

Notice of Meeting

East Pallant House East Pallant Chichester West Sussex PO19 1TY

Telephone: 01243 785166

Website: www.chichester.gov.uk

MEETING

COUNCIL

DATE / TIME

NB Note date and start time

Monday 22 December 2014 at **10.30 am**

VENUE

The Council Chamber East Pallant House East Pallant
Chichester West Sussex

CONTACT POINT

Philip Coleman – Member Services Manager
Telephone: 01243 534655
E-mail: pcoleman@chichester.gov.uk

Friday 12 December 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

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 4 and 22 December 2014, together with their copy of the Chichester Local Plan: Key Policies Pre-submission 2014-2029.

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 special meeting of the Council held on Monday 24 November 2014 (pages 1 to 9)
- 2 **Chairman's announcement of any urgent items** which due to special circumstances are to be dealt with under agenda item 9(b)
- 3 **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
- 4 **Chairman's Announcements**
- 5 **Public Question Time** (maximum of 15 minutes duration)

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

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

Recommendations

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

(a) Cabinet – 22 December 2014

The report giving rise to this recommendation is in the papers for the meeting of the Cabinet on 22 December 2014. Because this agenda is despatched before the Cabinet meeting, the recommendation is subject to amendment

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

RECOMMENDED

- (1) That the Chichester Local Plan: Key Policies Further Proposed Modifications (set out at the Appendix to the Cabinet report) be approved for public consultation;
- (2) that appendix 7 of the *Evidence Audit – Housing Provision* (approved at the meeting on 24 November) be withdrawn..

(b) Cabinet - 4 December 2014

The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 4 December 2014

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

(i) Minute 683 – Financial Strategy and Plan

(See report at Agenda Item 5 (pages 1 - 18) of the Cabinet papers)

RECOMMENDED

- (1) That the key financial principles and actions of the 5 year financial strategy set out in paragraph 6 of the Cabinet report be approved.
- (2) That the current 5 year Financial Model at Appendix 1 is noted.
- (3) That a minimum level of general fund reserves of £5m, together with £1.3m revenue budget support be set, as supported by the Corporate Governance & Audit Committee.
- (4) That the New Homes Bonus should be allocated annually, taking into account both the legal requirement to set a balanced budget and also the Council's policy to reward communities that have accepted housing growth and as set out in paragraph 6.10.
- (5) That the current resources position, as set out in Appendix 2, is noted.
- (6) That it be noted that the Council will require in due course to choose either a Council tax freeze or a Council Tax increase for 2015/16.

(ii) Minute 684 – Determination of the Council Tax Reduction Scheme for 2015/16

(See report at Agenda Item 6 (pages 19 - 49) of the Cabinet papers)

RECOMMENDED

That the council tax reduction scheme for 2015/16 be approved.

(c) Corporate Governance and Audit Committee – 4 December 2014

(iii) Minute 203 – Report of the Corporate Governance and Audit Committee:

Annual Report on Corporate Governance (pages 11 to 14)

RECOMMENDED

That the Corporate Governance and Audit Committee's report on the governance arrangements be approved.

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

8 **Calendar of meetings 2015/16**

To approve the calendar of meetings for the Council year 2015/16. (pages 15 - 18)

9 **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

NONE

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

MEMBERS

Mrs C M M Apel	Mr P Jarvis
Mr G A F Barrett	Mrs G Keegan
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 Special Meeting of the **Council** held in the Council Chamber, East Pallant House, Chichester on Monday 24 November 2014 at 2.30 pm

Members (48)

Mr M J Bell (Chairman)

Mrs C M M Apel	Mr P Jarvis
Mr G A F Barrett	Mrs G Keegan
Mr P J Budge	Mrs E P Lintill
Mrs H P Caird	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 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 A M Shaxson
Mr T M E Dunn	Mr A R H Smith
Mr A J French	Mr N R D Thomas
Mrs N D Graves	Mrs P M Tull
Mrs E Hamilton	Mr S Lloyd-Williams
Mrs P A Hardwick	Mr M Woolley
Mr G H Hicks	

were present (36)

