There were a total of 10,467 customers by the end of March, an increase of 696 during the year.
- The depot facilities are now fully recovered after the workshop fire. The workshop has been fitted out with a new roof, new heating and lighting systems. Further redevelopment of the depot facilities will take place in 2014/15.
- A review of the public convenience service has been on-going for several years. During the year several partnership arrangements have been finalised with the City Council, parish councils and individual businesses helping the Council to achieve its £100,000 savings target.
- Client and contractor teams have been combined into a single unit to manage parks, grounds maintenance and street cleansing services. The new Green Spaces and Streetscene team is already improving standards and operating more efficiently. Specific achievements, particularly relating to the savings target, will be reported later in the year.

**Cabinet Member: Environment**

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Licensing</b>									
LPI 117	To determine Licensing Act 2003 applications within 2 months unless mediation negotiations are continuing, there is a hearing or where the applicant has failed to make a complete or valid application	Higher is better	100%	100%	<b>100%</b>		No change		100%
LPI 118	To determine Gambling Act 2005 applications within 2 months unless mediation negotiations are continuing, there is a hearing or where the applicant has failed to make a complete or valid application	Higher is better	100%	100%	<b>100%</b>		No change		100%
<b>Environmental Health</b>									
LPI 133	To audit all premises with Environmental Permits that are due for an audit	Higher is better	90%	100%	<b>100%</b>		Better	There are 34 industrial premises permitted for air pollution. These are inspected annually according to a risk based programme. 19 inspections were due during 2013/14 and all were completed on time. In addition, 2 new premises were inspected and permits issued.	90%
LPI 135	To inspect all commercial and high risk domestic private water supplies in accordance with the risk based programme	Higher is better	22	21	<b>22</b>		No change		29
<b>Environmental Policy</b>									
LPI 190	Tonnes of Green House Gas Emissions from Chichester District Council's own estate and operations	Lower is better	3,783 (2011-12)	3,351 (2012-13)	<b>3,633 (2012-13)</b>		Weaker	The Department for Environment, Food and Rural Affairs and the Department for Energy and Climate Change (DECC) have changed the methodology for calculating CO2 emissions from energy and fuel use and so all years' data has been recalculated using this new methodology in order to allow comparability (including our 2003/04 baseline year). This revised data shows that a 4.0% year on year saving in carbon footprint was made between 2011/12 and	3,184

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
								2012/13, missing the Council's target of a 5% year on year reduction.	
<b>LPI 193</b>	Per capita reduction in CO2 emissions in the LA area (Data Source: DECC)	Lower is better	-10.5%	N/a	<b>-16.1%</b>		Better	DECC released data for 2011 in and shows a strong decline in per capita CO2 across the UK and this is reflected in the data for Chichester District.	N/a
<b>Contract Services</b>									
<b>LPI 127</b>	Cost of household waste collection per household	Lower is better	£26.20	£31.30	<b>£27.57</b>		Weaker	Contract Services continue to provide a cost efficient service.	£31.00
<b>LPI 184</b>	To increase the amount of recyclable material collected from local businesses from 280 tonnes per annum to 500 tonnes per annum by April 2015	Higher is better	681.23	650	<b>686.23</b>		Better	We continue to encourage commercial recycling.	650
<b>LPI 185</b>	To increase the number of businesses using the Council's recycling services from 230 to 400 by April 2015	Higher is better	332	360	<b>364</b>		Better	Average number of businesses using the Council's recycling services during 2013/14 was 364. Position at end of March 2014 was 377 businesses.	385
<b>LPI 191</b>	Residual household waste in Kg per household	Lower is better	438.39	400	<b>437.61</b>		Better		400
<b>LPI 192</b>	Percentage of household waste sent for reuse, recycling and composting	Higher is better	38.43%	39.00%	<b>39.44%</b>		Better		42.00%

## Wellbeing and Community Services

### Key Areas of Responsibility

- Health and Wellbeing
- Health Protection
- Careline
- Grants
- Partnerships
- Culture and Arts Support
- Community Engagement and Development
- Family Intervention and Community Safety
- Leisure and Sports Development
- Leisure Centres
- Voluntary Sector

### Health Protection

- Coaching in 'Safer Food Better Business' continued with 21 people receiving bespoke training on site to aid them in meeting legal requirements.
- A new food hygiene refresher course was launched for businesses with 16 people so far having received training.
- In support of local businesses, two Bengali and one Cantonese Level 2 Food Hygiene courses were arranged by the Council giving 85 people tuition in their first language.
- A nationally recognised initiative continued with our Environmental Health Officers giving Health and Safety lectures to college students in Health and Safety and Food Safety matters
- New for 2013/14, small and medium sized businesses were asked for their feedback on which areas they would most benefit from free Health and Safety lectures. The results were collated and the three most popular areas were covered during lectures resulting in very good feedback. Further lectures are planned for June 2014.
- The 'Eat Out Eat Well' scheme was launched. This allows food businesses with good food safety standards to apply and be assessed for a healthy menu award. This will continue over coming years and in preparation all team members sat and passed a level 2 qualification in nutrition.

### Chichester Careline

- Careline continues to provide support for independent living to over 23,000 clients through monitoring services 24/7 365 days a year. This year the service truly was a 'lifeline' to many people during the storms and flooding.
- The Mindme GPS locating device, which has a proven track record of finding people with dementia, continues to support Carers and help families of dementia sufferers by providing them with peace of mind and users more freedom.
- New business continues to be secured, particularly on the call monitoring side of the business where industry accreditation standards of call handling have been maintained.

## **Chichester in Partnership**

- This year the partnership has delivered and launched a number of successful projects including Choose Work. Choose Work aims to help local unemployed people into work by offering high quality work experience combined with coaching and mentoring. In its first year 47% of people who have been on the programme have found a job. A return on investment calculation suggests that this project saves the public purse an estimated £118,388 a year - ten times the original investment.
- SelseyWorks, recently a winner of the Chichester Observer Business Award for Innovation, is a local facility that offers job search advice, the Choose Work initiative, training courses and business set up advice all in one place near the centre of Selsey. It was developed with Selsey Town Council, Chichester College, the Department for Work and Pensions, West Sussex County Council and Chichester District Council and officially opened in February 2014.
- The fundraising hub is a project of Voluntary Action Arun and Chichester (VAAC) that works in partnership with the University of Chichester and was set up with funding from Chichester in Partnership. It aims to provide affordable fundraising support to local groups and organisations. In less than three years it has managed to raise over £1million to support local voluntary and community organisations. The fundraising hub was a finalist for a Third Sector Excellence, Fundraising Team of the Year Award in late 2013 and was the only organisation in the shortlist that wasn't a national charity.

## **Community Interventions Team**

- Think Family has been the overarching project for the year and a Think Family keyworker was welcomed into the team in May 2013. The team has worked with 21 vulnerable families so far and the programme links to the county wide Think Family project. In addition the targeted support project, which aims to deliver a range of interventions in four priority areas, has adopted the Think Family Neighbourhoods work and draft plans are in place for Chichester South and East which will be implemented in 2014.
- Unauthorised encampments have also been a focus this year. The Council agreed to move forward with plans for a multi-agency partnership agreement to develop a short-stay transit site for travellers at Westhampnett Depot. A £630,000 grant was awarded by the Homes and Communities Agency to help develop the site and planning permission has been granted. A Multi-Agency Enforcement Protocol for unlawful encampments has also been developed to support Parishes.
- Other projects include continuing support for City Angels who have extended their presence in the city to Saturday nights; support for Redeeming our Communities (ROC) projects; and, alcohol awareness sessions with young people.

## **Community Wardens**

- Partner funding has been secured for another year and is likely to extend to 2016. A key focus for the wardens this year has been helping to deliver the Think Family Neighbourhoods work in their neighbourhoods.
- A sports diversion project in Chichester East and Tangmere has been developed with our Sports development team, aimed at young people on the cusp of offending behaviour. A girls group was also set up in Selsey and targeted girls who had been identified as needing extra support around self-esteem and confidence issues.

