

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Democratic Services

Email: democraticservices@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 5 November 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs N Graves, Mrs P Plant and Mr P Wilding

SUPPLEMENT TO AGENDA

- 5 **Determination of Council Tax Reduction Scheme for 2020 - 2021** (Pages 1 - 32)
Appendix – Local Council Tax Reduction Scheme April 2020 to March 2021
- 6 **Financial Strategy and Plan 2020-21 to 2024-25** (Pages 33 - 51)
Appendix 1 – Financial Strategy
Appendix 2 – 5 Year Financial Model
Appendix 3 – Capital Programme Resource Statement 2019-20 to 2023-24
- 7 **Disabled Facilities Grants Policy 2020 - 2024** (Pages 53 - 75)
Appendix – West Sussex Disabled Facilities Grants Policy 2020-2024
- 10 **Economic Development Strategy and Inward Investment & Growth Strategy** (Pages 77 - 96)
Appendix 1 – Creating a Prosperous and Sustainable Economy Economic Development Strategy for Chichester 2019-2024
Appendix 2 – Draft Inward Investment Growth Strategy
- 11 **Parking Proposals and Off-street Parking Charges** (Pages 97 - 105)
Appendix 1 – Options for Parking Charges 2020-22
Appendix 2 – Where to park in Chichester & District 2019/2020
Appendix 3 – Horsham District Council Parking Prices
Appendix 4 – Winchester City Council Off-Street Parking Charges

This page is intentionally left blank



**Local Council Tax Reduction Scheme
April 2020 to March 2021**

Council Tax Reduction Scheme April 2020 to March 2021		Page
	Introduction	1
1.0	Reductions for different classes	2
2.0	Excluded groups	4
3.0	Who can claim council tax reduction	5
4.0	How to apply for council tax reduction	6
5.0	The calculation of a council tax reduction	6
6.0	When entitlement begins	11
7.0	Extended payments	11
8.0	Notification of decisions	12
9.0	Payment of council tax reduction	12
10.0	Changes of circumstance	12
11.0	Evidence & required information	14
12.0	Appeals	14
13.0	Fraud	15
14.0	Work incentives	15
15.0	Changes to the scheme	16
	Appendices	
	Appendix 1 The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012	17
	Appendix 2 The Housing Benefit Regulations 2006	17
	Appendix 3 Discretionary CTR Policy	18
	Appendix 4 Risk Based Verification Policy 2019	22

Introduction

In April 2013 the national council tax benefit (CTB) scheme which helped people on low incomes pay their council tax was abolished. The Local Government Finance Act 2012 gave councils the freedom to develop their own council tax reduction (CTR) schemes for people of working age giving due consideration to the needs of their residents. This document details the scheme rules developed by Chichester District Council (the Council), known as the council tax reduction scheme (CTR Scheme). For each financial year the Council must consider whether to continue with its current scheme or to replace it with another scheme.

As has been the case in previous year's local CTR schemes only applies to working age people and the Government will continue to specify how pensioner claims are to be assessed. Pensioner claims will continue to be calculated in accordance with The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012 (as amended), referred to in this scheme as the Prescribed Requirements Regulations.

The CTR scheme will continue to protect claimants in all classes that are in receipt of war widows, war widowers or war disablement pensions. As in previous years these incomes will be disregarded in full when calculating entitlement to a reduction.

In 2018 the Council introduced a new class of persons into its CTR scheme; this class is for persons in receipt of Universal Credit (UC), which has been introduced across the county and combines a number of benefits into one single payment. It aims to simplify the benefits system and to make it easier for people to transition in and out of work. Entitlement for this class is calculated with reference to income bands rather than the means test that applies to other classes. This change was introduced to simplify the scheme and reduce the cost of administration while maintaining levels of support for those in receipt of UC within the community.

It is proposed for the eighth year the local CTR scheme (2020 - 2021) remains unchanged from the 2019 - 2020 scheme with the exception of amendments made to bring the scheme into line with legislative changes that have occurred in the Housing Benefit scheme which is also administered by the Council, including the uprating or premiums, personal allowances and deductions.

Since its introduction the Council has been committed to ensuring the residents of the District continue to remain largely unaffected by the introduction of a local scheme in comparison to the previous national council tax benefits scheme that was in operation until 31st March 2013. This scheme is applicable from the 1st April 2020 to 31st March 2021, although the Council may choose to extend it further.

1.0 Reduction for different classes

1.1 CTR schemes must state the classes of person who are to be entitled to a reduction under the scheme and the reduction to which persons in each class are entitled. Chichester District Council will have six classes of person: three classes for people considered to be of pension age and three classes for those of working age.

1.2 Pensioners

The Prescribed Requirements Regulations define who is considered to be a pensioner and who is not. Claimants considered to be pensioners will fall into one of three pensioner classes as detailed below. The level of CTR to which they will be entitled is then calculated in accordance with the Prescribed Requirements Regulations.

- Class A: Pensioners whose income is less than the applicable amount.
- Class B: Pensioners whose income is greater than the applicable amount.
- Class C: Alternative maximum council tax reduction.

The Prescribed Requirements Regulations will be used to determine both the level of CTR that is awarded and how the CTR is calculated for each of these classes, with the exception of the treatment of war pensioners. The national CTB scheme allowed Councils to take local decisions regarding the extent to which war widows/widowers and war disablement pensions are taken into account when calculating entitlement. The Council will continue to completely disregard these pensions when calculating a claimant's income.

1.3 Working Age

Persons who are resident in Great Britain (or treated as resident), and have not yet reached state pension credit age, fall into one of three working age classes, which are described below. The Prescribed Requirements Regulations determine matters that must be included in CTR schemes for people of working age. However these Regulations do not specify the level of support for this group of people or how CTR awards must be calculated. Entitlement for these classes will be calculated in accordance with these scheme rules. As with pensioner claims the local CTR scheme will continue to fully disregard war widows/widowers and war disablement pensions in the calculation of entitlement to CTR.

1.4 Working Age Class D

The claimant must

- Be a person who has not yet attained the qualifying age for state pension credit.
- Be a person whose partner has not yet attained the qualifying age for state pension credit, except where the claimant is in receipt of income support, income based job seekers allowance or income based employment and support allowance.
- Be liable to pay council tax in respect of a dwelling in which they are resident.
- Is not deemed to be absent from the dwelling (see 3.4).
- Be a person in receipt of income support; income based job seekers allowance; income related employment and support allowance; maximum award of UC or be a person whose income is below their living allowance as calculated in the means test that applies to those in Working Age Class E.
- Not have capital in excess of £16,000.
- Have made an application for CTR and provided the necessary information and evidence to support that application.
- Not be a member of a prescribed group excluded from support, such as a person from abroad.

1.5 Working Age Class E

The Claimant must

- Be a person who has not yet attained the qualifying age for state pension credit
- Be a person whose partner has not yet attained the qualifying age for state pension credit.
- Be liable to pay council tax in respect of a dwelling in which they are resident.
- Is not deemed to be absent from the dwelling.
- Be a person not in Working Age Class D and whose income is more than their applicable amount.
- Not have capital in excess of £16,000.
- Have made an application for CTR and provided the necessary information to support that application.
- Not be a member of a prescribed group exempted from support such as a person from abroad.

1.6 Working Age Class F

The claimant must

- Be a person who has not yet attained the qualifying age for state pension credit.
- Be a person whose partner has not yet attained the qualifying age for state pension credit, except where the claimant is in receipt of UC.
- Be liable to pay council tax in respect of a dwelling in which they are resident for any week where the assessed income and household membership falls within one of the income bands specified by the scheme rules.
- Is not deemed to be absent from the dwelling.
- Not have capital in excess of £16,000.
- Have been assessed by the DWP for UC, or would have been awarded UC other than for any amendments, pre-payments, sanctions or waiting days.

2.0 Excluded Groups

2.1 Persons from abroad

The Prescribed Requirements Regulations define those persons excluded from CTR.

The exceptions to exclusions for persons from abroad will also remain and be prescribed by the Secretary of State. This will allow those who have recognised refugee status, humanitarian protection, discretionary leave or exceptional leave to remain granted outside the immigration rules and who are exempt from the habitual residency test to apply for CTR as long as their status has not been revoked.

2.2 Students

Persons who are full time students will be excluded from entitlement to CTR, except for those entitled to Income Support, UC or Employment and Support Allowance (income related). Part time students and claimants who have a partner who is a student may apply. The Housing Benefit Regulations 2006 Part 7 defines which are excluded and how student income is assessed for those students who are entitled to support.

3.0 Who can claim council tax reduction

- 3.1 CTR may be claimed only where the claimant is resident in and liable to pay council tax for a property. Where there is more than one resident the liable person is the one with the greatest legal interest in the dwelling.
- 3.2 When considering who is liable the Council will have regard to all the residents of a property. The liable person or persons will then be determined using the hierarchy of liability as set out in 3.3 below. Where more than one person is considered to be liable for council tax (other than a couple) CTR will be based on their proportion of the charge as determined by the Council (see figure 1 below).

Figure 1: Calculation of proportion of council tax liability

Claimant A shares a property with a friend. They rent the property from a non-resident private landlord and each pay half the rent.

Claimant A's CTR would be based on 50% of the council tax charge.

3.3 Hierarchy of council tax liability

The person liable to pay the bill is normally the person or persons who reside in the dwelling as their sole or main home and who fits the description nearest the top of the following list:

- Residents who have a freehold interest in the property i.e. owner occupiers
 - Residents who have a leasehold interest in the property i.e. leaseholders
 - Residents who are statutory or secure tenants i.e. rent payers
 - Residents who have a contractual licence to occupy the property i.e. occupants of tied cottages
 - Residents with no legal interest in the property
- 3.4 Persons who are temporarily absent from the dwelling may, in some circumstances, continue to be eligible for CTR in accordance with the Prescribed Requirements Regulations.

4.0 How to apply for a council tax reduction

- 4.1 Applications for CTR will be made online, via a form available from the Council's website. Where a claimant is unable to claim online they will be offered support to do so by appointment with an officer from the Council, or in exceptional circumstances asked to make a claim by telephone by appointment.

5.0 The calculation of a reduction

- 5.1 CTR for pensioners will be calculated in accordance with the Prescribed Requirements Regulations. CTR for persons who fall into one of the three working age classes will be calculated as described below.

5.2 Working Age Class D

A maximum reduction of 100% of the charge will be awarded for claimants in Working Age Class D. The charge is the annual council tax calculated pro rata where a claimant is not liable for a full financial year (and to exclude any brought forward arrears) minus any other discount which may apply such as single residency discount.

The CTR reduction will be subject to a deduction for any non-dependants in the household. Non-dependants are other adults living with the claimant on a non-commercial basis e.g. adult sons or daughters, relatives or friends.

5.3 Working Age Class E

Claimants in Class E will be means tested for CTR. The amount of reduction will be calculated by comparing the claimant's income to their calculated applicable amount and applying a 20% taper to the income above the applicable amount, referred to as excess income.

The amount of CTR will be subject to non-dependant deductions and dependant on the level of excess income.

5.4 Working Age Class F

The amount of CTR awarded for claimants in Class F will be determined in accordance with the income bands shown below. The level of household income will be determined in accordance with the award of UC and household composition. The amount of UC income will be that as determined by the DWP excluding any amount for housing costs.

	Single Household		Couple Household		1 Child Household		2 or more Children	
	Income Band		Income Band		Income Band		Income Band	
Reduction	From	To	From	To	From	To	From	To
100%	£0.00	£100.00	£0.00	£150.00	£0.00	£200.00	£0.00	£250.00
80%	£100.01	£120.00	£150.01	£170.00	£200.01	£220.00	£250.01	£270.00
60%	£120.01	£140.00	£170.01	£190.00	£220.01	£240.00	£270.01	£290.00
40%	£140.01	£160.00	£190.01	£210.00	£240.01	£260.00	£290.01	£310.00
20%	£160.01	£180.00	£210.01	£230.00	£260.01	£280.00	£310.01	£330.00
0%	£180.01	+	£230.01	+	£280.01	+	£330.01	+

The income for the purpose of calculating the income band is derived from the data supplied by the DWP. The calculation of income shall be as follows.

- The net UC earnings of the claimant (and/or partner) as defined by the DWP prior to any earnings allowances, these earnings will be included net of tax, national insurance and pension contribution as assessed by the DWP*.
- Plus the UC award, which means any payment of UC payable, or would have been awarded other than for any deductions, amendments, pre-payments, sanctions or payments to third parties.
- Plus the UC other income, which is any other income defined by the DWP during the UC award.
- Less any child care element included within the UC award.
- Less any disregarded income, such as Personal Independence Payments and Attendance Allowance.
- This equals the total income for the purpose of Class F reduction in this scheme.
- This income will attract a level of discount as detailed above.

*where the earned income includes a positive adjustment i.e. a rebate of tax an adjustment may be made to this figure.

*where the figure provided by the DWP is considered to contain an obvious error the decision maker may revise the figure based on best evidence.

5.5 Weekly eligible council tax

CTR is calculated on a weekly basis therefore eligible council tax is calculated as follows

- Start with the annual council tax due on the home

- If the claimant is entitled to a disability reduction on their council tax bill, use the council tax figure after that reduction has been made
- If the claimant is entitled to a discount, use the council tax figure after that discount has been made
- Apportion the result if the claimant is a joint occupier (see figure 1 above)
- Convert the final figure (net council tax liability) to a weekly amount by dividing by 365 (or 366 in a leap year) and multiplying by 7. For figures which do not relate to a whole year divide by the number of days covered by the charge and multiply by 7.

5.6 The applicant's household (applies to Classes D, E & F)

For CTR consideration needs to be given to the applicants family and household. Different categories of people affect the assessment of CTR in different ways.

The members of the applicant's household include:

- Family members
 - The applicant
 - Their partner(s)
 - Dependent children
 - Non dependants
- Other people in the dwelling may include
 - Boarders and sub tenants
 - Joint occupiers, whether joint owners or joint tenants
 - Certain carers

When determining household composition the Council's decision maker uses the Housing Benefit Regulations 2006. Part 4 of these Regulations define membership of a family.

- 5.7 CTR is reduced for each non-dependant normally living in the claimant's household. non-dependants are other adults living in the claimant's household on a non-commercial basis, typically adult sons, adult daughters, other relatives or friends.

For this scheme a non-dependant is defined using the Housing Benefit Regulations 2006, specifically Regulation 3 Definition of non-dependant. However the terms used within this Regulation are defined elsewhere within the Housing Benefit Regulations, specifically Regulation 2 Interpretation. These Regulations determine when a non-dependant deduction should be applied and in what situations a deduction is not applied.

For working age Classes D & E the non-dependants income is calculated in accordance with the Prescribed Requirements Regulations, specifically Part 3, Regulation 8, this Regulation also details the level of deduction that applies.

For working age Class F a flat rate non-dependant deduction of £3.90 per week will be made in respect of each non-dependants aged 18 or over normally residing in the claimant's household that are in remunerative work.

5.8 Excess income (applies to Classes D & E)

Excess income is income which exceeds the calculated applicable amount.

If the claimant (and their partner's) income is less than their applicable amount they will be considered to be a person falling into Working Age Class D and therefore entitled to a maximum CTR reduction.

If a claimants income is more than their applicable amount the difference between their income and applicable amount will be referred to as excess income. A taper of 20% will be applied to this excess income. It is deemed that a person can afford to pay 20% of their excess income towards the cost of their council tax; therefore;

If 20% of the excess income figure is more than their eligible weekly council tax they will not be entitled to CTR

If 20% of excess income is less than the eligible council tax (net of any non-dependant deduction) the CTR award will be the eligible council tax minus 20% of excess income

Applicable amount and income are explained in more detail in the following sections of this scheme document. The Regulations and Schedules that apply to Housing Benefit are used to determine an individual's applicable amount and income. Specifically Part 5 applicable amounts and schedule 3 and Part 6 and Schedules 4, 5 and 6). The taper of 20% is the same that was used in the Council Tax Benefit Regulations 2006 that existed before the introduction of Local Schemes in 2013. This has been retained within the scheme for Working Age Classes D & E to give claimants equivalent levels of support that existed prior to the introduction of local schemes.

5.9 Applicable amount

The applicable amount is the figure used in calculating CTR to reflect the basic living needs of the claimant and household (excluding non-dependants). This is made up of personal allowances and additional amounts (premiums) for special circumstances, such as disability, if applicable.

For the purpose of CTR the applicable amount for working age Classes D & E is calculated using the same rules that apply for Housing Benefit that is the

Housing Benefit Regulations 2006. Specifically Part 5 and Schedule 3 of these Regulations.

5.10 Income and Capital (applies to Classes D & E)

All sources of income and capital of the claimant and partner are included in the means test. However some types of income are disregarded wholly or in part.

Examples of the types of income and capital to be **included** are;-

- Earnings, pensions and tax credits
- Other state benefits such as contribution based job seekers allowance, contribution based employment and support allowance and carer's allowance
- Savings and investments including property
- Trust funds and other awards for personal injury

The Council will decide what is treated as income and capital and for what period. These decisions will be made with reference to the Housing Benefit Regulations 2006. Specifically Part 6 and Schedules 4, 5 and 6 of these Regulations.

5.11 Income (applies to Classes D & E)

The income of a claimant and partner if applicable shall be calculated on a weekly basis by:

- Calculating the amount which is likely to be the average weekly income
- Adding any weekly tariff income from capital (see below)
- Deducting any allowable child care costs
- Deducting any earned income disregards which may apply

Tariff income is assessed as follows:

- From the total amount of assessed capital deduct £6,000
- Divide the remainder by 250

If the result is not an exact multiple of £1, round the figure up to the next whole £1. This is the claimant's weekly tariff income

5.13 Minimum amount (applies to Classes D & E)

A minimum amount of CTR will be applied for working age claims. The minimum amount applied will be £1.00 per week. For claimants determined to be entitled to CTR of less than £1.00 per week no CTR will be awarded.

6.0 When entitlement begins

- 6.1 As a general rule entitlement to CTR will begin on the Monday following the date the application is made or treated as being made as determined by the Council. The Council may choose to treat a claim as being made earlier where a claimant can demonstrate that they have made enquiries earlier via a third party such as the Department for Work and Pensions. The Prescribed Requirements Regulations (Schedule 8 Part 2) determine certain circumstances where a claim must be treated as made earlier.
- 6.2 The earliest date that entitlement to CTR can begin is 1 month before an application is received. If a person has delayed making an application and they can demonstrate that they had continuous good cause for doing so, for example serious illness prevented them from making a claim, the Council will decide whether a claim may be backdated. The following rules will apply
- Requests must be made in writing; this may be on the online application form or later via email or in writing.
 - CTR may not be backdated more than one month before the date of the written request.
- 6.3 Where the Council decides to make a retrospective change affecting liability of a property and the claimant is able to demonstrate that they would have been entitled to a reduction had they been made liable and billed earlier, the Council will treat them as making a claim on the date that the liability commenced. Each case will be considered on its own merits.

7.0 Extended Payments

- 7.1 Extended payments of CTR are awarded to assist long term unemployed claimants and their partner when they start work. Extended payments can be awarded for a period of 4 weeks to any claimant who has been out of work for 26 weeks who starts work, with the exception that the work will have a duration of 5 weeks or more.

A claimant is entitled to an extended payment if they satisfy the conditions set out in the Housing Benefit Regulations. Specifically (HB 2(1), 72, 73).

8.0 Notification of decisions

In accordance with the Prescribed Requirements Regulations (Part 3) the claimant will be notified of the award of CTR within 14 days or as soon as possible. This will advise the claimant how much CTR has been awarded as a reduction against their council tax liability. As a minimum the notice will contain the following:

- The amount of CTR that has been awarded
- What the claimant needs to do if they want a further explanation of the decision or they think the decision is wrong
- Details of the requirement to report a change of circumstances

9.0 Payment of council tax reduction

- 9.1 CTR is awarded as a reduction on the claimants council tax account. If there remains a residual liability it is billed as council tax due. If a claimant has made payments of council tax and therefore the award of CTR results in a credit on the account it will be processed as if it were excess council tax paid.

10.0 Changes of circumstance

- 10.1 If at any time between the making of the claim and a decision being made on it, or during an award of CTR, there is a change of circumstances which would affect the calculation the claimant, their partner or representative, has a duty to notify the Council. The Prescribed Requirements Regulations (Schedule 8, Part 2, Regulation 9) defines a claimant's duty to notify a change in their circumstances. This applies to both working age and pensioner claims.

Claimants must notify any changes in their circumstances which may affect the award of CTR and can notify the Council in advance if details of a future change are known.

The matters to be notified include, but are not limited to:

- Changes in household composition

- Changes in income
 - Changes in capital
 - Change of address
- 10.2 Notification of a change should where possible be made online. This is the quickest and easiest way to report a change. Where a claimant is unable to access online services alternatives will be accepted, such as in writing (including via email) and over the telephone.
- 10.3 Changes in circumstance which alter the amount of CTR paid shall take effect from the Monday following the date of change, even if it happened in the past. Annual uprating of DWP benefits will be effective from the 1st April in the financial year in which they occur.
- 10.4 The Council will terminate CTR where entitlement ends, the claimant withdraws their claim, or if any of the following circumstances apply
- There are doubts as to whether the conditions of entitlement to CTR are fulfilled and the claimant has failed to provide the relevant information requested by the Council.
 - The Council is considering whether to change the decision and the claimant has failed to provide the relevant information requested by the Council.
 - The Council considers that too much CTR is being paid and the claimant has failed to provide the relevant information requested by the Council.
- 10.6 Generally a claim will end on the date of the change that resulted in the end of entitlement, or the date of withdrawal. Where a doubt arises over entitlement or where further information is requested the date of termination will be determined based on the information received. If no information is received the date of termination will be decided by the Council based on the information that it has available.
- 10.7 For changes that result in an increased amount of CTR awarded, the increased amount will reduce the amount of council tax owed. For changes in circumstance that reduce the amount of CTR awarded, the reduced amount will increase the amount of council tax that is owed. In both cases a revised bill will be issued detailing the amount of council tax that is due; applicants can request further statements explaining how the change has been calculated. The Council will follow its collection and recovery procedures when collecting any revised amounts due. However consideration may be given to those who are vulnerable and experiencing financial difficulty. Particularly where it has been determined that there is an increase in council tax due.