Members not present

Mr S L Carr	Mr J Ridd
Mr Q J R Cox	Mr F Robertson
Mr J F Elliott	Anne Scicluna
Mr B Finch	Mrs J A E Tassell
Mr R J Hayes	Mrs B A Tinson
Mr R M J Marshall	Mr B J Weekes

Officers Present for All Items

Mrs D Shepherd – Chief Executive
Mr S Carvell – Executive Director
Mr P E Over – Executive Director
Mr J Ward – Head of Finance and Governance
Mr P Coleman – Member Services Manager

263 Rogate By Election

The Council welcomed Mrs Gillian Keegan as the newly elected councillor for the Rogate ward following the by election held on 23 October 2014.

264 Minutes

RESOLVED

That the minutes of the meeting of the Council held on 23 September 2014 be signed as a correct record.

265 Urgent Items

There were no urgent items for consideration at this meeting.

266 Declarations of Interests

The Council was reminded that members who were also members of parish councils, West Sussex County Council or the Chichester Harbour Conservancy had declared that fact as a personal non-prejudicial interest when the Local Plan had been debated previously. This applied also to the further consideration of that matter (minute 269 below).

267 Chairman's Announcements

- (1) The Chairman reported that he and the Vice-Chairman had represented the Council at many events since the last meeting. He especially referred to the visit by HRH the Duke of Kent to Chichester Harbour on 3 October 2014. He thanked Mr Montyn for hosting the visit and congratulated Mrs Jane Polden, Personal Assistant to the Chief Executive, who had organised it very well.
- (2) The Chairman also announced that an error had been made on the agenda for the next Cabinet meeting, which would take place on Thursday 4 December, not Tuesday 2 December as stated on the agenda.

268 Public Question Time

Mr Mike White asked the following question:-

“Why does the Council support the proposed layout of the development of Whitehouse Farm when it is skewed by the false assumption that the southern half of the site is naturally waterlogged?”

“All waterlogging is primarily due to the neglected and blocked, to varying degrees, ditches and the blocked culverts aided by the collapsed land drains, all preventing the dispersion of rain fall as it occurs.

“By equitable use of all of the SDL (Strategic Development Location) a much better layout for the benefit of existing and new residents could be used.”

Mrs Caird (Leader of the Council) replied:-

“The Council has produced a concept statement to aid the masterplanning of the West of Chichester site.

“Whilst we understand the developer is preparing a masterplan which includes open space in the southern part of the site, this has yet to be settled through the formal planning process.

“The overall layout of the site will form part of the masterplan with details following at planning application stage and throughout this process there will be opportunities for public comment.”

Mr White thanked Mrs Caird for her reply and expressed the hope that the process she had described would result in a significant revision of the developer’s proposals, not just a minor change.

Mr Clare Apel asked the following question on behalf of the Parklands Residents Association:-

“The Inspector has asked for the Green Infrastructure policy Appendix 1 on Page 259 of the Local Plan to be removed or presumably she will find the Local Plan unacceptable.

“This Council obviously thought it was important or it would not have passed the Local Plan in the first place. Residents have also expressed grave concern over the removing of the Appendix as it protects and gives essential Policy detail on green infrastructure matters.

“Can we be reassured that even if this appendix is removed from the Local Plan, the important policies contained in the Appendix 1 will still have the same status and, if need be, a special resolution should be passed to ensure this?”

The Chairman reported that a question on the same topic had been received from **Mr Bill and Mrs Sarah Sharp**, and as they were unable to be present he read it:-

“The Council is proposing to change the status of the Green Infrastructure Appendix in the Local Plan. But people, when they read this Appendix during the consultation, assumed it would be part of the plan. I don’t imagine anyone objected, and indeed many would have found it one of the few reassuring parts of the plan.

“To remove or change its status now would be a difficult to understand travesty of what a consultation process is meant to be. One more step in a developer-led take over.

“Moreover, in more technical terms, any downgrading would be a “Major Modification” which would need to be consulted on.

