

Public Document Pack

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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 15 May 2018 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr M Dunn, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mr N Thomas

AGENDA

- 1 **Chairman's announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Minutes** (Pages 1 - 9)
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 16 January 2018.

To receive an update on progress against the committee's recommendations to Cabinet and Council.
- 3 **Urgent Items**
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to Late Items.
- 4 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**
The procedure for submitting public questions in writing no later than 12:00 on the day before the meeting is available upon request to Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Community Safety Review 2018 - Final report from Task and Finish Group** (Pages 10 - 18)
The committee is requested to consider the final report from the Community Safety Review 2018 Task and Finish Group and to note the following:
 - 1) That the required level of scrutiny of the Community Safety Partnership (CSP) has been achieved.
 - 2) That the performance of the CSP is good and that evidence of effective partnership working in the district has been demonstrated.
 - 3) That the reason for the increase in crime rates is due to a number of factors including increased reporting of historic offences and changes to the

reporting method of certain categories of offence.

- 7 **Chichester in Partnership Annual Report 2017-18** (Pages 19 - 42)
The committee is requested to review the progress achieved by Chichester in Partnership in 2017-18 and its Business Plan for 2018-19 and to make any recommendations it considers appropriate to the partnership.
- 8 **Forward Plan** (Pages 43 - 56)
Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.
- 9 **Late Items**
Consideration of any late items as follows:
a) Items added to the agenda papers and made available for public inspection.
b) Items which the Chairman has agreed should be taken as matters of urgency by reason of special circumstances reported at the meeting.
- 10 **Exclusion of the Press and Public**
There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business where 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. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. 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 intention 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.



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2, East Pallant House on Tuesday 16 January 2018 at 9.30 am

Members Present: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mr N Thomas

Members not present: Mr N Galloway, Mr G Hicks and Mrs J Tassell

In attendance by invitation:

Officers present: Ms P Bushby (Community Interventions Manager), Mrs J Dodsworth (Head of Business Improvement Services), Mrs L Grange (Housing Delivery Manager), Mr J Mildred (Corporate Policy Advice Manager), Mr P E Over (Executive Director), Mr J Ward (Head of Finance & Governance Services), Mr D Cooper (Group Accountant), Mr S Hansford (Head of Community Services) and Mrs B Jones (Principal Scrutiny Officer)

191 **Chairman's announcements**

Apologies had been received from Mr N Galloway and Mr G Hicks.

192 **Minutes**

The committee considered the minutes of the last meeting held on 14 November 2017.

RESOLVED

That the minutes of the meeting held on 14 November 2017 be approved as a correct record.

Matters arising:

Mrs P Dignum commented on the 'excellent' Wellbeing update report provided in the minutes. She noted the helpful support given by individual members of staff to members of the public with health needs and requested that this be recognised by congratulating the members of the team.

Mr Martin and Mr Shaxson commented on the sickness absence figures included with the minutes. They were concerned that the council's absence figures were very different to the figures in the Office of National Statistics (ONS) report which had

been circulated to the Human Resources Manager and which included private and public sector analysis. A request was made that a report come to the next meeting of this committee explaining the differences in the figures, listing the other authorities against whom we benchmark ourselves and including analysis by department (in days and percentage terms. The committee was in agreement with this request.

RESOLVED

That a report be brought to the next meeting of this committee on sickness absence figures.

[Post meeting note: A response was received from the Cabinet to the committee's recommendation at its last meeting on 14 November 2017 relating to minute 190 (Forward Plan 2017 to February 2018) and this response is attached to these minutes.]

193 Urgent Items

There were no urgent items for consideration at this meeting.

194 Declarations of Interests

Mrs P Dignum declared a prejudicial interest in respect of agenda item 7 as she is the Council's representative on the Pallant House Gallery Trust and Company.

195 Public Question Time

No public questions had been received.

196 Housing Strategy Update

The committee considered the report included with the agenda. Mrs L Grange, Divisional Manager for Housing Services, presented the report.

The committee made the following comments and received answers to questions as follows:

- Funding received from Government by Community Land Trusts (CLTs) would normally be spent in the latter stages of the project when planning permission, development costs, land purchase etc. takes place. There were three CLTs in the process of drawing down grant with more expected later this year.
- There was no mention of the South Downs National Park (SDNP) in the initiatives listed in the Housing Strategy Delivery Plan. Officers take every opportunity to work with the SDNP and to influence their policies and talks take place between the appropriate planning officers involved at an early stage on individual sites.
- Downsizing. Queried developing a policy to provide subsidy to encourage downsizing or the council supporting families to allow downsizing to take place. A pilot scheme was run with Hyde but with few outcomes. The current

Allocations Scheme promotes downsizing however there is no financial incentive on offer. This will be considered as part of the new strategy.

