

# Public Document Pack

## JOHN WARD

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

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

## AGENDA

### 1 **Chairman's Announcements**

The Chairman will:

- make any specific announcements;
- advise of any late items which due to special circumstances will be given urgent consideration under agenda item 11a or 11b)
- note any apologies for absence.

### 2 **Approval of Minutes** (Pages 1 - 10)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 March 2019.

### 3 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.

### 4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference with to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by noon on the previous working day. The total time allocated for public question time is 15 minutes subject to the Chairman's discretion to extend that period.

### 5 **Swanfield Play Park** (Page 11)

The Cabinet is requested to note the urgent decision taken.

## RECOMMENDATIONS TO COUNCIL

### 6 **S106 Allocation - Graylingwell Chapel** (Pages 13 - 17)

The Cabinet is requested to consider the agenda report and its exempt appendix and to make the recommendation to the Council as set out below:

#### **Recommendation to the Council**

That the Cabinet recommends to the Council the release of £221,131.76 Section 106 Community Facilities monies plus interest accrued to the date of release to Chichester Community Development Trust for the conversion and extension of Graylingwell Chapel for community use.

### 7 **Senior Staff Pay Policy Statement** (Pages 19 - 44)

The Cabinet is requested to consider the agenda report and its nine appendices and to make the recommendation to the Council as set out below:

#### **Recommendation to the Council**

That the Council be recommended to publish the Senior Staff Pay Policy Statement 2019-2020.

## KEY DECISIONS

### 8 **Chichester Wellbeing** (Pages 45 - 51)

The Cabinet is requested to consider the agenda report and its appendix and make the following resolutions:

1. That Cabinet agrees to enter into a partnership agreement with West Sussex County Council for 2019/20 – 2021/22, and receive funding annually, to deliver the Wellbeing service in line with the agreed business plan.
2. That Cabinet delegates authority to the Divisional Manager for Communities, following consultation with the Cabinet Member for Communities to finalise and sign the Wellbeing partnership agreement with West Sussex County Council.

## OTHER DECISIONS

### 9 **Chichester Road Space Audit - Update and Response to consultation on Parking Management Plan** (Pages 53 - 57)

The Cabinet is requested to consider the agenda report and its two appendices and make the following resolution:

Having considered the Consultation Document relating to the Chichester Proposed Parking Management Plan, Cabinet agrees the response as set out within

Appendix 1 to the report.

## 10 **Ice Rink Review**

The Cabinet is requested to consider the following recommendations from the Overview and Scrutiny Committee as set out below.

### **Recommendations from the Overview and Scrutiny Committee**

- 1) That if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent.
- 2) That no decision will be made on the repeat of an ice rink until the new Council, after 2 June 2019.

## 11 **Late Items**

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

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

There are no restricted items for consideration at this meeting.

### **NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]

(4) A key decision means an executive decision which is likely to:

- result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
- be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
- incur expenditure, generate income, or produce savings greater than £100,000

### **NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET**

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the chairman would therefore retain his discretion to allow the contribution without the aforesaid notice.



Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 5 March 2019 at 9.30 am

**Members Present** Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

**Members Absent** Mr R Barrow

**In attendance by invitation**

**Officers Present** Mr S Ballard (Senior Environmental Protection Officer), Mr T Day (Environmental Coordinator), Mrs J Dodsworth (Director of Residents' Services), Mrs K Dower (Principal Planning Officer (Infrastructure Planning)), Mr A Forward (ICT Manager), Mr A Frost (Director of Planning and Environment), Mrs L Grange (Divisional Manager for Housing), Mrs M Grele (Housing Options Manager), Miss L Higenbottam (Democratic Services), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Divisional Manager for Corporate Services), Mr P E Over (Executive Director), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 661 **Chairman's Announcements**

Mr Dignum greeted members of the public and Chichester District Council (CDC) members and officers and the two press representatives who were present for this meeting.

The emergency evacuation procedure was read out.

Apologies for absence were received from Mr Barrow.

Mr Dignum announced that item 8 – ICT Infrastructure Replacement Programme would be taken prior to item 5 – Business Continuity Infrastructure and that item 11 – Developing a Brand for the Chichester District would be withdrawn.

662 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 5 February 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

**RESOLVED**

That the minutes of the Cabinet meeting held on 5 February 2019 be approved.

663 **Declarations of Interests**

Mr Connor declared a personal interest in relation to agenda item 7 – Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2019-2024 as a Chichester District Council appointed member of the Chichester Harbour Conservancy.

664 **Public Question Time**

There were no public questions submitted for this meeting.

665 **ICT Infrastructure Replacement Programme**

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that over the next 12 months a number of core elements of the ICT infrastructure will reach 'end of life' status. He highlighted the breakdown of current equipment costs and replacement costs detailed in Appendix 1. In order to complete the Programme it will be necessary to draw down funds from the Asset Replacement Programme.

Mrs Lintill wished to note her support for the project.

*Decision*

The Cabinet then voted unanimously to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That Council approves the drawdown of Asset Replacement Funding (ARP) funding (£375,500) allocated for the replacement of ICT Infrastructure (SAN, Oracle).

666 **Business Continuity Infrastructure**

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that at present a major disruption such as a fire or flood could result in up to 10 weeks work to re-establish all ICT related systems. It is therefore proposed that a disaster recovery system should be established at the Westhampnett Depot. The proposed system will provide a daily back up to disc rather than the current weekly back up, which ultimately reduces the data lost as a

result of a major disruption. As part of the system the Westhampnett Depot will be supplied with continuous power and a back-up generator should the need arise. The new arrangement will also remove the need to duplicate some of the costly software licences.

Mrs Lintill wished to note her support for the project.

#### *Decision*

The Cabinet then voted unanimously to make the recommendations below.

#### **RECOMMENDATION TO THE COUNCIL**

1. That Council agrees to the creation of a duplicate server facility (Appendix 1: section 8, option 4), subject to Council approving the necessary funding.
2. That new capital funding of £129,800 from reserves, as detailed in Appendix 1: section 7.1, to supplement the ICT Asset Replacement Programme funding be approved.

#### **667 Chichester Harbour AONB Management Plan 2019-2024**

Mr Connor introduced the report. Mr Day was also present. Mr Connor explained that as part of the Countryside and Rights of Way (CROW) Act 2000 the council has a duty to adopt a joint management plan for the Chichester Harbour Area of Outstanding National Beauty (AONB). The plan consists of two main elements; policies to protect the AONB and plans for the partnering authorities. If formally adopted the plan will be implemented from 1 April 2019.

Mrs Taylor requested clarification of the publication consultation undertaken on the draft management plan. Mr Day confirmed that a full public consultation had taken place including meetings with community groups. Approximately 50 public responses were received and the consultation was also detailed on the CDC website.

#### *Decision*

The Cabinet then voted unanimously to make the recommendation below.

#### **RECOMMENDATION TO THE COUNCIL**

That the Chichester Harbour Management Plan 2019-2024 (contained in the Appendix to this report) be adopted with the exception of the Planning Principles in Section 3.

#### **668 Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2019-2024**

Mrs Taylor introduced the report. Mrs Dower was also present. Mrs Taylor explained that the report details the representations received as a result of the Infrastructure

Business Plan (IBP) consultation and also the suggested modifications to be made. She confirmed that the Chichester Growth Board and Development Plan and Infrastructure Panel had considered the responses. The amendments relate to either rephrasing of projects, updates to the text of the IBP, projects to be deleted as they have been delivered or are not required, updated details and new projects to be added. West Sussex County Council (WSSC) had requested removal of IBP 329 relating to a primary School at Graylingwell as the development has not yielded the expected number of school children. WSSC had also requested the Chichester Road Space Audit project be moved to 2020-2021 and have agreed to part fund the cost of any signs and lines to be implemented as a result. It is estimated that the total cost of the project will be £750,000 with additional enforcement costs to be met by WSSC.

#### *Decision*

The Cabinet then voted unanimously to make the recommendations below.

#### **RECOMMENDATION TO THE COUNCIL**

1. That the proposed responses to the representations received and subsequent modifications to the Infrastructure Business Plan (IBP) as set out in Appendix 1 be approved.
2. That the amended IBP including CIL Spending Plan attached as Appendix 2 be approved.

#### **669 Discretionary Housing Payments Policy**

Mrs Lintill introduced the report. Mrs Rogers was also present. Mrs Lintill explained that the Department for Work and Pensions (DWP) allocates Discretionary Housing Payment (DHP) funding annually. She confirmed that no changes are required to the existing Policy. The recommendations detailed in the report will allow officers to make minor amendments in subsequent years without returning to the Cabinet for approval.

#### *Decision*

The Cabinet then voted unanimously to make the resolutions below.

#### **RESOLVED BY THE CABINET**

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



## 670 **Business Rate Pool Grants Award**

Mr Connor introduced the report. Mr Ballard was also present. Mr Connor explained that the CDC Air Quality Action Plan which forms part of the Local Air Management regime continues to promote schemes and initiatives to encourage cycling. He confirmed that CDC had submitted a bid with WSCC and other district and borough councils for Business Rates Pool funding to deliver cycling related projects. The bid was successful and a total of £70,000 was awarded. It was proposed to use the funding for the following three projects:

1. A local cycling and walking infrastructure plan for Chichester.
2. A feasibility study relating to change of use (to shared use) of the north side of Oaklands Way.
3. Support towards the Selsey Community Partnership's project to deliver a commuter friendly Selsey to Chichester cycle path.

Mr Ballard was asked to provide answers to the following questions which were circulated to members after the meeting:

- What is the latest update on the S106 committed toucan crossing of Oaklands way, Chichester?
- In the Infrastructure Business Plan does the Selsey to Chichester cycleway have a timeline against it to attract CIL?