“Council officers have suggested that they believe this Appendix would require further work to come up to the level of robustness required of a Local Plan. So, can I ask that, rather than relegating this Appendix to the status of a toothless add-on, the required work be carried out to knock it into shape?

“After all, I think we all know that “mere guidance” counts for little in the world of planning and development.”

Mrs Caird (Leader of the Council) replied to both questions:-

“Any material change to the Local Plan will need to be in the form of a formal modification which will be approved by the Full Council. This would then be subject to public consultation and any representations received would be considered by the Inspector, who would also consider whether there is a need to hold another hearing or deal with it through written representations. Officers are minded to keep the broad guidance contained in the green infrastructure appendix within the local plan but clarify that it is guidance not formal policy. Were it to be converted to development plan policy it is likely that it would have to be substantially amended and much of the important detail removed. It would also then be subject to public consultation, including with developers, whose views would be considered by the Inspector. This matter is likely to be considered by the Council in January but is not the subject of debate at this meeting.”

Mrs Apel asked a supplementary question about the lesser status of guidance, as opposed to policy, and expressed the view that the green infrastructure provisions in the Local Plan should be regarded as policy.

Mrs Caird replied that the Inspector had made her position clear and the Council had little choice. She did not wish to see the detail of the appendix lost and felt the proposal in the reply she had given was the best compromise.

Mr Ransley and Mr Cullen pointed out that it was wrong to suggest that planning guidance counted for little. The guidance would clarify the formal policy and the appendix would carry weight. Mr Oakley agreed that planning guidance carried weight, but felt that the green infrastructure appendix should be retained in the body of the Local Plan with a status as near as possible to formal policy.

Decisions made by the Council

269 Recommendations of the Cabinet

Cabinet – 24 November 2014

Chichester Local Plan

Mrs Caird (Leader of the Council), seconded by Mrs Purnell, moved the recommendation of the Cabinet. She explained that, during the public examination of the Local Plan, the Inspector had indicated that she wanted to see up to date evidence to justify the District Council's proposed housing figure of 410 homes per annum and to see whether it could be increased.

The report, and supplementary report, that had been considered by the Cabinet was the outcome of considerable work carried out under extreme time pressure within the timeframe agreed with the Inspector. She announced some minor amendments as follows:-

Cabinet report, Appendix 3 (page 38)

The note below the table should read:-

“* These figures do not take existing commitments into account and should not be taken cumulatively.”

Cabinet report, Appendix 6

Delete the following references from the first two pages of the spreadsheet:-

BI08178 (land south of Church Lane, Birdham)

FB08225 (land west of Blackboy Lane, Fishbourne)

LX0857 (Land South of Loxwood Place Farm, Loxwood)

Supplementary Report

Page 4, reference to Para 7.12: Delete “In total”

Page 5, reference to Policy 4: Delete “a total of” in paragraph 1 and the word “Total” from the heading of the right hand column in the table below.

Mrs Caird went on to explain that the evidence indicated that it was possible to increase the housing target by 25 per annum to 435 per annum. This equated to 415 in total over the plan period. This might not sound much, but was significant to local communities, and to the infrastructure implications.

It also reflected the significant limitation provided by the Chichester Transport Study of Strategic Development Options (Jacobs 2013) which had tested the effects of up to 440 houses delivered per annum. Advice from West Sussex County Council and the Highways Agency was clear that increasing the housing target above that would require additional transport modelling. This would delay plan adoption by at least 6 months and possibly as much as two years.

Other constraints within the district also had a limiting impact on housing numbers, and the report noted wastewater treatment capacity, coalescence of settlements and concerns for settlement character and capacity.

This report would demonstrate to the Inspector that the Council was planning positively and had undertaken a review of its evidence and had found capacity for additional housing.

The Chairman added that, in her view, the result was a sound, objective, balanced plan. Based on the evidence available, it represented a modest increase in housing numbers. It was deliverable, and represented the best possible outcome for the whole district. It would allow the Inspector to recognise the effort made to deliver the optimum number of homes in the district, within the constraints identified, and provide much-needed homes for communities.