- 10.8 For pensioner claims the effective date of change will be determined with reference to the Prescribed Requirements Regulations (Part 8).
- 10.9 Where a decision is made in respect of a change in circumstances which results in an increase in the amount of council tax that is due, the Council may in exceptional circumstances decide not to recover it. Such decisions will be made with reference to the Council's Discretionary Council Tax Reduction Policy which can be found in Appendix 3. This policy applies to both working age and pension age claims.

11.0 Evidence & required information

- 11.1 In accordance with the Prescribed Requirements Regulations (Schedule 8, Part 2, Regulation 7) an application for CTR must be supported by such information or evidence as is reasonably required to enable entitlement to be determined. The Council determines the level of evidence required to support a claim or a change of circumstances in accordance with its Risk Based Verification (RBV) Policy (see appendix 4).
- 11.2 This Policy allows the Council to allocate a risk score to a CTR claim or a reported change of circumstance, this risk score then informs the standard of verification that is applied to that claim for the purpose of calculating entitlement.
- 11.3 For all new claims evidence of the claimants (and any partner's) national insurance number and identity must be provided as a minimum.

12.0 Appeals

- 12.1 A claimant may, at any time request the Council to review their entitlement to CTR, or the amount of any reduction to CTR, outside of the provisions for appeals detailed below. Requests can be submitted by email or in writing. A written explanation will be sent within 14 days or as soon as possible.
- 12.2 In accordance with the Prescribed Requirements Regulations (Schedule 7, Part 2) a claimant, or a person acting on their behalf, who is aggrieved by a decision made under the scheme may formally appeal against it. This appeal must be in writing to the Council and should state the grounds on which the appeal is being made.
- 12.3 The Council will consider the appeal and notify the claimant in writing of the outcome, the reasons for the decision and any steps that have been taken to

deal with the grievance. If the appellant remains dissatisfied, or a response has not been given within a period of two months from the date of the written appeal, the claimant may appeal directly to the Valuation Tribunal for England.

- 12.4 Appeals against the decisions made using the Council's Discretionary Reduction Policy will be considered with reference to the Policy, which can be found in Appendix 3 of this document.

13.0 Fraud

- 13.1 When a claimant makes an application for CTR they are required to sign a declaration as part of the application process. This requests a customer to declare that the information given on the form is correct and complete and that they understand that if they knowingly give information that is incorrect or incomplete, that the Council may take action against them. This may include court action.
- 13.2 If a claimant dishonestly makes a false statement or fails to disclose information they are under a legal duty to disclose with intention to make a gain or cause a loss to another, they may be guilty of a criminal offence.
- 13.3 The Council reserves the right to investigate and prosecute potential offences committed by any claimant/recipient of its scheme. It may do so instead of, or as well as, taking any civil action open to it.
- 13.4 The Council has adopted a Risk Based Verification Policy for the purpose of determining entitlement to CTR. This specifically determines the standard of verification required to support an application. Claims that are determined to have a low risk of fraud an error only require a minimum standard of proof, while claims that are high risk will require a greater standard of proof. The adoption of this Policy aims to reduce the level of fraud and error. This is monitored for the purpose of this Policy and adjustments made where necessary.

14.0 Work incentives

- 14.1 The Council is keen to support people into work, and to continue this support while they are in low paid work, or working variable hours. The introduction of a banded scheme for UC claimants aims to simplify the scheme for working age customers. These customers will remain in a particular band when they

have small adjustments to their earnings, meaning that they will be better able to manage their finances and not be subject to a change in Council Tax payable every month (unless the change means that the claimant moves between bands).

15.0 Changes to the scheme

- 15.1 The Local Government Finance Act 2012 stipulates that for each financial year the billing authority must consider whether to revise its scheme or replace it with another scheme. The authority must make any revision to its scheme, or any replacement scheme, no later than the 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect. The Secretary of State may amend this date.

Appendix 1:

The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

http://www.legislation.gov.uk/uksi/2012/2885/pdfs/uksi_20122885_en.pdf

http://www.legislation.gov.uk/uksi/2017/1305/pdfs/uksi_20171305_en.pdf

Appendix 2:

The Housing Benefit Regulations 2006

<http://www.legislation.gov.uk/uksi/2006/213/contents>

1. Background

The Local Government Finance Act 2012 gave Local Authority's the freedom to develop their own Council Tax Reduction Schemes for people of working age giving due consideration to the needs of their residents. These Schemes sit under Section 13A (1) (a) of this Act. There are certain circumstances where the Council may apply discretion to ensure that the needs of residents are met. This Policy outlines who can apply for a Discretionary award and the decision making process that Officers of the Authority will follow when considering these decisions.

2. Individuals who may be awarded a Discretionary Council Tax Reduction

There are three situations where additional CTR will be considered by the Authority, these are described below.

- Where there has been a change of entitlement that has resulted in the determination that an increased amount of Council Tax is due. Particularly in cases where there has been an error on behalf of the Authority.
- Where a household is disadvantaged by being assessed under Class F of the Scheme (banded scheme for Universal Credit).
- Where an individual is a Care Leaver in receipt of a reduction but require additional support to assist them in transitioning to unsupported living.

Changes in the amount of CTR awarded

In certain limited circumstances the Council may decide not to recover an increase in council tax resulting from a change in CTR.

An amount of increased council tax can be considered for write off if the Council uses its discretion and decides not to recover it. The Council may use its discretion from the outset when the increased amount of council tax is decided, based on information that it has, or may use its discretion later at the request of the claimant or the claimant's representative. These types of write offs are called discretionary CTR write offs.

If increased liability arose as a consequence of an official error by the Council consideration will be given to whether the amount should be recovered from the person to whom it was paid. This may be the only factor considered or it may be combined with other relevant factors such as financial hardship or health.

In identifying the cause of an adjustment to a person's council tax liability the appropriate consideration is "what is the substantial cause of the increased charge viewed in a common sense way?" The claimant or a third party can only cause' an adjustment if they intentionally or unintentionally misrepresent, or fail to disclose a material fact.

If there is more than one cause of an adjustment, these must be separated out. In such cases the two (or more causes), periods and amounts must be separately identified, and separate decisions made about whether the amount will be recovered.

An official error is a mistake, whether in the form of an act or omission, made by the Council, or someone acting on their behalf (such as a contractor or housing association that verifies claims on the Council's behalf).

4.2 Financial vulnerability as a result of the banded UC scheme (Class F)

Where a claimant can demonstrate that the effect of the banded scheme for UC claims (Class F in the scheme) has caused financial hardship, in comparison to what they would have been entitled using a means (Class E) they may apply for a Discretionary Award of CTR.

An award may also be made under this provision to assist a customer with the transition to UC. For some customers adjusting to this new income can be challenging therefore if appropriate a short term award of additional CTR may be made aimed at alleviating hardship as a result of this transition.

The circumstances in which this type of award would be made are limited to those claimants in receipt of UC who are disadvantaged by the income bandings applied to this class or disadvantaged by the fact that they are in receipt of UC, in comparison to traditional means test or legacy benefits

The customer will need detail how they feel that they have been financially disadvantaged and provide evidence of financial hardship to demonstrate this if appropriate.

4.3 Care Leavers

A care leaver is defined as a person that has previously been looked after by a Local Authority under the Children Act 2000. A discretionary award may be paid in addition to CTR awarded under this scheme where a customer is in financial hardship and they require support in the transition to adulthood.

3. Applications

Applications should be made in writing by letter or email, the request should detail the grounds on which the application is made and the applicant should provide documentary evidence to support their case where necessary. A new application will need to be made for each financial year, however generally awards are intended to be made on a short term basis only.

4. Decision making

A Senior Benefits Officer (the decision maker) will determine the facts of the case, considering the CTR award as the first step and establishing whether any other discount or exemption may be applicable in the circumstances. The decision maker will take account of a variety of factors including, but not restricted to:

- Financial hardship

- Terminal illness
- Senility or learning disabilities
- Severe medical conditions, including mental illness
- Health & welfare
- Cause of an award adjustment

5. Start date of a reduction

The decision maker will decide the period that it is appropriate to make a decision. Generally this will be for a past period where an award adjustment has been created in the past or an ongoing award made from the date of application or change in circumstances aimed at transitioning a claimant into UC or from leaving care.

6. Charges that will not be considered to attract a Discretionary Reduction

The following will not be considered for a Discretionary Reduction.

- Increased Council Tax as a consequence of Fraud
- Penalty charges applied to an account as a consequence of Fraud
- Court costs
- Recovery costs e.g. the cost of the issue of a summons or costs incurred by an enforcement agent

7. Notification of decision

The applicant and/or their representative will be informed of the decision in writing, issued either by email or letter. This letter will advise them of the outcome of their application and where a refusal is made detail the reasoning behind the decision not to make an award. The applicant will also be advised what they need to do next if they disagree with the decision that has been made.

Where an application for discretion is made for circumstances that fall out of those detailed in Paragraph 2 of this Policy these applications will be dealt with under The Council's Discretionary Council Tax Reduction Policy under 13A(1)(C) of the Local Government Finance Act 2012. This Policy has been included as Appendix to this document. This Policy allows for discretion to be applied to any bill payer of the District, not just those in receipt of CTR.

8. Reconsiderations and Appeals

Reconsiderations against CTR discretionary decisions will be considered by another Senior Benefits Officer of the Authority using the same decision making and notification principles described above.

If the applicant disagrees with the outcome of the reconsideration they may appeal directly to the Valuation Tribunal for England. This is an independent body which adjudicates on disputes between Council Tax payers and the billing Authority (the Council). Appeals must be made direct to the Valuation Tribunal within two months of the notification of decision.

Risk Based Verification Policy 2019

1. Introduction

Risk Based Verification (RBV) is already used on aspects of claims administered by the Department for Work and Pensions (DWP). It is the intention that RBV will be applied to all Universal Credit (UC) claims.

From April 2012 Local Authorities (LA) have been able to adopt RBV for the processing of Housing Benefit and Council Tax Benefit (now Council Tax Reduction) claims. Adopting RBV will provide the following benefits:

- Improved claim processing times, especially for those assessed as “low risk”
- Improved efficiency in administrative functions
- Improved opportunity to identify fraud and error on claims and better allocation of resources to target these claims.

Chichester District Council introduced its RBV Policy on 1st December 2017. This Policy document updates the Policy, informed by data collected since the introduction of RBV.

2. Risk Based Verification

Risk Based Verification is a method of applying different levels of checks according to the risk associated with those claims. This determines the level of verification that is required in order to process the claim. The Council will use software provided by Xantura which will create a measured risk score, this score indicates the level of verification that needs to be applied to that case. The Xantura risk model utilises around 50 variables to predict the likelihood of Fraud and error at the gateway and is reviewed and updated in order to reflect both legislative and claimant behavioral change.

Change in circumstances can capture changes from a variety of sources such as the claimant, landlords, HMRC and the DWP. A risk score will only be requested where the claimant or someone acting on their behalf notifies the Council of a change in their circumstances. This means that changes received from the DWP and HMRC through the systems provided by them will not need further verification.

Claims will be divided into 3 categories:

- Low risk
- Medium risk
- High risk

Low risks claims will be streamlined and additional verification applied to high risk claims.

Risk scores have been requested on all new claims and change of circumstances received since 1st December 2017. The tables below show the breakdown of risk scores for our case load.

New Claims				
	Low Risk	Medium Risk	High Risk	Total
2017/18	207	189	141	537
	39%	35%	26%	
2018/19	241	178	80	499
	48%	35%	16%	
Total	448	367	221	1036
	43%	35%	21%	

Change of Circumstances				
	Low Risk	Medium Risk	High Risk	Total
2017/18	228	260	156	644
	35%	40%	24%	
2018/19	403	217	139	759
	53%	29%	18%	
Total	631	477	295	1403
	45%	34%	21%	

Depending on the risk grouping of the claim the level of evidence required to process the claim will change. The table at Appendix 1 shows the evidence requirement dependent on the risk grouping. Evidence of a National Insurance Number and identity are required in all cases irrelevant of the risk grouping as per the legislation as seen in Appendix 2.

- **Low Risk**
Evidence required will be proof of ID and National Insurance Number (NINO). For passported cases this can usually be confirmed by accessing CIS (the LA gateway to DWP systems) as the DWP will have conducted identity checks.

Non passported claimants and their partners (where applicable) will be required to provide original evidence to confirm their identity and NINO.

- **Medium Risk**

Evidence of ID and NINO are required as per low risk cases. Plus evidence of income, capital, expenses and rent are required. This can be photocopies or scanned documents.

- **High Risk**

Will be required to provide the same level of evidence as a medium risk case but will be required to provide original documentation. These claims may also be subject to further additional checks, such as a visit to confirm residency, a telephone interview to check entitlement or a credit check carried out by a credit reference agency. A review period may also be set up to check circumstances in the near future, this will particularly help with verifying earnings or capital used on a claim.

3. Recording and monitoring

Each claim passed through RBV process will be allocated a risk score by the software that will be recorded on the claim. Accuracy checks will be incorporated to ensure that the claim has been processed in accordance with this policy.

Cases can be upgraded to higher categories, officers would need to seek approval from a Team Leader to upgrade a case. The cases and reasons are recorded so that information can be fed through to the parameters if errors are found. Risk scores cannot be downgraded.

The risk scores will be monitored on a monthly basis using the software. The reporting will also detail the level of fraud and error within each risk score. The Single Housing Benefit Extract (SHBE) will also identify errors from the original claim and this will be reported monthly. This monitoring will be measured against our local baseline taken from cells 222 and 231 of SHBE.

Where the appropriate levels of fraud and error are not being identified the RBV policy will be reviewed, any appropriate changes will be made annually to ensure that the Policy remains relevant to the caseload distribution.

Claimants will claim and report changes online through Citizen Access Benefits (CA-B), RBV will score the claim or change of circumstances at the time of submission and notify the claimant immediately of what evidence is required in order for the claim or change to be processed.

Since implementing risk based verification we have seen that low risk claims are processed in fewer days than high risk claims.

4. Implementation

The policy will commence on the 1st December 2017. New claims and changes of circumstances received after this date will be risk scored by the RBV software as described by this policy. The claim will then be subject to the verification standards applied to the risk group to which they have been assigned.

Claims and changes reported prior to this date will be subject to full verification.

Claims will be checked to ensure that verification is being applied correctly.

5. Subsidy & Audit requirements

The Housing Benefit subsidy claim is audited annually. Part of this audit focuses on RBV and whether the Council has acted within its Policy. In order to satisfy the annual subsidy and audit requirement the policy will be reviewed annually and signed off by the Section 151 Officer and any changes to the policy will be reported and agreed by Members.

Appendix 1 – Evidence Required

Type of Evidence	Sub-category of evidence	Low Risk	Medium Risk	High Risk
Identity and NINO	Identity	Originals or photocopies	Originals or photocopies	Originals Required
	NINO	Originals or photocopies	Originals or photocopies	Originals Required
Residency/Rent	Private Tenants	Not Required	Originals or photocopies	Originals Required
	Social Landlords	Not Required	Originals or photocopies	Originals Required
Household Composition	Partner ID, NINO, Income, Capital		Originals or photocopies	Originals Required
	Dependants under 18	Not Required	Originals or photocopies	Originals Required
	Non-dependants – working	Not Required	Originals or photocopies	Originals Required
	Non-dependants – passported benefit	Not Required	Not Required	Originals Required
	Non-dependant – student	Not Required	Originals or photocopies	Originals Required
	Non-dependant – not	Not	Originals or	Originals

	in remunerative work/other	Required	photocopies	Required
Income	State Benefits	Not Required	Originals or photocopies	Originals Required
	Earnings/SMP/SSP	Not Required	Originals or photocopies	Originals Required
	Self-employed income	Not Required	Originals or photocopies along with fully completed SE1 form	Originals Required along with fully completed SE1 form
Child Care Costs		Not Required	Originals or photocopies	Originals Required
Student Status	Student certificate	Originals or photocopies	Originals or photocopies	Originals Required
	Student Income	Originals or photocopies	Originals or photocopies	Originals Required
Capital	Under lower capital limit	Not Required	Originals or photocopies required if over £5,500 for working age or £9,500 for Pensionable Age claims. Not required if capital is below these amounts.	Originals required if over £5,500 for working age or £9,500 for Pensionable Age claims. Not required if capital is below these amounts.
	Above lower capital limit	Not Required	Originals or photocopies	Originals Required
	Above upper capital limit (£16,000)	Not Required	Not Required	Not Required
	Property	Not Required	Originals or photocopies along with completed second property form	Originals required along with completed second property form

**Appendix 2 – DWP Housing Benefit & Council Tax Benefit
Circular S11/2011**

Risk-Based Verification of HB/CTB Claims Guidance

Introduction

1. This guidance outlines the Department's policy on Risk-Based Verification (RBV) of Housing Benefit and Council Tax Benefit (HB/CTB) claims.

Background

2. RBV allows more intense verification activity to be focused on claims more prone to fraud and error. It is practiced on aspects of claims in Jobcentre Plus (JCP) and the Pension Disability and Carers Service (PDCS). Local authorities (LAs) have long argued that they should operate a similar system. It is the intention that RBV will be applied to all Universal Credit claims.

3. Given that RBV is practised in JCP and PDCS, the majority (up to 80%) of HB/CTB claims received in an LA may have been subject to some form of RBV. Already 16 LAs operate RBV. Results from these LAs have been impressive. In each case the % of fraud and error identified has increased against local baselines taken from cells 222 and 231 of the Single Housing Benefit Extract (SHBE), monthly data collection regime to DWP. In addition, in common with the experience of JCP and PDCS there have been efficiencies in areas such as postage and storage and processing times have improved.

4. We therefore wish to extend RBV on a **voluntary basis** to all LAs from April 2012. This guidance explains the following;

- What is RBV?
- How does RBV work?
- The requirements for LAs that adopt RBV.
- How RBV claims will be certified.
- What are the subsidy implications?

What is RBV?

5. RBV is a method of applying different levels of checks to benefit claims according to the risk associated with those claims. LAs will still be required to comply with

relevant legislation (Social Security Administration Act 1992, section 1 relating to production of National Insurance numbers to provide evidence of identity) while making maximum use of intelligence to target more extensive verification activity on those claims shown to be at greater risk of fraud or error.

6. LAs have to take into account HB Regulation 86 and Council Tax Benefit Regulation 72 when verifying claims. The former states:

“a person who makes a claim, or a person to whom housing benefit has been awarded, shall furnish such certificates, documents, information and evidence in connection with the claim or the award, or any question arising out of the claim or the award, as may reasonably be required by the relevant authority in order to determine that person’s entitlement to, or continuing entitlement to housing benefit and shall do so within one month of being required to do so or such longer period as the relevant authority may consider reasonable.”

Council Tax Benefit Regulation 72 is similar.

7. These Regulations do not impose a requirement on authorities in relation to what **specific** information and evidence they should obtain from a claimant. However, it does require an authority to have information which allows an **accurate assessment** of a claimant’s entitlement, both when a claim is first made and when the claim is reviewed. A test of reasonableness should be applied.

How does RBV work?

8. RBV assigns a risk rating to each HB/CTB claim. This determines the level of verification required. Greater activity is therefore targeted toward checking those cases deemed to be at highest risk of involving fraud and/or error.

9. The classification of risk groups will be a matter for LAs to decide. For example, claims might be divided into 3 categories:

Low Risk Claims: Only essential checks are made, such as evidence of identity. Consequently these claims are processed much faster than before and with significantly reduced effort from Benefit Officers without increasing the risk of fraud or error.

Medium Risk Claims: These are verified in the same way as all claims currently, with evidence of original documents required. As now, current arrangements may

differ from LA to LA and it is up to LAs to ensure that they are minimising the risk to fraud and error through the approach taken.

High Risk Claims: Enhanced stringency is applied to verification. Individual LAs apply a variety of checking methods depending on local circumstances. This could include Credit Reference Agency checks, visits, increased documentation requirements etc. Resource that has been freed up from the streamlined approach to low risk claims can be focused on these high risk claims.

10. We would expect no more than around 55% of claims to be assessed as low risk, with around 25% medium risk and 20% high risk. These figures could vary from LA to LA according to the LA's risk profiling. An additional expectation is that there should be more fraud and error detected in high risk claims when compared with medium risk claims and a greater % in medium risk than low risk. Where this proves not to be the case the risk profile should be revisited.

11. LAs may adopt different approaches to risk profile their claimants. Typically this will include the use of IT tools in support of their policy, however, the use of clerical systems is acceptable.

12. Some IT tools use a propensity model which assesses against a number of components based on millions of claim assessments to classify the claim into one of the three categories above. Any IT system must also ensure that the risk profiles include 'blind cases' where a sample of low or medium risk cases are allocated to a higher risk group, thus requiring heightened verification. This is done in order to test and refine the software assumptions.

13. Once the category is identified, individual claims cannot be downgraded by the benefit processor to a lower risk group. They can however, exceptionally, be upgraded if the processor has reasons to think this is appropriate.

The requirements for LAs that adopt RBV

14. RBV will be voluntary. However, all LAs opting to apply RBV will be required to have in place a **RBV Policy** detailing the risk profiles, verification standards which will apply and the minimum number of claims to be checked. We consider it to be good practice for the Policy to be examined by the authority's Audit and Risk Committee or similar appropriate body if they exist. The Policy must be submitted for Members' approval and sign-off along with a covering report confirming the Section

151 Officer's (section 85 for Scotland) agreement/recommendation. The information held in the Policy, which would include the risk categories, should not be made public due to the sensitivity of its contents.

15. The Policy must allow Members, officers and external auditors to be clear about the levels of verification necessary. It must be reviewed annually but not changed in-year as this would complicate the audit process.

16. Every participating LA will need a robust baseline against which to record the impact of RBV. The source of this baseline is for the LA to determine. Some LAs carry out intensive activity (along the lines of the HB Review) to measure the stock of fraud and error in their locality. We suggest that the figures derived from cells 222 and 231 of SHBE would constitute a baseline of fraud and error currently identified by LAs.

17. Performance using RBV would need to be monitored monthly to ensure its effectiveness. Reporting, which must be part of the overall Policy, must, as a minimum, include the % of cases in each risk category and the levels of fraud and error detected in each.

How RBV claims will be certified?

18. Auditors will check during the annual certification that the subsidy claim adheres to the LA's RBV Policy which will state the necessary level of verification needed to support the correct processing of each type of HB/CTB claim. The risk category will need to be recorded against each claim. Normally the LA's benefit IT/clerical system will allow this annotation.