## **Community Engagement**

- A trial of New Homes Bonus Parish Allocations was undertaken, distributing over £300,000 towards 29 Parish led projects. The process has now been formalised and a policy developed for the next four years.
- The Community Right to Bid allows communities to nominate local buildings or land that have community value to be placed on the Council's Register of Community Assets. An eight week consultation with owners and other interested parties is held, and ten nominations were considered this year. If the owner of a registered Asset subsequently wishes to sell their property, then a moratorium on sale of up to 6 months can be called. Two such moratoriums have been overseen this year.
- The infrastructure support provided to the voluntary and community sector was reviewed, securing an appropriate service for the next two years.
- A Youth Engagement Strategy was developed with a greater focus on Think Family Neighbourhoods. The team also continued to engage with schools through Democracy Days where school children have the opportunity to become councillors for the day.

## **Sports Development and Outreach**

- School sport programmes delivered free coaching sessions to 400 primary school students from across the District. The delivery mechanism of these programmes has been streamlined, so that in the future a greater number of schools and participants can be reached.
- Over 5,000 people engaged in one of the Council's large scale sports events (Chichester Triathlon Series, Chichester Half Marathon, Get Active Festival). Local sports clubs and organisations were involved in order to develop long term participation in physical activity.

## **Chichester Wellbeing**

- Chichester Wellbeing has progressed well during 2013/14. It has engaged with 1,621 clients mainly focusing on maintaining or losing weight and increasing physical activity. The Wellbeing funding has enabled us to support projects which address the needs of clients by engaging with wellbeing advisors. At our wellbeing weight loss workshops 50% of people lost 5% of their body weight in 12 weeks. The First Steps to Fitness project led by

Westgate Leisure also exceeded its target of 100 clients engaging with a fitness programme.

- During 2014/15 the Wellbeing service will increase its focus on the Think Family Neighbourhood areas. New outreach sessions will be planned to engage with a wider range of ages and client groups in Selsey, Chichester East/South, and Tangmere. The service will also be promoted at the Grange in Midhurst to support residents in the north of the District.
- Two new projects are planned for 2014/15; Active for Health Midhurst which is the expansion of the current GP referral scheme to the rural areas, and Choose a Future addressing the emotional wellbeing needs of clients accessing the Choose Work programme and those referred via the Wellbeing advisors.

### **Health Development**

- The service has worked with the Sport and Leisure team to engage with children, young people and families with health and wellbeing and physical activity projects. A number of activities have been organised including cook and eat sessions, Zumba classes, swimming sessions for young mums who find it difficult to access the leisure centre, street dance and a range of sport sessions. This work will be developed during 2014/15 to focus more on Think Family Neighbourhoods and client groups in greatest need.
- Following consultation with partners it was agreed that the Healthier Chichester Partnership would be dissolved and the health agenda would be included in the work plan of Chichester in Partnership. Two key priorities have been identified to support people with Dementia and their Carers and support for people with low level mental health problems. This work will be progressed and developed during 2014/15 through task and finish groups which will report to Chichester in Partnership.






### **Westgate Leisure**







- The leisure centres have continued to be important community hubs. An estimated 800,000 visits were made during the past twelve months from customers of all ages and abilities.
- The highlight of the year was the opening of the new Grange in March 2014. The response to the new facilities has been fantastic with just over 700 new direct debit and sports members joining within the first four weeks. The facility which offers a mix of sport and community activities also provides the Midhurst Area Office service and in partnership with WSCC a Library and registrar facility.
- Westgate Leisure Bourne celebrated its 10 anniversary in the summer of 2013, with a community open day. The centre has proved to play a key role in the community and in supporting the educational programme for Bourne Community School.



- Westgate has had a successful year in securing a number of grants including:
  - £8,500 of capital grant funding from the West Sussex Short Breaks Services for Disabled Children. The money was secured for the provision of 8 disabled sports wheelchairs and a specialist changing bed for the dryside changing room.
  - £45,000 of funding to help inactive adults improve their wellbeing through exercise. Expectations were exceeded with 175 people starting the scheme since August. Of those that have completed the scheme to date, 92% have increased their activity to 150 minutes or more per week in keeping with government guidelines.
  - £45,000 of additional funding from Short Breaks for Disabled people, to continue running Branching Out until March 2016. The monies will be used to support younger disabled people and their families to fully access facilities.
- Westgate Leisure will continue to work towards achieving the goals set within its business plan. There are plans to improve the front of house, sales and retail services which in turn will lead to efficiency savings. Such initiatives include:
  - Replacing the combined heat and power engines at Chichester.
  - The refurbishment of the Heath Suite plant, spa and changing room at Chichester.
  - Investigating soft play facilities and swimming pool play features.

**Cabinet Member: Wellbeing & Community Services**

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Health protection</b>									
LPI 43	Number of foundation food hygiene certificates awarded	Higher is better	91	80	122		Better	122 people from food businesses received Level 2 Food Hygiene tuition from Council officers through one day courses. 100% passed the examination and received a nationally accredited certificate.	80
LPI 174	Percentage of food premises due for inspection that were carried out	Higher is better	97.4%	100%	96.9%		Weaker	96.9% of food safety inspections due were completed. This equated to some 679 inspections carried out. In addition 135 new premises were inspected as were a further 50 inspections at large events in the area. This represents a very good achievement by the team. The outstanding inspections will be carried over and picked up in the 2014/15 programme.	100%
LPI 179	Percentage of food businesses which are broadly compliant	Higher is better	89%	88%	92.9%		Better	"Broadly compliant" is a term used by the Food Standards Agency to indicate that a premises is broadly complying with food safety legislation. These premises score 3 (satisfactory) or above on the National Food hygiene Rating Scheme. 1,339 registered food premises out of 1,441 are "broadly compliant". 92.9% is a significant increase since last year and this demonstrates how effective Environmental Health Officers have been in targeting and working with poor premises to achieve improvements.	88%
<b>Careline</b>									
LPI 210	Careline - Percentage of emergency calls answered within the TSA target of 1 minute	Higher is better	97.39%	97.5%	97.22%		Weaker		97.5%
LPI 211	Careline - Percentage of emergency calls answered within the TSA target of 3 minutes	Higher is better	99.5%	99%	99.42%		Weaker		99%

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Community Safety</b>									
LPI 212	Total Reported Crime: Chichester - the percentage increase or decrease in total crime reported compared against the previous rolling year.	Lower is better	-7%	-2% against 2012-13 outturn	<b>-16.1%</b>		Better		-2% against 2013-14 outturn
<b>Westgate Leisure Centres</b>									
LPI 213	Westgate Leisure Chichester - the number of Direct Debit members against budget	Higher is better	2,451	2,350	<b>2,389</b>		Weaker	The average for the year was 2,389 Direct Debit members and at the end of March 2014 the figure 2,416. This was 51 members down on the same time in 2013. This represents a 2.06% fall which is in keeping with expectations given the challenging market conditions that have prevailed for a considerable period of time.	2,300
<b>Health and Wellbeing</b>									
LPI 201	Increase the number of referrals to the Wellbeing Hub from targeted areas	Higher is better	1,194	1,306	<b>1,621</b>		Better	This represents a 36% increase on the previous year. During the year we developed a primary care referral postcard which has led to 55% increase in referrals from GPs and practice nurses and much better engagement from most practices across the District. We have also seen an increase in the number of people identified through workplaces who need to reduce their alcohol consumption and stress levels.	1,436
LPI 234	Percentage of people who are maintaining positive lifestyle changes as result of referral to the Wellbeing Hub after 3 months	Higher is better	N/a	70%	<b>82%</b>		N/a	Evaluation shows that 82% of clients are achieving behaviour change particularly around weight loss and increased physical activity.	80%
<b>Leisure and Sports Development</b>									
LPI 243a	Increase public participation by 10% in Sport in Community programmes compared to the previous year.	Higher is better	2,022	2,224	<b>2,139</b>		Better	A total of 2,139 young people participated in subsidised Sport in the Community sessions staged across the District. An improved model of delivery has increased the sports on offer, helping to deliver a 10% increase in female participation and attract those people who have not previously participated in the scheme.	2,352
LPI 243b	Increase in female public participation by 10% in Sport in Community programmes compared to the previous year.	Higher is better	94	103	<b>312</b>		Better		343

## **Finance and Governance**

### **Key Areas of Responsibility**

- Financial Services
- Audit
- Procurement
- Corporate Health and Safety
- Legal Services
- Insurance and Risk Management
- Elections
- Revenues and Benefits
- Business Continuity

### **Financial Services**

- The new financial system, Civica, was implemented and went live on 01 April 2014 as planned. Support and training for budget managers and end users will be on-going during 2014/15 from the Accountancy and Exchequer teams and further modules for fixed assets, budgeting and contract management will be developed. The new system will ensure that the Council maintains a robust, properly supported and cost effective management system whilst providing a more integrated, easy to use system that allows managers to access real time financial information.
- A new Risk Management Policy and Strategy was released and a new member and senior officer Strategic Risk Group set up to consider the strategic and high scoring organisational risks facing the Council. Training on the Policy and Strategy will be delivered to staff in 2014/15.
- The service will be reviewed in 2014/15 to deliver target savings as required under the deficit reduction plan. The Non Domestic Rates (NDR) and localisation of business rates accounting model will also be developed to comply with the new accounting treatment required and to aid understanding of the impact of future forecasts of NDR projections.