She warned that if the plan was not adopted now, the District would be without a plan for possibly as much as to two years. This would risk planning by appeal, resulting in development where the Council and community did not want it, in numbers it could not accommodate and without the infrastructure to make it bearable.

Mr Oakley proposed, seconded by Mr Ransley, the following further amendments to the Supplementary Report (page 7):-

Local Plan page 57: Additional sentence at end of paragraph 7.28 to read:-

“Housing sites for Chichester city will be allocated through the Site Allocations DPD and may include sites adjoining the Chichester city Settlement Boundary in neighbouring parishes.”

Local Plan page 58: Footnote to table to read:-

“(1) Suitable sites will be allocated through the Site Allocations DPD and may include sites adjoining the Chichester city Settlement Boundary in neighbouring parishes.”

Mrs Caird agreed to accept these amendments as proposed.

Mr Oakley also drew attention to paragraph 7.4 of the Statement, which stated that the Council considered that additional development would not be deliverable at the Tangmere Strategic Development Location “within the plan period”. He felt that a greater degree of certainty was required about the long term and feared that incremental development might take place after the plan period which would lead to a cumulatively growing infrastructure deficit.

Mr Carvell explained that officers and the Inspector would require evidence before any statement could be made about the long term. He suggested that the issue should be dealt with through the master plan. Mr Ransley added that the neighbourhood plan would be a means of providing more certain detail about the timing and quantity of development.

Mr Barrett stated that he supported the Local Plan and the proposed recommendation. However, he felt that the need for the proposed additional 80 dwellings at East Wittering and Bracklesham required attention. He pointed out that, since 2001, around 550 additional dwellings had been provided in the wards of East and West Wittering, many of them affordable, yet the increase in households had been only about 300; the number of second homes in these wards now approached 1,000. At present, some 189 housing units had been already approved, of which 17 had been completed; 115 were under construction and the remaining 57 planned for completion by 2019. Of the 189, there were 94 affordable homes to meet the in-need waiting list of less than 70. There were also several windfall sites with planning approval.

Mr Barrett pointed out that there was no secondary school in the Witterings and no sixth form college on the Manhood Peninsula, and so some 550 secondary students and more than 450 sixth form students required daily transport. Even though a wide range of types of housing had been built, families were not moving into the area. The under 50 population had remained static since 2001. The number of locally available jobs had fallen dramatically in the last couple of years. Well known traffic problems were regularly experienced. The sewerage network was inadequate to cope with the current level of housing, and so far Southern Water had failed to respond to the many complaints.

Mr Barrett concluded that the increase of 80 could be accommodated in the long term, but only after the A27 upgrade had been completed and the sewage issues had been resolved.

Mr Myers drew attention similarly to sewerage problems in his ward, and felt that Southern Water and the Environment Agency needed to be pressed to solve these difficulties.

Mr Carvell replied that the Local Plan dealt with strategic development and infrastructure requirements. However, existing difficulties in the drainage network were recognised and dialogue with Southern Water was continuing in order to pursue a solution to them.

Mr Dunn commented that it was clear that the majority of the electorate was opposed to additional housing and depended on their councillors to express their views. It was difficult to balance this with central government's requirements. He felt that the Council's approach had been exemplary and he would support the recommendation.

Mrs Apel asked whether the impact on the important and historic city of Chichester of the additional allocations at the West of Chichester Strategic Development Location and in the city or adjoining areas, over and above recent development at Roussillon Barracks and Graylingwell, had been considered.

Mrs Caird replied that the additional allocations were over a long period and could be managed.

Mr Smith referred to the creative tension he experienced, as ward member for a parish receiving major development and Chairman of the Planning Committee, in responding to the Inspector's requirements. He wondered whether the construction industry had the capacity to deliver a rate of development in the next fifteen years that they had not achieved in the last ten. Whilst there was a risk in allocating too many houses, there was also a problem in allocating too few, as witnessed by rising house prices. He felt that the Council had got the balance right and that delaying the Local Plan would result in a worse situation.

Mr Shaxson supported the recommendation, but drew attention to the critical importance of the assumed expansion of the Tangmere Wastewater Treatment Works in 2019. He asked what the fallback position would be if that did not take place.