Other considerations

19. The sample selection for HB/CTB cases will not change i.e. 20 cases will be selected for each headline cell on the claim form. The HB COUNT guidance used by the external auditors for certification will include instructions for how to deal with both non-RBV and RBV cases if selected in the sample. For non-RBV cases, the verification requirements will remain the same i.e. LAs will be expected to provide all the documentary evidence to support the claim.

What are the subsidy implications?

20. Failure by a LA to apply verification standards to HB/CTB claims as stipulated in its RBV Policy will cause the expenditure to be treated as LA error. The auditor will identify this error and if deemed necessary extrapolate the extent and, where appropriate, issue a qualifying letter. In determining the subsidy implications, the extrapolation of this error will be based on the RBV cases where the error occurred. For this reason, it is important that RBV case information is routinely collected by ensuring that LA HB systems incorporate a flag to identify these RBV cases. If subpopulations on RBV cases cannot be identified, extrapolations will have to be performed across the whole population in the particular cell in question.

21. We will now work with the respective audit bodies to incorporate this into the COUNT guidance. If you have any queries please contact Manny Ibiayo by e-mail HBCTB.SUBSIDYQUERIES@DWP.GSI.GOV.UK

Financial Strategy

Introduction

The Council's Corporate Plan was last approved by Council on 23 January 2018 setting out its priorities which were largely unchanged from the previous plan, as they continue to represent the challenges and opportunities facing the District Council over the medium term. Since the local elections in May 2019 the council is now politically in no overall control, and as such the priorities of the Council are currently under review.

The Priorities are to:

- Improve the provision of and access to suitable housing;
- Support our communities;
- Manage our built and natural environments to promote and maintain a positive sense of place;
- Improve and support the local economy to enable appropriate local growth;
- Manage the Council's finances prudently and effectively.

Each of these priorities is underpinned by several objectives, setting out what the Council aims to achieve, along with further specific objectives with more detailed actions to be undertaken by the Council to meet its key priorities, including specific measurable targets, where appropriate.

Manage the Council's Finances Prudently and Effectively

The overall Financial Strategy is linked to the specific priority within the corporate plan which is to **manage the Council's finances prudently and effectively**; this has three overarching objectives, which are:

1. Ensure prudent use of the Council's resources.

- Ensure the revenue budget and capital programme remain balanced and sustainable over a rolling 5 year period.
- Manage rigorously the Council's risks.
- Have sound governance arrangements in place approved by the Council's external auditors.

2. Provide value for money through efficient and effective service delivery

- Maintain a programme of improvement reviews for our services, to ensure that they are delivered effectively and efficiently. These reviews should challenge existing costs, service delivery mechanisms and consider using outside bodies where appropriate.
- Ensure that where the Council has discretion over charging for services, service users should normally bear the full costs, except where there are important community considerations.
- Implement an investment strategy to preserve and improve the financial and other resources available to the Council.

3. Maintain low rate of council tax while protecting services.

- Provide services without the use of reserves.
- Require compensating savings before any new revenue expenditure, including capital expenditure that has revenue consequences, is approved.
- Continue to review the Council's costs in order to find further savings.
- Continue to identify and develop income generating opportunities for the Council.

Approach and Approval Process

Linked to the main financial management objective:

1. The Council maintains a 5 year rolling medium term financial strategy model which is underpinned by the key financial principles.
2. The key financial principles, along with an annual position statement is reported to the Corporate Governance and Audit Committee, for their consideration in relation to managing the strategic risk of financial resilience, and considering the minimum level of general fund reserves that should be held. The Committee's recommendation are incorporated into the annual Financial Strategy report to be considered by both Cabinet and Council ahead of the budget report for the annual budget and council tax setting required prior to the start of the new financial year.
3. A statement of resources is maintained to identify the current level of reserves, the commitments against those reserves, and therefore the potential funds available for the Council to invest in new schemes.
4. In year quarterly revenue monitoring is undertaken to identify trends and cost pressures, which will inform the revenue budget for the forthcoming financial year and beyond.

Under the umbrella of the Financial Strategy are other linked policies and strategies which assist with ensuring the robust financial management of the Council, including the Treasury Management and Investment Strategies and a new Capital Strategy which was a requirement from 2019-20. The Capital Strategy gives a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local services and how the risks are managed by the Council.

The Council maintains a 5 year capital programme linking the available resources directly to corporate priorities and taking into account revenue implications within the 5 year Financial Strategy Model. There is also a 5 year planned programme to replace the assets used by the Council to deliver its services developed from the 25 year Asset Replacement Programme Model, which is updated annually as part of the budget cycle.

Medium Term Financial Plan

The aim of the plan is to ensure the financial stability and to support council services, by regularly reviewing the key financial influences and identifying the associated risks.

1. Current Financial Position

The Council set a balance budget for 2019-20, and having accepted the Government's four year settlement offer had some degree of funding certainty; the final year of that agreed settlement is the 2019-20 budget, beyond which there are a lot of unknowns and uncertainties including the impact of Brexit. In response to the reduced funding settlement a Deficit Reduction Plan to achieve further savings of £3.8m was approved by Council in 2016, and to date £3.5m has been achieved against the targets set, with further anticipated savings or additional income of £0.952m over the next 5 years.

The 75% Retained Business Rates Pilot that the Council took part in with all West Sussex local authorities was for 1 year only, and the Government has advised that it will not extend this arrangement.

Section 31 grants continue to play a part in giving the Council compensation for any Government policies which impact the business rates retention scheme for example small business rate relief etc.

The approach taken for each of the key financial principles, a position statement and any further actions required, is detailed in Annex A.

The approved 5 year capital and asset renewal programmes currently remains fully funded without the need to borrow from external sources and there is a balance of £22.809m uncommitted resources available for new projects and investment in services. This includes anticipated capital receipts of £7.836m to be received over the next 5 years.

Appendix 3 of the Strategy report shows the current level of resources and the current commitments. The Council's current approved programmes are available on its website at [Annual budget: Chichester District Council](#).

2. 2020-21 Settlement

The provisional Financial Settlement for 2020-21 is expected to be announced by the Ministry of Housing, Communities and Local Government (MHCLG) in early December 2019.

The Government's 2019 Spending Review Statement appeared to suggest increased Government spending for specific areas in local government but the majority of this relates to the budget pressures experienced by those local authorities with adult social and children service responsibilities, so there was little impact on the district council. Other than confirming that the settlement for

2020-21 will be for 1 year only and the major changes expected in Government funding due to the Fair Funding Review and the localisation of business rates will now be delayed until 2020, thereby coming into force from 2021-22.

The provisional multiplier for 2020-21 has yet to be announced but will be increased by September's CPI; the current year's multiplier is 50.4p for rateable values greater than £51,000. The Government is currently consulting on the trigger for a council tax increase referendum which is likely to be set at 2% for 2020-21, down from the 3% allowed in the past 2 years. Also it has not yet been confirmed whether low taxing authorities, like the district council will be allowed to raise Council Tax by £5 as has been the case in previous years. This information will be confirmed after the Government's technical consultation on the Local Government Financial Settlement 2020-21 in early December.

There continues to be economic uncertainty especially as the Brexit negotiations are still ongoing with the deadline of 31 October, which also means that is a great deal of political uncertainty impacting the economy. It should be noted that the Council currently relies on approximately £16m of income from its fees and charges to balance its budget, much of this is discretionary spend, or linked to the economy.

3. 5 year Financial Model

The 5 year financial model (appendix 2 of the Strategy report) has been updated to reflect the known changes for the forthcoming year, and forecasts for future years based on information currently available. This has been prepared with a prudent view in relation to service cost pressures and areas of financial risk. Both the Commercial and Business Improvement Boards have targets still to be achieved as part of the 2016 deficit reduction programme. This model is kept under review so that the Council has time to respond should the situation, and/or government funding be significantly different to that currently assumed.

The main assumptions in model are:

- a. Uplifts for inflation and are given in table 1 below. September's CPI was 1.7 % and RPI 2.4%.

Table 1: Inflation Assumptions

	2020-21	2021-22	2022-23	2023-24	2024-25
Pay	2%	2%	2%	2%	2%
Pension	-1%	-1%	-1%	0%	0%
General prices	3%	3%	2.75%	2.5%	2.5%
Income (Car Parks)	3%	3%	2.75%	2.5%	2.5%

These assumptions are used for the strategic modelling, but where appropriate within the detailed annual budget, specific inflation assumptions are applied for utility and ICT support and maintenance

agreements. Fees and charges income are also reviewed to identify those which could achieve an increase higher than the base inflation assumption.

The Bank of England Base Rate is currently 0.75% and the picture is far from clear as to what future rates will be; taking into account the uncertainty regarding the Brexit negotiations, the deadline of 31 October 2019 and the risk of any recessionary impact of Brexit if there is no deal. Expectation is that the Base Rate will remain flat for the near future.

- b. Service Cost Pressures have been identified and the impact of cost pressures due to proposed changes by West Sussex County Council impacting the Council. The potential budget pressures are set out in table 2.

Table 2: Potential Service Cost Pressure Proposals

Services Portfolio	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000
All services/ Corporate items	20	20	20	20	20
Finance, Corporate Services & Revenues & Benefits	420	440	460	480	500
Growth, Place & Regeneration	0	118	118	118	118
Environment & Contract Services	769	769	769	769	769
Total	1,209	1,347	1,367	1,387	1,407

- c. Initial saving targets for some small service reviews have been identified and reflected in the Financial Model. These are set out in table 3.

Table 3: Potential Saving Targets

Services Portfolio	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000
Community Services and Culture	(12)	(12)	(12)	(12)	(12)
Finance, Corporate Services & Revenues & Benefits	(10)	(20)	(30)	(40)	(50)
Housing, Communications, Licensing & Events	(32)	(32)	(32)	(32)	(32)
Planning	(43)	(43)	(43)	(43)	(43)
Environment & Contract Services	(120)	(120)	(120)	(120)	(120)
Total	(217)	(227)	(237)	(247)	(257)

- d. The Financial Model has an assumed level of Council Tax increases at 2% per annum; as it is unclear at present whether the £5 increase for low taxing authorities such as the Council will be allowed as it has in the past used the greatest increase under the referenda principles. The final decision for the Council tax increase for 2020-21 will be for Council once the final settlement is known.
- e. New Homes Bonus is currently not used to support the revenue budget, but as this grant is not ring fenced, it can be used in the short term if necessary, although this would be contrary to one of the Council's key financial principles.

Based on the assumptions contained in the model the Council appears able to set a balanced budget by the end of year 5 although some short term intervention may be required when the new Government funding regime comes into effect. The reduction in the pension fund contributions for 2020-21 to 2022-23, following the outcome of the actuary's triennial review has helped offset the erosion of the previous balanced position as a result of the major changes expected by West Sussex County Council impacting the Council.

Based on current forecasts the Council is able to set a balanced budget in 2020-21 with a surplus, which is largely due to the retention of Business Rate growth for 1 extra year; due to the delay of the Government's Fair Funding Review and localisation of business rates until 2021-22 and not 2020-21 as previously reported, along with the resetting of the Baseline for business rates. Both the Strategic Leadership Team and Cabinet are considering how to address any short term funding gaps currently forecast, and confirmation of the changes by anticipated by West Sussex County Council.

4. Beyond 2019-20, the Risks and Opportunities

From 2020-21 there are a number of major changes which can affect the assumptions in the 5 year Financial Model, especially in relation to the external environment, which pose potential financial risks and instability:

- The Government's 2020 Spending Review, including the Fair Funding Review will assess the needs for local authorities which will impact future Government funding for 2021-22 and beyond. The Business Rates Retention Scheme (BRRS) will also be part of these changes, to aid the mechanism for the reallocation of resources based on the needs assessment and will be the starting point for the new funding system under the proposed 75% BRRS. The 5 year Financial Model assumes that the Council will receive less government funding in the future as the funding changes are partly to aid higher tier authorities with social care responsibilities. It also anticipated that the New Homes Bonus grant will cease as part of these reforms, and only legacy payments will be made for the years up to 2019-20 and 2020-21 may only be paid for 1 year with no legacy payment received.

- New BRRS offers the opportunity to increase funding gained from the business rate growth in the longer term. However, in the short term there may be some concern about the resetting of the baseline and so growth achieved to date and used to support services or one off projects under the pooling arrangement currently in place, is anticipated to be lost. This income stream is likely to be more volatile and so short term use of reserves as a safety net may be required and emphasises the need to ensure that the minimum level of reserves is sufficient.
- The impact on the economy and the demand for services as a result of Brexit negotiations not only locally, but could also the impact the national public purse. This could impact the outcome of the 2020 Spending Review and the settlement for local authorities for 2021-20. The Council has a high reliant on its fees and charges to balance the budget, especially those that are more volatile in any economic downturn. The experience in the current financial year shows that some income streams such as car parking charges and planning fees can be volatile, so in year quarterly monitoring will identify if financial targets need to be reconsidered as part of the budget process.
- Demand on the Council Tax Reduction scheme could increase if there is an economic downturn, as the localisation of this scheme means that any volatility may impact the provision available. Experience to date is that expenditure is falling but is a risk if demand increases significantly.
- Welfare reform and the rollout of the Universal Credit scheme commenced in Chichester in July 2018. There remain delays in implementing the full scheme for all claimants, but the impact of this scheme is seen as a potential strategic risk both to the Housing and Revenues and Benefits Services and is expected to impact the Housing Benefit Administration subsidy grant in future years, which has been reflected in the 5 year model.
- In the medium term there is still a budgetary risk in relation to the statutory override for the accounting treatment for treasury management investments (financial instruments fair value) under IFRS 9, as an override was given for 5 years until April 2023. Lobbying continues for this adjustment to be made permanent continues.
- The impact of any funding reductions from other local authorities or funding partners which directly and indirectly impact the service provision to the community by the district council or the demands on its services.

5. Conclusion

The review of the Financial Strategy and the 5 year Financial Model has been undertaken with a prudent view to identify the cost pressures and the assumption that Government funding will remain at a similar level to 2019-20 for 2020-21 and

reduce after 2020-21 due to the Fair Funding Review, the localisation of Business Rates and the resetting of the Baseline for Business Rates.

The Council's reliance on fees and charges to help balance the revenue budget may come under pressure if there is an economic down turn as a result of Brexit, and the Council needs to take account of changes in people's behaviour in relation to home working and shopping in the high street, both of which are having an impact on trends for car park income, and continue to monitor the more volatile income streams including planning fees.

The 5 year Financial Model anticipates that the Council is able to set a balanced budget for 2020-21 and by the end of the 5 years in the Financial Model. Although the forecast anticipates a short term funding gap in years 2021-22 and 2022-23, based on current assumptions and the risks identified in this strategy; including the delivery of any further savings or income generation expected over this period. The council is legally required to set a balanced annual budget, any shortfall in the short term will need to be considered and addressed in line with the key financial principles and its key corporate plan objective for prudent and effective financial management.

Key Financial Principles

Linked to the Corporate Plan objectives are the Key Financial Principles that underpin the Council's Financial Planning approach as set out in the table below.

Principle	Narrative	Actions
Key Financial Principles		
1. All key decisions of the Council should relate back to the Corporate Plan.	<p>The Corporate Plan is the driver for our decision making, including the allocation of resources, and sets the Council's work plan. Each year the Corporate Plan is reviewed. The affordability role of finance in the corporate planning process has evolved into an assessment of what resources are required to deliver the emerging Corporate Plan projects, whilst maintaining high quality provision of services wherever possible.</p> <p>So far, major service reductions have been largely avoided. However, with finite resources that are predicted to continue to reduce in the immediate future, the Council may not be able to deliver all of its aspirations whilst maintaining existing services to the current level provided. Members may have to make difficult decisions in the future about service provision and competing priorities.</p>	<p>Regular monitoring and reporting against the deficit reduction plan approved by full Council September 2016 will be undertaken by officers & reported to members.</p> <p>New and emerging issues and service requirements will be considered by Strategic Leadership Team (SLT) and members during strategy planning events.</p>
2. Ensure the revenue budget and capital programme remain balanced and sustainable over a rolling 5 year period.	<p>There is a legal requirement to set a balanced revenue budget and ensure the capital programme is fully resourced. Since the reduction in Government funding since the banking financial crisis in 2009, the Council has taken action to balance the revenue budget without drawing on general reserves.</p> <p>The Statement of Resource Allocation demonstrates that the capital programme remains affordable. In setting the 2019-20 revenue budget the Council agreed to set the minimum level of reserves set for the General Fund at £6.3m. Whilst the intention is to set a balanced budget over the medium term, this finite resource remains available to smooth the impact should there be any unanticipated adverse changes to our funding, or where service savings have been unavoidably delayed.</p>	<p>The five year financial model will continue to be monitored and updated, and Cabinet is given regular briefings on this throughout the year. Senior managers will monitor delivery of the approved deficit reduction plan.</p> <p>Budget monitoring for revenue and capital schemes is completed quarterly by budget managers, and reported to all members on the Modern.gov website.</p>

Principle	Narrative	Actions
	<p>The 5 year financial risk model will be updated and reported to Cabinet in November with the forecast of the budget for the next five years.</p> <p>The Corporate Governance and Audit Committee (CGAC) considered the appropriateness of the minimum level of reserves at their meeting in October 2019. Their recommendations will be made to the November 2019 Cabinet meeting.</p> <p>The challenge is to consider future Government funding which was expected to change in 2020-21 due to the Fair Funding Review, 2019 Spending Review and the Localisation of Business Rates. However, the major reviews have now been delayed until 2020, and so the financial settlement for 2020-21 will be for 1 year, as the 2019-20 budget was the final year of the multi-year settlement previously accepted.</p>	<p>To consider future Government funding in light of the fair funding review which will now impact settlements from 2021-22 and beyond, along with the resetting of the Baseline for Business Rates.</p> <p>Any funding gap based on current projections will need to be considered by SLT and members to ensure that an action plan is agreed.</p>
<p>3. Over the next five years maintain a position of non-dependency on reserves.</p>	<p>Appropriate funding needs to be built into the revenue and capital budgets, taking into account the whole life cost of the assets. With reserves being largely committed, the revenue budget will need to make an appropriate contribution to reserves to fund any future capital commitments.</p> <p>Base budgets incorporate repairs and maintenance to council buildings, thereby removing dependency on reserves for what is a recurring revenue cost. Similarly, other recurring items still funded from reserves must be built into future revenue budgets.</p> <p>The capital accountant co-ordinates a full review of the existing asset base of the council with divisional and service managers to identify and assess the need to reinvest in our existing essential assets. This is updated annually to ensure the current asset base remains affordable over the long term.</p> <p>Following changes to the Council's Treasury Management Investment strategy in 2017 interest receipts arising from permitted long term investments to a property fund and other specific vehicles whose returns are</p>	<p>To build future demands for recurring expenditure into the 5 year Financial Model, and thereby into any potential savings target.</p> <p>To avoid funding recurring expenditure from reserves as a key financial principle.</p> <p>To determine annually as part of the budget process an amount of revenue income to set aside for future investment opportunities.</p> <p>To determine any further long term investments in line with the Council's Investment Strategy to assist with any projected funding gap in the medium term.</p>

Principle	Narrative	Actions
	<p>less volatile are used to assist with the funding of the revenue budget, as part of the Council's deficit reduction strategy without creating volatility and risk. The Council currently has £10m invested in a Local Authority Property fund and a further £8m in mixed asset bonds generating returns of approximately 4.1% and 2.4% to 4.3% respectively.</p> <p>Other interest arising from the general investment of surplus funds throughout the year for cash flow purposes is recycled into the funding the Council's capital programme; interest receipts on S106 balances are ring-fenced and added to those funds. Whilst any changes in interests rates will have an impact on the overall position of the Council, this approach will not affect the day to day activities of the Council.</p> <p>Recent investment decisions in the Council's own property portfolio will also generate further revenue receipts for the Council. The 5 year financial model takes into account income from historic investment decisions such as Barnfield Drive, Plot 21 Terminus Road and the Enterprise Hub as part of the Commercial Programme Board.</p>	
<p>4. In order to maintain a balanced budget in a climate of reduced funding, savings in the revenue budget or external funding will need to be identified before any new revenue expenditure, including capital expenditure that has revenue consequences, is approved.</p>	<p>The Council needs to have certainty about capital and revenue funding before entering into new commitments. This will require robust project management processes to ensure the full consequences of embarking on particular projects are known and understood from the outset for both revenue and capital. The whole life costs of the project must be considered.</p> <p>Where projects are dependent on match funding, the funding partner may impose certain conditions. The Council needs to clearly understand what those conditions are and their possible financial consequences. Projects should only proceed once all funding has been secured, and the conditions have been assessed and evaluated. The relevant service should also consider, in advance, any costs that may arise at the end of the project and prepare an exit strategy so that the full consequences are known in advance. Whole life costing should be used. Copies of all funding agreements should be copied to financial services to ensure all possible</p>	<p>All Project Initiation Documents (PIDs) are to be based on whole life costs, and include an exit strategy.</p> <p>New prioritisation criteria to assess any new investment proposals linked to the Corporate Plan.</p>

Principle	Narrative	Actions
	future liabilities are considered and documentation retained.	
5. Review costs in response to changes in service demands.	<p>The call upon council services is fluctuating more during a period of economic and financial uncertainty. Whilst short-term variances in demand can be accommodated, any longer term trends, i.e. beyond one year, will require the Council to respond by redirecting its resources in line with changes in demand. This is a key principle as future changes in demand on services are bound to occur.</p> <p>Prioritising the Council's services will enable scarce resources to be directed to areas of need and priority over the medium term.</p>	<p>Essential services that experience an increase in demand will be recognised and supported. However, where there is an on-going reduction in demand beyond one year they should be reviewed in order to realign resource allocation.</p>
6. Where the Council has discretion over charging for services, consideration needs to be given as to the extent to which service users should bear the costs, and the proportion, if any, that should be met by Council Tax.	<p>The Council has limited discretion to set fees and charges for some services. Clearly, the setting of charges should have regard to community needs for those services as well as affordability. Traditionally, many fees and charges have increased in line with inflation. The Council has a Fees & Charges Policy. This requires services that have discretion to charge, to attempt to at least break even, unless there is a clear approved policy reason for not doing so. The underlying principle is that the service user should pay the full cost of the services received.</p>	<p>Service managers need to consider their fees & charges in advance of the start of each financial year. Any individual services operating at a deficit should aim to break even unless there is an approved policy to support their on-going subsidy. This should be based on the whole cost of delivering the service, including use of assets.</p>
7. Continue to review the Council's costs in order to find further savings.	<p>The Council has already achieved significant savings over recent years. However, the Council will continue to seek further efficiencies to help free up resources, ensure services are as efficient and effective as possible and support the community. The focus is to ensure services are delivered to an appropriate standard at a competitive unit cost.</p> <p>Members and the Strategic Leadership Team (SLT) developed a strategy to eliminate the projected budget deficit up 2022-23 as part of the 4 year funding settlement requirements. A "Deficit Reduction Strategy" was approved by full council September 2016 to achieve further savings of £3.8m. So far savings of £3.5m have been achieved.</p>	<p>In order to assist the budget process for future periods, further efficiencies should be identified. Officers will need to review service costs to determine whether unit costs are appropriate and report back to members where service reviews are deemed necessary to reduce unit costs to an acceptable level.</p> <p>Officers are currently reviewing high</p>