### **Treasury Management**

- A comprehensive review of the Treasury Management policy has been commenced by a Corporate Governance and Audit Committee task and finish group. Recommendations from this group will be considered by the Corporate Governance and Audit Committee and then Cabinet, before Council are asked to make any necessary changes to the current policy.

### **Procurement**

- Training sessions were delivered to staff involved in the purchase of goods and services on behalf of the Council. A mandatory training programme for staff will also be delivered during 2014/15 along with contract management training.
- The comprehensive contract register will be completed in 2014/15 in order to aid procurement support workload and to assist with the compliance of the Government's transparency code.

- Training on the new European Union Procurement Directive will be delivered once this has been established in UK legislation and a review of the Council's Contract Standing Orders will be required once the new EU procurement regulations are known.

### **Health and Safety**

- The team has worked with Parking Services to significantly improve their inspection regime for the Council's car parks. This has involved assisting with devising a new system for inspection and training the officers.
- Business Continuity has been a large area of work for the team in 2013/14. This has involved implementing a new system and process for business continuity management, including the launch of a new business continuity plan template and training for Heads of Service and other staff. This will continue to be a significant area of work for the team in 2014/15.

### **Legal Services**

- The service has continued to review the nature of the requests for work where legal advice is not strictly required based on a reasonable risk assessment, particularly in relation to low value contracts. This has freed up time for more complex issues where legal advice and assistance is essential.
- Specific contract conditions have been drafted by the service and made available to the service managers to provide standard contract templates for contracts under £50,000 in value which they can then complete independently. Ad hoc advice will still be available from Legal and Procurement if required.
- A new Practice Management system has been contracted for and is in the project implementation stage. The transition marks a major change to a far less paper and hard file based practice.
- The service has provided considerable input in connection with the contractual and legal issues surrounding the Westgate refurbishment and the creation of the proposed Gypsy and Traveller transit site at Westhampnett, working closely with the procurement team to ensure compliance and best practice across the projects.

### **Electoral Services**

- With effect from June 2014 the way in which the electoral register is compiled will change. In future each individual will need to register themselves rather than one person from each household completing the registration process on behalf of all the occupiers of their property. From June to the end of November the Elections team will undertake a transition process leading to the publication of the new register on 01 December 2014.

### **Revenues and Benefits Service**

- In the last year we have introduced a selection of e-forms across the service enabling customers to complete and submit benefits, council tax and business

rates applications electronically. The use of e-forms across the service will be increased during the year.

- In 2014/15 we will install software to provide the facility to automatically upload e-mails and attachments into the document management software, achieving cost and efficiency savings. Systems currently in place for handling card data will be reviewed to ensure we maintain the required market standards of data security.

### **Housing Benefit and Council Tax Reduction**








- The team concentrated on consolidating the welfare reforms introduced from April 2013 onwards, with a further adjustment carried out in January 2014. There have been a few appeals concerning the private sector bedroom restriction (commonly known as the “bedroom tax”).
- The new Council Tax Reduction (CTR) scheme was implemented with little impact in the Chichester District. This is because the Council chose not to reduce the amount of help it gave to low income households compared to previous years. This has not been the case in many parts of the country. Preparations are underway for the implementation of the CTR scheme for 2015/16.
- In 2014/15 the team will focus on Universal Credit when and if the Government announce the introduction in the Chichester District area. The team will also oversee the transfer of fraud staff to the Department for Work and Pension’s single fraud investigation service, scheduled for December 2015.

### **Revenues**



- We administered the first year of the Business Rates retention scheme which was very successful with an in year collection rate of 98%. We also achieved an impressive in year collection rate for the Business Improvement District levy of 98.18%.
- We implemented the changes to Council Tax discounts and exemptions that were brought forward through the Localism Bill whilst maintaining the in year collection rate of 98.12%.
- An automated telephone payment system was launched which has improved the service to customers and had a positive impact on resources.
- During 2014/15 the team will focus on:
  - Administering the changes to enforcement action resulting from the Taking Control of Goods and Fees regulations, with a focus on ensuring that our debtors are fully informed and understand the impact of the new regulations.
  - Advertising and administering the temporary measures for reducing certain Business Rates, announced by the Chancellor in the Autumn Statement, which are aimed at stimulating business growth.

- Advertising and administering the new Council Tax discount for annexes.
- Completing a review of discretionary Council Tax Discounts in time for 2015/16 tax base setting.
- Complete a procurement exercise to ensure that we have a new Bailiff Enforcement Agent contract in place by the time the existing one expires on 31 March 2015.

**Cabinet Member: Finance and Governance**

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Legal Services</b>									
LPI 70	Conveyancing - Industrial Estates - Percentage of draft leases prepared within 10 working days of receiving complete instructions from Estates	Higher is better	100%	90%	<b>100%</b>		No change		80%
LPI 71	Contracts - Section 106 Planning Agreements - Percentage of draft agreements prepared within 10 working days of receiving complete instructions from Planning	Higher is better	91%	90%	<b>97%</b>		Better		80%
LPI 73a	Low / Medium Priority Enforcement Notices – Percentage of notices issued within ten working days of receiving complete instructions from Planning.	Higher is better	96%	90%	<b>100%</b>		Better		90%
LPI 74	Prosecutions - Percentage of proceedings to be started within ten working days of receiving complete instructions	Higher is better	100%	90%	<b>63%</b>		Weaker	This relates to three prosecutions, two in April 2013 and one in May 2013 where proceedings were commenced outside the target period. These were due to temporary workload and resourcing issues within the team.	95%
<b>Revenues and Benefits</b>									
LPI 140	Percentage of Council Tax collected	Higher is better	98.20%	98.30%	<b>98.12%</b>		Weaker	The target has been kept challenging in the current economic climate with the target being set at the best annual result over the past 7 years.	98.20%
LPI 141	Percentage of Non-domestic Rates Collected	Higher is better	97.71%	98.00%	<b>98.00%</b>		Better		97.12%
LPI 235	Average number of days taken to process Housing Benefit new claims and change events	Lower is better	N/a	10 days	<b>7 days</b>		N/a		10 days



PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Financial Services</b>									
<b>LPI 156</b>	Creditor invoices paid within 30 days	Higher is better	87.94%	92.00%	<b>87.16%</b>		Weaker	Overall although performance has deteriorated, service areas' with significant delays have been identified and flagged to senior managers. It is anticipated with the introduction of the new Financial Management System & the scanning of invoices that improvements will be made in all departments as the system and processes bed in.	92.00%
<b>LPI 157</b>	Creditor invoices paid within 10 days	Higher is better	42.00%	45.00%	<b>43.94%</b>		Better		45.00%

## Support Services

### Key Areas of Responsibility

- Corporate Policy
- Member Services
- Public Relations
- Personnel
- Customer Services
- Building and Facilities
- Information and Communications Technology
- Estates Service
- Project Management
- Organisational Development
- Equalities

### Business Improvement Services

- The Business Improvement Services provide and manage the essential support, property, Information and Communications Technology (ICT) and customer interface for the Council's service delivery teams. It is their role to ensure infrastructure and buildings are maintained and updated to make best use of assets and resources, staff are supported and that we continue to provide good customer services and communications.
- A key area of work that has required input from across the Business Improvement Services has been Phase One of the New Ways of Working Project:
  - Corporate Policy – provided overall project management ensuring the project objectives could be delivered.
  - Building and Facilities – designed layouts for communal areas and office layouts, undertaking office moves, decoration and light building works.
  - Information and Communications Technology (ICT) Service – assisted with office moves and providing staff with necessary telephone and IT equipment to work in a flexible office environment.
  - Personnel - supported staff and managers in the change to working practices, consulting on and issuing revised and new staff policies

In 2014/15 options for Phase Two of the New Ways of Working programme will be explored to deliver document management and the extension of flexible working in terms of culture and mobile working

### Building and Facilities Service

- Working closely with Community Services, Building and Facilities are preparing the plans and work programme for the proposed multi-agency Gypsy and Traveller Transit site at Westhampnett.
- The provision of the Gypsy and Traveller Transit site and the refurbishment of Westhampnett Depot will interlink with dependencies and some contractual work that will need to be aligned. This will involve extensive partnership working for the service with statutory consultees, contractors and partners to ensure a successful delivery and to obtain best value for money in contractual terms.