Mr Carvell replied that the officers would explain to the Inspector their level of confidence that the expansion would take place. However, if it did not, there might need to be a review of the Local Plan.

RESOLVED

That the Evidence Audit attached at Appendix 1 to the report, amended as reported by Mrs Caird, be submitted to the planning inspector for the Local Plan examination, and that the *Chichester Local Plan Key Policies – Pre-submission 2014-2029* be modified by incorporating therein the consequential changes to the text and policies set out in the supplementary report, amended as reported by Mrs Caird and as proposed by Mr Oakley:

- (1) by increasing the housing target by an additional 415 homes (this would bring the housing target per annum to 435 homes); and
- (2) by allocating those additional housing numbers at West of Chichester SDL (250 dwellings); and increasing the housing numbers for Chichester city or areas adjoining the city (85 dwellings) and East Wittering and Bracklesham (80 dwellings).

(Mrs Apel voted against)

270 Report of Urgent Decision: The Grange – settlement of final account

The Council noted the report circulated with the agenda (copy attached to the official minutes) of an urgent decision, made by the Cabinet on 14 October 2014 with the agreement of the Chairman of the Overview and Scrutiny Committee, which was contrary to or not wholly in accordance with the budget approved by full Council. The Cabinet had resolved that the offered final account settlement for The Grange

project be accepted, and that £128,000 be allocated from capital reserves to cover the total project costs..

271 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 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.

Cabinet – 4 November 2014

272 Investment Opportunity

Mr Ransley (Cabinet Member for Support Services), seconded by Mr Dignum, introduced the recommendation of the Cabinet. He reminded the Council of their previous support for the purchase of assets which would offer a favourable return on investment at a manageable level of risk and which would support the local economy. An opportunity had arisen to pursue the acquisition of a commercial property within the district, subject to satisfactory due diligence and survey. The investment would produce a rate of return well in excess of the return on cash investments, currently around 1%. There was also potential to increase income and capital growth. Mr Ransley described the property in question.

Mr Dignum supported the recommendation. He acknowledged that there were risks, but gave reasons why the level of risk was considered acceptable. He drew attention to the Statement of Resources (Agenda Item 5, Appendix 2 for the Cabinet meeting to be held on 4 December 2014) which showed that the Council had adequate resources for the proposed acquisition. He also drew attention to the community benefits in terms of the local economy.

Members supported the recommendation. Some members encouraged the Cabinet to search for investment opportunities that would support the local economy in other towns in the district, and Mr Ransley assured them that opportunities throughout the district were considered.

A member also suggested that the Council should offer low initial rentals for start up businesses, and Mr Dignum drew attention to the role of the Grants and Concessions Panel in considering such requests.

Mr Chaplin asked about the scope of the Public Services (Social Value) Act 2012, and the Chief Executive agreed to provide a written reply.

RESOLVED

That the sum referred to in paragraph 6.1 of the report be allocated from reserves for this purchase.

[Note The meeting ended at 12.24 pm]

CHAIRMAN

Date _____

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Chichester District Council

Council Meeting – 16 December 2014

Report of Corporate Governance and Audit Committee

Background

The council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

To this end members and senior officers are responsible for ensuring that proper arrangements exist for the governance of the Council's affairs and stewardship of its resources.

In November '13 the Corporate Governance & Audit Committee considered the Strategic and Organisational risk registers to ensure the adequacy of the Council's actions to control and manage risks.

In June '14 the Accountancy Services Manager met with the Heads of Service to re-assess all the Organisational Risks to ascertain if the risks still apply, and whether the initial risk score was correct or not. Where the risk was still relevant, they were re-scored taking into the account the mitigating action. Of the 11 Strategic Risks 8 have been scored as high, these will be reviewed on a quarterly basis by CMT and considered by the Strategic Risk Group.