Principle	Narrative	Actions
	<p>The challenge now is to see the remainder of that plan is delivered and to consider the future impact of any service delivery changes, budget pressures or funding reductions by the Government as a result of the fair funding review, or pressures arising due to other external agencies and partners, including West Sussex County Council.</p> <p>Two programme boards (Business Improvement and Commercialisation) were set up to co-ordinate the various projects that the council is engaged in. This enables the council to direct resources to higher priority projects, and enables senior management to intervene to assist projects to remain on track to deliver their planned objectives. The programme boards also track efficiencies as part of their process which aids corporate financial planning. The financial targets from these boards are incorporated in the 5 year financial model.</p> <p>Future service reviews will consider the most efficient ways of working, including working with partners, channel shift, sharing assets, shared services and outsourcing to deliver the best and most effective solutions for services and the community.</p> <p>Aside from formal service reviews, service managers should normally be considering the best, most cost effective procurement methods in their service areas.</p>	<p>cost service areas as part of the 2020-21 budget cycle and a number of service reviews have commenced.</p> <p>Prior year variances in relation to underspends will be reviewed by Financial Services as to whether an opportunity exists to adjust future budget requirements, in consultation with the budget manager.</p>
<p>8. Match Council Tax increases to a realistic and affordable base budget.</p>	<p>The objective is to limit increases in Council Tax to modest and affordable levels over the next 5 years, whilst accepting that such an objective may be impacted by national government policy.</p> <p>In 2018-19 and 2019-20 the Government changed the threshold for triggering a requirement to hold a referendum for council tax increased to over 3%, previous years this was 2%. District councils were permitted to raise their council tax by the highest of the 3% or £5, which aids those with a low tax base. In effect this rule change has permitted this council, since it</p>	<p>Assumptions are made in the 5 year financial strategy model for council tax increases; the model will be updated as necessary, once the Government's criteria is known for referendum thresholds for setting Council Tax increase.</p>

Principle	Narrative	Actions
	<p>has one of the lowest Council Tax levels, to increase its Council Tax by £5.</p> <p>The threshold for 2020-21 is expected to revert back to 2%, as the Government is currently consulting on this and the £5 increase for district councils.</p> <p>The Government will confirm what rules will apply for 2020-21 in early December.</p>	
<p>9. Budgets should be pooled with other service providers to achieve more effective and cost efficient outcomes for the community.</p>	<p>It is likely that in future the Council will become more involved in new ways of working, including greater partnership working, devolved budgets and pooling resources with other agencies. It is important that the Local Strategic Partnership strategic objectives and community outcomes are agreed from the outset when partnerships are formed so that the achievement of results can be measured and reported to members to ensure public funds are being used in the most efficient way to achieve greatest impact for the community.</p>	<p>Where appropriate we should commission services with other service providers and pool our budgets to provide more effective and efficient outcomes for the customer.</p>
<p>10. New Homes Bonus (NHB) This should be allocated annually, and only committed once received.</p>	<p>The NHB is not new funding. This is paid from local government funding pot that would otherwise have been distributed to councils. The grant is not ring-fenced, and as such the Council can choose how it wants to use this source of funding, although the previous coalition Government pointed out that it expected it to be used to help “reward” communities that have taken housing growth. Further, the Government also stated that it expects councils to consult with their communities on its use, and in areas where there is a national park as the planning authority, to also consult with the park authority.</p> <p>The funding is paid as a grant in respect of each new domestic dwelling coming into the tax base (net of any long term empty properties) of the whole District, including the area within the National Park. The amount paid is based on the national average council tax, and is currently paid for the following four years from 2019-20 rewarding development that exceeds the baseline set at 0.4%, and split 20% to the County Council and 80% to the Housing authority, i.e. CDC.</p>	<p>The NHB to be reserved for community and other uses after it has been received. It remains important, however, to allocate this funding taking into account the legal requirement to set a balanced budget for the council. As such this will be reviewed annually.</p> <p>The grants and concessions panel review the use of NHB, along with other grant funding that the council makes available to individuals and groups.</p>

Principle	Narrative	Actions
	<p>However, as part of the Fair Funding Review changes to NHB are expected, but no details are known. Potentially the legacy term may be reduced before the funding disappears completely.</p> <p>So the view remains that NHB should not, therefore, be relied upon long term to resolve our budget position, and should only be committed after it is received, so the decision not to rely upon it to fund core services has proven to be prudent.</p> <p>In previous years the Council have not used the NHB to assist in balancing our revenue budget, and have instead used this source of funding to help reward communities by funding one off projects. .</p>	
<p>11. Localisation of Business Rates. We should review the decision to pool our business rates annually after receipt of the government draft settlement to ensure that the Council is in the best possible financial position.</p>	<p>The Council participated in a (50%) business rates (BR) pool for some authorities in West Sussex in 2018-19, thereby enabling us to retain more of the NDR growth locally for investment jointly with other pool member authorities which included the county council, Arun, Adur and Worthing.</p> <p>In 2019-20 all West Sussex authorities participated in a 75% BR Pool Pilot having been selected to do so for 1 year by the Government, but this arrangement will cease on 31 March 2020.</p> <p>Full localisation of business rates may in effect do away with the need to form pools to retain this growth, but the change in the system has been deferred like the Fair Funding Review until next year, and any changes to the scheme will apply from 2021-22.</p>	<p>At the time of writing this report the Government is requesting indications by 25 October for those authorities who wish to participate in a 50% BR pool. The Director of Corporate Services is currently considering the Council's position taking into account the potential risks to the pool and outstanding appeals or legal cases impacting the pool.</p>
<p>Resources and Capital Programme Principles</p>		
<p>1. Capital receipts, reserves and interest on investments (other than property and multi bond investments) will primarily be available for new</p>	<p>This is a long-established principle whereby non-recurring resources are used to meet non-recurring expenditure. The revenue budget is no longer reliant on reserves. Interest receipts are, with the exception of property related income and mixed asset bonds, diverted to support the capital programme.</p>	<p>Temporary sources of funding should not be relied upon to fund recurring revenue costs. Budget managers embarking on new projects that involve temporary</p>

Principle	Narrative	Actions
<p>investment of a non-recurring nature, thereby minimising the overall financial risk. Income earned from property investments, both directly owned and managed property, and the Local Authority Property Fund, together with mixed asset bonds, can be used to support revenue as the income streams earned are much less volatile.</p>		<p>funding must design an exit strategy from the outset to ensure the council is not left with unfunded costs at the end of the funding stream.</p>
<p>2. Ensure that a sufficient level of reserves are maintained, as informed by the Financial Strategy, so that the Council can remain flexible and is able to respond to a changing local government environment.</p>	<p>The objective is to offer resilience against the unexpected and provide resources for new initiatives including one off costs to assist with reshaping the organisation.</p> <p>The Capital Programme is an estimate of the capital schemes' likely cost and the funding resources likely to be available to meet that need. This is always subject to amendment if, for example, a scheme cost is higher than anticipated or an anticipated capital receipt is less than expected. The capital programme is by its nature constantly changing and the resource position will be continuously monitored to ensure it remains affordable. The Resources Statement reflects the current level of reserves, anticipated receipts, and commitments, and this will be updated alongside the 5 year financial plan.</p>	<p>Routine monitoring of the capital schemes and the overall resources position will continue to ensure the capital programme remains affordable.</p> <p>All earmarked reserves will be reviewed annually with service managers to ensure that they remain relevant and essential, otherwise the funds should be returned to available balances.</p>

5 Year Financial Model

APPENDIX 2

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000	£'000
Budget (including NHB)	13,830	12,860	12,743	12,514	12,452	12,419
NHB	2,178	1,540	1,218	780	376	-
Budget (excluding NHB)	11,652	11,320	11,525	11,734	12,076	12,419
<i>(expenditure less fees from income)</i>						
Funding:						
Rural Grant	-	(189)	-	-	-	-
Retained Business Rates (National Non-Domestic Rates or NNDR)	(3,101)	(3,658)	(2,720)	(2,754)	(2,782)	(2,804)
NNDR tariff adjustment	-	-	-	-	-	-
Total Government Settlement (excluding NHB)	(3,101)	(3,847)	(2,720)	(2,754)	(2,782)	(2,804)
Council Tax	(8,551)	(8,722)	(8,983)	(9,252)	(9,528)	(9,813)
Council Tax Freeze Grant	-	-	-	-	-	-
Council Taxbase Growth (@ 1%)	-	(85)	(87)	(90)	(93)	(95)
(Surplus)/Deficit after Gov. Funding & Council Tax	-	(1,334)	(265)	(362)	(327)	(294)
Planned Savings						
Business Improvement Board (excluding Support Costs)	-	(57)	(67)	(77)	(87)	(97)
- Support costs	-	(110)	(110)	(110)	(110)	(110)
Commercial Board (excluding Leisure)	-	(158)	(327)	(360)	(360)	(360)
- Leisure Contract	-	24	67	95	(141)	(269)
Succession Planning - Increase to reflect full year effect	-	(65)	(65)	(65)	(65)	(65)
Senior Management Restructure - Increase to reflect full year effect	-	(17)	(17)	(17)	(17)	(17)
Withdrawal of Parish CTR grant	-	(34)	(34)	(34)	(34)	(34)
2019 Deficit Reduction Plan						
- Environmental Health Review	-	(120)	(120)	(120)	(120)	(120)
- Communications Review (PR & IT Web)	-	(32)	(32)	(32)	(32)	(32)
- Reduction in Wellbeing Youth work	-	(12)	(12)	(12)	(12)	(12)
- Development Management - FTE changes	-	(43)	(43)	(43)	(43)	(43)
- Revenues & Benefits - Admin Grant Reduction Impact	-	(10)	(20)	(30)	(40)	(50)
Total Planned Savings	-	(634)	(780)	(805)	(1,061)	(1,209)
TOTAL - DEFICIT/(SURPLUS) AFTER PLANNED SAVINGS	-	(1,968)	(1,045)	(1,167)	(1,388)	(1,503)
New - Cost Pressures						
- WSCC - CPE / CPZ - potential loss of contribution to overheads	-	-	118	118	118	118
- WSCC - Loss of recycling credits income	-	769	769	769	769	769
- ICT Microsoft 365 Software	-	20	20	20	20	20
- Benefit Admin Grant reduction due to UC Impact	-	20	40	60	80	100
- HB overpayment recovery	-	400	400	400	400	400
TOTAL - New Cost Pressures	-	1,209	1,347	1,367	1,387	1,407
PROJECTED (SURPLUS)/ DEFICIT	-	(759)	302	200	(1)	(96)

This page is intentionally left blank

Capital Programme Resource Statement
2019-20 to 2023-24

Resources Description	Total 2019-20 to 2023-24
(A)	(B) £m
Reserves at April 2019	45.947
New Resources	
Asset Sales (96%) <i>(Please refer to Note 1)</i>	7.836
Interest on investments (excl. property fund)	1.341
LEP Grant unapplied as at 31 March 2019	2.165
NHBS 2019-20 <i>(Please refer to Note 2)</i>	2.178
Revenue contribution to Asset Replacement Fund	6.448
Revenue contribution to Investment Opportunity Fund	0.533
External income due to support capital programme (incl CIL)	16.262
Interest on repayment of SLM advance SLM advance repayment (incl interest)	0.923
Total Resources	83.633
Less commitments:	
Insurance Fund	-0.266
Provision for one off redundancies	-0.211
Cultural Grants	
Housing Reserve	-0.660
Minimum level of reserves	-6.300
Reserve commitments - Revenue	-7.835
Available Resources	68.361
Current Capital Projects	-34.702
Current Asset Replacements	-10.850
Uncommitted Resources	22.809

Note 1: Asset sales (net of costs) included in the above table are projected as follows:	£m
2019-20 Projection	2.004
2020-21 Projection	3.926
2021-22 Projection	1.241
2022-23 Projection	0.571
2023-24 Projection	0.094
	7.836

Note 2: The table includes New Homes Bonus Grant upto & including 2018-19 and estimated grant for 2019-20. Any grant received beyond 31 March 2020 will therefore increase the level of Uncommitted Resources.

	£m
NHBS Balance 1 April 2019	13,241
NHBS Grant 2019-20	2,178
NHBS Commitments 2019-20 to 2023-24	-6,520
Balance Uncommitted 31 March 2024 Projected	8,899

This page is intentionally left blank

West Sussex Disabled Facilities Grants Policy 2020- 2024

In Partnership :



Document name:	West Sussex Disabled Facilities Grants Policy 2020 - 2024
Document type:	Policy

Authorities covered:	TBC																
Version (e.g. first draft, final report):	First draft 09/08/19 for steering group and working group consultation																
	Second draft from 19/8/19 (incorporating feedback from SG and WG reps received at that point)																
	Third draft 27/9/2019 for remaining consultees Fourth draft 23/10/19 for approval																
Approved by: list all council approval dates	<table border="0"> <thead> <tr> <th>Local Authority</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Adur District Council</td> <td></td> </tr> <tr> <td>Arun District Council</td> <td></td> </tr> <tr> <td>Chichester District Council</td> <td></td> </tr> <tr> <td>Crawley Borough Council</td> <td></td> </tr> <tr> <td>Horsham District Council</td> <td></td> </tr> <tr> <td>Mid Sussex District Council</td> <td></td> </tr> <tr> <td>Worthing Borough Council</td> <td></td> </tr> </tbody> </table>	Local Authority	Date	Adur District Council		Arun District Council		Chichester District Council		Crawley Borough Council		Horsham District Council		Mid Sussex District Council		Worthing Borough Council	
Local Authority	Date																
Adur District Council																	
Arun District Council																	
Chichester District Council																	
Crawley Borough Council																	
Horsham District Council																	
Mid Sussex District Council																	
Worthing Borough Council																	
Date of adoption and implementation	02/01/2020																
Interim review:	02/01/2021																

Contents

	Page
1.0 Introduction	4
1.1 General Expectations	4
2.0 Mandatory Disabled Facilities Grants	5
2.1 Eligibility	5
2.2 Application	5
2.3 Estimated Expenses	6
2.4 Commencement of Works	7
2.5 Minor Works, repairs, cleaning and clearing	7
2.6 Payment of Grant	7
2.7 Conditions of Grant	7
2.8 Local Land Charge	8
2.9 Agents	8
2.10 Additional mandatory grant features	8
2.10.1 Extended warranties	
2.10.2 Reduction in number of quotes	
2.10.3 Consultation with the 'welfare authority'	
2.10.4 Simple DFG referrals	
3.0 Discretionary Disabled Facilities Grants	9
3.1 The Better Care Fund	9
3.2 Discretionary Provision	9
3.2.1 Partial waiver of up to £5,000	9
3.2.2 Help with assessed contribution	10
3.2.3 Funding in excess of the statutory maximum	10
3.2.4 Moving Home Grant	10
3.2.5 Hospital Discharge Grants	11
3.2.6 Abortive Fees Grant	11

3.2.7 Safe, Suitable and Warm Grants	11
3.2.8 Council Tax reduction benefit	11
4.0 General points	11
4.1 Exceptions	11
4.2 Complaints procedure	12
4.3 Grant funding or part funding repaid by applicant	12
4.4 Equipment and minor adaptations first	12
4.5 Accessible kitchens	12
4.6 Review of Policy	12
5.0 Appendices	
5.1 Reference documents, research papers, legislation and description of terms	13
5.2 Policy Summary chart	15
5.3 Simple referral form	20

1.0 Introduction

The Disabled Facilities Grant (DFG) is a mandatory grant, provided under the Housing Grants, Construction and Regeneration Act 1996 (the 96 Act), towards the cost of eligible works necessary to support people of all ages and most tenures (adaptions to council owned housing are provided via a different funding stream) to live independently and safely in their own homes. Local Authorities have a statutory duty to provide DFGs to applicants who qualify. DFGs are 30 years old in 2019 so have existed for a long time helping people to stay safe and independent at home.

The Care Act 2014 shifted the focus to earlier intervention that offers a more preventative approach to supporting people.

The Districts and Boroughs in West Sussex have come together to agree a single DFG policy which applies across the whole county area. This Policy covers all seven of the District and Borough Councils in West Sussex which are referred to as 'the Councils' throughout the document.

The principle of the service for residents across West Sussex is to *'help me live in my own home, easily and with dignity with the right adaptation when I need it.*

This policy is in two parts:

Mandatory Disabled Facilities Grants - sets out the mandatory legal framework for DFGs in accordance with the 96 Act including eligibility criteria and the prescribed means test assessment.

Discretionary DFGs – sets out the Councils' policy to provide discretionary interventions to promote independent living and wellbeing. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) and latterly the Better Care Fund enable Councils to support the wider prevention agenda of housing, social care and health authorities.

1.1 General Expectations

The Councils' decision making will take into account the following specific expectations and presumptions:

Grant works should properly and fully meet the assessed needs of the client. Grants that only partially meet those needs will only be considered in exceptional cases.

Works funded by means of DFG will be the simplest and most cost-effective adaptations that will meet the client's assessed needs. This will include 'making-good' any works, such as painting or adapting floor coverings to disturbed areas.

Wherever the Councils judge it to be a practicable and realistic option, the re-ordering and/or change of use of existing rooms will be the preferred solution and will take precedence over the construction of extensions.

Applications for grant aided work may be considered on a case by case basis where relevant works have started but not been completed.

Applications for a grant cannot be approved if the relevant works have been completed.

2.0 Mandatory Disabled Facilities Grants

Mandatory grants are available for people who are disabled and meet the criteria set out in s100 of the Housing Grants, Construction and Regeneration Act 1996 Act and for eligible works that includes the following:

- facilitate access by the disabled occupant to, from and within the dwelling (for the purpose of this grant a dwelling includes mobile homes and houseboats);
- provide essential facilities and amenities within the dwelling; and
- facilitate access to and from a garden by a disabled occupant or making access to a garden safe for a disabled occupant.

A full list of grant eligible works is available upon request to the appropriate council.

2.1 Eligibility

All owner-occupiers and tenants, licensees or occupiers meeting the statutory criteria & financial assessment set out in the Housing Grants Construction and Regeneration Act 1996 are eligible for DFGs. Applications must be supported by West Sussex County Council.

The Councils work closely with Housing Associations to deliver adaptations and whilst they are expected to build funding into their business plans there is a statutory duty for Councils to approve DFG's across all tenures except Council owned accommodation held within the Housing Revenue Account.

The Councils will therefore work with the Housing Associations in their area to develop robust and equitable funding agreements.

Adaptations for residents in council owned accommodation in Crawley, Arun and Adur Councils are undertaken via a separate budget and a different route. Please contact the relevant council for further information.

2.2 Application

In order for the Councils to consider awarding a DFG, a valid application must have been received. Such an application consists of:

- A completed application form.
- For works estimated at £10,000 or over a minimum of two written quotes from two different contractors/suppliers detailing particulars of all relevant eligible works or
- For works estimated at under £10,000 a minimum of one written quote.
- A recommendation from an appropriately qualified professional for example an Occupational Therapist (OT), Occupational Therapy Assistant (OTA) or Rehabilitation Officer for Visual Impairment detailing the relevant works.
- Details of passported benefits and/or information necessary to apply the test of resources (means test).
- Details of any fees or charges, e.g. architect's or agent's fees.
- Certificate of Future Occupation (normally 5 years).
- Proof of Title (eg from the Land Registry).

Where appropriate:

- Owners Consent
- Freeholders consent
- A Tenant's Certificate
- A Certificate of Intended Letting
- An Owner's Certificate of occupation

Requests for straightforward adaptations for works up to £30,000 can also be made via the 'Simple Referral Form' (see appendix 5.3)

The DFG legislation requires that all valid and completed grant applications are to be determined no later than six months after a completed application is received by the Councils. The legislation also allows that the Councils may exercise their discretion to determine that grant monies will not be paid before a specified date (which cannot be later than 12 months after the date of application).

All the Councils in West Sussex aim to assess applications and make decisions well in advance of the statutory timescales.

2.3 Estimated Expenses

The amount which is potentially grant fundable is estimated by considering the following:

- Which of the relevant works are eligible for grant funding (the grant eligible works).
- The amount of the expenses to be properly incurred in the execution of the eligible works.
- The quote or the lowest quote that meets the specification will be the one approved. The grant applicant may select a higher value quote provided they are willing and able to pay the difference between their preferred contractor's quote and the lowest, and that the works meet the applicants assessed needs.
- Costs attributable in relation to grant works, i.e. fees and charges.
- Extended warranties for lifts, wash-dry toilets, automatic doors etc.
- The grant is means tested and the amount of grant paid will be determined by a 'test of resources' which determines the applicant's financial contribution to the works.
- For the mandatory disabled facility grant, the relevant person is the subject of the means test.
- The relevant person is the person who will benefit from the proposed grant eligible works.

The mandatory grant will not exceed £30,000.

Applicants who have a financial contribution to make (following the financial means test) towards the cost of the works, may be able to apply for further financial assistance under the councils Discretionary Grants (see Section 3).

Applications in respect of dependant disabled children and young people under the age of 19 are exempt from the financial means test.

2.4 Commencement of Works

Work cannot commence before the grant is approved. Any works that started before grant is approved may not be grant aided.

2.5 Minor works, repairs, cleaning and clearing

If an adaptation (minor works or repair) is expected to cost below the relevant threshold (£1,500 from October 2019) it will be considered to be a Minor Adaptation and West Sussex County Council will arrange for the works to be completed.

If the works are for cleaning and clearing and not expected to cost more than the relevant threshold (£2,500 from October 2019) West Sussex County Council will arrange for the works to be completed.