- Other key work areas for the service include the replacement of the combined heat and power engines at Westgate Leisure Centre and managing the five year Repair and Replacement Programme to take effect from April 2015.

### **Information and Communications Technology Service**

- Wireless technology has been procured ready to be rolled out across East Pallant House in 2014/15. This will support flexible working practices and the move away from fixed desk working.
- The on-line mapping system has been upgraded to provide customers with the ability to register to receive e-mail alerts for areas of interest to them.
- The Print function has been transferred to Arun District Council, saving revenue for the Council. All printers, photocopiers and fax machines have also been replaced with a managed print solution supporting a flexible workforce and providing resilience alongside the off-site printing service.
- The wide area network has been rolled out to all Chichester District Council sites, improving resilience and speed of data delivery to off-site locations. The second phase will be delivered in 2014/15 and will allow for a cost reduction in our internet provision as we move to the new supplier.
- The team gained the Public Services Network (PSN) compliance in October 2013 and connected to the PSN network in March 2014. This has certified our security and processes to the level required by the Cabinet Office and allows us to share information and services, for example, with the Department for Work and Pensions, which is essential for business and allows for future improvements through partnership working.
- Phases One and Two of the website infrastructure were delivered to ensure continuity of service, improved performance and security as well as providing a platform for future projects and service improvements.
- On-line mapping to enable customers to use the mapping system to plot and report faults will be extended in 2014/15. The ICT Strategy will also be refreshed.

### **Customer Services**

- The functions of the Midhurst Area Office have now migrated to the Grange centre, providing community facilities in one central location.
- Customer Services are now supporting a revised administration process for dealing with Freedom of Information requests, maintaining a central record within the Customer Relationship Management system.
- In 2014/15 the Service will investigate the integration of Council Tax services into the Customer Service Centre. It will also undertake a service review to identify efficiencies and opportunities for the service.

## **Personnel**

- An on-line staff appraisal form was introduced to enable automated workflow and reduction of paper and time for staff.
- The team supported the Grange project in the transfer of existing and external staff to the new facility.
- Provided advice and support to staff on the changes to the Local Government Pension Scheme that took effect 1 April 2014.
- Ensured systems and processes were in place to support the Pension Auto Enrolment scheme.
- A restructure of the team will be completed in 2014/15 to support the revised council structure alongside the development of HR systems to automate services and provide online services to improve efficiencies and to save staff time.

## **Public Relations**

- Supported the consultation and promotion of the Local Development Plan.
- Ran a successful 'Countdown to Christmas' campaign, resulting in over 300 prizes being donated by local businesses and 556,000 people viewing our posts on the Council's Facebook site.
- Reduced the production cycle of the Council's magazine 'Initiatives' from 4 to 3 per year, reducing revenue spend.
- Supported the promotion of and opening of the Grange Community Centre project.
- Generated over £50,000 of direct income through advertisement and sponsorship initiatives. It is hoped that this income will increase through further initiatives for 2014/15.
- Provided targeted support for Careline in promotion of services and achieving local, regional and national press coverage.
- For the year ahead the Council's Communications Strategy will be refreshed.

## **Business Improvement Services**

- The Council's project management process was refreshed and new guidance approved to ensure key roles and responsibilities are understood by all, to help to keep cost, time and risks under control and to support decision making and project prioritisation at a time where resources are limited. Training for key staff was also delivered by an external provider and facilitated by the team. For 2014/15 the project management role of the team will be developed to support project managers and key staff in the project life-cycle and to ensure a robust process is applied.

- The team has supported key service improvement reviews this year and will continue to provide business improvement skills, research and analytical input and an independent resource for the reviews identified for 2014/15.

### **Member Services**








- The Council's Constitution was reviewed and updated to produce a consolidated version approved by Council.
- The service supported the Members' Task and Finish Group that reviewed the structure of Development Management Committees and recommended the introduction of a single Planning Committee.
- Organised a workshop on how councillors can fulfil their Community Leadership roles.
- In the year ahead the service will prepare for the 2015 District Council elections, including encouraging people to stand for election and preparing the welcome, induction and training, and support programmes for newly-elected councillors.

### **Estates Services**

- The Council's non-operational portfolio generated an income from rents and licence fees of about £1.6 million in 2013/14. This income is from rents from 50 industrial units, 66 commercial and industrial ground leases, 26 shops, 12 offices, 27 lettings to sports, community and voluntary organisations, 7 kiosks and concessions (including the Chichester Traders Market), miscellaneous lettings such as the crematorium and bus station and a large number of commercial and residential vehicular and pedestrian access agreements.
- In 2013/14 there were still some residual effects of the recession affecting the level of voids but occupancy levels have generally remained reasonably high and there are signs of the property market improving.
- Key achievements for the service in 2013/14 include:
  - Disposal of site for residential development (adjacent to the Novium) completed.
  - Acquisition of property investment – leasehold interest in 4 and 4a Terminus Road completed.
  - Variation of Barnfield Drive Development to match updated development proposals. Planning permission was granted for the first phase of the development and will continue to be a key area of work for the Service during 2014/15.
  - Pursuing the Enterprise Gateway proposal to the point where the Council is ready to appoint a project team and initiate the development. This will be progressed during 2014/15.
  - Arranging the sale of the site of the old Grange Centre in Midhurst.
  - Arranging the sale by tender of the old Museum in Little London Chichester.

- Completion of the sale of a bungalow building plot in Denshare Road, Selsey at auction.
  - Arranging the letting of the North Wing of East Pallant House as part of the New Ways of Working Project.
  - The letting of the kiosk at Bracklesham Bay facilitating its conversion into a beachside café
  - Taking surrender of the lease at Plot 21 Terminus Road giving the Council the freehold interest with vacant possession.
  - Arranging a licence for a food kiosk in Priory Park Chichester
- The team has continued to provide a full Estates and Valuation Service for Arun District Council and has undertaken the asset valuations for that Council. Asset and Insurance valuation work has also been undertaken for Chichester City Council.
  - In 2014/15 the Service will pursue opportunities for the development of Council property and seek to acquire additional property assets with the aim of realising revenue and capital from assets, generating economic growth and increasing property investment.