During 2013/2014 the eight highest risks identified in the Corporate Risk Register were:

- **Deficit Reduction (Balanced Budget):** That the council is unable to set a balanced budget. This is an on-going risk.
- **Visions Priorities:** Lack of clear vision and priorities that are forward looking with members and officers not adhering to shared visions and priorities.
- **Health & Safety:** Failure to adhere to H&S policies and procedures leading to the death or injury of an employee or third party resulting in prosecution.
- **Local Plan:** Failure to have an approved plan in place to protect the local environment and to deliver Housing Targets for the District. Council unable to collect Community Infrastructure Levy.
- **Project Management:** Failure to deliver key projects due to ineffective programme and / or project management skills.
- **Cessation of the Agency Arrangement for South Downs National Park:** Failure to reach agreement for the delivery of planning services on behalf of the SDNP leading to conflict, unclear expectations which could impact on the financial arrangements of the contract.

- **Business Continuity:** That a business continuity incident occurs and the organisation fails to respond effectively and continue to deliver services.
- **Contract Management:** Failure to manage contracts where contractor or key partner fails to deliver goods and / or services which prevents the council from delivering its corporate plan objectives for both projects and services.

The Council has taken early action as the current financial crisis started and has, over the last four years, achieved almost £5.8m of savings. This has enabled the Council to set balanced budgets without the need to draw against reserves. Current predictions are that there is a need to find further savings to maintain a balanced position. The Council will need to save a further £2.4m over the next five years and there is a plan to deliver this. Cabinet have agreed the Deficit Reduction Plan of £2.4m but officers and members will keep this under review.

Annual Governance Statement

The Annual Governance Statement has been prepared in accordance with the CIPFA / SOLACE guidance on "Delivering Good Governance in Local Government". The Statement clearly sets out the 6 fundamental principles of good governance:

- Determining the council's purpose, its vision for the local area and intended outcomes for the community.
- Members and officers working together to achieve a common purpose with clearly defined functions and roles.
- Promoting our values and upholding high standards of conduct and behaviour.
- Taking informed and transparent decisions and managing risk.
- Effective Management – capacity and capability of members and officers.
- Engaging with local people and other stakeholders to ensure robust accountability.

CIPFA guidance also requires an Annual Review of Partnerships which has been produced by Internal Audit.

Internal Audit reviewed a sample of Partnerships to see whether the appropriate governance arrangements were in place. From the sample selected some of the Partnerships had been set up without referring to the partnership guidance. The guidance states that all partnerships that the council is involved in must have the following in place:

- Terms of Reference
- Action Plan with SMART (Specific, Measurable, Achievable, Realistic and Time Bound) outcomes, outcome measures and planned timescales.
- Risk Assessments
- Exit Strategy
- Lines of Accountability
- Regular Reviews
- Set financial arrangements

- Partnership register, to contact the Policy Officer when setting up a new partnership or reviewing an existing one in order for the partnership register to be kept up to date.

In some cases information relating to Partnerships has been taken from the Service's Service Plan. When reviewing these further some had been incorrectly classified as a Partnership. The Policy Officer will be contacting the relevant services to discuss the information on their service plans.

It is recommended that staff refer to the guidance when forming or reviewing a Partnership.

Significant Issues & Risks

The drafting of the Annual Governance Statement has highlighted some risks that have come to light which are receiving attention from those charged with governance.

- **The impact on the Council of the future Grant settlement calculation and loss of external income streams**
The council has identified likely reductions from government and from local income streams. The report to cabinet "Transformation of Council Services" emphasised the need to continue to plan for the future and to be able to "flex the model" should the need arise. The implementation of the Deficit Reduction Plan will identify efficiencies or increased income to address the expected shortfall by 2017/2018.
- **Business Continuity**
Zurich has undertaken a Business Impact Analysis which was reported to CMT in June '13. The council has decided to replace Shadow Planner and to replace it with a simplified version that will be kept on the Council's X drive. Work is continuing to complete the non-critical plans. In the meantime should an emergency last for more than three days the information held on Shadow Planner would be used. No formal testing of the major systems has been undertaken in 2013/2014.
- **Emergency Planning**
A peer review has been undertaken by West Sussex County Council giving an "Emergency Planning Health Check". In February '14 the Head of Environment and Housing undertook an Emergency Planning review for CMT. The review also highlighted West Sussex County Council's plans for the future.
- **Westgate Centre Carbon Trust contract**
The council has been out to tender for the replacement of the CHP's. Unfortunately no tenders were received. A revised tender is being prepared for a revised solution.
- **Failure of the Local Plan**
The Council has submitted the Local Plan to the Government and is awaiting its opinion as to whether the plan can be classified as sound.