2.6 Payment of Grant

Grant payments will be made when the grant eligible works are completed satisfactorily and on receipt of the contractor's (or in the case of materials, supplier's) invoice. Council Officers may inspect the grant works during their progress and are able to make interim payments where appropriate.

Grant monies are actually legally awarded to the applicant and it is they who are technically responsible for paying their contractors. However, it is common practice for most grant applicants to request that payments are made directly to the contractor or agent.

It is important to note that the Councils' Officers act on behalf of the Councils to ensure public funds are spent correctly and value for money is achieved. Applicants will be made aware that Officers cannot act on their behalf. There are therefore no guarantees as to the quality of workmanship and any disputes arising between applicants and their contractors are the applicant's responsibility.

2.7 Conditions of Grant

The grant eligible works must be undertaken by the contractor(s) who provided the approved estimate(s) included in the application. Prior permission shall be obtained in writing from the Councils by the applicant before any change in contractor takes place. The use of a different contractor to one included in the application without permission may result in cancellation of the grant and/or repayment by the relevant person.

A grant approval can be re-determined where the eligible works cannot be completed without carrying out unforeseen further works.

Unforeseen works can only be considered for grant funding by the Councils where work has not started prior to being agreed as 'unforeseen work' by the Councils.

If applicants are required to contribute to the grant, this must be paid and satisfactory evidence provided that payment has been made, i.e. a signed and dated receipt, before the Councils will make any grant payment.

Where additional works are taking place in addition to grant aided works, but which are not grant aided (eg via a preferred/alternative scheme) and are being funded by the applicant,

these works must be completed and paid for by the applicant before any grant payment is released regarding the grant eligible works.

Grant eligible works must meet all the professional recommendations regarding the disabled person and any notional / alternative scheme must have the prior written agreement of the recommending professional before grant funding is approved.

In the event of a breach of any of the conditions set by the Councils, repayment may be demanded from the applicant/owner/occupier/landlord/trustee/beneficiary (whichever is appropriate) in a sum up to or equal to the amount of the grant paid or any interim payment made. Councils have the discretion either not to demand repayment, or to require payment of less than the full amount.

2.8 Local Land Charge

A Local Land Charge will be placed on the owner occupier's adapted property where the DFG exceeds £5,000. The land charge will be limited to a maximum of £10,000 (mandatory scheme- statutory limit). The Charge will be incurred if the property is sold within 10 years (subject to the consideration of certain criteria by the councils).

The DFG will be registered as a Local Land Charge and will be enforced when the applicant has disposed (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given. In this event the Councils may require repayment of the land charge before being removed from the local Land Charges Register.

The applicant is required, from the certified date throughout the grant condition period of 10 years, to notify the relevant Council of their intention to sell or otherwise dispose of the property. The applicant will need to provide the Council with any information reasonably requested by them in connection with such notification.

2.9 Agents

All applicants are encouraged, though this is not a mandatory requirement, to enlist the services of an agent/architect/architectural technician/surveyor to assist them in the process of application where the adaptation involves significant building alterations, complex or non-standard works. Fees incurred for such services are eligible for grant funding subject to the maximum amount of grant funding allowed

2.10 Additional mandatory grant features

2.10.1 Extended warranties for lifts, wash/dry toilets etc (M1 on the policy summary Appendix 5.3)

A five year warranty and servicing contract to be provided for all relevant adaptations and equipment (lifts, wash dry toilets, automatic doors etc) for private tenants and owners. Housing Associations are expected to take on the responsibility for repairs, servicing and maintenance after the expiry of the manufacturer's one year warranty.

2.10.2 Reduction in number of quotes required (M2)

One written quote is required for grant eligible works estimated at under £10,000 unless they are particularly complex/non-standard. A minimum of two written quotes are required for grant eligible works of £10,000 or over.

2.10.3 Consultation with the 'welfare authority' (West Sussex County Council) (M3)

The Councils will consult with WSCC via email to advise that a referral has been received from other than a WSCC referrer giving a 14 calendar day period for any response or comments.

2.10.4 Simple DFG referrals (M4)

A revised and reduced process is in place for simple and straightforward requests up to £30,000 for example stair lifts, level access showers, ramps. These requests are made on a simplified form (see appendix 5.4)

3.0 Discretionary Disabled Facilities Grants

3.1 The Better Care Fund

In 2015 Government funding was pooled into a single budget for health and social care services to work more closely together – the Better Care Fund. The Fund provided an increase in funding for home adaptations and related opportunities to improve integration between health, social care and housing services, in particular to reduce hospital admissions and allow early hospital discharges.

The Better Care Fund is contributing to the additional allocation for DFGs provided to the Councils in West Sussex under an annual determination from Central Government. The grant aims to improve health and wellbeing by encouraging more flexible use of DFG monies.

3.2 Discretionary Provision

Discretionary grants are subject to funds being available and mandatory grants will be prioritised first. It is important to note that discretionary funding will only be available for eligible works,

Discretionary provision will be reviewed annually or to fit with the cycle of funding allocations. Given the unpredictable nature of the demand, costs and funding of these applications it is important to note that **any discretionary DFG grant may be withdrawn by the Councils at any time.**

The discretionary policy elements are:

3.2.1 Partial Waiver of up to £5,000 contribution following the Means Test (D1 on the policy summary Appendix 5.3).

The first £5,000 of an assessed contribution will be waived and the applicant will not be required to fund this portion of the contribution towards the works.

3.2.2 Help with assessed contribution following the means test (D2)

This grant is specifically intended where there are particular difficulties or exceptional circumstances for the applicant/relevant person to pay the assessed contribution following a means test and genuine impact and hardship would be caused.

All applicants will be given the opportunity to complete a financial statement of their exceptional outgoings which must be directly linked to the applicant's or their child's disability. Such expenditure may include for example care costs, the need to fund overnight accommodation to support a child in hospital, transport to treatment etc.

The Councils will consider the exceptional disability related expenses on a case by case basis. **The assessment is about the impact and hardship created by the need to spend resources on these areas.**

The Scope report 'Disability Price Tag' 2019 provides a helpful insight and guidance on the additional expenditure and its impact for disabled people.

3.2.3 Funding in excess of the statutory maximum mandatory grant of £30,000 also known as top up grant (D3)

This grant is intended to assist in cases where a major adaptation has been identified as essential to meet the needs of the disabled person and once all other options such as moving home have been considered.

The grant is a maximum of £30,000 **per property**.

For this discretionary element, the financial means test will be on the owner or tenant of the property irrespective of whether they are considered the relevant person for the purposes of the mandatory Disabled Facility Grant application

A local land charge for the full amount will be placed on the owner occupied property for up to a ten year period in addition to any mandatory grant local land charge (see section 2.8 above)

See also Appendix 5.3 Policy Summary document for more information on which grants are subject to a local land charge.

3.2.4 Moving Home Grant (D4)

In some cases, moving home is more appropriate and cost effective to meet the needs of a disabled occupant, where it is not reasonable or practicable to adapt the existing home or where there is under or over occupation of the home.

A maximum of £10,000 will be considered at the Council's discretion. The alternative property must either be already adapted or be adaptable at a reasonable cost. The grant can be used towards the expenses involved in moving home for example estate agent's fees, solicitor's fees, stamp duty, removal costs, disconnection and reconnection costs etc. Supporting quotes and/or invoices will be required and the grant can only be paid once the applicant has exchanged contracts with a legally binding completion date.

The grant is not subject to the means test (test of resources).

The proposed property must be confirmed as suitable by the relevant council's private sector/housing standards team and be assessed to meet (or more easily adaptable) the needs of the disabled person or child by an appropriately qualified professional eg a West Sussex County Council OT.

3.2.5 Hospital Discharge Grants (D5)

This grant of up to £3,000 is for disabled and vulnerable people being discharged home from hospital, rehab or step down beds and to prevent re-admission (or admission) to hospital/rehab/step down bds. Eligibility applies for up to a month after discharge. The Hospital Discharge Grant is not means tested. The Hospital Discharge grant excludes people funded by NHS continuing healthcare.

Works can include anything reasonable which would allow the person to return home/stay at home.

NB please see section 2.5 Minor Works, repairs, cleaning and clearing services.

3.2.6 Abortive Fees Grant (D6)

A grant to cover reasonable professional fees and associated charges where engaged to advise on what works are required and specialist technical eg structural engineer, surveyor to determine whether a DFG project is feasible. Fees are paid as part of the DFG if the works go ahead or paid via this abortive fees grant if the work cannot proceed.

It should be noted that the Abortive Fees Grant may not be approved where the councils determine that the applicant has engaged the professional / specialist involved and then cancelled the works without justifiable cause.

Applicants cannot make more than one application for an Abortive Fees Grant in respect of the same grant eligible works.

3.2.7 Safe, Suitable and Warm Grant (D7)

A grant to assist disabled people including those with a dementia or a visual impairment to make changes to their home environment which supports them to live independently for longer and with reduced risks. Also includes palliative/end of life situations.

NB please see section 2.5 Minor Works, repairs, cleaning and clearing services.

3.2.8 Council Tax Reduction to be considered a passported benefit (D8)

Council tax reduction benefit will be considered as a passported benefit for the purposes of the financial means test under a discretionary DFG scheme.

4.0 General points

4.1 Exceptions and delegated authority

This policy is not intended to fetter the discretion of any of the Councils. No policy can cover all circumstances and therefore each Council has the authority to deal with applications not

meeting the requirements of the above policy and criteria. Grants outside of those set out above can be awarded at the discretion of the relevant Council's Director/Head of Service Delivery. Such an award will only be made subject to the provision of the Regulatory Reform (Housing Assistance) England and Wales Order 2002 and subsequent guidance.

This delegation may also include authorisation for housing as an alternative or partnership solution.

4.2 Complaints procedure

In the event that an applicant for a DFG whether mandatory or discretionary has cause for dissatisfaction with a service or decision they will be directed to follow the relevant Council's formal complaints procedure.

4.3 Grant funding or part funding repaid by applicants

Any grant monies repaid by applicants to the Councils for whatever reason (eg breach of grant conditions, ceasing occupation etc) will be paid into the DFG fund from which they originated in order that the funding can be recycled via further DFGs to other residents in need.

4.4 Equipment and minor adaptations first

The general principle is that equipment or a minor adaptation is tried first to assess whether it will meet the resident's needs prior to application for a DFG. This will help to manage the demands made on the DFG budget.

4.5 Accessible kitchens

Specialist or non-standard integrated hobs and ovens can be included as part of the DFG and grant funded works if they are assessed as being an essential part of the adaptation to meet the resident's needs.

4.6 Review of policy

The policy will be reviewed annually or as a consequence of changes to funding levels or the cycle of funding allocations.

The relevant officer for each of the Councils (Director or Head of Service level) will have delegated authority to make changes and amendments to the policy as agreed by the DFG Steering Group and/or the West Sussex Chief Executives Board.

Appendix 5.1

Research papers, Reference and Background docs, Legislation etc

Housing Grants, Construction and Regeneration Act 1996

Regulatory Reform order 2002 (Housing Assistance) (England and Wales)

Chronically Sick and Disabled Persons Act 1970

Care Act 2014 Equality Act 2010

HM Government - Advancing our Health Prevention in the 2020s (green paper) July 2019

Scope - The Disability Price Tag 2019 Policy Report 2019

MHCLG Integration and Better Care Fund DFG capital determination 2019 – 2020 [31/3710]

Integration and Better Care Fund –How to understand and measure impact August 2019

Better Care Support programme Integration and Better Care Fund - reducing delayed transfer of care: why not home? Why not today? series 2019

University of West of England for MHCLG/DHSC – Disabled Facilities Grants and other adaptations – External Review 2018

The All Party Parliamentary Group – enquiry into decent and accessible homes for older people 2019

RCOT and Housing LIN - Adaptations without Delay 2019

Foundations – Preparing a Policy under the Regulatory Reform order 2002 Housing renewal Dec 2016

HMCLG/DHSC - Better Care Fund 2019/20 policy framework 2019

MDPI and Association for Dementia Studies – making homes more dementia-friendly through the use of Aids and Adaptations 2019

House of Commons Library briefing paper – social care: forthcoming Green paper 2019

British Red Cross – Home to the Unknown getting hospital discharge right (2019)

West Sussex Health and Wellbeing Board – Start Well, Live well, Age well Joint health and wellbeing strategy 2019 – 2024

Centre for Ageing Better - North Norfolk District Councils in house home improvement agency – partnership approach to facilitate rapid and safe hospital discharge arrangements through HIAs 2018

Centre for Ageing Better and University of West of England - The role of adaptations in improving later life November 2017

Public Health England – A Return on Investment Tool for the Assessment of Falls Prevention for Older People Living in the Community 2018

NHS Long Term Plan 2018

Equality and Human Rights Commission and Habinteg - Housing and disabled people : A toolkit for local authorities in England: Adaptations October 2018

District Council Network and LGA – Shaping healthy places: Exploring the district Council role in health 2019

Housing LIN case study 155 – A Strength based approach to delivering the Disabled Facilities Grant – Thurrock Council August 2019

Improving Health and Care through the home: A National memorandum of understanding 2018

Oxfordshire Councils Home adaptations Guide to bringing independence to people with disabilities in privately owned or rented housing December 2017

Eastbourne and Lewes DFG Policy Feb 2019

Brighton and Hove City Council - Disabled Facilities Grant Housing Policy 2017 -2020

Hertfordshire Shared Home Improvement Agency 2016

WSSC - Developing Compassionate communities approach to end of life care – workshop notes July 2019

Wellbeing at Home: a study of the process and outcomes of home adaptations and reflections for future practice. Archadia RIBA Practice Oct 2019

Description of terms

DFG Disabled Facilities Grant BCF Better Care Fund
WSSC West Sussex County Council

Appropriately qualified professional - for example an Occupational Therapist, Occupational Therapy Assistant, Rehabilitation Officer for Visually Impaired

Passported benefits A group of means tested benefits which automatically qualify an applicant for a DFG

Necessary and appropriate - the assessment of needs, and the remedies to meet those needs, made by a qualified person such as an OT or OTA or a trusted assessor

Appropriate: 'that the work will meet your needs in the most effective way'

Necessary: 'that the work is only for what you will need to assist you'

Reasonable and practical - the assessment of the property, and works requested, made by the District or Borough officer

Reasonable: 'that the work will meet your needs in the most cost effective way'

Practicable: 'that the work is able to be done, and does not damage or stop you from using other parts of the building'.

Appendix 5.2

West Sussex Disabled Facilities Grant Policy 2020 – 2024 Summary

Purpose of project..... to help me to live in my own home – easily and with dignity with the right adaptation when I need it.

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
<p>Discretionary elements</p> <p><u>D.1</u></p> <p>Partial waiver of up to £5,000 contribution following means test</p>	<p>Eligible for DFG</p>	<p>Yes</p>	<p>Up to £5,000 of first £5,000 of assessed contribution.</p>	<p>No</p>	
<p><u>D.2</u></p> <p>Help with assessed contribution following means test.</p>	<p>Eligible for DFG</p> <p>In cases where there is particular difficulty/exceptional circumstances paying an assessed contribution following the statutory means test, all applicants will be given the opportunity to complete a financial statement of their exceptional outgoings which must be specifically linked to their (or the child's) disability eg care costs, transport to treatment, overnight accommodation for parents with children in hospital etc.</p> <p>This list of exceptional disability related expenses will be considered by the relevant District and Borough Council and a decision made on a case by case basis. The assessment considers the impact and hardship on the applicant/family created specifically by the need to spend resources on these areas.</p>	<p>Yes – linked to D1 first £5,000 of contribution to be waived</p>	<p>No maximum</p>	<p>No</p>	<p>The Scope Disability Price tag report 2019 identifies that: on average disabled adults face extra costs of £585 per month and for a disabled child this is £581 On average a disabled adults extra costs are equivalent to half their income (after housing costs) 1 in 5 disabled adults faces extra costs of over £1,000 even after additional benefits taken into account to fund them. 24% of families with a disabled child have extra costs of over £1,000 per month.</p>

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
<p><u>D.3</u></p> <p>Funding in excess of current maximum mandatory grant of £30,000 also known as a 'Top up grant'</p>	<p>Eligible for DFG</p> <p>Intended for Major adaptations which have been identified as essential to meet the disabled person and their family's needs & once all other options (such as moving) have been considered.</p>	<p>Yes (see link to D1 re first £5000 of contribution to be waived and D2 help with assessed contribution)</p>	<p>Up to a maximum of £30,000 per property</p>	<p>Yes - a charge for the full amount is placed on owner occupied property for a 10 year period. Charges will not apply to Registered Housing Provider (RHP) or privately rented property. (This approach is consistent with the DFG Land Charge powers that were introduced in 2008).</p>	
<p><u>D.4</u></p> <p>Moving Home Grant</p>	<p>Eligible for DFG</p> <p>To assist when moving to more suitable accommodation is the more affordable option or where it is not reasonable or practicable to adapt the property to meet the disabled person's assessed needs or the property is under/over occupied.</p> <p>The proposed property must be confirmed as suitable by the Private Sector / Housing Standards Teams and be assessed to meet the needs (or more easily adaptable to do so) of the disabled person by a suitably qualified professional eg a West Sussex OT.</p> <p>Payment can be made only once contracts have been exchanged (owner occupiers) or tenancy has commenced (rented)</p>	<p>No</p>	<p>Maximum of £10,000 to cover the costs arising from moving home</p>	<p>No</p>	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
<p><u>D.5</u></p> <p>Hospital Discharge Grants</p>	<p>Available to disabled people needing to be discharged home from hospital, rehab or step down beds and to prevent re-admission (or admission) to hospital. Eligible for up to a month after discharge.</p> <p>Referrals accepted from adult social care or hospital OT / physiotherapists , rehabilitation/intermediate care teams, discharge coordinator, or Patient Advice and Liaison Service (PALS)</p> <p>Excludes packages of care funded by NHS continuing healthcare</p> <p>Works to include anything reasonable which would allow the person to return home/stay at home.</p> <p>NB works up to the level for cleaning and clearing (currently £2,500) and works up to the level for minor adapts and repairs (currently £1,500) to go through the West Sussex CC services.</p>	No	Maximum of £3000	No	
<p><u>D.6</u></p> <p>Abortive DFG Fees Grant</p>	<p>Eligible for DFG.</p> <p>To cover reasonable professional fees and associated charges where services engaged to advise on what works are required and specialist technical e.g. Structural Engineer fees, surveyor fees or similar to determine if a DFG project is feasible.</p>	Yes	Maximum of £2,000	No	
<p><u>D.7</u></p>		Yes - first	Maximum of	No	Housing Associations and private landlords will be required to

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
Safe, Suitable and Warm homes grant.	<p>Eligible for DFG.</p> <p>Assists disabled people, including those with dementia or a visual impairment to improve their home environment to support them to live in their own home for longer and with reduced risk. Includes palliative care situations.</p> <p>NB works up to the level for cleaning and clearing (currently £2,500) and works up to the level for minor adapts and repairs (currently £1,500) to go through the West Sussex CC services.</p>	£5,000 of contribution to be waived	£5,000		maintain their properties and carry out necessary repairs to adaptations as per their responsibilities as a social landlord.
<u>D.8</u> Council Tax Reduction to be considered a DFG passport benefit	<p>Eligible for DFG.</p> <p>Regard Council Tax Reduction as a passported benefit under a Discretionary DFG scheme.</p>	No	N/A	N/A	
Mandatory/procedural elements					
<u>M1</u> Extended warranties for lifts, was dry toilets etc	<p>Eligible for a DFG</p> <p>5 year warranty to be provided for all relevant adaptations. Housing Associations are expected to take on the repairs, servicing and maintenance after the expiry of the manufacturers guarantee.</p>	N/A	N/A	N/A	
<u>M2</u> Reduction in number	Eligible for DFG	N/A	N/A	N/A	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
of quotes	One quote for works estimated at under £10,000 unless particularly complex or non-standard.				
M3 Consultation with county council	For mandatory DFG only - District & Boroughs must consult the 'welfare authority' ie West Sussex County Council. Email to be sent to WSCC to notify that a referral has been received from other than a WSCC referrer giving a 14 calendar day period for any comments.	N/A	N/A	N/A	
M4 Simple referrals	New form and guidance notes agreed for use on simple adaptations (was called direct referral)	N/A	Up to £30,000	N/A	
Other general points					
G1 Local land charges	For mandatory grants up to statutory maximum and max value of discretionary top up grant (see D3) for a period of up to ten years.	N/A	Up to £10,000 mandatory scheme Full amount of top up discretionary grant amount (max £30,000)	Yes	
G2 Disabled Facilities Grants repaid by applicants to be repaid into the Councils DFG budget for reuse	Grants repaid to be returned to the Council DFG budget from which they were funded	N/A	N/A	N/A	
G3 Applicants to follow the respective Council's Formal Complaints procedure in cases where applicant		N/A	N/A	N/A	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
unhappy with a service or decision.					
G4 Equipment first is the general principle.	OT/OTA to make the most appropriate recommendation for the resident.	N/A	N/A	N/A	
G5 Accessible Kitchens.	Eligible for DFG Specialist or non-standard integrated hobs and ovens can be included as part of the DFG and grant funded works if they are assessed as being an essential part of the adaptation to meet the resident's needs.	N/A	N/A	N/A	

Simple DFG Recommendation – guidance on using form

Guidance Notes:

This form is for simple recommendations for **showers, stair lifts and basic ramps/steps only** when:

- there is agreement between the OT/A and the customer / carer / family that the proposed works will meet the need

and

- there is not likely to be a notional / preferred scheme

and

- works are likely to be above £1,000 and not exceed £30,000

and

- where consideration has been given to the longevity of the adaptation eg it will meet need for the foreseeable future

Schedule of works/plans are required for all simple recommendations made by OT/A's unless the customer has not been seen in their home environment.

If home environment has not been seen, please send customer photographs and any self-assessment information (eg doorway, bathroom measurements etc) if available to support decision making. Please consider the customer's whole environment including external to the property (eg access, stairs etc).

Consider initiating a quote if recommendation is for stair lift only.

Please use *DFG Final Recommendation on Mosaic* for all other DFG recommendations, including if there are complex family dynamics, mental capacity issues and if lone working risks to workers need to be specified.

NHS colleagues– please refer to WSCC / CP2 for further OT assessment if adaptations are not simple and person needs further OT assessment.