### *Decision*

The Cabinet then voted unanimously to make the resolutions below.

### **RESOLVED BY THE CABINET**

1. That the spend of a Business Rates Pool grant award of £70,000 on three cycling projects as identified in the Appendix be authorised.
2. That the Director of Planning and Environment following consultation with the Cabinet Member for Environment Services be authorised to finalise the detailed spend on the three cycling projects identified in the Appendix, subject to the total spend remaining at £70,000.

## 671 **Developing a Brand for the Chichester District**

This item was withdrawn from the agenda.

## 672 **Homeless Prevention Fund**

Mrs Kilby introduced the report. Mrs Rudziak and Mrs Grele were also present. Mrs Kilby explained that at present there is £43,000 in the Homeless Prevention Fund. She outlined the recommendation for the funds to be repurposed to help reduce the number of people prevented from joining the Housing Register due to outstanding debts. She explained that it is hoped that this will release a number of spaces in temporary accommodation.

Mrs Lintill requested confirmation of whether preference would be given to those joining the Housing Register in this way. Mrs Grele confirmed that no additional priority would be given.

Mr Connor wished to note his support for the scheme.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED BY THE CABINET**

That the proposed Homeless Prevention Fund policy as set out in Appendix 1 of the report be adopted and the £43,000 detailed at paragraph 6.2 of the report be repurposed.

### **673 Information Communication Technology and Digital Strategy 2019 to 2022**

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that the report followed a request from the Overview and Scrutiny Committee to review the ICT Strategy. Due to the recruitment of a new ICT Manager it had been agreed to slightly delay the review until the post had been filled. The member task and finish group (TFG) established to carry out the work signed off the review in January 2019.

Mr Wilding then drew attention to the five key themes of the ICT Strategy:

- Strategic
- Technological
- Digital
- Customer Focus
- Security

Mrs Lintill (who took part in the TFG) wished to acknowledge the considerable amount of work undertaken by officers.

Mr Forward wished to thank members for their support. He outlined his plans to focus on putting the customer journey at the heart of the ICT service.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED BY THE CABINET**

That the Information Communication Technology and Digital Strategy 2019-2022 be approved.

## 674 **Priorities and Principles of Grant Funding**

Mrs Lintill introduced the report. Mr Hyland was also present. Mrs Lintill explained that the priorities and principles for grant funding are reviewed annually. The current priorities have remained the same for the last three years. She outlined the recommendations in the report to make some small changes to be applied from April 2019. The changes were detailed as follows:

- Amendment to the priority *improving living places and spaces* to read *improving places and spaces*.
- Removing reference to Think Family Neighbourhoods in the *Targeted Projects* priority description.
- Two options for the *Economy* priority dependent on the result of the bid to the Business Rates Pool.

Mrs Lintill wished to express her pride in the number of organisations that have been helped by Grants and Concessions Panel funding. She explained that the Panel had recently visited a number of sites supported by grants funding and the feedback from members and applicants had been very positive.

### *Decision*

The Cabinet then voted unanimously to make the resolutions below.

### **RESOLVED BY THE CABINET**

1. That the council's Priorities and Principles of Grant Funding as set out in Appendix 2 of the report, using option 2 for the Economy priority, be approved with effect from 1 April 2019.
2. That if a positive decision regarding the future of Enabling Grants funding from the West Sussex Business Rate Pool is received, the council's Priorities and Principles of Grant Funding are updated using option 1 of the economy priority.

## 675 **Proposed Petworth Skatepark**

Mr Dignum introduced the report. Mrs Murphy was also present. Mr Dignum explained that a number of sites had been discussed for the Petworth Skatepark. He wished to reassure Petworth Town Council that the financial support remained in place for the project.

Mrs Murphy added that additional space had been created in the Sylvia Beaufoy car park. She also confirmed that the net loss of parking spaces in Pound Street from a skatepark would have been greater than originally set as a maximum by Cabinet.

Mrs Lintill wished to note her support for an alternative site.

### *Decision*

The Cabinet then voted unanimously to make the resolutions below.

#### **RESOLVED BY THE CABINET**

1. Cabinet considered the update relating to the proposed change of location of the skatepark in Petworth and reconfirmed the financial support to the project to Petworth Town Council.
2. That delegated authority be given to the Director of Growth and Place to release £70,000 previously allocated to the Petworth skatepark project to Petworth Town Council, subject to receiving evidence of spend and due diligence in accordance with our existing governance arrangements.

#### **676 Late Items**

There were no late items.

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

Mr Dignum read the part II resolution in relation to agenda item 18 – Southern Gateway.

### *Decision*

The Cabinet voted unanimously to go into part II.

#### **RESOLVED**

That with regard to agenda item 18 – Southern Gateway the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

#### **678 Southern Gateway**

Mr Dignum introduced the report and outlined the proposed recommendation to the Council and the resolutions. Mr Over then explained some minor corrections required to paragraph 4.3 of the report and the table at 6.1.1 of the report.

Officers also responded to members questions.

### *Decision*

The Cabinet then voted unanimously to make the recommendation and resolution below.

## **RECOMMENDATION TO THE COUNCIL**

That the amendment to the Terms of Reference for the Chichester District Growth Board in accordance with para 6.1.3 be approved.

## **RESOLVED BY THE CABINET**

1. That the proposals to expend the balance of the £5 million LEP grant before the 31 March deadline, including a potential collaboration with WSCC and/or the purchase of the land, as set out in paragraph 6.1.1 of the report be approved.
2. That the minor change of procurement route set out in paragraph 6.1.2 be approved and the marketing of the opportunity once the Collaboration Agreement (CA) with partners is signed be confirmed.
3. That the Executive Director and Deputy Chief Executive be delegated authority, following consultation with the Director of Corporate Services, to agree the Minimum Land Values to be adopted for the Council's interest in the site in accordance with the principles contained within paragraph 6.1.4.
4. That the updated LEP and project timescales set out in paragraphs 4.7, 6.1.2 and Appendix 4 be approved.

The meeting ended at 10.51 am

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CHAIRMAN

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Date:

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## Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	Allocation of Section 106 funding and acceptance and distribution of Pocket Park Plus Funding
Decision taker	Sarah Peyman
Decision consultees	Councillor Tony Dignum Councillor Clare Apel
Decision date	Monday 11 March 2019
Decision details	<p>1) For the redevelopment of Swanfield Community Park and in line with the urgency procedure in part three of the constitution agree to:</p> <ul style="list-style-type: none"> <li>a. the allocation of £40,000 Section 106 funding from CCE/04/03596 East of East Walls (£13,800) and CCN/10/03490 Rousillon Barracks (£26,200)</li> <li>b. the acceptance and distribution of £25,500 from MHGLG Pocket Park Plus fund to SPRING</li> </ul>
Reason for urgency	<p>In the offer letter for MHCLG Pocket Park Plus funding, there is an expectation that the timescales set out in the application should be adhered to. The application identifies work will commence on 1 April 2019 and complete on 6 June 2019. Due to the cumulative amount of funding being requested for release from CDC being over £50,000 this should be a Cabinet decision however due to the timescales associated with the notification of MHCLG Pocket Park Plus funding and timeline identified within this application we are requesting to use the urgency procedure in part three of the Constitution. This allows a senior officer to make the urgent decision following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee, provided that a full report on any decision taken is reported back to the next Cabinet meeting.</p>
Name and date of the meeting to receive a full report	Notice to be included in the 2 April 2019 Cabinet agenda pack.

LISA HIGENBOTTAM  
Democratic Services  
15 March 2019

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**Chichester District Council**

**CABINET**

**2 April 2019**

**S106 Community Facilities allocation – Graylingwell Chapel**

**1. Contacts**

**Report Author:**

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**Cabinet Member:**

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**2. Recommendation**

- 2.1 That the Cabinet recommends to the Council the release of £221,131.76 Section 106 Community Facilities monies plus interest accrued to the date of release to Chichester Community Development Trust for the conversion and extension of Graylingwell Chapel for community use.**

**3. Background**

- 3.1 The Council has historically received S106 Community Facilities contributions from two major sites in the north of Chichester, Roussillon Barracks and Land South of Graylingwell Drive. The two balances are currently £106,763.76 and £114,368.00 respectively.
- 3.2. From the time of the original masterplan, considered in 2008, it was anticipated that Graylingwell Chapel (a redundant building at the centre of the Graylingwell housing development) would be converted to community use, with some capacity to serve the neighbouring developments to the west and south. The form and function of that building has subsequently been defined by Chichester Community Development Trust (CCDT), an entity formed as part of the Graylingwell development for the community ownership of assets including the Chapel.
- 3.3. Since the inception of CCDT, officers have been working closely with the Trust to encourage and support community ownership and understand how the Chapel (and other proposed assets) could be repurposed to meet the needs of the community. Over time, the initiative has moved from a developer led approach, to a firmly community led approach, culminating in the planning application (18/02460/FUL) and listed building consent (18/02461/LBC) approved by this Council in December 2018.
- 3.4. CCDT is an established organisation currently offering community development activity through the use of three small venues: the Community Hall at Roussillon Park and The Lodge and The Watertower at Graylingwell. A pavilion is currently under

construction at the Lower Graylingwell site and is intended to pass into the Trust's ownership later this year. However, the plans for Graylingwell Chapel have the potential to supplement these smaller venues for the benefit of all three neighbourhoods.