## Cabinet Member: Support Services

PI Code	Short Name	Assessment	2012/13 Outturn	2013/14 Target	2013/14 Outturn	Status	Trend - 2012/13 v 2013/14	Commentary	2014/15 Target
<b>Customer Services</b>									
<b>CS MPI 01</b>	Percentage of enquiries (telephone or face to face) to the Customer Service Centre that are resolved at first point of contact	Higher is better	84%	80%	<b>85%</b>		Better		80%
<b>CS MPI 06a</b>	Percentage of customers satisfied when visiting the Chichester Service Centre	Higher is better	94%	85%	<b>97%</b>		Better		85%
<b>CS MPI 06b</b>	Percentage of customers satisfied when calling the Customer Service Centre	Higher is better	93%	85%	<b>95%</b>		Better		85%
<b>Estates</b>									
<b>LPI 53</b>	Percentage of empty units within our commercial and Industrial property.	Lower is better	7.27%	5%	<b>7.58%</b>		Weaker		5%
<b>LPI 54</b>	Percentage of rent and service charge arrears	Lower is better	1.51%	4%	<b>1.50%</b>		Better		4%
<b>Member Services</b>									
<b>LPI 58</b>	Percentage attendance of Members (who are expected to attend) at Planning Committee, Overview & Scrutiny Committee, Corporate Governance and Audit Committee, Cabinet and Council.	Higher is better	83.79%	85%	<b>83.72%</b>		Weaker	Total possible attendances at the committees in all four quarters = 786. Total actual attendance at the above committees in all four quarters = 658.  Total percentage attendance = 83.72% For 2014/15 a record of members' attendance at meetings of committees and panels will be published on the Council's website in place of this performance indicator.	85%
<b>Personnel</b>									
<b>LPI 143</b>	Average Number of Working Days Lost Due to Sickness Absence	Lower is better	7.12 days	7 days	<b>6.71 days</b>		Better	Sickness for the period April 2013 to March 2014 is an average 6.71 days per employee. Long Term Sickness = 3.15 days. Short Term Sickness = 3.56 days.	7 days

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**Chichester District Council  
General Licensing Committee**

**11 June 2014**

**Immediate Suspension or revocation of drivers licenses**

**1. Contacts**

Nicholas Bennett, Litigation Solicitor  
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Laurence Foord, Licensing Manager  
Tel: 01243 534742  
E-mail: [lfoord@chichester.gov.uk](mailto:lfoord@chichester.gov.uk)

**2. Recommendation**

**It is recommended that:**

- 2.1 the General Licensing Committee agrees that the decisions relating to immediate suspension or revocation of Hackney Carriage and Private Hire drivers' licenses detailed at s.52 of the Road Safety Act 2006 be delegated to the Head of Housing and Environment Services in consultation with the Legal Practice Manager and General Licensing Committee Chairman or Vice Chairman; and**
- 2.2 All applications for a further Hackney or Private Hire Drivers' licence following an immediate revocation be heard by the General Licensing Committee or a Sub-Committee thereof and that no delegation to officers for such applications shall be permitted by the authority; and**
- 2.3 The General Licensing Committee requests the amendment of the Scheme of Delegation in the Constitution by Full Council to permit the above amendments**

**3. Background**

- 3.1 The purpose of the report is to delegate the powers contained in Section 52 of the Road Safety Act 2006 which amends the Local Government (Miscellaneous Provisions) Act 1976 by inserting s.61 (2A) and (2B) allowing a local authority to immediately suspend or revoke a Hackney Carriage and Private Hire Drivers' licence if 'the interests of public safety require the suspension or revocation of the licence to have immediate effect'.**

#### **4. Outcomes to be achieved**

- 4.1. The main outcomes of the recommendation would be to provide an immediate and considered response to serious confirmed or alleged incidents where the public safety is considered significantly at risk from a particular driver.

#### **5. Proposal**

- 5.1 Section 52 of the Road Safety Act 2006 amends the Local Government (Miscellaneous Provisions) Act 1976 and gives Licensing Authorities the power to suspend or revoke a Hackney Carriage and Private Hire Drivers' licence with immediate effect where they are of the opinion that the interests of public safety require such a course of action.
- 5.2 The Department of Transport has not issued any guidance as to how this power should be used and it is a matter for the Local Authority to determine whether and how it wishes to make use of this power.
- 5.3 Occasionally information of a serious nature may come to the attention of the Licensing Team which may require the immediate suspension of a Hackney Carriage or Private Hire Vehicle drivers' licence in the interest of public safety.
- 5.4 The General Licensing Committee operates on a determined cycle and this would result in undue delay to determine whether to suspend a driver's licence. The delay could place public safety at risk.
- 5.5 To reduce the time delay and to minimise the risk to public safety, it is requested that the authority to suspend a Hackney Carriage or Private Hire Vehicle drivers' licence be delegated to the Head of Housing and Environment in consultation with Legal Services and the Licensing Committee Chairman or Vice Chairman.
- 5.6 The period of suspension by the Head of Housing and Environment Services would be limited to the time until the matter causing the consideration of the use of the powers is determined by the courts or the matter is brought before the General Licensing Committee or a Sub-Committee thereof.
- 5.7 Revocation by its nature would be permanent in effect until and unless successfully appealed. If the revocation was based on serious allegations, even where those allegations were not subsequently the subject of criminal conviction any further application for a new licence would be made to the Licensing Committee or a Sub-Committee thereof and would not be delegated to officers.
- 5.8 Making a decision to immediately suspend or revoke a licensed driver under section 52 of the Road Traffic Act 2006 does not deprive the driver of his right to appeal to the Magistrates Court, but it does mean that he

would not be permitted to drive as a licensed Hackney Carriage or Private Hire Vehicle driver until such an appeal is heard.

## 6. Alternatives that have been considered

- 6.1 That the General Licensing Committee are required to convene as and when such serious instances arise. This would cause delays and may put public safety at risk.

## 7. Resource and legal implications

- 7.1. Finance: existing budget; current requirements; large capital or small scheme bid; recurring/ running costs; other sources of finance No financial implications.
- 7.2. State any relevant legislation and its implications and the options available As set out in the body of the report.
- 7.3. Staffing implications None
- 7.4. IT requirements None
- 7.5. Property implications None

## 8. Consultation

- 8.1 As this is the adoption of a statutory power no consultation is required.

## 9. Community impact and corporate risks

- 9.1 If the Local Authority received information that suggested that public safety was at risk and there was an incident where public safety had been compromised, and the Local Authority had failed to take speedy action to suspend the licence, there is the risk of legal challenge and complaints of maladministration.

## 10. Other Implications

<b>Crime &amp; Disorder:</b> As set out in the report at Section 3. A Local Authority has the ability to immediately suspend or revoke a Hackney Carriage or Private Hire Drivers licence in the 'interests of public safety'. When taking such action this would assist with the reduction of potential further incidents of crime or disorder associated with a driver(s) conduct.	Yes
<b>Climate Change:</b>	None
<b>Human Rights and Equality Impact:</b>	None
<b>Safeguarding:</b> As set out within the report at Section 3 and under the 'crime and disorder' heading above the Local Authority has the ability to immediately suspend or revoke a Hackney Carriage or Private Hire Drivers licence in the 'interests of public safety'. Permission through the scheme of delegation is	Yes

vital to ensure it fully covers all matters which are likely to be encountered in relation to Hackney Carriage and Private Hire licensing.	
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## **11. Appendices**

11.1. None

## **12. Background Papers**

12.1. None

# Chichester District Council

## Overview and Scrutiny Committee - Annual Report 2013/14

### Introduction by the Chairman

Yet again this year has been a very full one and a great deal has been achieved. This shows the dedication of the officers to fulfil the programme for scrutiny despite all the changes of personnel and office moves they have had to endure. The committee has done a great job in questioning and trying to get information on the issues involved. However, I think there is a feeling that we may be trying to do too much with the time constraints we have. This will be looked at in the future. I would like to have submitted one of the items to be judged in the annual scrutiny awards but with all the changes in the Council it was felt better to leave this till next year when there would be more quality time to put together the application. We have looked at various items externally as well as internally and on the whole this has been satisfactory. As with everything in life there were some issues that could have been looked at more efficiently but again this could have been due to time constraints.

I would like to thank all my committee members for their great help and support and also Bambi Jones, Steve Hansford and Lisa Higenbottam for the invaluable help they give to scrutiny.

**Clare Apel**  
**Chairman of the Overview & Scrutiny Committee**

### Scrutiny at Chichester District Council

Scrutiny is the way in which non-executive members of the council hold the Cabinet to account. They do this by reviewing existing council policy or decisions and by inputting into the development of new policies before the Cabinet approves these. In some cases they may ask for a decision (made by the Cabinet) to be re-considered before it is implemented to make sure all possible outcomes are thought through. These are called call-ins.

The committee also has the power to hold partner authorities and other public bodies to account by requiring information from them and requiring them to 'have regard' to the committee's report or recommendations.

The Overview & Scrutiny Committee met five times in 2013/14. The Chairman meets with the committee half an hour before each meeting to enable discussion about the agenda items and to agree a line of questioning for each topic.