Consent to share information: please ensure consent to share information with partner agencies and contractors has been sought from the customer. If works are to facilitate discharge from hospital this should also include permission to carry out works in the customer's property.

Please be aware:

DFG officers do not assess customers or design disabled adaptations. Simple referrals, when the home environment has not been seen, should only be made when customers are in full agreement with the proposed adaptation recommendation and are able to discuss their requirements with DFG officers and contractors.

DFG officers will return simple adaptation recommendations to the referrer if there is not enough information to process the DFG or if the adaptation(s) required are deemed more complex.

This page is intentionally left blank

Creating a Prosperous and Sustainable Economy

Economic Development Strategy for Chichester District

2019 - 2024

Foreword by Cabinet member for Growth & Place, Regeneration

Chichester District Council is committed to supporting local businesses. We recognise that our businesses are the core contributors to the prosperity of our District.

Chichester is an affluent district with a rich cultural heritage, a positive 'feel-good' atmosphere, high quality recreational facilities and an outstanding natural environment. It is a district that people aspire to belong and to, with a progressive District Council committed to supporting business, it has all the ingredients to be one of the most desirable locations in the UK for business.

However, along with the rest of the country, we are seeing considerable changes to our high streets and through the focused plans we have been developing in Chichester City and in the rural towns, we hope to be well placed to ensure the ongoing vibrancy of these centres.

We also have yet to see the impact of Brexit so we need to ensure that we remain able to adapt our strategies to the realities of the local economy.

I hope you find this strategy for 2019 to 2024, and its aspirations, to be effective for these challenging times. The annual action plans that flow from this strategy will help to encourage and drive our local economy, making our district a place in which businesses thrive and prosper.

This economic development strategy builds on what has been achieved over the past seven years by continuing with the approaches which have been working, updating to reflect the Chichester Vision and emphasizing key areas of focus.

The priority areas of focus will be on the delivery of an Inward Investment Strategy to promote the district as open for business and on supporting the 'high street' through its current and future changes.

This economic development strategy also recommends a targeted approach to supporting indigenous businesses to grow, whilst encouraging inward investment.

It sets out that we need to attract and retain younger people; stresses the importance of education and training in raising aspirations and developing skills and aims to make better economic use of the District's considerable natural and cultural assets.

Cllr Martyn Bell

Cabinet member for Growth & Place, Regeneration

About this Strategy

Chichester needs an economic strategy that reflects the changed economic and organisational conditions that now exist but needs to be flexible enough to allow response to changes in the economy.

Currently, Brexit is an unknown factor; Government has been issuing briefings for business although as yet, we do not know what the impact will be.

Therefore this strategy will seek to allow for flexibility to react to the needs of our local economy.

This strategy is an update of the 2013 – 2019 strategy and will retain aspects of that strategy which continue to be relevant but will suggest additional aims and also show where this strategy links with the Coast to Capital Local Enterprise Partnership's Strategic Economic Plan, WSCC's Growth Plan, Chichester Vision and Visions in the Rural Towns.

At the time of developing the last strategy, no-one was predicting the seismic change which has impacted the Retail Industry and which is leading to an evolution of town centre usage. However, the Council has led the development of the Chichester Vision which has been adopted by the District Council and to which both WSCC and Chichester City Council have signed up. The delivery phase for the Chichester Vision is underway and through this together with the emerging Visions for the rural towns, the District Council should be well placed to react to the change in town centres but more importantly to plan ahead.

Equally, the pace of change within the digital economy has accelerated and the way businesses operate has evolved. Take up of commercial space is still heavily influenced by accessibility but occupiers are now considering how premises and locations can be more appealing to employees. The development of co-working and flexible office space is a crucial part of the offer.

Chichester District Council has foreseen some of these changes, evidenced by the Council establishing the Enterprise Centre.

Chichester District Council cannot affect economic outcomes at a macro level, but its actions, priorities and leadership can make a difference to local businesses and residents. It can develop strong partnerships to access funds; lobby for investment; achieve cost-effective outcomes; influence others to work towards a common agenda; send market signals to investors about the sort of economy Chichester wants; use its own land and assets for local economic benefit; and as a large local business itself, its positive approach to recruitment and procurement can make a genuine impact to the local economy.

Unemployment levels are at a relatively low level, business survival rates are currently the second best in West Sussex outperforming neighbouring districts but the district is one of the lower performing districts in West Sussex for business start-ups according to the data underlying WSCC Growth Plan.

This refreshed economic strategy builds on what has been achieved over the past five years and sets out the future direction, based on the evolving economic conditions resulting from Brexit uncertainty and from the seismic changes in the Retail Industry. It recommends a targeted approach to supporting (high growth potential) indigenous businesses and the development of an Inward Investment Strategy. It acknowledges the need to attract and retain working age people; stresses the importance of education and training in raising aspirations and developing skills; encourages the District to make better economic use of its considerable natural and cultural assets.

Chichester District Council cannot take the credit for the District's future economic successes alone; nor can it take sole blame for its failures. Its impact will be judged in the

way it leads, acts and co-ordinates activity in the areas where it can make the most significant difference. This strategy will help it to do this.

Background

As at the date of this Strategy Chichester has over 7,500 active enterprises. The West Sussex Growth Plan data has shown that Chichester District has the lowest start-up rate in the county but one of the highest business survival rates. The previous strategy was not to focus on getting more businesses but on getting existing businesses to grow. The survival rates indicate that our Business Contact Programme has helped to support businesses but we can do more to encourage and assist with growth. We have delivered funding schemes which since 2016 have supported over 90 businesses, enabled economic use of vacant premises, and supported independent local businesses. These projects contributed to the protection of 242 jobs in the District and the potential of creating 232 new jobs.

The challenge now is to identify and support those businesses that have strong growth potential; that are likely to provide new higher value jobs and which will attract new investment. Such a targeted approach needs to sit alongside a broader sector based approach that focuses on strengthening networks and supply chains in key sectors.

Consultation evidence to support the previous strategy emphasised the importance of the food and drink sector; suggested that there was potential to expand the District's marine-related activities (perhaps in partnership with neighbouring coastal authorities); and recommended focus on activities related to the visitor and the creative economies.

The Economic Development Business survey conducted in the summer of 2018 asked businesses about their growth plans. Of those surveyed these key results emerged:-

Issues affecting growth	Response
Plans to move or acquire new premises	40%
Plans to expand	60%
Availability of suitable space is a barrier to growth	35%
Premises costs too high	32.3%
Lack of funding	32.3%
Hurdles affecting day to day business	Response
Recruitment and skills	40.7%
Business rates too high	29%
Being in the right premises	23.45

2 in 5 plan to move or acquire new premises and 3 in 5 businesses said they had plans to expand. However, 35% cited availability of suitable space as a barrier to growth and this is underlined by 32.3% stating premises costs are too high. Lack of funding was cited by 32.3% of respondents.

In terms of hurdles affecting the day to day running of their businesses, 40.7% listed recruitment and skills, 29% listed business rates and 23.4% mentioned being in the right business premises.

The district's retail businesses are undergoing an extremely challenging time with many national chains under threat of collapse or indeed already closing. The high street is evolving

so support to businesses in this sector, particularly our independent businesses, will need to be developed according to need and in line with the Chichester Vision and with the emerging Visions of the rural towns.

There are a number of successful entrepreneurs and business leaders in Chichester. The District Council should seek to engage with them to promote Chichester to investors and to critique approaches to supporting local economic development.

Geography and road transport links mean that it may be prudent to have some focus on supporting the growth of businesses that are not transport dependent, although not at the expense of one of the District's key strengths in food and drink production. Given this, it is vital that there is access to up to date digital infrastructure and broadband in all parts of the District; that transport improvements are made where this is viable; and that the business accommodation needs identified in the Chichester Employment Land Review 2018 are met

Chichester is widely recognised as having some of the country's most outstanding countryside and its theatres, art galleries, museums and beaches inspire creativity in artists, designers and media professionals. Nearly three-quarters (70%) of the District's land is part of the South Downs National Park; Chichester Harbour is an Area of Outstanding Natural Beauty (AONB); it has a rich and diverse coastline that supports both tourist activity and marine businesses; and it has listed buildings and Sites of Special Scientific Interest aplenty. These natural assets support a strong tourism sector which contributes £460m per year to the District's economy.

The quality of light and soil support one of the country's most important horticultural clusters; and its agricultural businesses produce outstanding local food and drink. They are the economic lifeblood of the District's market towns and villages, and the guardians of its countryside. The beauty of Chichester Harbour makes it attractive for yachting enthusiasts and it provides an ideal location for businesses linked to the Marine sector. The Witterings and Bracklesham Bay are popular destinations for family holidays and for windsurfers, kite surfers, divers and fossil hunters.

These are all substantial assets that give Chichester a reputation for quality, culture and refinement that are the platform for its current and future economic success and are major selling points to potential investors. The District attracts 6.5 million visitors every year, Chichester Harbour can accommodate 12,000 yachts, and Glorious Goodwood, the Festival of Speed and Goodwood Revival are national highlights on the events calendar, but Chichester could create more innovative tourism packages that could encourage more of its day visitors to remain in the District for longer.

Chichester's rich and diverse food and drink production sector increasingly operates in competitive international markets and requires people with high-level business and technical skills. Its farmers and foresters have to find new ways of making their businesses competitive, making better use of their buildings and land, finding new ways of working together, exploring new markets (both at home and overseas), and strengthening supply chains.

Successful coastal areas are often those that have found ways of extending the holiday season to make better economic use of their access to the sea during the colder, winter months. This may mean strengthening marine related activities, improving and diversifying the retail and leisure offer in the coastal towns and to attract more people throughout the year.

Chichester has a well-educated population, high levels of entrepreneurship, and a high proportion of its residents work in 'higher level' occupations. The University of Chichester has around 5,000 students; boasts a newly opened Engineering and Digital Technology Park has academic strengths in Sport, Exercise and Health Sciences, Visual and Performing Arts, Cultural Studies and Social Studies. It also has a school of Enterprise, Management and Leadership. Chichester Further Education College has high student success rates; is a Queens Anniversary Prize winner for international education; and has a food and drink specialism at its Brinsbury Campus. West Dean College is an independent higher education college with an international reputation for conservation, creative arts and design.

However, GCSE attainment in some schools is below the national average; local businesses are concerned that the skills young people have are not well-matched to those that they need.

Universities and colleges are increasingly having to operate in a market environment, responding to student and business demand; whilst they are often expected to respond to forecasts of future skills needs in the local economy.

Developing and maintaining an on-going dialogue between education providers and business groups is essential to identifying ways of developing a more responsive curriculum; to find new ways of delivering learning packages on employer premises; and of equipping learners with the skills that they need to compete effectively in the local labour market. Education providers have an equally important role in developing learning pathways that are sufficiently attractive and flexible to raise the aspirations and skills of lower skilled people who might otherwise struggle to gain a foothold in the labour market.

Chichester has opportunities to do more to attract and retain young talent. It has a top-performing Further Education college that attracts a large number of international students; it has its own university, which could be supported to attract more students from elsewhere, and it has a large SME sector that could be encouraged to provide more work placements and opportunities for university and college leavers, and it can use its existing entrepreneurial talent to support its graduates to start their own businesses. It is no simple task to attract working age people, but the district will need them in the future to support its ageing population; improve its offer to visitors; and to provide the talent that its growth oriented businesses will need to prosper.

Our Priorities

Priority 1: Inward Investment

Having a large business base is not enough to secure sustainable economic growth. Many micro-businesses are not growth oriented and will not provide higher value jobs in the future or increase the District's prosperity. We need a strategy for Inward Investment and for development of Employment Land to provide the future space for growing and new businesses.

The District Council is a key stakeholder in the effectiveness of the A27 by-pass and needs to continue to lobby for improvements. Existing businesses have cited the A27 congestion as a barrier to growth and if we are to attract inward investment and to enable growth of existing businesses, the A27 must be improved.

A range of supporting actions will need to be implemented to support this priority, including:

Primary Aims

- 1.1 Develop and deliver a clearly articulated Inward Investment Strategy.
- 1.2 Promote and market the district as 'open for business' through an Inward Investment Prospectus articulated through a clear brand to attract Inward Investment
- 1.3 Develop a Digital strategy that aims to secure high-speed digital infrastructure and broadband access across the whole of the District and to build on the Gigabit roll out to public sector buildings to encourage businesses to access full fibre services. Work with WSCC to find the most effective spine routes for the District as part of fibre roll out funded from the pooled business rates.
- 1.4 Promote the development of key employment sites identified in the HEDNA or Local Plan/Local Plan Review.

Priority 2: Supporting the 'high street'

Aligned with an Inward Investment Strategy, we need to ensure that we support the 'high street' through its forthcoming changes. The future of the high street will not be all about retail and there is likely to be a significant shift towards independent businesses. The challenge will be to maintain a mix of sufficient 'anchor' shopping draws whilst encouraging a variety of independent retailers. The Chichester Vision sets out recommendations for the future of the city centre and this along with the emerging town visions will shape the support to the high street.

Primary aims:

- 2.1 Support and contribute to the delivery of Chichester Vision and the emerging rural town visions.
- 2.2 Deliver targeted support programmes to retail businesses and other businesses seeking to locate in our town centres.
- 2.3 Working with the BID, pro-actively support businesses which can contribute to a more diversified offer on the high street and those which can help develop our night-time economy offer.
- 2.4 Engage with the government's High Street Task Force on how best to utilise their emerging support.

Priority 3: Create the Conditions to Support Growth-Oriented Businesses

An unfocused approach to business engagement risks spreading resources too thinly and may mean that some businesses fail to grow to their full potential. Growth oriented businesses are not confined to particular sectors, but they need the right business accommodation in the right locations and high quality, up-to-date digital and physical infrastructure. Digital infrastructure is essential for future growth but businesses are at varying stages of development regarding their needs– we need to support initiatives which aim to future-proof digital infrastructure. There needs to be a focus on identifying those businesses ready to grow through the Business Contact Programme. However, we cannot forget that 90% of the businesses in our district are micro businesses reflecting increases in self-employment and these businesses will also need support.

Primary Aims

- 3.3 Through the business contact programme, provide targeted support to businesses which fit the priority sectors identified in the emerging Inward Investment Strategy and those which will positively contribute to the evolving high street.
- 3.4 Underpin support via the delivery of grant schemes or training programmes.

Secondary Aims

- 1.3 *Undertake an audit of sector focused business support networks and establish where the District Council and its partners can add value to support business growth*

Strategic Alignment

The aims for the above 3 priorities support the following priorities that are set out in the West Sussex Economic Growth Plan, which provides the framework for a coordinated approach to economic development across the county:

- Strengthening the Coastal Towns
- Promoting West Sussex as a place to visit and work
- Enabling a workforce for the future
- Deliver the transport and communications infrastructure that businesses and residents need.

These aims also align with the Coast To Capital LEP's Strategic Economic Plan

Priority 2: Develop business infrastructure and support

Priority 3: Invest in sustainable growth

Priority 7: Improve digital network capability

Priority 4: Make Best Use of the District's Natural and Cultural Assets

Chichester's natural and cultural assets are what makes it distinct and special. They are the cornerstone of its economy and the reason why it is one of the England's

most attractive places to live in and visit. Its natural and cultural assets underpin its great food and drink production and creative industries sector and give it the potential to develop a strong marine industries presence alongside neighbouring areas. Working with the natural environment is a key component of sustainable economic development. Chichester's high quality natural environment needs to be viewed as an economic asset, not an obstacle to securing sustainable economic growth.

Primary Aims

- 4.1 Linked to the Vision work for the District's market towns; provide on-going support through the Business Contact Programme so that the towns remain thriving centres that serve their hinterlands.
- 4.2 Support the District's farmers, foresters and landowners to make best economic use of their buildings and land assets within the constraints of landscape, wildlife and listed buildings designations.
- 4.3 Develop a co-ordinated approach to engage, support and promote the food and drink sector so that Chichester District is recognised as one of the country's leading food and drink producers.
- 4.4 Better understand opportunities for developing and growing the District's marine and coastal-related activities, linked to their strengths in the Solent area and improving and diversifying the retail and leisure offer in coastal locations.

Secondary Aims

- 4.5 *Encourage co-ordinated, high value visitor packages and to increase the value of tourism and culture to the economy through supporting the emerging Tourism and Cultural Strategy work.*
- 4.6 *Support the development of comprehensive list of the cultural and tourism offer*
- 4.7 *Working with partners, such as Experience West Sussex and Visit Chichester, maximize the positive economic impact of the district cultural & creative industries.*

Strategic Alignment

These aims support the following priorities that are set out in the West Sussex Economic Growth Plan, which provides the framework for a coordinated approach to economic development across the county:

- Strengthening Coastal Towns
- Promoting West Sussex as a place to visit and work
- Maximising the opportunities from Gatwick

It will align with Coast to capital SEP

Priority 8: Build a strong national and international identity

5. Additional area of focus:

Match Skills to Business Needs and Attract and Retain working age talent

Talent attracts investment and enables businesses to innovate and compete on quality. It is a key driver of economic growth. Acquiring the right skills also gives individuals more choices in the labour market, enables them to command higher earnings, and reduces their risk of social deprivation. Universities, colleges and training providers are key to raising aspirations, nurturing talent and supporting workplace learning. Education is not a purely economic endeavour. However, learning providers are increasingly operating in a market environment, where learning is seen as an investment upon which learners and sponsoring businesses expect to see a return. Universities and colleges need to be supported to find new ways of identifying and responding to local business and community skill needs, so that they contribute to the District's economic growth.

Chichester District's economy needs working age people over the longer term if it is to achieve sustainable economic growth. It needs people who can fill the lower and intermediate level jobs that support its ageing population and growing visitor economy; and but it also needs to retain and attract fresh talent to enable its high growth businesses to expand and to attract new investment from outside. The District's housing stock is not accessible to younger working age households; its night-time economy is under-developed for younger people; and its SME-dominated labour market makes it difficult for many young people to build a career locally, hence the need to create higher value jobs.

Primary aims:

5.1 Develop strong links with education-business networks and strengthen the links between the District's secondary schools and Further and Higher Education providers.

5.2 Work in partnership with Coastal West Sussex who are developing an action plan for investing in STEM skills.

5.3 Maximise internship and apprenticeship opportunities and increase work placement opportunities for young people and to develop their business and entrepreneurial skills.

Secondary Aims

5.5 Find viable solutions to specialist learning provision that meets local business needs.

5.6 Respond to the skills and employment needs arising from the South Downs

National Park.

5.7 Undertake an audit of the District's recreational and cultural offer and its night time economy to ensure that it meets the needs and aspirations of younger households. This links closely to Chichester Vision work.

Strategic Alignment

These aims support the following priorities that are set out in the West Sussex Growth Plan, which provides the framework for a coordinated approach to economic development across the county:

- Promoting West Sussex as a place to visit and work
- Enabling a workforce for the future

This will align with Coast to Capital SEP

Priority 4: Create skills for the future

Working in Partnership

This Economic Development Strategy links strongly with the ongoing delivery of the Chichester Vision and emerging rural town visions and will therefore involve regular partnership working.

Supporting business relies on building our partnerships with the Chichester Chamber of Commerce and Industry, the BID and networking organisations in Midhurst, Petworth, Selsey and the Witterings.

Reviewing Progress

Chichester District Council cannot grow the local economy alone, but in leading the delivery of this strategy and working with private, public and voluntary sector partners, it can help support the District towards sustainable economic growth.

The strategy is a core part of the District's future strategic plans and supports the new Local Plan and Chichester Vision an annual action plan will be developed by the Economic Development Team as part of the Annual Service Plan.

Progress in delivering the strategy will be shared by the council within its existing partnerships and networks such as the Chamber of Commerce, BID, Town Councils, West Sussex County Council, the South Downs National Park Authority, the Coastal West Sussex Partnership, the Rural West Sussex Partnership; Action in Rural Sussex; and the Coast to Capital Local Enterprise Partnership.

INWARD INVESTMENT AND GROWTH STRATEGY

Introduction

Chichester District Council aims to make the district the best place to live, work and visit.

This is reinforced by our aspiration to build a strong and sustainable economy that delivers growth for the benefit of everybody in the district. Chichester District contains beautiful countryside, sandy beaches, fishing villages, historical and family attractions, alongside being within easy reach of Portsmouth and Southampton as well as Gatwick, this puts us in a great position for businesses and their employees.

Chichester District already enjoys a number of important economic strengths on which to build. We have a long history of successful business start-ups, an impressive Horticulture sector as well as the world renowned brands of Rolls Royce Motor Cars and Goodwood. Together with our well-qualified resident population this underpins an enviable, high quality of life in a district that takes in the outstanding surroundings of the national park and coastline. The districts economy is worth an estimated £3.1 billion and supports just over 74,000 jobs in over 7,600 businesses.

However we must not be complacent. There are significant challenges to address in order to build a truly sustainable economy that works for all. Our average workplace earnings across the district are lower than regional norms and there is a significant mismatch of earnings to the high cost of living in the district. There is a persistent loss of young talent who are well educated, but leave to work in cities where higher paid jobs exist.

Economic growth results from continued investment, improved productivity and development. Growth is needed to improve the standard of living and quality of life of local residents; bring greater resilience to fluctuations in the global and national economy; and create investment in infrastructure, services and facilities. This in turn presents opportunities to enhance the quality of the natural and built environment.

The Economic Development Business survey conducted in the summer of 2018 asked businesses about their growth plans. Of those surveyed, 2 in 5 plan to move or acquire new premises and 3 in 5 businesses said they had plans to expand. However, 35% cited availability of suitable space as a barrier to growth and this is underlined by 32.3% stating premises costs are too high. Lack of funding was cited by 32.3% of respondents.

DRAFT

In terms of hurdles affecting the day to day running of their businesses, 40.7% listed recruitment and skills, 29% listed business rates and 23.4% mentioned being in the right business premises.

Competition for investment is increasing both nationally and internationally: It is also clear that the South East will continue to face stiff competition from other UK locations and from overseas locations targeting key sectors like Creative and Digital services and Professional and Financial services. The Tech City 2017 report, for example, lists a number of UK locations working to grow their technology sectors many of which (such as Bristol, Manchester, Sheffield and Edinburgh) have active inward investment programmes. Without a proactive effort, Chichester District is unlikely to attract the number and quality of investors necessary to build the area's longer-term image as a 'go-to' destination in the South East, let alone the UK.