- 3.5. The permitted scheme would see the conversion of the existing Chapel to facilitate a range of community based activity. Significantly, and following extensive local consultation, the Chapel is intended to celebrate the heritage of Graylingwell and its long association with mental health care. While well supported by the community, these ambitious plans could not be achieved by developer contributions alone, and a stage 2 application to National Lottery Heritage Fund has been submitted, and a verbal update on this will be provided at the Cabinet meeting. CCDT have already received stage 1 funding to employ a range of professionals to develop the heritage elements of the scheme and achieve the planning permission.

#### **4. Outcomes to be Achieved**

- 4.1 In receiving the S106 Community Facility contributions outlined in 3.1, the Council is obligated to facilitate improvements to community facilities in the vicinity of the respective sites. Any proposal for spend should create additional built capacity for community activity, as close to the new housing as can reasonably be achieved.
- 4.2. In re-designing Graylingwell Chapel, CCDT were required to balance the need for functional and sustainable community space with the desire to celebrate the heritage of the place within the constraints of a listed building and its relative proximity to as yet unconstructed housing units. Specific requirements could only be achieved by extending the building, which has particular sensitivities.
- 4.3 A key requirement for the National Lottery Heritage Fund is the demonstration of viability for the scheme. The project has therefore developed significant detail regarding the likely activity and costs in the first two years of operation.

#### **5. Proposal**

- 5.1 With the support of National Lottery Heritage Fund, CCDT would like to proceed with the permitted scheme to convert and extend Graylingwell Chapel. The body of the Chapel would be a number of very flexible spaces that would accommodate a range of activities or uses, as well as house exhibition and other materials that celebrate the heritage of the Graylingwell Asylum. The proposed extension from the existing west door would create a community café, providing a distinct community offer as well as servicing the wider catering needs of the main building. The project has already identified existing deficiencies with the building and expenditure is planned towards roofing and heating.
- 5.2. CCDT has yet to tender works but will secure best value through that route. At this stage they are seeking confirmation that the S106 funding is available for the project before proceeding. Costs to inform this request are based on Quantity Surveyor and other estimates from professionals recommended by Heritage Lottery (due to their experience with similar projects). It is possible that following tendering, detailed costing may be higher, and therefore those provided at this stage are indicative. A summary of projects costs, and funding sources, can be found in Appendix 1 (Part II exempt). Monies will only be released on evidence of spend.

## **6. Alternatives Considered**

- 6.1 During the consideration of the planning applications for the two developments referenced in 3.1, the respective community buildings proposed by the applicants were considered smaller than required for each development. Larger provision could have been pushed for on both sites, but the knowledge of other facilities planned in the local area justified accepting partial S106 contributions in lieu.
- 6.2. The proposed scheme is particularly ambitious, with heritage credentials beyond the scope of the typical community building. The project is unlikely to proceed without Heritage Lottery funding, and this report will be deferred in that eventuality. However, if successful it will demonstrate the value of significant community involvement in the development of the scheme, with Graylingwell Chapel becoming the building that local residents want it to be, beyond the expectations of the master planning at the beginning of the decade.
- 6.3 The project as outlined contains a number of elements (particularly revenue items) which are beyond the scope of extending/improving the fabric of the building. Given the use of S106 Community Facility contributions, the capital elements alone could have been outlined in this report. However, it is positive that CCDT have given such significant consideration to the likely use of the building in the first few years, which gives greater reassurance that the facility is likely to be well used by local residents, and run sustainably in the longer term.

## **7. Resource and Legal Implications**

- 7.1 As with other spends of this type, the implementation of the proposed projects will be undertaken by the facility owner, in this instance CCDT. It is expected that the decision to fund will enable the CCDT to proceed with tendering and subsequently instruct their preferred contractors, but implementation will be monitored by officers to ensure best value has been achieved, and monies released on evidence of spend.
- 7.2. Once received, the Council is obligated through the S106 Agreements to spend the contribution within 10 years of receipt (by April 2021 for the first element of the identified funds). The interest accumulated by these S106 receipts has been estimated by Finance as £3,711.02 and £2,990.49 respectively (as at 31 January 2019).

## **8. Consultation**

- 8.1 A draft version of this report has been shared with ward members for Chichester North. Their comments will be updated here or reported verbally to Cabinet at the meeting.
- 8.2 Cllr Pam Dignum is the Council's appointed representative on the Board of CCDT. She has commented on this report: "I fully support the proposed expenditure as it helps progress this valuable development central to the Graylingwell community. Years of careful planning have led to this exciting moment when plans to showcase the rare historical heritage of mental health will sit happily and discreetly amid a

flexible, spacious, airy, multi-purpose area suitable for all ages and uses, with new café too.”

- 8.3 The planning and Heritage Lottery applications were heavily supported by the outputs of resident and wider community consultation developed over an extensive period of time. This has included current users of the temporary building “The Lodge” at Graylingwell which will in part be superseded by the Chapel in due course.

## 9. Community Impact and Corporate Risks

- 9.1 The proposed allocation of Section 106 community facility contributions demonstrates direct benefit both to residents of the relevant developments and the wider community of north Chichester. The proposed project also pays particular regard to the legacy of Graylingwell Asylum, which will have resonance for residents in the wider District.

## 10. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b>	While the activities to be hosted in Graylingwell Chapel in the future cannot be fully anticipated, it is likely that many of them will have positive outcomes in some or all of these impact areas.	
<b>Climate Change and Biodiversity</b>		
<b>Human Rights and Equality Impact</b>		
<b>Safeguarding and Early Help</b>		
<b>Health and Wellbeing</b>		
<b>General Data Protection Regulations (GDPR)</b>		x

## 11. Appendices

- 11.1 Appendix 1: Summary of project costs and sources of funding (Part II).

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**Chichester District Council**

**THE CABINET**

**2 April 2019**

**Senior Staff Pay Policy Statement 2019-2020**

**1. Contacts**

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**2. Recommendation**

- 2.1. That the Council be recommended to publish the Senior Staff Pay Policy Statement 2019-2020.**

**3. Background**

- 3.1. Since 2012 the Council has been required by section 38 (1) of the Localism Act 2011 (the Act) to publish an annual pay policy statement concerning its statutory and non-statutory Chief Officers and senior staff immediately reporting to them. This statement must be approved by Full Council in accordance with guidance published by the Department for Communities and Local Government under section 40 of the Act. The policy includes reference under section 7 to two future changes already previously agreed by Council.

**4. Outcomes to be Achieved**

- 4.1. Complying with the employment requirements of the Act so as to demonstrate transparency in relation to pay policies affecting statutory and non-statutory Chief Officers and their deputies

**5. Proposal**

- 5.1. That the Council publishes the Senior Pay Policy Statement (attached as Appendix A) and the associated appendices (1 to 9). Senior staff, for Localism Act purposes, constitutes the Chief Executive, the Executive Director, five other Directors including the Section 151 Officer, the Monitoring Officer and those senior officers reporting to them. The bases for pay and other forms of remuneration for the above staff, including at recruitment and in redundancy situations, are included in this Statement and its appendices. All the appendices will be published as part of the Statement but where they are unchanged (this applies to appendices 3, 4, 7 and 8) since last year's approved report to Council on 6 March 2018, they are not being re-printed here but can be viewed online on the Council's website:  
<http://www.chichester.gov.uk/article/24175/Transparency-of-Senior-salaries>

**6. Alternatives Considered**

6.1. Not applicable as this is a legislative requirement.

## **7. Resource and Legal Implications**

7.1. None.

## **8. Consultation**

8.1. Consultation with Staff and Employers Side representatives of the Joint Employee Consultative Panel (JECP) took place prior to the inaugural Statement in 2012. All officers within the scope of the statement have been advised of this.

## **9. Community Impact and Corporate Risks**

None

## **10. Other Implications**

<b>Crime and Disorder</b>		None
<b>Climate Change</b>		None
<b>Human Rights and Equality Impact</b> An impact assessment has been carried out by the HR section. The impact of the statement is neutral. However it will further ensure that all decisions made about senior staff pay and benefits are made in a fair, transparent and accountable way.	Yes	
<b>Safeguarding and Early Help</b>		None
<b>Other</b>		None

## **11. Appendices**

11.1. Appendix A: Senior Staff Pay Policy Statement (and its appendices 1 – 9 as listed below).

11.2. Appendix 1 to Statement: Chief Officers & Deputies Pay and Benefits Schedule

11.3. Appendix 2 to Statement: Salary tables for grades A to J

11.4. Appendix 3 to Statement: Hay Job Evaluation process – summary (viewable on website only – see para 5.1)

11.5. Appendix 4 to Statement: Honorarium Payments criteria (viewable on website only – see para 5.1)

11.6. Appendix 5 to Statement: Car Allowances Table

11.7. Appendix 6 to Statement: Relocation Policy



- 11.8. Appendix 7 to Statement: Assisted House Purchase Scheme (viewable on website only – see para 5.1)
- 11.9. Appendix 8 to Statement: link to LGPS & Early Termination of Employment Discretions Policy (viewable on website only – see para 5.1)
- 11.10. Appendix 9 to Statement: link to Training & Development Policy section 12 Qualification Training

## **12. Background Papers**

- 12.1. Human Rights and Equality Impact Assessment

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**Chichester District Council  
Senior Staff Pay Policy Statement**