Other than those areas set out above, which are themselves subject of further on-going review, members of the Committee are assured that key systems are in place within the council. This is supported by the internal audit service, which has the responsibility to review independently and report to Committee.

Signed:

A handwritten signature in black ink, appearing to read 'P M Tull', written over a horizontal line.

Mrs P M Tull
Chairman of Corporate Governance & Audit Committee

Chichester District Council

COUNCIL

16 December 2014

Committee Timetable 2015/16

1. Contacts

Cabinet Member:

Josef Ransley, Cabinet Member for Corporate Services and Communications,
Tel: 01403 820891 E-mail: jransley@chichester.gov.uk

Report Author:

Philip Coleman, Member Services Manager,
Tel: 01243 534582 E-mail: pcoleman@chichester.gov.uk

2. Recommendation

2.1. That the calendar of meetings for the Council year 2015/16 be approved.

3. Outcome to be achieved

3.1. A timetable which handles the Council's business effectively and enables members and officers to plan ahead.

4. Proposal

4.1. Around the turn of each calendar year the Council approves its committee timetable for the ensuing Council year (May to May). The draft calendar of meetings is appended for the Council's approval.

4.2. On this occasion, the year in question follows the District Council election on 7 May 2015. The calendar of meetings could, therefore, be amended later by decisions made by the new council. However, the current Council is asked to approve it now as a basis for planning.

4.3. The calendar also shows (in italics) a suggested programme of induction sessions for members of the new Council. This programme is still under consideration, but is presented as a draft for comment.

4.4. A version where the various meetings and school holidays are colour coded, so the pattern of meetings for particular committees is obvious, may viewed in the Council papers on the Council's website.

5. Appendix

5.1. Draft committee timetable 2015/16

6. Background papers

6.1. None

CHICHESTER DISTRICT COUNCIL CALENDAR OF MEETINGS 2015-2016

	MAY	JUNE	JULY	AUG	SEPTEMBER	OCTOBER
Monday		1		3		
Tuesday		2 CABINET 9.30 LSP 2.00		4	1	
Wednesday		3	1 LGA Conference	5	2	
Thursday		4	2 LGA Conference Overview & Scrutiny 10.00 O&SC 2.00	6	3 Making sense of social media 09.30	1 CSP 9.30
Friday	1	5	3	7	4	2
Monday	4 BH	8	6	10	7	5
Tuesday	5	9 ICT open session	7 CABINET 9.30	11	8 CABINET 9.30 LSP 2.00	6 CABINET 9.30
Wednesday	6	10	8 ICT open session	12	9	7
Thursday	7 Parliamentary, District and Parish elections	11	9 CSP 9.30	13	10 Standards 09.30 Standards Committee 11.30	8
Friday	8 Count	12	10	14	11	9
Monday	11	15 Licensing 1 09.30	13	17 Planning - SV	14 Planning - SV	12 Planning - SV
Tuesday	12 Getting started 10.00 Member's role 13.30	16 Licensing 2 09.30	14 Partners and partnerships 11.00 COUNCIL 2.30	18	15 O&SC 10.00	13
Wednesday	13 Housing & Env 10.00 Welcome 14.00	17 Licensing Committees 9.30	15	19 Planning 9.30	16 Planning 9.30	14 Planning 9.30
Thursday	14 Community Services 10.00 Welcome 14.00	18 Development Plan Panel 10.00	16 Development Plan Panel 10.00	20	17 Development Plan Panel 10.00	15 Development Plan Panel 10.00
Friday	15 Contract Services 10.00 Welcome 14.00	19 ICT equipment, systems and skills 10.00	17	23	18	16
Monday	18	22 Planning - SV	20 Planning - SV	24	21	19
Tuesday	19 Big Issues 10.00 ANNUAL COUNCIL 2.30	23 ICT open session	21 Grants & Concessions 10.00 G&C Panel 2.30	25	22 Finance & Budgets 11.00 COUNCIL 2.30	20
Wednesday	20 Commercial Services 09.30	24 Planning 9.30	22 Planning 9.30	26	23	21 Licensing Committees 9.30
Thursday	21 Planning Services Overview 10.00 Development Mgt & Planning Apps 13.00	25	23	27	24 G&C Panel 2.30	22 G&C Panel 2.30
Friday	22 Planning Enforcement 10.00	26	24	28	25	23
Monday	25 BH	29 JECP 3.00 pm	27	31 BH	28 JECP 3.00 pm	26
Tuesday	26	30 LGA Conference Corporate Governance & Audit 10.30 CGAC 2.00	28		29 CGAC 9.30	27
Wednesday	27 Planning 9.30		29		30	28
Thursday	28 ICT open session		30			29
Friday	29		31			30