There are barriers preventing the growth of higher paid jobs either through specific skills gaps or where transport, accommodation and digital infrastructure is preventing business growth. This Inward Investment and Growth strategy is all about providing a long term framework to build on our strengths address our challenges and deliver positive, focused interventions to create a more sustainable economy for the future. Chichester District Council needs to understand the drivers for businesses to choose the District as a location for investment and enable inward investment and growth within the District. The Council needs an Inward Investment and Growth Strategy in order to support this.

In April 2019 Marshall Regen Ltd and Nairne Ltd carried out research on behalf of Chichester District Council to identify what factors influence business decisions to grow or relocate.

This research aimed to inform the development of an Inward Investment and Growth Strategy for Chichester District Council. It considered the specific strengths of the Chichester District economy; consulted a range of businesses, investors, developers, commercial agents and stakeholders on their views of Chichester District as a business location, particularly in relation to factors that are most likely to influence business location decisions; reviewed the effectiveness of financial and other incentives in attracting business; and developed a series of recommended actions for Chichester District Council to take forward to improve the District's inward investment and growth performance.

Recommended Actions:

Action 1: Develop an inward investment and growth strategy, which is informed by:

- A summit with business leaders, investors and developers to agree the District's place-making distinctiveness and to test the inward investment and growth proposals;
- A development prospectus that provides details of available sites and provides key factual information about the District and the surrounding area that can be promoted through a range of different media; and
- Working alongside key public and private sector stakeholders, who agree to act as ambassadors, to promote Chichester District as a business location.

Action 2: Build alliances to strengthen the inward investment and growth offer, including:

- Mapping and reviewing existing business groups and forums both within and beyond the District and determining which ones are most useful for Chichester District Council to be involved with to achieve maximum influence; and
- Developing a clear vision as to how Chichester District contributes to the Solent and Coast to Capital LEPs' inward investment ambitions and ensuring that the District Council develops and maintains strong partnerships with both LEPs.

Action 3: Focus the role of the Inward Investment and Growth Officer around the following actions:

- Working across the District Council with lead officers and teams, who work closely with businesses to share soft intelligence and to ensure that there is a whole council approach to supporting business growth;
- Where possible, within legal parameters, developing a 'Chichester First' approach to procurement;
- Promoting the agreed Inward Investment and Growth Strategy through a range of media, forming part of a wider social media campaign;
- Promoting Chichester by ensuring that the District is represented at business expo events at Goodwood and other sector specific events throughout the UK;
- Developing an Account Management approach to engaging with the District's major businesses; and
- Leading on implementing the key recommendations of this report.

Policy Context

This new strategy, although tailored to local opportunities and challenges, has been shaped by national and regional priorities. This will ensure that a local approach to growing the economy is both cohesive and sustainable within national and regional industrial and economic strategies.

In November 2017 The Department for Business, Energy and Industrial Strategy published the UK Industrial Strategy White Paper which focuses on five foundations:

- Ideas
- People
- Infrastructure
- Business environment
- Places

Coast to Capital Local Enterprise Partnership Strategic Economic Plan 2018 -2030 “Gatwick 360” has eight economic priorities:

- Deliver prosperous urban centres
- Develop business infrastructure and support
- Invest in sustainable growth
- Create skills for the future
- Pioneer innovation in core strengths
- Promote better transport and mobility
- Improve digital network capability
- Build a strong national and international profile

West Sussex County Council published their Economic Growth Plan in May 2018. The priority themes and objectives are:

- Strengthening the coastal towns
- Maximising the opportunities from Gatwick
- Growing the green energy county
- Promoting West Sussex as a place to visit and work
- Enabling a workforce for the future

DRAFT

Chichester District Council's Corporate Plan 2018 -21 includes the priority: Improve and support the local economy to enable appropriate local growth and within the objectives promote commercial activity and economic growth.

Chichester as a Business Location

The factors that influence business location decisions appear to be fairly consistent. The research by Marshall Regen found that a significant issue is the links that businesses already have with a local area. Growth is most likely to come from expansions of existing businesses, so understanding and working with businesses that are already located within Chichester District should be the first element on any Inward Investment and Growth Strategy.

The main factors that influence business location decisions are:

- Site and land availability;
- The culture, identity and ambience of a place;
- Accessibility and access to markets;
- Proximity to current and potential markets;
- Access to good quality labour;
- Clusters, R&D and knowledge exchange; and
- Quality of life factors.

Chichester District does not yet have high visibility as a business location and may not be able to compete with some neighbouring areas in terms of land availability and cost. It lacks a clear narrative and proposition that it can clearly promote to investors.

The Chichester Economy

Historically, Chichester District has been a relatively strong performing economy, but there is evidence to suggest that, in economic growth terms at least, it has been flat-lining in recent years.

In economics, gross value added (GVA) is the measure of the value of goods and services produced in an area, industry or sector of the economy. The GVA of the District has not risen in line with other similar districts within West Sussex. In 1998, Horsham and Mid Sussex had a similar GVA's to Chichester; however they have both since overtaken

Chichester. The average increase in GVA across West Sussex from 1998 to 2016 increased by 76.97%, in Chichester District this was just 65.89% (Source: ONS).

From an employment perspective, the District has strengths in wholesale and retail, accommodation & food service, health & social work and education, which account for just under half of the jobs. However, the agriculture/horticulture sectors are also key features of the District's economy. It has a high concentration of public sector employment, some niche manufacturing and a fairly strong creative industries sector.

Economic growth is expected to be driven mainly by higher value businesses in the professional, scientific and technical services sector, many of which do not require large commercial floor space.

Inward Investment and Growth Strategy Objectives

In order to achieve a diverse and inclusive strategy there needs to be a focus on the following elements:

- **Branding and Marketing**
- **Relationship development with land owners, developers, agents, existing businesses and other councils.**
- **Developing a whole council approach to supporting business growth and inward investment.**

Branding and Marketing

- **Producing an effective brand for Chichester District as an Inward Investment and Growth location for business to come to and grow in, emphasising the quality of life in the District.**
- **Development of marketing materials associated with the branding.**

Branding is crucial for visibility and understanding of Chichester District Councils promise towards supporting businesses. Branding is important because not only is it what makes a memorable impression but it will allow our customers and clients to know what to expect from the organisation.

DRAFT

Branding, by definition, is a marketing practice in which an organisation creates a name, symbol or design that is easily identifiable as belonging to the organisation. This helps to identify a product and distinguish it from other products and services. It is a way of distinguishing ourselves from the competitors and clarifying what it is we offer that makes us the better choice. Our brand should be built to be a true representation of who we are as an organisation, and how we wish the District to be perceived.

The Council needs to build their brand for many of the same reasons that businesses need to build their brand. Recognition, trust, respect and professionalism are often mentioned when people define branding or its importance.

A 2014 report from David Marlow Regen supports branding in terms of inward investment strategies:

“Strategies need to be underpinned by a coherent, compelling and distinctive place-marketing and positioning approach. EY (Ernst & Young) provide a strong starting point for identifying the criteria investors are looking for in this respect. A ‘big six’ of quality of life/culture/ diversity; technology and telecommunications infrastructure; political, regulatory and social stability; skills and education; transport and logistics infrastructure; and entrepreneurial culture provide building blocks for tailoring your local proposition that builds on general UK strengths.”

Chichester District has a number of strengths in terms of location. The area is very popular for families due to the proximity to outstanding schools, world renowned cultural offer and an unparalleled outdoor lifestyle. However the prominence and benefits of Chichester District are modest to people outside the immediate area.

The Council needs to build its business focused brand for many of the same reasons that businesses need to build their brand. Recognition, trust, respect and professionalism are often mentioned when people define the importance of branding.

The Council already has a logo and distinctive colour scheme in its corporate branding, but in order to encourage and engage with businesses, there is a strong requirement for there to be a variation of this brand in place, due to the occasionally adverse associations with the Council.

DRAFT

Branding should not just cover one service area, but could encompass a variety of services, linked with the promotion of the District as a place to do business and links in with “Developing a council wide approach to supporting business growth and inward investment”

In terms of marketing materials to be produced once the branding has taken place, would be at a minimum, a website and prospectus. Other materials could be produced in line with the branding for specific events or promotions.

The Economic Development team currently have a business directory, in partnership with My Business Client and are scheduled to have a revised version of this published by the end of 2019. This could serve well as the initial prospectus for Inward Investment and Growth as it promotes doing business in the District, however we acknowledge that more work will need to be done on this.

This business directory, however, will not be in line with the branding, which will happen at a later date. This is something that could be incorporated with later versions.

A website can be developed in house, once the branding has taken place. It should be a one stop shop for Inward Investment and Growth in the District, giving businesses a clear connection to sites, opportunities and how the Council can support them.

This is also a chance to work closely with the PR team at the council to develop a wider social media presence. This is likely to primarily be through LinkedIn, however other social media platforms should be utilised where appropriate.

Actions:

- **Branding exercise to encompass the business related functions of the Council.**
- **Development of materials and website to reflect branding, information to include, but not be limited to; available sites, support the Council can offer and key contacts.**
- **Development of a “Welcome Pack” for businesses considering coming into the district or those who have already moved to the district.**

Relationship development with land owners, developers, agents, existing businesses and other Councils

DRAFT

- **Building and maintaining a relationship with those involved in the provision of business space to ensure that the right space comes forward at the right time.**
- **Working alongside key public and private sector stakeholders, to act as ambassadors, to promote the District as a business location**

There needs to be a coordinated approach to engaging with land owners, developers and agents so that knowledge sharing between the Economic Development team and key organisations becomes a regular occurrence.

Building a relationship with organisations who are trying to promote land and developments to occupiers is a key component of the strategy and keeping up to date with this information will allow the website to be continuously updated to show the most recent information.

There needs to be a concerted effort to promote the district to businesses that are interested in the cachet of being associated with the high end, hi-tech and cultural and artistic profile of the area.

Businesses often find it difficult to recruit staff with the right skills, and the District also finds it difficult to retain graduates, due to the high house prices and under developed evening economy. There are also concerns that the Further and Higher Education provision in the district does not adequately reflect local business needs.

Actions:

- **Inward Investment and Growth Officer to engage with relevant land owners, developers and agent**
- **Hold an event with business leaders, investors and developers to test the inward investment and growth potential of the District and to agree the place making distinctiveness.**
- **Work alongside key public and private sector stakeholders, who agree to act as ambassadors, to promote Chichester District as a business location.**
- **Develop stronger relationships with other Local Authorities, particularly those to the west, whom have traditionally been seen as very separate to Chichester as they fall within a different County and LEP.**
- **Support West Sussex County Council in their skills and education objectives.**

Developing a whole council approach to supporting business growth and inward investment

- **Working across the District Council with lead officers and teams, who work closely with businesses, to share intelligence and to ensure that there is a Council wide approach to supporting business growth.**

The Inward Investment and Growth Officer should be the key liaison for the Districts key services and officers that work with business by coordinating meetings to share information and knowledge, in order to provide an excellent service to all businesses.

How the District Council interacts with its existing businesses is central to delivering growth and securing inward investment. This includes understanding their needs, ownership structures and growth ambitions and responding to these accordingly. It also means ensuring that there is a whole council approach to working with businesses, so that soft intelligence can be easily shared and collective approaches adopted.

Actions:

- **Developing a regular contact meeting between key officers who have regular contact with businesses, in order to share soft intelligence and ensure there is a whole council approach to supporting business growth.**
- **Attending other services team meetings, as and when required, to update them on key projects and update all officers on the role of economic growth within the district.**

Options for Parking Charges 2020-22

1. Increase all existing charges (Pay and Display and Season Tickets) by the rate of inflation (3% increase).

Whilst achieving the council’s fees and charging policy objective this option does not enable consideration of a charging structure on a locational basis where the local offer and demands on spaces are reflected. This also does not enable adequate performance management of the car parks.

It is estimated that this option would provide a net estimated increase of £320,000 over the two years based on current user behaviour.

2. Increase all charges by 10p per hour over 2 hours.

This option may not, however, enable adequate performance management of the car parks to reflect updated patterns of use.

It is estimated that this option would provide a net estimated increase of £150,000 over the two years based on current user behaviour.

3. Introduce measures to assist with idling vehicles approaching Little London and Baffins Lane car parks

Little London and Baffins Lane car parks in Chichester are both very well-used and at times there are queues which form to access these car parks. Whilst the tariffs for these two car parks are higher than those in the rest of the city, there is still the potential to increase these tariffs further. This could assist with reducing congestion and further assist with the council’s aspirations relating to environmental impact of our policy decisions. It is proposed that the charging structure would be as follows:

Charging period	Current	Proposed
Up to 30 minutes	.80	£1.00
Up to 1 hour	£1.50	£1.70
Up to 2 hours	£3.00	£3.20
Up to 3 hours	£4.90	£5.20
Up to 4 hours	£7.70	£8.00
Up to 5 hours	£9.20	£9.50
Up to 6 hours	£10.90	£11.40
Up to 8 hours	£12.80	£13.50
More than 8 hours	£15.40	£16.00

4. Remove the free of charge parking period in all rural areas.

There are a number of car parks across the district which currently benefit from a free of charge initial period of parking. These car parks are listed below. Given that customers are required to take a ticket from the machine even during the free period of parking, the number of free of charge tickets are recorded. The numbers in

brackets below show the total amount of free of charge tickets issued in each car park and the percentage of all tickets issued.

Grange Road, Midhurst – First 2 hours free (96,481 free tickets – 83%)

North Street, Midhurst – First hour free (125,239 free tickets – 72%)

Post Office, Midhurst – First 2 hours free (10,488 free tickets – 56%)

Pound Street, Petworth – First hour free (54,754 free tickets – 48%)

East Street, Selsey – First hour free (23,314 free tickets – 68%)

Northern Crescent, East Wittering – First hour free (31,098 free tickets – 82%)

The total estimated net loss to the authority of the provision of this free of charge period of parking is £285,000 over the two years. Despite the fact that there is a free of charge period of parking in these car parks, customers are required to take a pay and display ticket even during the free period. Although there is adequate signage across the car parks to advise of this requirement there are a number of customers who do not display a pay and display ticket and subsequently are issued with a Penalty Charge Notice. These customers are then required to either pay the PCN or challenge, which results in costs to the authority of staff time and resource in dealing with challenges. There are also costs in the issuing of the pay and display tickets from the machines when parking in the free of charge period of parking.

Transport Research Laboratory research suggests that it is retailers who object to parking prices rather than shoppers themselves. Anecdotal evidence suggests that some of the visitors using the car parks where there is the free of charge period of parking rush back to their vehicles before the free period expires.

The Parking Forum has expressed concern that there might be subsequent impact to on-street parking as a result of removing the free period or that there might be an impact on the level of use of local businesses.

5. Introduce parking charges into the currently free of charge car parks

Currently there are three completely free of charge car parks owned by the district council (Crossfield – Fernhurst, Sylvia Beaufoy – Petworth and Florence Park – Chichester). Alongside this, Selsey Marine and Selsey East Beach car parks are currently free of charge between 1st November and 31st March each year. Evidence suggests that some of the spaces in some of these car parks are occupied for a prolonged period of time and the spaces are not always turning over as quickly as they should be. There is evidence of long-term parking taking place by local residents who have more than one vehicle per household and there are issues with visitors to some of these car parks being able to find a space. Action has been taken on some vehicle owners where it has been discovered that vehicles have been left in the car park with no MOT or tax, with the cost for this action falling to CDC. The only free of charge car park which restricts the duration of time for parking is Florence Road car park where parking is restricted to no more than 3 hours. This parking restriction has assisted with turning over spaces and preventing commuters within the city from parking free of charge all day.

It is proposed that a charge is introduced into these car parks to mirror the tariffs to be in place in the rural car parks to enable turnover of spaces and to cover the costs of the management and maintenance of these car parks. This also assists with meeting the policy regarding the user pays. A season ticket would be introduced within these car parks which would be available for local residents and businesses to purchase and would mirror the rural season ticket charges to be in place.

The Chichester District Parking Forum expressed concern that the introduction of fees into currently free of charge car parks could have a detrimental effect on the local businesses, although it was recognised that some car parks in the city at present are subsidising other car parks in the provision of free of charge parking.

6. Evening Charges

An extension to the charging hours by 2 hours (from 6.00pm to 8.00pm) in two car parks within the city was introduced on 1st April 2017, following discussion with the Parking Forum and Cabinet.

The council is committed to supporting sustainable communities and a vibrant city centre. Whilst it is acknowledged that there are changes to the use of high streets on a national level it is not considered that charging for the 2 hours after 6pm in two of the city's car parks is having a detrimental impact on the city. A report by the British Parking Association in conjunction with the Association of Town and City Management suggests that given that each locality is exposed to very different dynamics it is impossible to be certain if parking tariffs are a contributor to any decline in the traditional use of the high street. Net income from the extended period of charges in these two car parks helps to support a number of council services – this is not ring-fenced to purely the city. Monitoring of use of the car parks along with the use of the neighbouring roads has been undertaken and has not revealed any issues of concern or deflection. Since going live with the extension to charging hours in these two car parks there have been eleven complaints – which represents a very low percentage of the total usage numbers within the car parks. Businesses in the city have not provided any feedback relating to the extension of charging hours. Chichester Festival Theatre and the New Park Centre were given the opportunity to provide comments relating to the charging scheme, which was undertaken as part of the monitoring system, and there has not been any further information received in recent time..

There are a number of options available with regard to Evening charges within the district:

Option A - Introduce evening charges to short stay car parks only in the city – i.e. Little London, Baffins Lane, East Pallant / Cawley Priory, Orchard Street, South Pallant, Market Avenue / St John's Street, Market Road, Market Avenue. This could assist with the council's commitment to air quality by potentially encouraging vehicle owners not to drive through the city centre to park in the evening.

Option B - Introduce evening charges to all car parks within Chichester city, i.e. the short stay car parks as listed in Option A along with long stay car parks – Avenue de Chartres, Basin Road, Cattle Market, Westgate and Coach Park.

Option C – It has been suggested that removal of this extension of charging time into the evening in the two car parks for an initial fixed period term of three years should be considered as part of the review of Parking Charges. Should the evening charges in these two car parks be removed there will be a requirement for a significant level of income to be achieved through other parking charge increases.

Option D - Extend the charges to 8pm in all car parks owned by the authority – which would therefore include rural and coastal car parks. Staff resources would need to be considered to ensure that adequate cover can be provided.

Option E – retain existing evening charges as at present – i.e. purely in Northgate and New Park Road car parks.

The Car parking forum did not form an opinion on this, Officers have considered the impact and currently recommend option E with further review at the next forum.

8. Season Tickets

Season tickets are in place in a number of the council's car parks.

It is proposed to Increase season tickets in the rural car parks from £17.50 and £15.00 per month (Bosham and rural car parks respectively) to £20.00 and £17.50 per month.

It is proposed that the season tickets within the city remain as at currently charged given that there has been a reduction in demand resulting in no waiting lists in the season ticket car parks.

Cashless pay & stay using MiPermit

To make paying for your parking as easy as possible, a variety of payment methods are available in all car parks.

In addition to cash, contactless and card payments in many of the car parks, MiPermit offers customers the following choices to pay for parking:

- Your mobile phone by SMS
- The smartphone application
- Online, or
- By telephone

How to use MiPermit

Each of our car parks has a 'Location Code' which identifies where you are parking. The 'Location Codes' are 6 digit codes which are stated on the charges boards within the car parks. Use the MiPermit app via the online portal at

www.wanttopark.com/chichester to pay for your stay. Many of our season tickets are now available via MiPermit. Please see online for more details.



Why use MiPermit?

The MiPermit service is easy to use and offers visitors to our car parks the following advantages:

- No longer need change to buy a ticket in the car park
- Can purchase a stay up to 7 days in advance
- Can extend the parking time without returning to the car
- Help to reduce the number of pay and display tickets

If you have any questions or need help using Cashless Pay & Stay Parking, please contact MiPermit by telephone on **0345 520 7007**.

LOCATION NUMBER 711007
ORCHARD STREET CAR PARK

NO CHANGE FOR THE MACHINE?

PAY USING THE MIPERMIT APP
Available for Apple and Android devices or by using the online portal at www.wanttopark.com/chichester

PAY BY TEXT MESSAGE
Have your mobile send the word **MIPERMIT** and your vehicle registration number to 61600. We'll call you back for location and payment details.
Example: **FAW A123BCD**
For information on using this service again, please see www.mipermit.com/help



Co-wheels Car Club Chichester – A car when you need one, not when you don't!

The Car Club is a membership club operated by Co-wheels Car Club, a national car club operator. Rather than owning your own car or second car, you are able to book a Co-Wheels car, either online or by phone. You collect the car from your preferred location, drive and then return it to the bay you collected it from. Six cars are currently available in five locations in and around the City centre. Cars cost from £4.75 per hour and 18p per mile and once you've joined you'll never need to pay for insurance, road tax, servicing or car cleaning ever again. You are very likely to save money. Membership is open to anyone holding a full DVLA driving licence over the age of 18*. To join the Car Club, call **0191 375 1050** or visit www.co-wheels.org.uk/chichester

*subject to certain terms and conditions.

Electric Vehicle charging points

There are two 7kW charging points located next to the entrance of the District Council offices in the East Pallant car park. When using these bays, a pay and display ticket or MiPermit stay should be purchased. Electricity costs are not charged for at the current time. The charging points are operated by 'Charge Your Car' and 'Polar' and users of electric vehicle charging points can access these by uploading their apps. Further information can be obtained from our website www.chichester.gov.uk/aboutparking#electric



Where to park in Chichester & District 2019/2020



Chichester District Council is responsible for 29 car parks in the district and provides on-street parking enforcement on behalf of West Sussex County Council.