*This statement was approved by Cabinet and Council on the x.*

1. In line with the requirement to publish an annual policy statement for Chief Officers this statement outlines the Council's approach to senior staff pay. The statement includes reference to the relationship and ratio between the pay for the highest paid staff and the lowest paid staff in the Council. This statement is effective from the 1<sup>st</sup> April 2019.
2. The attached Appendices to this statement contain Council policies and other documents that determine elements of senior officer rewards and remuneration.
3. The Localism Act 2011(The Act) seeks to examine the pay and benefits of statutory and non-statutory Chief Officers and senior staff immediately reporting to them.
4. This statement focuses on the items and obligations outlined in chapter 8 of the Act.
5. The Council has eight Chief Officers in terms of the Act, comprising the Chief Executive, the Executive Director, five other Directors including the Section 151 Officer, and the Monitoring Officer. The Chief Executive and Directors are paid in line with pay awards determined by the Joint Negotiating Committee (JNC) for Chief Executives and JNC for Chief Officers of Local Authorities as applicable. With the exception of apprentices on an official government sponsored apprenticeship, all other staff in the Council are paid in line with National Joint Council for Local Government Services (NJC) pay awards. Base salaries for all NJC staff are decided by the Hay grading system (see section 7 below) however this does not include Chichester Contract Services (CCS) which is not part of NJC.
6. The lowest paid NJC member of staff is paid Salary Point A1 , £9.00 per hour minimum, which is £17,364 p/a\*, and the highest paid member of staff (the Chief Executive) is paid within 10 times this amount at £63.05 per hour which is £121,649 p/a. The Chief Executive's pay has been within this 10 times multiple over the last 10 years. In 2009 the Chief Executive earned a total of £59.86 per hour which was £115,488 (inclusive of £5,712 p/a car allowance). This compared to the lowest paid NJC staff member who earned £6.2951 per hour (£12,145 p/a). The Council considers this a reasonable

and justifiable ratio to maintain. The ratio between the median paid employee of the Council at 23,644 p/a and the Chief Executive's salary is 5.14

*\*figures include National Employers (NJC) pay offer (April 2019)*

7. The Executive Director and five other Directors below Chief Executive are paid on the basis of comparative salary data for local authority chief officers of similar sized councils in this region and advice from Hay Group reward consultants. Directors do not receive a separate car allowance. Their salaries increase in line with JNC awards for Chief Officers. Please note that it has previously been agreed by Cabinet/Council that the number of Directors will reduce from 5 to 4 with effect from the 1<sup>st</sup> June 2019 and that the Executive Director post will be deleted before the 31<sup>st</sup> December 2019. It was agreed that there will be a small increase in the salary for Directors from £83,232 to £85,000 on the 1<sup>st</sup> June 2019 to reflect the increased areas of responsibility divided between them.
8. Staff, other than the Chief Executive and Directors, are graded in line with the Hay Job Evaluation scheme. A new grading structure developed by the Council in conjunction with Hay reward consultants applies from the 1<sup>st</sup> April 2019 and embraces 10 grades from A to J incorporating a salary range starting at £9.00 per hour minimum (£17,364 p/a) rising to £32.59 per hour (£62,867 p/a) and a spinal column range starting at A1 and rising to J3\*. Every grade consists of 3 steps (spinal points). Future spinal point progression within grades is subject to staff demonstrating a consistently good standard of job performance as documented by the appraisal process. .  
*\*figures include National Employers (NJC) pay award (April 2019)*
9. In order to ensure that pay equality is maintained across the Council, particularly for staff with a Protected Characteristic as defined by the Equality Act, the Council regularly produces reports reviewing and analysing equalities data.
10. The Council currently have 25 staff that fall under the Act's definition of senior staff and their direct reportees. Of these 15 are female. This group currently constitutes the Chief Executive, six Directors including the Section 151 Officer (Director of Corporate Services), the Monitoring Officer (Democratic Services Divisional Manager) and senior officers who report to any of the aforementioned (see Appendix 1, Chief Officers and Deputies Pay & Benefits Schedule).
11. Staff on any grade may be awarded an Honorarium payment (see criteria shown in Appendix 4) or exceptionally a Responsibility Allowance if they meet the criteria for either payment. A Responsibility Allowance may be paid, either on a temporary or permanent basis, where an officer is carrying out significant additional duties, usually of a higher level nature, in excess of the duties of their post and evaluated pay grade. For any officer defined under section 9 above as being senior staff, the payment of a Responsibility Allowance must be approved by the wider Senior Leadership Team.

12. Payments made to staff working during local, parliamentary or European elections or national referendum are made in line with the pay scales set by the Electoral Commission and applied equally to all staff irrespective of their grade.
13. Premia payments are paid in response to market forces and are paid as market supplements. A Premia payment can be paid to staff at any grade if there is clear evidence that without it suitable staff cannot be recruited and / or retained for a given post. Once a Premia payment has been allocated it does not increase in line with pay awards. All Premia payments are reviewed every two years.
14. Staff categorised in this document are not normally entitled to any performance related payments or bonuses unless agreed by Full Council. The Council may make performance related payments to some other staff in the year 2019/2020 or honoraria in accordance with its approved scheme.
15. The Council operates one car allowance scheme which is the Essential User scheme.
16. The Council will normally pay one professional subscription per staff member on an annual basis if membership of the professional body concerned is either a pre-requisite of the job or viewed as necessary to fulfill the role. Exceptionally however more than one may be paid where the role justifies this and membership of the professional body is judged as being integral to the job. This must be agreed by the staff member's line manager in each case.
17. Where appropriate senior staff, in the same way as other Council employee's, may be offered the opportunity to undertake relevant professional qualification training where there is a strong business case for doing this (see Appendix 9).
18. When senior staff are recruited they will be paid at a rate commensurate with the agreed rate for the job and wherever possible they will commence on the minimum spinal column point for the post if the grading of the post contains more than one spinal column point. Rarely however a market supplement (Premia payment) may be paid with Senior Leadership Team approval, if it is necessary to secure the appointment (see section 12 above). The provisions of the Relocation Package are potentially available to staff at all grades and those of the Assisted House Purchase Scheme to staff on grade F and above. Where the overall remuneration package of the officer is over £100,000, approval will always be subject to agreement by Full Council.
19. On termination, redundancy payments and any discretion exercised in relation to retirement or redundancy will be paid in line with the LGPS & Early Termination of Employment Discretions Policy that applies equally to staff at all grades. Where the overall severance costs are over £100,000 approval of the employment termination will always be subject to approval by Full Council. Where this applies all components making up the total severance costs will be set out clearly in the report provided to Members.

20. This statement explains the Council's policy on staff remuneration, particularly for staff categorised as senior staff. The statement will be updated annually but may be amended during the year, with agreement by Council, if the need arises.

#### Appendices

1. Chief Officers and Deputies Pay & Benefits Schedule
2. Salary tables for grades A to J
3. Hay Job Evaluation process – summary
4. Honorarium Payments criteria
5. Car Allowance Table (Essential User scheme)
6. Relocation Policy
7. Assisted House Purchase Scheme
8. LGPS & Early Termination of Employment Discretions Policy
9. Training & Development Policy section 11 Qualification Training

**Chief Officers & Deputies Pay & Benefits Schedule for 1<sup>st</sup> April 2019**

<b>Job Title</b> <i>(full-time unless hours shown)</i>	<b>Salary</b>	<b>Car Allowance</b>	<b>Responsibility Allowance/ Market Supplement</b>	<b>Total</b>
Chief Executive	121,649			121,649
Executive Director and Deputy to Chief Executive	97,429			97,429
Director of Corporate Services	83,232		5,423	88,655
Director of Planning and the Environment	83,232			83,232
Director of Housing and Communities	83,232			83,232
Director of Residents' Services	83,232			83,232
(34 hours per week)	76,484			76,484
Director of Growth and Place Services	83,232			83,232
Business Support Divisional Manager	58,050			58,050
Communications, Licensing & Events Divisional	55,167			55,167

Manager				
Communities Divisional Manager	49,416			49,416
Contract Services Divisional Manager	62,867			62,867
County Adaptations Manager	55,167			55,167
Culture & Sport Divisional Manager	47,863		3121	50,985
Customer Services Divisional Manager	39,782	1,239		41,021
Democratic Services Divisional Manager	62,867		5,254	68,121
Development Management Divisional Manager	58,050		6,000	64,050
Environmental Protection Divisional Manager	55,167			55,167
Financial Services Divisional Manager	62,867		2,739	65,605
Health & Wellbeing Divisional	55,167			55,167



Manager				
Housing Services Divisional Manager	58,050			58,050
Place Divisional Manager	55,167			55,167
Planning Policy Divisional Manager	58,050		6,000	64,050
Principal Solicitor	54,046		1,500 3857	59,404
Property & Growth Divisional Manager	58,050		885	58,935
Revenues & Benefits Divisional Manager	55,167			55,167

*Includes for all posts the National Employers (NJC) and JNC for Chief Executives and JNC for Chief Officers 2% pay awards (April 2019).*

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# Chichester District Council Local Pay Grades & National Points

From the 1st April 2019

Pay Grade	Step	National Point	Annual Salary
A	A1	1	£17,364
	A2	4	£18,426
	A3	6	£19,171
B	B1	8	£19,945
	B2	10	£20,751
	B3	11	£21,166
C	C1	13	£22,021
	C2	15	£22,911
	C3	17	£23,836
D	D1	19	£24,799
	D2	21	£25,801
	D3	22	£26,317
E	E1	24	£27,905
	E2	26	£29,636
	E3	27	£30,507
F	F1	29	£32,029
	F2	31	£33,799
	F3	33	£35,934
G	G1	35	£37,849
	G2	37	£39,782
	G3	39	£41,675
H	H1	42	£44,632
	H2	45	£47,503
	H3	47	£49,416
I	I1	49	£51,354
	I2	51	£53,263
	I3	53	£55,167
J	J1	56	£58,050
	J2	59	£60,955
	J3	61	£62,867

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**Appendix 5 – Car Allowances Table – April 2019**