- Requested a monthly register with number of homes permitted to be developed in the district, locations, land owners and date consent granted, house types and size.
- Requested breakdown of number of affordable homes delivered in and out of the SDNP over the housing strategy period. [Post meeting note: This update has been provided and is attached to these minutes.]
- Report on the number of affordable housing units permitted but yet to be developed. To be included as we currently report these figures to Government.
- Update on affordability with average salary in the district and relation to need. This will be undertaken as part of the development of the new Housing Strategy.
- Parking issues in rural villages; this is considered when developing new rural affordable properties.
- The numbers of houses to be built by CLTs will generally be between 6-20 homes. The council has no dedicated resources to deal with home owners of empty properties to bring these back into use. Grants are available to encourage more effective use and CDC will take on the management of empty homes through HomeFinder. Enforcement action can be taken where appropriate for environmental problems. The numbers of empty homes in the district are not accurately known as there is no incentive for house owners to contact the council as council tax discount no longer applies. Could we consider the council tax paid on empty homes in order to resource initiatives to bring them back onto the market?
- The main source of affordable housing delivery is quotas from market sites then by additional properties such as Hyde's garage sites where the council helps fund by making commuted sums received in lieu of affordable housing available to registered providers through grant. The council does not generally have land available but will work with registered providers including Hyde to provide additional properties on top of market quota or properties delivered through community led housing groups.
- Affordable housing covers both affordable rent and intermediate housing; these are Government products delivered by housing providers. Affordable rent is set at 80% of market rent. Housing providers are lobbying Government about these products and it is hoped that as from 2020 there will be different products available. Hyde would like to introduce a living rent linked to salaries. A number of Hyde's tenants are existing social rents at around 55% of market rents with service charge payable on top (80% affordable rents include service charges).
- Gypsies and travelling showpeople site allocation timetable. This is set out in the Revised Local Development Scheme 2018-2021 approved by Cabinet on 9 January. (Post meeting note: Gypsies & Travellers Accommodation Assessment (GTAA) site allocation Development Plan Document put on hold – see report to cabinet 3 November 2015. Work started on new West Sussex coastal authorities GTAA Autumn 2017. GTAA due to be completed and will inform next steps April 2018)
- Accommodation for young people at the Foyer. The council is working with WSCC to consider what could be put in place in the future. There are a number local groups interested in working with young people.
- Equity loans scheme. There was no take-up of these loans. This will be revisited to compare the advantages of that scheme with existing Government schemes.

Mrs Grange confirmed that she had noted all comments and suggestions made by members for inclusion in the new strategy to be developed in the summer. The new overarching strategy would review all the various existing strategies, consider what was going on nationally, review affordability issues in the district and would be streamlined with all housing priorities in one place. The committee would be consulted prior to Cabinet making this decision. Mrs Kilby, the Cabinet Member for Housing Services, also confirmed that she had taken on board the points raised by the committee.

RESOLVED

1. That progress made in delivering the council's Housing Strategy for the period 2013-2018, as set out in the Housing Strategy Delivery Plan at appendix 1 of the report, be noted.
2. That it be noted that a new Housing Strategy would be developed as set out in paragraphs 4.1 to 4.2 of the report taking into account the comments and suggestions made by this committee.

197 Cultural Grants

The committee considered the report attached to the agenda. Mr D Hyland, Community and Partnerships Support Manager, presented the report.

Mrs Dignum, having declared a prejudicial interest in this item as the council's representative on the Pallant House Gallery Trust and Company, withdrew from the room during consideration of this item.

An error in the report was pointed out - Page 52, para 6.1 fifth line should read "... Chairman of the Festival Theatre **Gallery**....".

The committee made the following comments and received answers to questions as follows:

- Both organisations had had economic impact assessments prepared to inform the review of funding which had taken place in 2017, which demonstrated that they were contributing positively to the economy of the district.
- Arts Council England funding levered in by both organisations as a result of the council's contribution was requested. **Mr Hansford advised that this was exempt information in the report considered by Cabinet and undertook to provide this to members outside of the meeting.**
- Queried the possibility of a change in Government earlier than 2022 and whether the funding organisations had considered this scenario and whether Arts Council funding would be available until 2022. Both organisations are Portfolio Organisations with funding agreements for a four year period.
- Clarification of the monitoring process. As a result of restructuring Mrs Hotchkiss would take over responsibility for Cultural Grants and Mrs Peyman would be the monitoring officer. Both organisations would need to report twice yearly to the council; a half year oral update of performance would be provided to the monitoring officer with financial information; an annual written report will also be provided from both organisations. Should there be concerns about

either organisation's performance this would be flagged up to the portfolio holder.