### Setting the OSC work programme for 2013/14

The 2013/14 OSC work programme was developed taking into account:

- the Corporate Plan projects agreed by Cabinet
- the Forward Plan of Cabinet key decisions over the next few months
- projects identified from individual Service Plans

- items proposed or raised by Members
- topics included in last year's work programme which were delayed
- topics requiring members' involvement suggested by the Business Routeing Panel

A number of Task and Finish Groups were suggested to be set up to carry out reviews in more depth over the coming year and to report back to the main committee. These task and finish group reviews are detailed in the report. Space was left in the work programme for topical issues that often arise during the year.

All Members were consulted in the development of this work programme by placing the draft on the Members' Bulletin Board for comment.

### **The impact and influence of scrutiny**

A total of 16 recommendations have been made by the committee to the Cabinet or to Council during the year. Fifteen recommendations were agreed, giving a 93.75% achievement.

There was one call-in this year - in relation to a decision by the Cabinet to appoint a member to the Chichester Ship Canal Restoration Project Board. The committee recommended to Council in June 2013 that the decision be reconsidered. Council referred the decision back to Cabinet for a full exploration of the facts and the background to this request. Cabinet resolved to confirm and implement their decision to make the appointment.

Cabinet Members have shown strong support for the scrutiny process by attending relevant OSC and task and finish group meetings. Of the 48 members on the council, 15 are on the OSC and another eight have taken part on task and finish groups this year. With Cabinet Members and other interested members attending meetings this relates to 68.75% of all members being involved in scrutiny in some form or other during the year.

### **Members' training and development**

- There was one newly appointed member to the committee this year, Mr M Woolley, who received induction training in June 2013.
- Mrs C Apel attended the Centre for Public Scrutiny annual conference on 11 June 2013.
- Mrs Apel also attended the South East Employers Local Democracy and Accountability Network in November 2013.
- Mrs N Graves attended the Westminster City Council seminar 'Maximising the Impact of Overview & Scrutiny' on 28 February 2014.
- Mr N Thomas attended the LGA Culture, Tourism and Sport Annual Conference 2014 in Portsmouth on 4 March 2014.

### **Main areas of work for overview and scrutiny this year and outcomes/achievements**

Areas of focus	Outcomes/achievements
The Grange, Midhurst	The committee reviewed the progress of the proposed new leisure centre in Midhurst in June 2013.
Visit Chichester	Dr Andrew Clegg, Chairman of Visit Chichester and Mr P Over, the Council's representative on the Visit Chichester Board, gave a presentation to the September 2013 meeting of the OSC detailing the organisation's available resources, how they had developed the website and the online booking system, plans for the future, membership, finances and funding and publicity. The committee agreed to set up a

	task and finish group to review the delivery model that Visit Chichester is working to as to whether the structure is right and fit for purpose, to assess how the council could assist Visit Chichester in becoming self-sustaining and to review the provision of current tourist information services in the district. See later in this report for the work of this group.
Sunday Car Parking Charges Review	The committee was consulted on the review of Sunday car parking charges in advance of the final report being presented to the Chichester District Parking Forum. Footfall figures, deflection of parking onto neighbouring residential streets, pay and display income, enforcement needs, etc. were reviewed and comments and issues raised with officers for further consideration.
Review of Internal Lettings Agency (Homefinder)	The operation of the internal letting agency was considered against the project plan as well as the take-up and projected income and funding arrangements. The committee acknowledged the agency's progress and recommended the project be continued for three years to 2016, requesting to review it again in late 2015.
Review of the Community Safety Partnership (CSP)	This is the committee's statutory annual review of the district's CSP. A number of partners attended the November 2013 meeting to give evidence and to answer members' queries. Ms E King, WSCC Strategic Community Safety Partnership Coordinator talked about the strategic context and changes at WSCC; Mrs E Lintill, the Cabinet portfolio holder and community safety officers talked about the strategic assessment, plan and budget and the consultation on priorities 2014/15; Mr L Jackson of Hyde Plus (a local housing association) talked about how they work with partners on community safety issues; and CI Tanya Jones answered questions posed to her in advance of the meeting on operational challenges and priorities from a police point view, public perceptions and customer satisfaction. Members were satisfied that the CSP was achieving its priorities and performance targets.
Council Tax Reduction Scheme	The committee reviewed the implementation of the 2013/14 Council Tax Support Scheme, the effects of the current scheme on local residents and changes made to the 2014/15 scheme as a result. A few changes were suggested to be incorporated into the Scheme before its consideration by Cabinet in December 2013 when this scheme was approved.
Impact of Welfare Reforms	The committee heard evidence from the council's Benefits Manager, from representatives of Arun and Chichester Citizens Advice Bureau and the Thrussell Trust (the local foodbank). Members acknowledged the work done by the council to prepare for welfare reforms and to mitigate the impacts on local residents. They also acknowledged the wider implications and impacts of welfare reform on other agencies.
Review of Healthier Chichester Partnership (HCP)	Following consultation with all parties to the HCP a review had taken place to identify the options for future joint working. It was proposed to move the HCP under the umbrella of Chichester in Partnership (CIP) and to develop an action plan for future delivery of priorities and to move the current budget, ring fenced for health matters, to the CIP. The committee agreed with this proposal and requested a further report on progress against the CIP health action plan in one year's time.
Targeted support for communities/Think	A full update on the work being carried out under these projects was provided to the committee, which acknowledged that some very good

Family Expansion Projects	initiatives demonstrating excellent partnership working across a number of agencies were being trialed. An update on progress was requested in one year's time.
Chichester Business Improvement District (BID) – progress review against Business Plan	Mr A Fimmamore and Mrs K Long, representatives from the Chichester City Centre Partnership, which manages the BID, gave a full account of the work which had been undertaken over the last year and detailed how the priorities in the Business Plan had been met. The committee noted the broad range of activities affecting city centre businesses and asked to see a performance update report in six months' time.
Getting People into Work Strategy – progress update against action plan	It was noted that much positive partnership working was being achieved to deliver the actions in this three year strategy ending May 2015. Members commended this work and requested a final progress report in one year's time, which would be the full picture of delivery against the three year strategy.
Housing Allocations Scheme – amendments	The committee considered amendments to this scheme and endorsed the changes made.

### The work of the Task & Finish Groups

The committee set up a number of task and finish groups this year and their work is described below along with the outcomes achieved.

<p><b>Housing Panel</b> Mr M Woolley (Chairman), Mr G Barrett, Mrs N Graves, Mrs E Hamilton, Mr R Marshall and Mr S Oakley.</p>
<p><b>Areas of focus</b> – The Council's revised draft Housing Strategy and Allocations Scheme were reviewed by the Panel, focusing on housing priorities over the next five years, affordable housing targets, the development of a questionnaire for the consultation process and the capital investment programme. The Housing Allocations Scheme was revised to encourage local connection and to exclude applicants with significant earnings. This all contributed to the delivery of a housing seminar session to involve all members.</p> <p><b>Outcomes</b> – A significantly revised strategy and allocations scheme was developed with a great deal of member involvement. This was subsequently agreed by Cabinet and then Council, along with a capital investment plan to deliver against the strategy. This panel has now been deleted.</p>

<p><b>Economic Development Task &amp; Finish Group</b> Mr N Thomas (Chairman), Mrs E Hamilton, Mr G Hicks and Mr S Lloyd-Williams</p>
<p><b>Areas of focus</b> – The group considered the action plan to deliver the strategic objectives in the Economic Development Strategy and prioritized actions taking into account available resources.</p> <p><b>Outcomes</b> – The action plan was significantly revised to focus on high priority areas and to ensure the plan was not over-ambitious. The group requested that the Chairman of Visit Chichester, the district's destination organisation, be invited to present to a future committee meeting. This took place in September 2013 and has led to the setup of a further task and finish group to review tourism delivery in the district and assistance which could be provided to Visit Chichester.</p>



### **Corporate Plan Task & Finish Group**

Mrs P Dignum (Chairman), Mr J Cherry, Mr S Lloyd-Williams and Mr G McAra.

**Areas of focus** – To consider mid-year progress on actions and targets in the Corporate Plan and to identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.

**Outcomes** – The council's key projects were monitored for successful delivery. Action was taken to address any risks to the Council as a result of poor or delayed performance.

### **Voluntary & Community Services Task & Finish Group**

Mrs B Tinson (Chairman), Mrs C Apel, Mr N Thomas and Mrs J Tassell.