<b>Monthly Cash Alternative or Essential User Payments – new appointments</b>		
	<b>Gross Monthly Amount Payable</b>	<b>Mileage Rate (pence per mile)</b>
<b>Chief Executive</b>	Nil	46.9p
<b>Chief Officers (Directors)</b>	Nil	46.9p
<b>Grades 10 - 12</b>	Nil	46.9p
<b>Grade 9</b>	Nil	46.9p
<b>Essential Users</b>	£103.25	46.9p

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## RELOCATION PACKAGE

### REMOVAL AND DISTURBANCE ALLOWANCES

Expenses	Allowances for Approved Expenses
<b>1. Removal of Furniture and Effects</b> (including insurance of goods in transit)	100%
<b>2. (a) Sale of Residence</b> Legal, house agent's and mortgage redemption fees  <b>(b) Purchase of Residence</b> Legal, mortgage and survey fee	} Up to a maximum of £4,427 (exclusive of VAT)
<b>(c) Purchase of Residence Only</b>  Legal, mortgage and survey fee	Up to a maximum of £2,213 (exclusive of VAT) payable in <b>Special Circumstances only</b> . Subject to approval in advance by the HR Manager in consultation with the appropriate Divisional Manager.
<b>3. Disturbance Allowance</b> Alteration or replacement of curtains, carpets etc.	Up to £1,075 (exclusive of VAT)
<b>4. Lodging Allowances etc</b>	Up to £135 per week for a period not exceeding six months. <b>Plus</b> standard Class rail fare from Chichester to home every second week.
<b>5. Travelling Allowance</b>  Under special circumstances to be agreed by the HR Manager and the relevant Divisional Manager, a travelling allowance of up to £108.00 per week may be payable in lieu of lodging allowance for a maximum of six months.	

## Conditions

**The total allowance paid to any officer shall not exceed £7,715 (exclusive of lodging allowance, rail fare, travelling allowance and VAT).**

For item 1, three competitive quotations to be sought with the lowest being selected. The officer is entitled to choose other than the lowest contractor if he pays the difference in cost. For item 3, receipted accounts to be produced.

The HR Manager/HR Officer, to examine all receipts and quotations prior to authorising reimbursement.

**NB: If the officer leaves the service of the Council before the expiry of three years, the following recoupment scales apply\*:**

Length of Stay	Recoupment
• Up to and including 12 months	100%
• 13 to 24 months	66%
• 25 to 36 months	33%

\*the Director of Corporate Services may review special cases in extenuating circumstances

The application of the Scheme (which may be applied in whole or in part) is subject to **prior approval** by the HR Manager **in consultation** with the relevant Divisional Manager.

**NB: ALL AMOUNTS ARE EXCLUSIVE OF VAT**

These amounts will be adjusted annually in April in line with the Consumer Process Index (CPI).

This scheme is applied regardless as to whether the applicant benefits from the **restricted** Assisted House Purchase Scheme.

If you presently live more than 25 miles away from the office where this vacancy is based the Council will consider offering a relocation package to assist you in moving to the area. To obtain support under the scheme you would normally need to move to a location within a 15 mile radius or half hour travelling distance of your new office base.

The above information is a broad guide to the Removals Scheme and is subject to interpretation by the HR Manager, and any enquiries relating to this scheme should be directed to the HR Manager.

All claim forms are obtainable from the Human Resources office and receipts and invoices must be provided with all claims.

October 2018



## **TRAINING & DEVELOPMENT POLICY**

### **Policy Statement**

Chichester District council will:

- a) provide all staff with training and development that is relevant and appropriate, and meets the needs of the council's current and future objectives and key tasks.
- b) provide the opportunity for all staff to improve their job performance, raise productivity, quality and customer service in pursuit of continuous improvement
- c) develop staff potential to meet their personal aspirations for career development and job satisfaction where these can reasonably be accommodated in terms of cost and time.
- d) promote equality of access to training and development for all staff.
- e) create an environment which encourages all staff to take responsibility for their training and career development.

### **Scope**

This policy relates to all staff employed by the District Council, and the council will ensure that training and development is offered in accordance both with the council's Corporate Plan and the council's Equality & Diversity Policy.

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

### **Legislation**

Health and Safety at Work Etc Act 1974

Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Fixed-Term Workers (Prevention of Less Favourable Treatment) Regulations 2002

Equality Act 2010

#### **1 Corporate Training Needs**

- 1.1 The council's Corporate Plan defines the council's corporate priorities over a three year period during which time they are reviewed regularly.

- 1.2 Flowing from these corporate priorities are a series of operational strategies, and each service manager is required to draw up an annual Service Plan identifying the resources required (including training needs) and the key targets and objectives for their service area. Each annual Service Plan is reviewed at the end of the year to assess objectives achieved.
- 1.3 Managers undertake appraisals of their staff, to set individual targets and to identify the training they will require to achieve their objectives. Changes in corporate objectives will be reflected in the annual Service Plan and individual staff appraisals.

## **2 The Needs of New Entrants**

- 2.1 In line with the council's equalities and recruitment and selection procedures a job profile will be prepared for all vacancies identifying the essential qualifications and skills required of the post holder.

All staff must complete and pass the on-line Corporate Induction Programme in order to pass their probationary period. This contains a number of basic modules relevant to local government employment. The content of the induction programme will be regularly reviewed to ensure its continuing relevance. In addition to the Corporate Induction Programme, all employees will receive a Health & Safety Induction within two months of joining the council. Further health and safety training and ICT skills training where necessary will be completed within three months where possible of the training need being identified..

- 2.2 Chichester Contract Services (CCS) has a separate induction programme for its staff.
- 2.3 Within a new starter's first week an induction meeting with a member of the HR team takes place, except for CCS staff where other arrangements apply. The new employee's line manager is responsible for ensuring that he or she has a comprehensive departmental induction and the manager will be asked for details of this to be sent to the HR section. It is advised that a comprehensive work programme detailing all tasks to be undertaken and identifying who will be responsible for the training is drawn up by the line manager. The manager will normally hold regular meetings during the employee's probation period to discuss progress, and notes of these meetings should be retained.
- 2.4 A probationary review will be held in line with the council's probationary scheme towards the end of the first six months of employment and managers will identify any additional training required at this stage.
- 2.5 Once the probationary period is completed the manager may choose to carry out a preliminary appraisal with the staff member to set out their key objectives, linked to the section's Service Plan, if these have not already been agreed. The exact timing of the preliminary appraisal would depend on its

proximity to the normal annual appraisal process. Any identified training and development needs would be recorded in the training needs section of the appraisal.

- 2.6 It shall be the responsibility of line managers to provide all new and promoted staff with such on-the-job training as is appropriate to enable them to perform safely, efficiently and effectively.

### **3 Training and Development Needs - Existing Staff**

- 3.1 Corporate aims and annual key tasks will be cascaded down through the organisation through its communication and corporate planning mechanisms, supplemented by the appraisal process. The appraisal process will provide feedback on past performance and will set out work objectives, targets and training and support needs for the following year. It will also provide the employee with the opportunity to identify his/her training needs and career aspirations. The resulting development needs will be recorded in priority order and thought given as to how these needs can best be met. Managers should follow the guidance given in the council's Appraisal Guidance Notes.
- 3.2 Line managers and HR should consider all types of learning experience, including both internal and external course attendance, e-learning, apprenticeships, National Vocational Qualifications, mentoring and secondment.
- 3.3 Liaison between managers and HR will take place to allow the most cost-effective corporate training to be provided for common training needs.
- 3.4 It is important that managers are aware of current Continuous Professional Development (CPD) requirements for their staff, as often many of these can be met by activities other than course attendance.
- 3.5 All training and development provision must be planned, delivered and monitored on the basis of equal access for all, including part time staff and shift workers. Time-off and day release for a part-time employee undertaking training will normally be given pro rata to his or her working hours. When a part-time employee is required to attend a training course on their day off, time off in lieu or payment will normally be given based on their hours of attendance unless otherwise agreed
- 3.6 In addition to the Corporate Induction Programme, all non-managerial staff will participate in other corporate training from time to time as appropriate.

### **4 Management Development**

- 4.1 This council is committed to the management development of staff at supervisor and manager level through apprenticeship programmes or other courses where appropriate.
- 4.2 All managers will therefore be required to attend management training. This

will include manager's toolkit modules and up-dates on subjects that are essential for successful line management. Staff newer to management or where some refresher training would be helpful, may in particular be required to attend training. For development reasons, this can also include some staff who do not currently have any management responsibilities.

- 4.3 Management development training ensures that managers have the necessary skills and competencies to meet the council's stated targets and priorities, and to manage and empower staff. Management development gives managers at all levels the confidence and necessary skills to follow through their part in delivering the council's overall objectives, which reflect the priorities set out in the Corporate Plan. To this end, all management development training is reviewed against the council's corporate objectives on a regular basis. This may include accredited professional management qualifications.

## **5. Health and Safety and Computer Skills Training**

- 5.1 The Management of Health and Safety at Work Regulations require risk assessment of work activities to identify training requirements. Provision has to take account of the capability of those undertaking the training. It must also include information on the hazards of the work, the safety arrangements and limits and emergency procedures. Training is also required when there are changes to the work or changes in responsibility.
- 5.2 There is also a requirement to ensure that such training takes place during work hours and is repeated periodically where appropriate. The requirements for health and safety training and / or maintaining qualifications includes temporary workers. Staff may be required to complete coursework for competency training such as risk assessment, manual handling and first aid training.
- 5.3 Health and safety legislation on specific hazards may determine that additional factors should be included in training on issues such as manual handling, asbestos, hazardous substances, display screen equipment etc.
- 5.4 It is not only necessary to train new entrants in health and safety, but to ensure that existing employees' knowledge is kept up-to-date. The council has committed itself to providing in-house support for health and safety training and has developed a comprehensive on-line and conventional training programme for this area. Line Managers, with appropriate advice and support from the Health and Safety team, shall assess the training needs of their staff.