Season Ticket Prices

Chichester City

Season Tickets (valid in one car park below)	Price per Month	Discounts for 6 or 9 months	Discount per Year 12 months for the price of 11
Avenue de Chartres	£47.00	£266.00 or £393.39 save £16.00 or £29.61	£517.00 save £47.00

X Roving Season Tickets (valid in three car parks below)

Basin Road } Cattle Market } Northgate }	£55.00	£313.50 or £460.35 save £16.50 or £34.65	£605.00 save £55.00
--	--------	--	-------------------------------

Specific Season Tickets

Market Road (A)	£90.00	£513.00 or £753.30 save £27.00 or £56.70	£990.00 save £90.00
Market Avenue (C)	£90.00	£513.00 or £753.30 save £27.00 or £56.70	£990.00 save £90.00
Orchard Street (D)	£90.00	£513.00 or £753.30 save £27.00 or £56.70	£990.00 save £90.00

Rural & Coastal Season Tickets

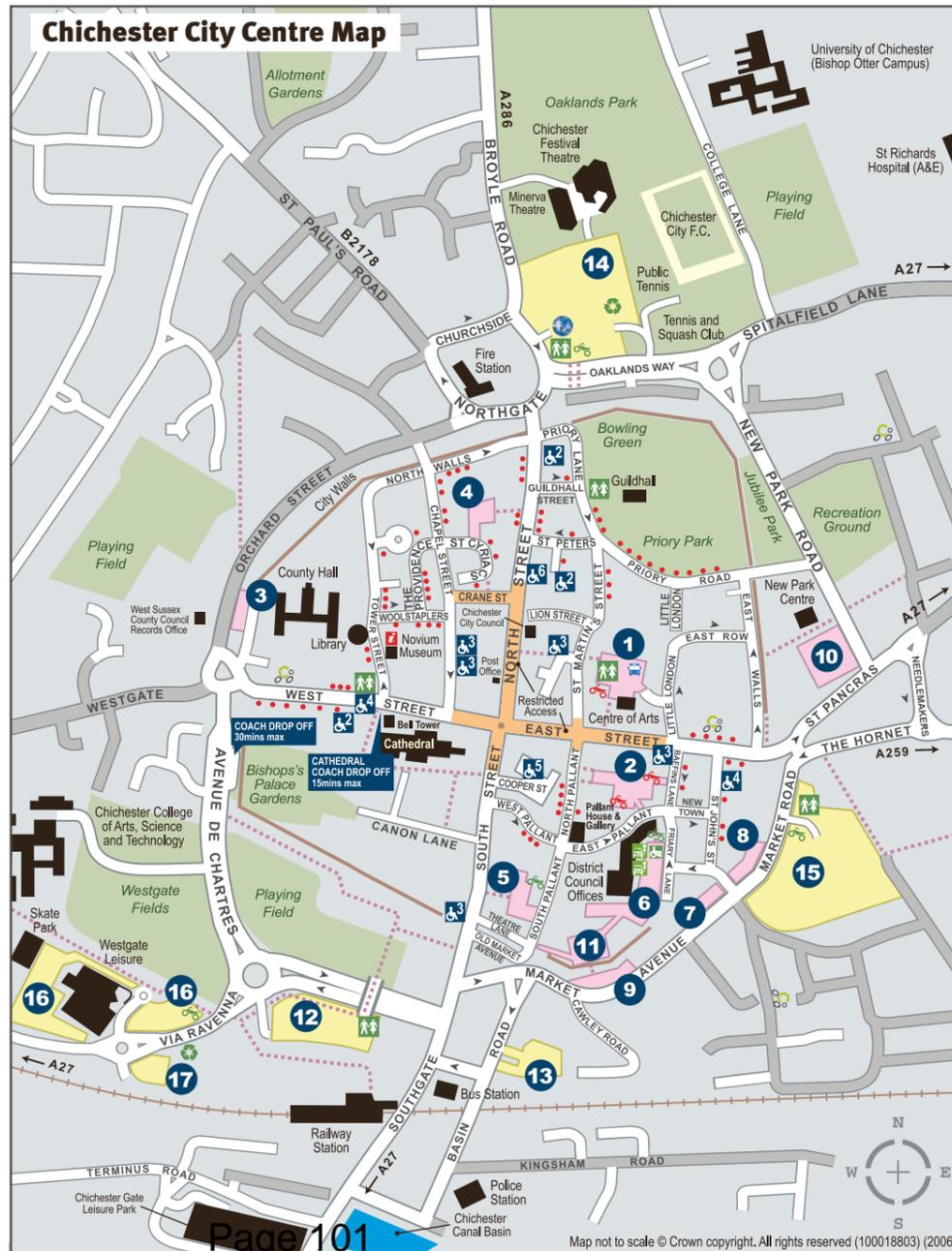
	Annual Price	
Bosham		
Bosham Lane	£17.50	£210
Midhurst		
Grange Road	£15.00	£180
North Street	"	"
Post office	"	"
Petworth		
Pound Street	£15.00	£180.00
East Wittering		
Marine Drive (1 Apr - 31 Oct)	£15.00	£105.00
Selsey		
East Beach (1 Apr - 31 Oct)	£15.00	£105.00 7 months
East Street	"	£180.00

Pay for your season ticket online. Visit www.chichester.gov.uk/parking or www.mipermit.com

Car Parks with Vehicle Height Restrictions

Chichester Avenue De Chartres – 1.93 metres	Selsey East Beach – 2.1 metres
Chichester Cattle Market – 2.29 metres	Selsey Marine – 2.1 metres
Chichester Westgate – 2 metres	Marine Drive (grassed area) – 1.88 metres

Chichester City Centre Map



KEY:

- Short Stay Car Parks
- Long Stay Car Parks
- Permit Parking for Residents
- On Street Pay & Display Parking 185 spaces
- Disabled Parking Spaces On Street
- One Way Street
- Toilets (including disabled)
- Pedestrian Access
- Shopmobility (9am – 3pm Tuesday, Wednesday, Friday and 1st Saturday of month)
- Free Motorcycle Parking
- Free Secured Motorcycle Parking
- Tourist Information Centre
- Recycling Point
- Pedestrian Precinct
- Co-Wheels Car Club Parking Bays
- Electric Car Charging Points
- Community Bus bay
- Accessible toilet

Chichester City Centre and car parks are covered by an advanced CCTV system. **Please remember Lock It! Don't Lose It!**

Season tickets can be purchased for parking in most of the car parks. For more information go to our website www.chichester.gov.uk/parking

Signs displaying a variable message system inform drivers of the number of available parking spaces in the Cattle Market, Avenue de Chartres and Northgate car parks.

For any enquiries, contact: Parking Services, East Pallant House, 1 East Pallant, Chichester, West Sussex PO19 1TY

Telephone: (01243) 534500
Fax: (01243) 776766
email: cdccarparks@chichester.gov.uk

On Street Pay & Display

There are 29 On-Street Pay & Display machines installed throughout Chichester City Centre. These enable convenient, short term parking for up to 1 hour. These machines are exclusively solar powered helping to reduce our carbon footprint.

P Mon-Sat
9 am - 5.30 pm
Pay here
at machine
Display ticket
Max stay 1 hour



On street parking vouchers are still valid for use while stocks last. Please use vouchers with equivalent values to those stated on the pay and display machines.

Blue (Disabled) Badge holders are not subject to time limits or payment when parked in a pay & display parking bay. Please see www.chichester.gov.uk/parking for more information.

Pay on Foot Parking

The Avenue de Chartres car park operates a barrier entry system which requires motorists to pay at a machine before returning to their vehicle after the duration of their time parked. Season ticket holders benefit from automatic number plate recognition enabling the barriers to lift automatically on entry and exit.



Civil Enforcement Officers

Chichester District Council has a dedicated team of Civil Enforcement Officers helping to sustain parking control measures and who are happy to help motorists. Whilst the district is a low crime area their presence can deter crime and the use of CCTV in many locations helps to provide a safer environment for our customers to leave their vehicles. Their work also maintains safety on the highway, eases the flow of traffic and ensures that motorists have fair access to parking spaces.



The Civil Enforcement Officers check pay and display machine each day and to make sure that everything is working properly. If you do find a problem with one of the machines please contact us on **(01243) 534500** or cdccarparks@chichester.gov.uk

Motorcycle parking

Free motorcycle parking facilities are available in designated bays in the Cattle Market, Northgate, Little London, South Pallant and East Pallant car parks. Baffins Lane and Westgate car parks have free and secure motorcycle parking. Alternatively motorcycles can park in any of the Pay and Display car parks within a marked bay, providing the appropriate charge is paid. The MiPermit facility is also available to pay for motorcycle parking. If a pay and display ticket is displayed it is recommended that the motorcycle registration number is written on the ticket to discourage anyone from removing it to display in another vehicle. Motorcyclists are also able to use city centre on-street Pay and Display parking bays, free of charge and without time limit as long as they are parked at right angles to the kerb.



Designated motorcycle parking bays are also located in the Grange Road, North Street and Post Office car parks in Midhurst and Marine Drive car park in East Wittering as well as Bosham Lane car park.

Useful Telephone Numbers

Chichester District Council Main Offices	01243 785166
Chichester District Council - out of hours	01243 785339
Parking Services (General enquiries)	01243 534500
West Sussex County Council Contact Centre	01243 777100
Tourist Information Centre/The Novium Museum	01243 775888
St Richards Hospital	01243 788122
Bus Service Information	01243 539953
MiPermit	0345 520 7007

Places of Interest & Visitor Information

The Tourist Information Centre is located in The Novium Museum in Tower Street (PO19 1QH). Tourism Services are available 7 days a week from April to September and closed on Sundays from October to March and on Christmas Day, Boxing Day and New Years Day. The tourism team have extensive knowledge on places to visit, events in and around Chichester, combined with Accommodation Bookings. shop@thenovium also has a fine collection of Publications/Maps/Souvenirs/postcards available to suit all. Services also include National Express/Theatre Tickets and Tokens/City Guided Walks/Radar Keys and other tourism needs.

A large Traders' Market is held on Wednesdays in the city centre and in the Cattle Market car park on Saturdays. A thriving Farmers' Market is also held in the pedestrian precinct on the first and third Friday of each month between 9am and 2pm.

With the Cathedral, The Novium Museum, Festival Theatre and Pallant House Gallery, Chichester has much to offer the visitor, but there is far more to Chichester than just these famous places. A stroll around the City reveals a unique experience with famous, specialist and unusual shops and with the parks, cafes, pubs and restaurants, there is always somewhere close at hand to sit and enjoy Chichester's special ambience. Train and local bus services operate within short walking distance of Chichester city centre.

Shopmobility

This scheme improves access to Chichester City Centre, giving greater independence to people with limited mobility. Shopmobility operates between 9am and 3pm on Tuesday, Wednesday, Friday and Saturday from East Pallant Car Park.

For more information phone 01243 372022 or 07932 802778 (mobile).



Parking for disabled badge holders

To help people with disabilities gain easy access to the City, most pay and display car parks have specially allocated parking spaces. These spaces, along with any others in the pay and display car parks can be used free of charge excluding Avenue de Chartres, provided the vehicle is displaying a valid blue badge or foreign disabled badge and the registered disabled person is driving or is a passenger. On street City Centre pay and display parking spaces or specially allocated spaces adjacent to the pedestrian area can be used for up to 3 hours. A parking disc/clock must be displayed with a blue badge when parking on yellow line waiting restrictions. There are changing facilities for disabled people in the Northgate car park toilets.



For more information on Chichester District Council and the services it provides contact: www.chichester.gov.uk

All car parks are open 24 hours

PAY & DISPLAY CAR PARKS

(except Avenue De Chartres, Pay-on-foot)

Charges apply: Mon-Sat 8am-6pm
except New Park Road and Northgate
Mon-Sat 8am-8pm*
Sun 10am-5pm **Short stay**

	SPACES		DAILY CHARGES FROM 01/04/18	TARIFF
City Centre Short Stay				
1 Little London PO19 1PL SC DPA	81	8	Up to 30 mins	80p
2 Baffins Lane PO19 9SB SC DPA	86	2	Up to 1 hr	£1.50
			Up to 2 hrs	£3.00
			Up to 3 hrs	£4.90
			Up to 4 hrs	£7.70
			Up to 5 hrs	£9.20
			Up to 6 hrs	£10.90
			Up to 8 hrs	£12.80
			More than 8 hrs	£15.40
3 Orchard Street PO19 1DD SC	25	1	Up to 30 mins	60p
4 St Cyriacs PO19 1AJ SC	50	2	Up to 1 hr	£1.30
5 South Pallant PO19 1SU SC	52	2	Up to 2 hrs	£2.60
6 East Pallant PO19 1UF SC DPA	165	9	Up to 3 hrs	£4.30
7 St John's St. PO19 1JU SC DPA	29	1	Up to 4 hrs	£6.70
8 Market Road PO19 1JW SC DPA	50	3	Up to 5 hrs	£8.00
9 Market Avenue PO19 1SY SC DPA	75	5	Up to 6 hrs	£9.40
10 New Park Road PO19 7SB* SC DPA	95	5	Up to 8 hrs	£11.20
11 Cawley Priory PO19 1UF SC DPA	81	1	More than 8 hrs	£13.40
Florence Road PO19 7PY	20	1	Maximum stay 3 hrs, no return within 3 hrs.	FREE

City Centre Long Stay

12 Avenue De Chartres PO19 1SB SC DPA	890	9	Up to 30 mins	50p
13 Basin Road PO19 8PU SC	115	2	Up to 1 hr	80p
14 Northgate PO19 1BL* SC DPA	907	13	Up to 2 hrs	£1.60
15 Cattle Market PO19 1JW SC DPA	836	10	Up to 3 hrs	£2.40
			Up to 4 hrs	£3.20
			Up to 5 hrs	£4.00
			Up to 6 hrs	£4.60
			More than 6 hrs	£5.60

KEY: **SC** = Safer Car Park Award
 Free motorcycle parking
 Free secured motorcycle parking
DPA Disabled Parking Accreditation



City Centre Long Stay

16 Westgate PO19 8DL SC DPA	259	6	Up to 30 mins	50p
			Up to 1 hr	80p
			Up to 2 hrs	£1.60
			Up to 3 hrs	£2.40
			Up to 4 hrs	£3.40
			Up to 5 hrs	£4.40
			Up to 6 hrs	£5.20
			More than 6 hrs	£6.40
17 Coach Park PO19 1RJ SC			Up to 2 hrs	£3.30
Mon-Sat inclusive; Sun 10am-5pm			More than 2 hrs (max. 24hrs)	£6.40
17 Lorry Park PO19 1RJ SC			Overnight fee	£6.40
5pm to Midnight; Mon-Sun inclusive				

Sunday Parking 10am - 5pm

Avenue de Chartres, Basin Road, Cattle Market, Northgate and Westgate			Up to 3 hrs	£1.00
			Up to 4 hrs	£2.00
			More than 4 hrs	£3.00

Rural & Coastal Pay & Display Car Parks

Midhurst 8am-6pm Mon-Sat. (Free on Sundays)				
Grange Road GU29 9LT SC DPA	303	16	Up to 2 hrs	Free
(Community Bus bay)			Up to 3 hrs	70p
			Up to 4 hrs	90p
			Up to 5 hrs	£1.20
			Up to 6 hrs	£1.40
			Up to 8 hrs	£1.80
			More than 8 hrs	£2.20
Petworth 8am-6pm Mon-Sat. (Free on Sundays)				
Pound Street GU28 0DX SC DPA	482	4	Up to 1 hr	Free
			Up to 2 hrs	50p
			Up to 3 hrs	70p
			Up to 4 hrs	90p
			Up to 5 hrs	£1.20
			Up to 6 hrs	£1.40
			Up to 8 hrs	£1.80
			More than 8 hrs	£2.20
North Street GU29 9DS SC DPA				
	173	7	Up to 1 hr	Free
Post Office GU29 9LT SC				
	43		Up to 2 hrs	50p
			Up to 3 hrs	70p
			Up to 4 hrs	90p
			Up to 5 hrs	£1.20
			Up to 6 hrs	£1.40
			Up to 8 hrs	£1.80
			More than 8 hrs	£2.20
Sylvia Beaufoy GU28 0ET SC DPA				
	72	5		Free

Rural & Coastal Pay & Display Car Parks

Bosham - 8am-6pm Mon-Sun.				
Bosham Lane PO18 8HT	379	3	Up to 1 hr	60p
			Up to 2 hrs	£1.70
			Up to 3 hrs	£2.30
			Up to 4 hrs	£3.40
			Up to 6 hrs	£3.80
			Up to 24 hrs	£4.00
			Up to 48 hrs	£6.00
			Additional 24 hrs	£3.00
			Up to 7 day max	£18.00
Coaches per day - £6.00				
Bracklesham - 8am-6pm Mon-Sun.				
Bracklesham Lane PO20 8HP SC DPA	97		Up to 2 hrs	£2.10
Seasonal - 1 April-31 October			Up to 4 hrs	£4.10
			More than 4 hrs	£5.20
Seasonal - 1 November-31 March			Up to 2 hrs	60p
			More than 2 hrs	£1.70
Fernhurst				
Crossfield GU27 3JL SC DPA	57	2		Free
Selsey - 8am-6pm Mon-Sat. (Free on Sunday)				
East Street PO20 0BH SC	104	2	Up to 1 hr	Free
			Up to 2 hrs	50p
			Up to 3 hrs	70p
			Up to 4 hrs	90p
			Up to 5 hrs	£1.20
			Up to 6 hrs	£1.40
			Up to 8 hrs	£1.80
			More than 8 hrs	£2.20
Seasonal - 1 April-31 October. 8am-6pm Mon-Sun.				
East Beach PO20 0BH	181		Up to 1 hr	30p
Marine PO20 0LH	No marked bays		More than 1 hr	£1.60
East Wittering 8am-6pm Mon-Sun*				
Seasonal - 1 April-31 October				
Marine Drive PO20 8HE SC	65		Up to 2 hrs	£2.10
			Up to 4 hrs	£4.10
			More than 4 hrs	£5.20
*Seasonal - 1 November-31 March. 8am-6pm Mon-Sun.				
			Up to 2 hrs	60p
			More than 2 hrs	£1.70
8am-6pm Mon-Sat. (Free on Sunday)				
Northern Crescent PO20 8BD SC DPA	37	2	Up to 1 hr	Free
			Up to 2 hrs	50p
			Up to 3 hrs	70p
			Up to 4 hrs	90p
			Up to 5 hrs	£1.20
			Up to 6 hrs	£1.40
			Up to 8 hrs	£1.80
			More than 8 hrs	£2.20

Horsham District Council Parking Prices

Swan Walk

Up to 2 hours:	£2.40
2-3 hours:	£3.60
3 – 4 hours:	£4.80
4-5 hours:	£6.00
5-6 hours:	£7.20
6-8 hours:	£8.40
Over 8 hours:	£12.00
Sunday and Bank Holidays:	£1.50 All Day

Forum (Blackhorse Way) Car Park

0-2 hours:	£1.60
2-3 hours:	£2.30
3-4 hours:	£3.00
4-5 hours:	£3.80
5-6 hours:	£4.50
6-8 hours:	£6.00
8 hours or more:	£7.50
Sunday and Bank Holidays:	£1.50 – All Day

Season tickets

5 days:	£17.50
10 days:	£35.00
15 days:	£52.75
20 days:	£70.00
25 days:	£87.50
Quarterly:	£214.50

Priries Place

30 mins:	£0.70
0-1 hour:	£1.20
2 hours:	£2.40
3 hours:	£3.60
4 hours:	£4.80
5 hours:	£6.00
6 hours:	£7.20
8 hours:	£8.40
More than 8 hours:	£12.00
Evening charges:	£1.00
Sunday and Bank Holidays:	£1.50 All Day

This page is intentionally left blank

MONDAY TO SATURDAY
**Season
Ticket
Group**

Up to ½ Hour	Up to 1 Hour	Up to 2 Hours	Up to 3 Hours	Up to 4 Hours	Over 4 Hours	Up to 6 Hours (Sat only)	£
-----------------	-----------------	------------------	------------------	------------------	-----------------	-----------------------------	---

'Centre' Car Parks

The Brooks  EV		1.40	2.80	4.20	5.60	15.00	6.00	
Middle Brook Street   		1.40	2.80	4.20	5.60	15.00	6.00	
Colebrook Street   (7566)		1.40	2.80	4.20	5.60	15.00		
G'hall Yard (Sat Only)   (59546)		1.40	2.80	4.20	5.60	15.00		
Friarsgate   EV (59545)		1.40	2.80	4.20	5.60	15.00		
Jewry Street   (7217)		1.40	2.80	4.20	5.60	15.00		
Cossack Lane   (7218)		1.40	2.80	4.20	5.60	15.00		
Upper Brook Street  (7222)		1.40	2.80	4.20	5.60	15.00		
St. Peters   (7563)	0.30	1.40	2.80	4.20	5.60	15.00		Group B
Tower Street   (7565)		1.40	2.80	4.20	5.60	15.00		Group B
Gladstone Street   (7562)		1.40	2.80	4.20	5.60	15.00		Group B

'Inner' Car Parks

Chesil (Multi-Storey)   (7559) EV		0.70	1.40	2.10	2.80	7.00		Group D	
Durngate  (7220)		0.70	1.40	2.10	2.80	7.00		Group D	
The Cattle Market (7560)		0.70	1.40	2.10	2.80	7.00		Group D	
Worthy Lane  (7564)		0.70	1.40	2.10	2.80	7.00		Group D	
Coach Park (Cars)  (7561)		0.70	1.40	2.10	2.80	7.00		Group D	
Coach Park (Coaches)   						7.00			
River Park Leisure Centre (9am-5pm)    (7221)		0.70	0.90	2.10	Up to 5 hours 2.80	5hrs + 15.00 Mon-Fri 7.00 Sat			
Crowder Terrace  The Lido 	Season Ticket Holders Only								Group D
Barfield Close (89053)	Season Ticket Holders Only								Group E

'Outer' Car Parks - Park & Ride

Barfield (2545)	St Catherines   (2547)	3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)	1.50 (Saturday only – 3hr max)	(Free after 4pm)	Smart Cards or RingGo E-wallet available Discounted parking £2.70 per day
South Winchester    (2546) EV		3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)			
Pitt (2548) 		3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)			

**OFF-STREET PARKING
CHARGES**

Mon-Sat 8am-6pm
(River Park 9am-5pm)

As from 1st May 2017

Key

-  Disabled Bays
 -  Parent & Child Bays
 -  Motorcycle Parking
 -  Coach Parking
 -  Motorhome Parking
 -  Caravans
- (7566) Pay by Phone Code
- EV** Electric vehicle charging

SEASON TICKETS
ANNUAL PRICES

Group B	£2760.00
Group D	£1288.00
Group E	£552.00
Group F	£275.00

QUARTERLY PRICES

Group B	£750.00
Group D	£350.00
Group E	£150.00
Group F	£75.00

**CATTLE MARKET AND
WORTHY LANE ONLY**

(Purchase from car park machine
or phone provider)

28 Day Ticket	£85.00
7 Day Ticket	£25.00

This page is intentionally left blank