- Queried the Theatre's purchase of a commercial site to provide accommodation for staff and actors and whether our grant covered this type of acquisition. Both the theatre and gallery were private organisations and as such we should not be concerned with their projects; only with the outcomes we are interested in them achieving as stated in the monitoring framework.
- Concern that the monitoring framework for the Gallery was not included in the agenda report. Members were advised that they were being asked to endorse the monitoring arrangements for cultural grants, not to agree the framework agreements which were the remit of the portfolio holder. **Mr Hyland undertook to forward this to the committee for information when it became available.**

On the recommendation being put to the vote Mr Lloyd-Williams abstained with all other members in favour.

RESOLVED

- 1) That the proposed Funding Agreements for Chichester Festival Theatre and Pallant House Gallery be endorsed.
- 2) That, subject to the final agreed monitoring framework for the Pallant House Gallery being consistent with Chichester Festival Theatre's proposed monitoring framework; and subject to the portfolio holder's agreement with this document, the monitoring arrangements for both organisations be endorsed.

Mrs P Dignum returned to the meeting.

198 **Budget Review 2017**

Mr S Lloyd-Williams, the Chairman of the Budget Task and Finish Group, gave an oral report of the deliberations of the task and finish group which had met on 12 December 2017, stating that members had concluded they were satisfied with the explanations on the projected variances on the 2017-18 budget.

Mr J Ward, Head of Finance & Governance Services, advised that the draft settlement had been received from Government the week after the review and confirmed that the figures in the draft financial model had been similar to that predicted. A change in the rural delivery grant had resulted in an additional £35,000 in our favour. The bid for the 100% business rate pilot had been unsuccessful, although West Sussex may submit a further bid in the next round next year. There was no proposal to cap parish councils next year. Members had been notified of a new IFRS9 instruction regarding the accounting treatment of certain types of investment which would mean that any gain or loss on investment had to be recognised and included in the budgets. If it went ahead it would result in the bottom line credit of £1.3m in the budget being reduced to £800,000.

RESOLVED

That this oral report be noted.

199 **Community Safety Review 2018**

The committee considered the Terms of Reference and scope of the review. Mrs Bushby, Communities Interventions Manager, was available for questions.

RESOLVED

- 1) That the Terms of Reference for the Community Safety Task and Finish Group be agreed.
- 2) That C Neville be approved as a member on this task and finish group and that she chairs the meeting.
- 3) That three further members for this task and finish group be sought from the wider membership.

200 **Forward Plan**

The committee considered the Council's Forward Plan for the period from February to May 2018.

Members were informed that the ICT Strategy 2018-2021 was likely to be delayed due to the resignation of a key member of staff, however the task and finish group would be constituted when this was ready to be reviewed.

Mr Ransley requested that members be provided with the methodology and format of financial and viability appraisals. In particular he requested that this be made available to all members in respect of the report on the St James Industrial Estate partial refurbishment/rebuild to be considered by Cabinet in February. The committee confirmed that they did not wish to debate the issue at a formal meeting.
Mr Over agreed to provide this information to members when available.

201 **Exclusion of the Press and Public**

RESOLVED

That the public and press should be excluded from the meeting in respect of agenda item 12 (East Pallant House Options Appraisal) on the grounds of exemption under Schedule 12A of 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.

202 **East Pallant House Options (EPH) Appraisal**

The committee considered the report attached to the agenda. Mrs J Dodsworth, Head of Business Improvement Services and Joe Mildred, Corporate Improvement Manager, presented the report.

Mr Ransley and Mr Lloyd-Williams were concerned at the limited level of information the committee had been presented with in order to make a meaningful contribution to this options appraisal and at the narrow scope of this review.

Members were advised of further detail in the analysis of the four options presented in the report. There was support for the use of the committee rooms by the courts which would be beneficial for local residents.

Mr Mildred advised that a full business case for option 2 would be considered before it was progressed and he confirmed to members that if this was unviable it would not be pursued.

On the recommendations being put to the vote – for recommendation one (eight members were in support and two members abstained from the vote) and for recommendation two (four members were in support, three members were against and three members abstained from the vote).

RECOMMENDED TO CABINET

- 1) That Option 2 be approved.
- 2) That capital costs associated with the refurbishment of office space for commercial let be funded from identified spend in the asset replacement programme.

203 Late Items

There were no late items.