## **6 Equalities**

- 6.1 Equalities training forms an essential element of induction and management training and all staff will be required to undertake periodic equalities awareness training. It is the council's objective that at minimum at least one member of each recruitment interviewing panel must have completed

equalities and recruitment and selection training (either conventional training or via e-learning) including knowledge of relevant equalities legislation and related council policies.

## **7 Member Training Requirements**

- 7.1 A comprehensive programme of induction training will take place for all new councillors and refresher training for re-elected members following the council elections every four years. A number of factors will determine the extent and manner of future training such as new legislation, and the development needs that councillors themselves identify.

## **8 Service Plans**

- 8.1 It is the responsibility of each section manager to prioritise the training needs of his / her staff and to document them in the Service Plan for their section. This is based on the individual training needs identified during staff appraisals. By prioritising training needs according to the importance of the business objectives they relate to, the council can target the funds available for training, so the positive effect on business performance is maximised.
- 8.2 Training budgets are decided by the Senior Leadership Team (SLT) based on the learning and development needs presented within Service Plans.
- 8.3 The HR Manager will liaise with the SLT to identify those changes in high level corporate objectives which will impact on strategic learning and development requirements for the year ahead.
- 8.4 On an annual basis, the HR Manager will submit to SLT the planned corporate training courses for the year ahead, the training sections of the Service Plans for each section plus ICT, corporate health & safety and Member training requirements.
- 8.5 SLT will have the authority to vary any planned training expenditure to meet previously unforeseen needs. Whilst it is the responsibility of each Divisional Manager to monitor the training expenditure within their own service, the HR Manager will monitor corporate training expenditure throughout the council.

## **9 ICT Skills Training**

- 9.1 We offer staff skills training in the main ICT packages used at the council (e.g. Outlook, Excel, Word, and PowerPoint) at various levels for those staff requiring this. Staff will also be offered training for new systems and databases introduced for their service area that they will be expected to use.

## **10 Review Mechanisms**

- 10.1 Managers will be expected to discuss the objectives of each designated training event with the employee prior to attendance and to discuss the

learning outcomes following the event. Attendees on short courses and qualification training events, both internal and external, will be required to complete course evaluation forms indicating their assessment of the effectiveness of the training event.

- 10.2 The contribution of learning and development on performance, productivity etc. will be reviewed at the employee's annual appraisal. In respect of those staff that participate in management development programmes, the prospective participant's Divisional Manager or equivalent must discuss their participation with HR prior to the commencement of any programme. They will also normally be required to provide written feedback to HR after the completion of the programme assessing the difference in their staff member's performance and attitude. In addition to the above, the outcome of training events should be discussed at Team Briefings.

## **11 Short Course Reservations**

- 11.1 Technical and professional short courses and up-dates and Continuous Professional Development (CPD) should be organised by sections as authorised by their Divisional Manager. Before any training events are booked, an individual and their manager must consider what they are expecting to learn from the particular learning experience, whether it represents value for money (use of time, course fees, travel costs etc) and how they anticipate it will help them achieve their key tasks.

## **12 Qualification Training**

- 12.1 Professional qualification training expenditure is managed corporately and staff will be supported in this training on the basis of agreement between the relevant Divisional Manager and the HR Manager, where funding is available.
- 12.2 Qualification training will only be provided and funded where it is appropriate and necessary for an individual to do a particular job. Divisional Managers will need to be convinced that the individual needs a particular professional or technical qualification to successfully undertake his/her duties.
- 12.3 The employee applying to undertake such training will need to complete the appropriate form from HR which is then countersigned by the HR Manager. The form includes an undertaking in terms of the repayment of fees and expenses as a result of:
- a) unsatisfactory progress for which no acceptable explanation can be provided; or
  - b) resignation from the council's employment within a period of two years from the date of completion of the qualification or the course of study.

The sums to be repaid shall comprise all course fees, subsistence, travel expenses and any other financial assistance provided (not including salary costs) during the entire course of study except where the date of resignation occurs more than 12 months after the date of the completion of the

qualification or course of study - in which case the repayment requirements shall be reduced by 50%.

- 12.4 The individual's progress will be monitored closely by both his/her own manager and by HR. Where an individual fails exams then the situation will be reviewed and a decision taken as to whether the council will fully or partly support resits. Each case will be looked at on its merits.
- 12.5 In cases where an individual fails examinations on more than two occasions, it is likely that the council will terminate its support.

### **13 Fees and Leave**

- 13.1 The council will normally pay for all course and examination fees plus any other associated costs for the first attempt at an examination although this may be varied where the HR Manager and the relevant Divisional Manager consider it appropriate for the employee to make a contribution.
- 13.2 Staff will normally be granted paid leave to attend courses and examinations. Paid revision leave will also be granted for qualification courses, on the basis of one half-day leave for each examination sat. Paid leave for a part-time employee undertaking qualification training will normally be given pro rata to his or her working hours (see 3.5). The time span for making up any deficit in time will be decided by the staff member's line manager taking into account other commitments, including caring responsibilities that the employee may have.
- 13.3 Where exams are resat, then the payment of exam fees will be reviewed jointly by the relevant manager and the HR Manager and a decision made as to what funding and time-off (if any) can be given.
- 13.4 Absence during working hours to attend training will be credited at the rate of 7 hours 24 minutes for a full day and 3 hours 42 minutes for a half day. For attendance on mandatory training courses, staff at grade 5 or below (or equivalent) will be allowed to claim back appropriate travelling time that exceeds their normal travel to work time. Time spent away from home other than travelling time is excluded. The above also specifically excludes travel in relation to professional qualification training.

### **14 Travel Expenses**

- 14.1 Travel expenses will only be reimbursed at the cost of the Standard Class rail fare. Only in exceptional circumstances will mileage rate be paid for the use of a car. Prior approval should be obtained from the HR Section.

### **15 Professional Subscriptions**

- 15.1 The council will reimburse the annual subscription to a professional body for staff undergoing approved qualification courses, provided that membership is a pre-requisite of attending the course. The council will pay one professional

subscription after qualification for all qualifying staff.

## **16 Unsatisfactory Progress**

- 16.1 If any member of staff fails to complete a course satisfactorily without good reason, has unauthorised absence from training sessions, or receives adverse reports in areas such as attendance, application and commitment, this may be treated as a formal matter within the council's disciplinary or capability procedures.
- 16.2 It is the responsibility of all staff attending qualification training courses to notify the HR Manager immediately of any perceived deficiencies in the quality of the course materials or in the capabilities of the course lecturers which they consider could impact on their ability to successfully complete the course or pass the qualification.

## **17 Recording Training Attended**

- 17.1 All training organised within services must be recorded on "People Manager" Learning Events for each staff member, once attended, by their service manager (who should also record their own training in this way). All corporately organised training provided by HR, Health & Safety or the ICT section is up-dated on the system centrally.
- 17.2 In addition the council will keep and monitor a full record of all expenditure on training and related expenses.

## **18 Staff appraisals - Performance & Development Reviews and Job Chats**

- 18.1 Managers are required to ensure that staff appraisals and Job Chats are carried out annually with each member of staff setting out the agreed objectives and training requirements for the year ahead, linked to the section's Service Plan.
- 18.2 The HR Section will record details of appraisal dates and will supply regular reports to CMT to enable them to monitor compliance with the appraisals process.

June 2009 (updated June 2018)



**Chichester District Council**

**Cabinet**

**5 March 2019**

**Chichester Wellbeing**

**1. Contacts**

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**2. Recommendation:**

- 2.1 That Cabinet agrees to enter into a partnership agreement with West Sussex County Council (WSSC) for 2019/20 – 2021/22, and receive funding annually, to deliver the Wellbeing service in line with the agreed business plan.**
- 2.2 That Cabinet delegates authority to the Divisional Manager for Communities, following consultation with the Cabinet Member for Communities, to finalise and sign the Wellbeing partnership agreement with WSSC**

**3. Background**

- 3.1 All of the District and Borough Councils in West Sussex are contracted by WSSC Public Health to deliver a Wellbeing service. The Wellbeing service is a universal service for adults of all ages designed to reduce the risk of cardiovascular disease, cancer and type 2 diabetes. It targets areas of the district where deprivation has been identified, and population groups who are more likely to suffer poor health outcomes. Services focus on behaviour change and early intervention around the main causes of these diseases; achieving a healthy weight, increasing physical activity, reducing smoking rates, reducing alcohol consumption and reducing stress.
- 3.2 The current three year partnership agreement (2016/17– 2018/19) with WSSC Public Health ends on 31<sup>st</sup> March 2019. The new partnership agreement will enable the service to continue for a further three years with funding agreed on an annual basis.
- 3.3 Funding for 2019/20 has been confirmed as £257,969. Details of proposed expenditure is outlined in the business plan summary in appendix 1. WSSC colleagues are still working on the partnership agreement but this will outline the purpose of the funding for continued delivery of the Wellbeing service.

## **4 Outcomes to be Achieved**

- 4.1 The service contributes to the council's corporate priority of 'Support Vulnerable People and Communities'. Outcomes for the service relate to client behaviour change, for example % of weight lost, number of times a week someone is exercising etc. Details of the outcomes the service is required to measure are included in the business plan summary at appendix 1.
- 4.2 Outcomes are measured by each project and reported quarterly to WSCC Public Health as part of the monitoring requirements for the service. Interventions with individuals are evaluated after 3 months to monitor ongoing behaviour change.