**Areas of focus** – to examine the specification and methodology for commissioning infrastructure support services for Chichester. The national performance standards for local support and development organisations were considered alongside Voluntary Action Arun & Chichester's (VAAC) performance against the current funding agreement. Evidence was given by two public sector organisations on the services provided to them by VAAC. A presentation was given to the group by Mrs C de Bathe, a representative of the consultant, Chichester Community Development Trust (CCDT), regarding the consultation undertaken with service users and explaining how the new specification had been developed. Procurement options were considered and the Council's Constitution reviewed with regard to standing orders for contracts. Advice was received from procurement officers. The group recommended the re-commissioning of infrastructure support services for the voluntary and community sector in Chichester by providing a grant to VAAC for a period of two years from 1 April 2014 and agreeing the revised specification. VAAC was requested to provide specific monitoring reports against the grant award conditions to the Council on a quarterly basis and to carry out the recommendations within the evaluation document.

**Outcomes** – A sustainable and effective support service to the voluntary service in Chichester. A showcase event for members to be provided to allow them to meet with and view the work of the voluntary service providers.

### **Budget TFG**

Mrs P Tull (Chairman (CGAC)), Mr R Hayes, Mr S Lloyd-Williams and Mrs B Tinson (OSC) and Mr T French and Mr R Marshall (CGAC)

**Areas of focus** – This group has representatives from both the Overview & Scrutiny and Corporate Governance & Audit Committees. The group considered the projected Revenue Budget variations (showing estimated outturns for 2013/14 and variances for the 2014/15 budget), the Summarised Comprehensive Income and Expenditure sheets, Budget reconciliation and ICT budgets. The group noted the potential underspends and variances and were pleased with the clarity of the information and noted the budget information.

**Outcomes** – Members' involvement in budget scrutiny prior to presentation of the draft Budget to Cabinet in February 2014.

### **Theatre/Gallery Task & Finish Group**

Mrs C Apel (Chairman), Mr A French, Mr R Hayes, Mr G Hicks and Mr N Thomas.

**Areas of focus** – The council has a funding agreement in place with both Chichester Festival Theatre and Pallant House Gallery until 2018. The theatre and gallery report annually to the Overview & Scrutiny Committee with regard to their performance and progress. The council negotiates a service level agreement with both organisations annually and reviews progress against expected outcomes for local people. The task and

finish group met in April/May 2013 to assess progress against the 2012/13 service level agreements with both organisations and met again in March/April 2014 to review progress for the 2013/14 year. Representatives from the gallery and theatre were involved in meetings with the task and finish group to present their work and to answer members' questions. In 2014 it was agreed with both organisations that they would attend the OSC every third year to present their annual reports, the next time being in 2016.

**Outcomes** – The group was satisfied that the Council was achieving value for money in respect of the grants provided to both organisations, particularly in the community work which meets the authority's priorities in its Corporate Plan of supporting vulnerable people and communities and in contributing to the economic impact of the area. The gallery's work with dementia sufferers and their carers was of particular note and the Council will work with both organisations to develop joint working projects on priority areas.

### **Tourism/Visit Chichester Task & Finish Group**

Chairman – Mr G McAra

Members – Mrs C Apel, Mrs N Graves, Mr N Thomas and Mrs B Tinson.

**Areas of focus** – Review of the delivery model which Visit Chichester is working to and consideration as to whether the structure is right and fit for purpose. A strong destination management organisation (DMO) for the district, raising the profile of the district as a visitor destination, and increasing tourism business to the district. Consideration of the in-kind support which the Council can provide to Visit Chichester.

**Outcomes** – This review is part way through its deliberations and will report back to the OSC in the Autumn 2014.

### **Contribution to WSCC Select Committees**

The following members have attended WSCC Select Committees and reported back to the committee on issues of interest to the Chichester district and local residents.

- Mrs C Apel - Children & Young People's Services Select Committee
- Mrs P Dignum – is the council's representative on the Health & Adults Social Care Select Committee
- Mr S Oakley - Environmental and Community Services Select Committee

In March 2014 the committee agreed that in future these representatives should forward a briefing on the issues considered at each committee they attend by email to all members. If sufficient concern is raised by members in response to this briefing, then the issue could be discussed at the next available meeting.

### **West Sussex Joint Scrutiny**

Mrs C Apel is on the West Sussex Joint Scrutiny Steering Group, a group of scrutiny members from the seven districts and boroughs of West Sussex who get together to suggest joint scrutiny reviews on issues of common interest to all authorities.

This year a review of the 2012 flooding events was carried out. Mr H Potter was nominated as the committee's representative on this review. The group's final report with recommendations was circulated to OSC members for comment prior to its presentation to Cabinet in February 2014, whereupon the Council's response was forwarded to WSCC. Mr Potter has subsequently been involved in reviewing the action plan arising from the West Sussex Local Flood Risk Management Strategy before its consideration and agreement more widely.

## OVERVIEW & SCRUTINY WORK PROGRAMME 2014/15

Topic and background	Objectives/Background	Key contacts
<b>3 JULY 2014</b>		
Tourism Task & Finish Group – progress report	➤ Report on progress with review with some proposed options for OSC to consider as to the way forward	J Hotchkiss S Oates
Enforcement Strategy	➤ Consultation with OSC 3 July, Planning Committee 23 July, then on to Cabinet September 2014 for approval	A Frost/ Shona Archer
The Novium – progress review	➤ OSC April 2013 received progress report and requested further report in one year's time. ➤ Monitoring role	J Hotchkiss C Hakes
Chichester Wellbeing Programme	➤ Review outcomes against targets of WSCC Wellbeing contract which CDC commissions with district health providers ➤ Upload to Members' Bulletin Board for comment and circulate to OSC members to raise any concerns; for endorsement at OSC	E Thomas
Overview & Scrutiny Committee annual report and 2014/15 work programme	➤ OSC workshop 23 May 2014 considered and reviewed the annual report and the proposed work programme 2014/15. ➤ For endorsement and recommendation to Council 22 July	B Jones
<b>11 SEPTEMBER 2014</b>		
Tourism Task & Finish Group – final report	➤ Following consideration of the options at the previous meeting, these will be worked up into proposals for recommendation on to the Cabinet on 7 October 2014.	J Hotchkiss S Oates
Housing Strategy Delivery Plan 2013-18	➤ OSC request to review Housing Strategy delivery plan one year after approval in Sep 13. ➤ Consideration to be given as to how OSC can be involved in reviewing different elements of the action plan.	L Grange
Development of equity share model	➤ Part of Housing Strategy action plan – separate report.	L Grange
Development Management service performance review	➤ Cabinet Apr 2013 requested that performance be monitored and reviewed by OSC after a year. ➤ Monitoring role – current performance and how new structure has influenced this	A Frost
Community Advice Services review	➤ <b>June to Aug 2014 – West Sussex Joint Scrutiny Task and Finish Group -</b>	S Hansford

Topic and background	Objectives/Background	Key contacts
	OSC representative Mrs C Apel ➤ To consider options to contribute to a new West Sussex contract to commence 1 April 2015 ➤ CA to place draft report on Members' Bulletin Board for comment and send out to OSC members for any concerns to be raised ➤ TFG final report to OSC September for endorsement and recommendation on to Cabinet 7 October for approval.	
<b>18 NOVEMBER 2014</b>		
Education review	➤ <b>Task and Finish Group review October/November 2014 to report back to OSC 18 Nov.</b> ➤ Terms of Reference to be agreed by OSC Sep 2014 ➤ Review baseline information Nov 2012 on schools performance, number of academies in operation etc. Assess the change and consider - What is the County's role as corporate parent? What are the effects of the youth service cuts Oct 2013 with of loss of after school youth clubs.	S Hansford
Homelessness Strategy	➤ Existing Strategy expires 2014. As part of Housing Strategy action plan ➤ Recommendation to Cabinet Dec 2014	M Grele/R Dunmall
Corporate Plan mid-year progress review	➤ <b>Task and Finish Group review October/November 2014 to report back to OSC 18 Nov.</b> ➤ Terms of reference to be agreed by OSC Sep 2014 (existing ToR may be sufficient) ➤ Monitoring role	A Huggett
Midhurst Community Leisure Facilities	➤ Progress report – business related. ➤ Monitoring role	J Hotchkiss/ Sarah Peyman
Careline Business Plan – progress against Business Plan	➤ Cabinet Apr 2013 agreed Business Plan. OSC requested to review progress against the business plan in one year's time. ➤ Was scheduled for Jul OSC, but delayed to Autumn 2014 pending WSCC decision re commissioning of telecare services in the county. ➤ Monitoring role	S Hansford
<b>13 JANUARY 2015</b>		