BH – Bank Holiday

G&C Panel = Grants & Concessions Panel

JECP = Joint Employee Consultative Panel

CGAC = Corporate Governance and Audit Committee

O&SC = Overview & Scrutiny Committee

Planning – SV = Planning Committee site visits

CSP = Community Safety Partnership

LSP = Chichester in Partnership

WSCC School Term Dates

Summer Term: 13 April - 22 July 2015 (Half Term: 25 - 29 May 2015)

Autumn Term: 3 September - 18 December 2015 (Half Term: 26 - 30 Oct 2015)

Spring Term: 4 January - 24 March 2016 (Half Term: 15 - 19 February 2016)

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LGA Annual Conference: Harrogate 30 June -2 July 2015

	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Monday	2			1 Planning - SV			2 BH
Tuesday	3 CABINET 9.30	1 CABINET 9.30 LSP 2.00		2 CABINET 9.30	1 CABINET 9.30 LSP 2.00		3 CABINET 9.30
Wednesday	4	2		3 Planning 9.30	2 Planning 9.30		4
Thursday	5	3		4	3		5 Police & Crime Commissioner election?
Friday	6	4	1 BH	5	4	1	6
Monday	9 Planning - SV	7 Planning - SV	4 Planning - SV	8	7	4	9
Tuesday	10	8	5 CABINET 9.30	9	8 COUNCIL 2.30	5 CABINET 9.30	10 O&SC 10.00
Wednesday	11 Planning 9.30	9 Planning 9.30	6 Planning 9.30	10	9	6	11
Thursday	12	10	7	11	10	7	12
Friday	13	11	8	12	11	8	13
Monday	16	14	11	15	14	11	16
Tuesday	17 O&SC 10.00	15 COUNCIL 9.30	12 O&SC 10.00	16	15 O&SC 10.00	12	17 ANNUAL COUNCIL 2.30
Wednesday	18	16	13	17	16	13	18
Thursday	19 Development Plan Panel 10.00	17 Development Plan Panel 10.00	14 Development Plan Panel 10.00	18	17 Development Plan Panel 10.00	14 Development Plan Panel 10.00	19 Development Plan Panel 10.00
Friday	20	18	15	19	18	15	20
Monday	23	21	18 JECP 3.00 pm	22	21	18 JECP 3.00 pm	23 Planning - SV
Tuesday	24 CGAC 9.30	22	19 CGAC 9.30	23	22 CGAC 9.30	19	24
Wednesday	25	23	20	24	23 Licensing Committees 9.30	20	25 Planning 9.30
Thursday	26	24	21 G&C Panel 2.30	25 Development Plan Panel 10.00	24 G&C Panel 2.30	21 CSP 9.30	26
Friday	27	25 BH	22	26	25 BH	22	27
Monday	30	28 BH	25	29 Planning - SV	28 BH	25 Planning - SV	30 BH
Tuesday		29	26 COUNCIL 2.30		29 Planning - SV	26	31
Wednesday		30	27		30 Planning 9.30	27 Planning 9.30	
Thursday		31	28 CSP 9.30		31	28	
Friday			29			29	

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