## **5 Proposal**

- 5.1 It is proposed that the Council continues to deliver the Wellbeing service, funded by WSCC, during the three year period of 2019/20 to 2021/22.

## **6 Alternatives Considered**

### Option 1: Not accepting the funding

- 6.1 If the council chooses not to accept the funding it would lose a significant, well established front line resource which enables delivery against the Corporate Objective of 'Support Vulnerable People and Communities' and the opportunity to work with targeted communities.
- 6.2 If the council chooses not to accept the funding WSCC will commission the service from another provider and we would be required to make the staff redundant or would have to cover the costs of TUPE.
- 6.3 The advantage of delivering the service 'in house' means we can adapt it according to the needs of our community. The Council has well developed working relationships with the Public Health Team and the other District and Borough Councils in West Sussex. Much of the work to date and that will continue if this proposal is accepted is well established and is achieving good outcomes.

### Option 2: Commission the service from the Voluntary and Community Sector

- 6.4 The Council could commission the service from another provider and retain management as commissioner. The Council would lose a well-established front facing service which provides positive publicity for the Council. Currently the service is flexible to meet the needs of the community and clients and delivers against objectives in the Corporate Plan. The service would be subject to additional management costs incurred by the provider which would reduce the impact and outcomes it is able to achieve.

## **7 Resource and Legal Implications**

- 7.1 The cost of delivering the Wellbeing Hub and additional services are included within the Wellbeing funding. The Council's contribution of support and

management costs is funded annually from the Councils base budget at a cost of approximately £30,000.

- 7.2 The service currently charge for some of the Wellbeing services which generates income to offset some of the costs of resources for the projects.
- 7.3 Staff will be issued with three year extension to contracts for the length of the partnership agreement to 21/22. The team may still be subject to redundancy should the funding cease during the period of the agreement but longer contracts provide more stability and reassurance.
- 7.4 A separate budget has been set aside in the council reserves made up of underspends from previous Wellbeing grant funding which will cover future redundancy costs that may arise as a result of cuts to funding or any decision made by the Council to discontinue or change the way we deliver the service.
- 7.5 The Wellbeing service currently operates out of two small rooms at Westgate Leisure Centre. This arrangement will continue with Everyone Active under the same agreement (subject to inflationary increases).

## 8 Consultation

- 8.1 Consultation has not been undertaken as the service requirements are clearly set out in the partnership agreement and service specification. The majority of services that have previously been commissioned or are being delivered 'in house' will continue where successful outcomes have been demonstrated.

## 9 Community Impact and Corporate Risks

- 9.1 Whilst the Wellbeing service is universal in supporting adults of all ages, the service is targeted to communities in greatest need and has a positive impact in communities that the council has prioritised.
- 9.2 The Wellbeing Hub and internally managed additional services are established, are monitored carefully and have a track record of delivering positive outcomes. All services are evidence based and funded from the Wellbeing budget. Services which are commissioned externally will be subject to the same rigorous planning processes and are monitored quarterly. The corporate risks are associated with loss or reduction in current council staff to deliver and manage the services.

## 10 Other Implications

	Yes	No
<b>Crime and Disorder</b> The service will not directly impact in crime and disorder but Wellbeing advisors will work with offenders referred from the probation service to support a healthier lifestyle.	Positive	
<b>Climate Change and Biodiversity</b> The Home Energy Visitor project which is funded as an additional service to tackle the impact of fuel poverty has an added outcome of impacting on climate change.	Positive	
<b>Human Rights and Equality Impact</b> EIA was completed at start of	Positive	

the project, a positive impact was identified.		
<b>Safeguarding and Early Help</b> The service deals with vulnerable adults regularly and children as part of a family. All staff are trained in safeguarding referral procedures and are DBS checked	Positive	
<b>General Data Protection Regulations (GDPR)</b> The service deals with personal data from clients. Processes for data handling are in place to ensure the service is compliant with GDPR there are no major risks associated with this.		No
<b>Health and Wellbeing</b> The service has a positive impact on the health and wellbeing of clients. Interventions are targeted to areas of deprivation and to groups where negative health outcomes are more common.	Positive	
<b>Other</b> (please specify)		

## 11 Appendices

Appendix 1 - Chichester Wellbeing business plan summary 2019 - 2022

## 12 Background Papers

None

## **Chichester Wellbeing business plan 2019/20 summary**

### **Overview of the hub service**

The Wellbeing Advisors, based at Westgate Leisure Centre, are trained in motivational interviewing and behaviour change techniques to work with individuals on a one to one basis supporting them to make lifestyle changes to reduce their risk of heart disease, stroke, cancer and type 2 diabetes.

They each see approximately 4-5 clients a day for a variety of interventions including one to one appointments or 30 min MOTs, they also deliver workshops and talks to community groups. They work at outreach venues to ensure the service is available across the district, in particular, GP practices in Petworth, Loxwood and Selsey.

### **Overview and evidence for additional projects**

#### **Adult weight management – delivered in house**

According to the PHE Health profiles in (2016/17) 58.5% of the adult population of Chichester was overweight. Excess weight is a key risk factor for heart disease, stroke, some cancers and type 2 diabetes and is therefore a priority for the Wellbeing service.

- We will run 12 weight management programmes each over 13 weeks, at venues in Chichester, Selsey and Midhurst. We will also run regular weekly drop in sessions at Westgate where people who have completed the weight management course can have a weight in and we are able to monitor their progress over time.

#### **Pre diabetes programme – delivered in house**

The percentage of people with type 2 diabetes who have a diagnosis in Chichester is 71.8%, this is worse than the England average which means there are estimated to be a further 29.2% who have the disease but are not diagnosed. This is a priority for Chichester Wellbeing as type 2 diabetes can be prevented in its early stages. The long term impact of type 2 diabetes can lead to heart disease, stroke, kidney failure and circulatory problems.

- We will run 10 Prediabetes workshops which provide advice and information on how to reduce the risk of type 2 diabetes along with an onward referral to a Wellbeing Advisor for continued support.

#### **Workplace health – delivered in house**

Evidence suggests that being in work has positive health benefits. Workplaces are the ideal setting to reach the working age population and as a service we are able to work with employers to encourage them to support the health and wellbeing of their staff. As a service we value being able to tackle issues such as weight management, physical activity, alcohol consumption and stress management with working age people. Chichester Workplace Health Advisor also targets SMEs and manual workers as evidence shows smoking prevalence is higher in manual workers at 23% than the general population at 15%.

NB: it is also important to note that we also have good working relationships with agencies who work directly with people who are not in work.

- We will work with 12 businesses new to the service in 2019/20 and continue to engage and support 15 previously engaged businesses with their health and wellbeing.

### **First steps to fitness and falls prevention – commissioned from Everyone Active Chichester**

71% of the Chichester population are considered to be active to the recommended level and whilst this is encouraging it still means that 29% are not active to the recommended level for health and wellbeing. Physical activity and weight loss go hand in hand. Physical activity helps with weight management and preventing and managing conditions such as coronary heart disease, type 2 diabetes, stroke, mental health problems, musculoskeletal conditions and some cancers. It has a positive effect on wellbeing, mood, sense of achievement, relaxation and release from daily stress.

- This project will work with adults enrolled on the adult weight management programme and individuals referred by a Wellbeing Advisor for support to be more active.

Preventing falls in an aging population is key to ensuring independence and mobility is maintained. NICE guidelines recommend older adults (65 years and over) who are at risk of falls should incorporate physical activity to improve balance and coordination on at least 2 days a week. This service links closely to locally delivered strength and balance courses where people have the opportunity to take part in the recommended 'dose' of physical activity and to make social connections that are important for mental and emotional wellbeing.

- Everyone Active will be delivering 10 Falls Prevention workshops throughout the year and onward referral to their own and other local strength and balance courses.

### **Family Wellbeing**

The National Childhood Measurement Programme shows nationally and regionally that child obesity is increasing from the initial measure in year R to the follow up in year 6.

- The Family Wellbeing Programme is unique to Chichester (and Arun) and will provide a bespoke service face to face with 30 families. These families often lead chaotic lifestyles, where parents or children may have mental health problems, are school refusers and struggle with self-esteem and confidence. Often these are the reasons why the child has become overweight and by tackling these wider issues we are able to demonstrate excellent outcomes.

### **Wellbeing Home**

The ratio of excess winter deaths in Chichester at 267 in 2017 is not significantly worse than the England average but the rural nature of the district and the type of housing available exacerbates the issue. In the rural areas there are people living in cold homes with solid walls and are off gas so are dependent on expensive solid fuel or oil to heat their homes. The impact of living in a cold home on health means increased risk of heart disease and stroke. It is often older people who have reduced mobility and are isolated that struggle to afford to heat their homes and are therefore at greater risk, or families living on a low income in social or private rented housing.

- This project will visit people in their homes, provide support to save money on fuel bills, make onward referrals for heating and insulation grants and identify health conditions and vulnerabilities that require additional support.