Topic and background	Objectives/Background	Key contacts
Community Safety Partnership review	<ul style="list-style-type: none"> <li>➤ <b>Task and Finish Group review Nov/Dec 2014 to report back to OSC 13 Jan.</b></li> <li>➤ Terms of reference to be agreed by OSC Nov 2014</li> <li>➤ Statutory responsibility to review Community Safety Partnership. Carry out small scale review this year.</li> </ul>	S Hansford
Business Improvement District – progress against Business Plan	<ul style="list-style-type: none"> <li>➤ Review by OSC April 2014. OSC requested further update in 6 months' time.</li> <li>➤ Monitoring role</li> </ul>	S Oates
Budget TFG	<ul style="list-style-type: none"> <li>➤ <b>Task and Finish Group to review Dec 2014 to report back to OSC 13 Jan.</b></li> <li>➤ Terms of reference to be agreed by OSC Nov 2014 (if required)</li> </ul>	J Ward
Electronic Consultation with CDC parishes	<ul style="list-style-type: none"> <li>➤ Business Routeing Panel March 2014 suggested OSC involvement.</li> <li>➤ Due to go live June/July 2014. Review progress of implementation in 6 months' time.</li> <li>➤ Monitoring role</li> </ul>	A Frost/ Sam Carter
<b>17 MARCH 2015</b>		
Chichester in Partnership – health action plan progress review	<ul style="list-style-type: none"> <li>➤ OSC Mar 2014 considered review of Healthier Chichester Partnership and move to Chichester in Partnership</li> <li>➤ Requested to review progress against health action plan in one year's time.</li> <li>➤ Monitoring role</li> </ul>	E Thomas/A Loaring
Targeted support and Think Family projects	<ul style="list-style-type: none"> <li>➤ OSC Mar 14 requested to review in one year's time</li> <li>➤ Monitoring role</li> </ul>	S Hansford

***To be scheduled in when timescales known***

Topic and background	Objectives/Background	Key contacts
Asset Realisation and Development	<ul style="list-style-type: none"> <li>➤ BRP March 2014 advised this may need OSC or CGAC input when projects identified.</li> </ul>	P Over/ Peter Legood
Private Sector Renewal Policy	<ul style="list-style-type: none"> <li>➤ Was scheduled in 2013/14 work programme but work delayed due to Housing Stock Modelling results (linked to 2011 Census).</li> <li>➤ Milestone on Housing Strategy Delivery Plan.</li> <li>➤ No date set as yet.</li> </ul>	R Dunmall

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**Chichester District Council**

**BOUNDARY REVIEW PANEL**

**Tuesday 22 July 2014**

**Request Received to Increase the Number of Parish Councillors  
Serving on Chidham and Hambrook Parish Council**

**1. Contacts**

**Report Author:**

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**2. Recommendation**

**2.1. The Panel is asked to consider whether the increase in workload of Chidham and Hambrook Parish Council is sufficient to warrant an increase in the number of parish councillors from 9 to 10 and to recommend to Council whether:**

**a) It supports a further Community Governance Review for the parish of Chidham and Hambrook; or**

**b) the request should be rejected.**

**3. Background**

3.1. In 2012-13 the Council undertook a Community Governance Review following a request from Chidham and Hambrook Parish Council that 229 properties should be transferred from the parish of Southbourne to the parish of Chidham and Hambrook. Following consultation with the affected communities, Council agreed that the 229 properties should be transferred..

3.2. The Chief Executive and Electoral Registration Officer has received a request from Chidham and Hambrook Parish Council to increase the number of Parish Councillors from 9 to 10.

3.3. The Local Government and Public Involvement in Health Act 2007 devolves power to take decisions about matters such as the creation of Parishes and their electoral arrangements to Local Government in England. The District Council has the final say on the electoral process for parishes, including any boundary changes and electoral arrangements.

3.4. The Local Government Act 1972 specifies that each Parish Council must have at least five Councillors; there is no maximum number. In practice

there is a wide variation in the number of Parish Councillors. Research by the Aston Business School found a typical Parish Council, representing fewer than 500 people, had between 5 and 8 Councillors and those between 501 and 2500 had between 6 and 12 Councillors. Chidham and Hambrook has an electorate of 1207 (June 2014).

- 3.5. The Local Government Boundary Review Commission is of the view that it is for each area to consider the appropriate size on its own merits, having regard to its population, geography and the pattern of communities.

#### **4. Proposal**

- 4.1. Although the Council conducted a review on the boundary changes last year in Chidham and Hambrook, the review did not consider the electoral arrangements: i.e. whether to increase the number of Parish Councillors, as no request had been made for this. However, because a request has now been made by Chidham & Hambrook Parish Council to increase the number of Parish Councillors, Council will need to decide whether:

- (a) To consider the request and conduct a review on the number of Parish Councillors
- (b) To reject the request.

If the request to conduct a review is agreed, the following process would need to be followed:

- Stage 1        The Council must decide whether it wishes to conduct a review and then determine its terms of reference - this includes publication to ensure all parties are aware of the intention to undertake a community governance review. In this case the issue is whether the electoral arrangements for Chidham and Hambrook Parish should be changed ie an increase in the number of parish councillors increased from 9 to 10.
- Stage 2        Consultation is undertaken with the local government electors of Chidham and Hambrook Parish Council, together with any other party who may have an interest in the review - this would include West Sussex County Council and the ward councillors.
- Stage 3        Any comments or representations received are considered by the Council and any draft recommendations made for change must be published and all interested parties informed with a date by which representations must be made.
- Stage 4        Taking into account any further representations made, the Council must take a decision on the outcome of the community governance review and any changes to be made – this decision must be published, giving a reason for the



decision, and reasonable steps must be taken to ensure all interested parties are informed of the decision and the reasons.

Stage 5            A Reorganisation Order is made which will include a map showing the effects of the Order and a document detailing the reasons for the decision – this must be placed on deposit for public inspection and sent to relevant Government bodies. There must also be publication to ensure all parties are aware of the outcome of the community governance review.

4.2.    This process must be followed. It is suggested that the consultation period for each stage is 4 weeks. The review must be completed within twelve months from the start. If the changes are agreed, the Reorganisation Order will come into effect on 1 April 2015, following the date on which the order was made

4.3.    As Electoral Registration Officer I was initially of the view that Chidham and Hambrook have sufficient Parish Councillors to undertake their Parish Council work because at the last Parish Council election they had an uncontested election and they did not have sufficient candidates to stand. This led to the Parish Council having to co-opt two members. However, in subsequent correspondence with the Parish Clerk he has informed me that the parish's workload has increased because of the extra number of parishioners being transferred into the Parish and, because they have commenced work on their Neighbourhood Plan, they are experiencing an increased interest in Parish affairs. They believe there will be sufficient candidates standing at the next election to fill the additional place. The number they are proposing is reasonable for the size of the electorate and I can confirm that they have had an increase in work. However, I remain somewhat concerned that by increasing the number they may still have uncontested elections in 2015 and may have to continue to co-opt.

4.4.    The Panel is asked to consider whether the increase in workload of the parish is sufficient to warrant a review and recommend to Council whether it:

a) Supports a further Community Government Review for the parish of Chidham and Hambrook.

b) That the request should be rejected.

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

5.1    See above.

## **6. Resource and legal implications**

6.1.    The Council does not have a specific budget for reviews of this nature; however, there is a legal duty to consider the review.

6.2. Although there will be some staffing implications for the Electoral Services, the cost will be minimal.

## 7. Consultation

7.1. If a review takes place then the local electorate and other interested parties will be consulted.

## 8. Other Implications

<b>Crime &amp; Disorder:</b>	None
<b>Climate Change:</b>	None
<b>Human Rights and Equality Impact:</b>	None
<b>Safeguarding:</b>	None