## Budget plan

**Total budget for 2019/20      £257,969**

<b>Wellbeing Hub</b>	<b>£</b>
Wellbeing Advisors and office support team	90,000
Resources and printing	5,000
Training	1000
Westgate Room hire	12,000
<b>Hub total</b>	<b>108,000</b>

<b>Additional projects supporting the hub</b>	<b>Cost</b>	<b>Provider</b>
Workplace Health	31,100	Delivered internally
Weight Management	31,100	Delivered internally
Wellbeing home	17,800	Shared with Arun Wellbeing
Family Wellbeing	30,000	Commissioned from START
First Steps To Fitness /Falls prevention	30,000	Commissioned from Everyone Active
Contribution to the countywide Wellbeing website maintenance	1,000	Commissioned from V Sense
New project TBC	8,917	
<b>Total</b>	<b>149,917</b>	
<b>Grand total</b>	<b>257,969</b>	

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**Chichester District Council**

**THE CABINET**

**2 April 2019**

**WSCC - Chichester City On-Street Parking Management Plan  
Consultation**

**1. Contacts**

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**2. Recommendation**

- 2.1 Having considered the consultation document relating to the Chichester proposed Parking Management Plan, Cabinet agrees the response to WSCC as set out within Appendix 1 to this report.**

**3. Background**

- 3.1 West Sussex County Council have undertaken a 'Road Space Audit' for Chichester which examined current parking demand on-street and considered future demands and pressures on the road network and parking supply. One of the concepts which was explored within the resultant report, and which WSCC are investigating further, is to extend the existing Controlled Parking Zone within Chichester to cover the entire city.
- 3.2 WSCC consider that a parking management plan to cover the whole of Chichester City and extending to parts of Donnington, Fishbourne and Westhampnett could help to deal with issues of un-managed on-street parking which they consider limits the ability of residents and others to park.
- 3.3 The Parking Services Team at Chichester District Council is currently responsible for enforcement, permit administration, receipt of Penalty Charge Notices and maintenance of Pay and Display machines on street on behalf of WSCC. This is covered through an Agency Agreement and West Sussex County Council have indicated that any extension to the zone could be by agreement included within the responsibilities assigned to CDC.
- 3.4 West Sussex County Council undertook a consultation process on the Parking Management Plan during March. It is anticipated that the results from the

consultation will be considered and reported to County Local Committee during the spring.

#### **4. Outcomes to be Achieved**

- 4.1 WSCC consider that a Parking Management Plan for Chichester city could improve traffic flow by preventing dangerous, obstructive or inconsiderate parking, improve safety for all road users, reduce congestion from traffic circulating in an area looking for free parking and improve access for emergency vehicles and buses. It is also considered that parking would be shared out amongst different users and for different purposes and could deal with parking problems in one go rather than require WSCC to consider parking issues every few years.

#### **5. Proposal**

- 5.1 The WSCC proposed Chichester Parking Management Plan would cover the entire city (as shown in the map at appendix 2), although it would be broken down into a number of distinct zones. Large signs would be located at all zone entry points, informing motorists of the days / hours during which parking is controlled within the zone they are entering. During the days / hours of control most parking would be permitted only in designated parking bays (marked with white lines). Signs would be positioned next to all parking bays showing the days / hours of parking control and the type of parking permitted, e.g. Permit Holders Only.
- 5.2 In some roads such as cul-de-sacs, signs would be located at the entrance that state 'Permit Holders Only Beyond This Point'. Exactly the same rules would apply as the rest of the Parking Management Plan but there would be no need for parking bays to be marked on the road. Repeater signs might be required in these areas.
- 5.3 Permit holders would be able to park a vehicle in any parking bay or road where parking is allowed, within the specified sub zone. Normally this would be within their own road or close to their home. WSCC state that wherever possible parking bays would be located outside or near residential properties although parking in a particular space could not be guaranteed. In 'Beyond This Point' roads, permit holders would not need to park in designated bays as these would not be marked.
- 5.4 The WSCC proposals include the introduction of additional double yellow and single yellow lines in areas along with some 'limited waiting' or 'pay and display' bays in some areas for motorists without a permit.
- 5.5 The WSCC proposed extension of the existing controlled parking zone is the first of a set of proposed interventions suggested for implementation following the Roadspace Audit and further interventions are likely to follow, however WSCC have not confirmed this.

## **6. Alternatives Considered**

- 6.1 Not to engage with the process of the WSCC Parking Management Plan.

## **7. Resource and Legal Implications**

- 7.1 The work to develop the WSCC Parking Management Plan has been funded by WSCC. Staffing implications for CDC in respect of the emerging proposals have not been considered at this stage. However, should the extension be introduced additional staff resource will be required to enforce and administer the expanded scheme. Additional costs of enforcement and administration would be covered by WSCC. Once there is further clarity regarding the extent to which the Controlled Parking Zone is likely to be extended there will be an exercise undertaken to calculate the total cost of this, along with any implications for accommodation, supervision and management and support costs.
- 7.2 The impact of the introduction of the scheme by WSCC will be significant for CDC's staff resource and it is therefore recommended to WSCC that a phased approach is undertaken if WSCC choose to go ahead and implement the plan.
- 7.3 Should commuter parking permits be sold to be used on-street this may impact on the income which is currently generated by CDC in terms of season tickets sold for the council's car parks. Conversely some current on-street parking which is free of charge may be deflected to pay and display parking in the council's car parks.

## **8. Consultation**

- 8.1 WSCC have undertaken stakeholder events as part of the process of refining the proposed scheme. The Chichester District Parking Forum has also been kept informed and discussions have been held with some Chichester District ward members. A District Council Car Parking Forum was held on the 20<sup>th</sup> of March and a verbal update will be provided to Cabinet regarding their comments.
- 8.2 In formulating the proposed response to WSCC at this stage an initial discussion has been held with the Divisional Manager – Development Management and the Environmental Protection Manager. Their comments have been included in the proposed response.

## **9. Community Impact and Corporate Risks**

- 9.1 Any reduction in surplus parking income linked to the use of the council's car parks may have an effect on the council's ability to support key service areas.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> Improved use of road networks and car parks reduces travel emissions associated therewith	X	
<b>Human Rights and Equality Impact</b> Reducing or amending parking supply may impact on persons with specific mobility needs. Careful design of the scheme is encouraged to ensure that such persons are not disadvantaged.	X	
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify)		

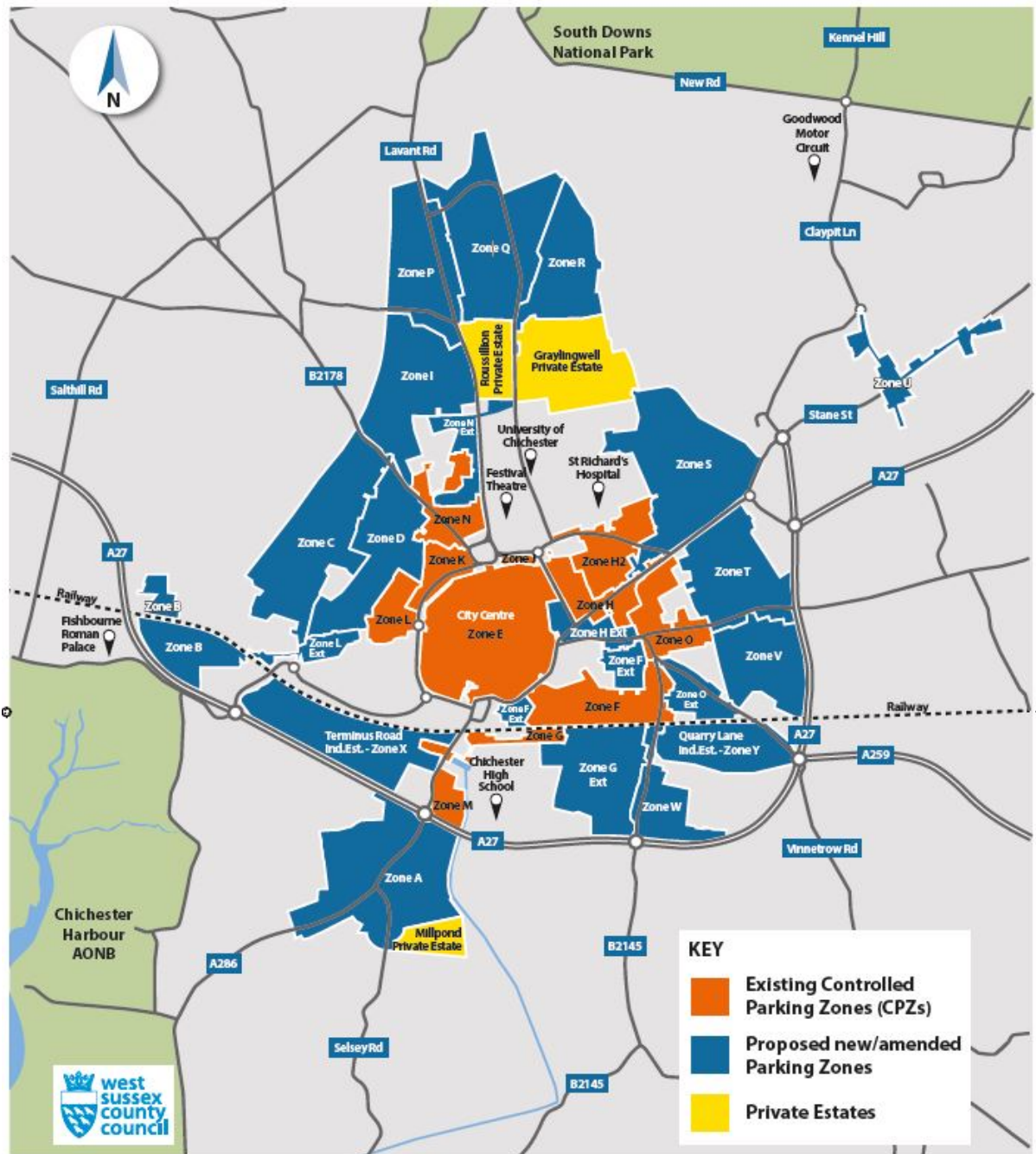
## 11. Appendices

Appendix 1 – Proposed Feedback to WSCC regarding the Parking Management Plan

Appendix 2 – Map of proposed extension to Controlled Parking Zone

## 12. Background Papers

None.



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