The meeting ended at 12.46 pm

CHAIRMAN

Date:

OVERVIEW AND SCRUTINY COMMITTEE MEETING 14 NOVEMBER 2017

RESPONSE FROM THE CABINET TO RECOMMENDATION MADE AT MINUTE 190 FORWARD PLAN (NOV 2017 TO FEB 2018)

Recommendation:

That Cabinet considers this committee's comments on its Forward Plan and responds by way of advising on its schedule of innovative projects planned for February 2018 to February 2019 to respond to local need for housing, wellbeing and greater housing number delivery.

Response:

Thank you for the concerns regarding housing matters raised at Overview and Scrutiny committee while considering the Forward Plan. Whilst the underlying concern about the affordability of housing in the district is shared, the Forward Plan is not the sole document where initiatives and activity of the council would be found, nor the sole means of conveying them to the public.

As you will know the Forward Plan is a list of the council's key decisions that will be made over the foreseeable future and by law Cabinet must give at least 28 days public notice before making a decision which is financially significant in terms of spending or savings or which will have a significant impact on communities in two or more wards.

Our Corporate Plan is our strategic business planning document which sets out the council's future priorities and objectives. The plan is supported by strategies and action plans which set out the detailed actions to be taken to achieve those strategic objectives. Cabinet has just approved the revised Corporate Plan which restates our commitment to affordable housing. The Housing Strategy and Delivery Plan also set out a range of initiatives. These documents are available to the public on our website and subject to review in public. Our current Housing Strategy is due for renewal at the end of this year and will be consulted on and include new and refreshed initiatives. It will of course be scrutinised by the OSC in due course and require the approval of both Cabinet and Council.

There is also the part played by the Local Plan and the Development Plan and Infrastructure Panel in setting out and monitoring the strategic long term housing supply issues. We also ensure the appropriate consideration of policy decisions through the Business Routing Panel.

I hope you will agree that there will be opportunities for member input into the new Housing Strategy and that housing and long term planning matters are taken very seriously by Cabinet and this council, and that considerable work is done by our officers and with our partners to achieve our strategic Housing objectives.

Minute Item 196

Affordable Housing Delivery in Chichester District 2013-18

Within SDNP				Outside SDNP			Total
2013-14	Midhurst	13	13	Birdham	10	91	104
				Chichester	46		
				Chidham	27		
				Selsey	8		
2014-15	Cocking	18	43	Birdham	1	234	277
	Midhurst	25		Chichester	132		
				Donnington	46		
				East Wittering	17		
				Hunston	23		
				Southbourne	15		
2015-16			0	Bosham	3	184	184
				Chichester	80		
				Chidham	4		
				East Wittering	20		
				Fishbourne	10		
				Lavant	9		
				Loxwood	3		
				North Mundham	15		
				Southbourne	20		
				West Wittering	20		
2016-17	Midhurst	6	6	Birdham	12	179	185
				Chichester	24		
				Chidham	14		
				Fishbourne	20		
				Oving	11		
				Selsey	17		
				Southbourne	6		
				Tangmere	25		
				Westhampnett	14		
	2017-18 (projected)	Easebourne			8		
Rogate			Chidham	9			
			Fishbourne	7			
			North Mundham	25			
			Oving	20			
			Selsey	27			
			Southbourne	17			
			Tangmere	57			
			Westhampnett	25			
TOTAL			70	902		972	

Agenda Item 6

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

15 May 2018

Community Safety Review Final report from the Task & Finish Group (TFG)

1. Contacts

Author: Caroline Neville, Chairman of the Community Safety Task and Finish Group
Phone: 01798 861420 Email: cneville@chichester.gov.uk

2. Recommendations

The committee is requested to consider the final report from the Community Safety Partnership (CSP) and to note the following:

- 1) That the required level of scrutiny of the Community Safety Partnership (CSP) had been achieved.
- 2) That the performance of the CSP is good and that evidence of effective partnership working in the district had been demonstrated.
- 3) That the reason for the increase in crime rates is due to a number of factors including increased reporting of historic offences and changes to the reporting method of certain categories of offence.

3. Background

- 3.1 Chichester District Council (CDC) has a statutory responsibility to participate in the CSP in accordance with sections 19 and 20 of the Police and Justice Act 2006. Overview and Scrutiny committees of local authorities have a responsibility to scrutinise the activity of CSPs on an annual basis.
- 3.2 The TFG comprised of Caroline Neville (Chair), Mrs C Apel and Mr J Brown and met twice in February 2018.
- 3.3 At the first meeting Ms P Bushby from the Council's Communities Team, outlined the CSP annual report 2017/18, CSP performance plan 2017/18 and CSP spending plan 2017/18.
- 3.4 At the second meeting the following witnesses gave evidence:
 - Mrs Eileen Lintill, Cabinet Member for Community Services and the Council's representative on the Police and Crime Panel (PCP), described the role of that panel in holding the Police and Crime Commissioner (PCC) to account.
 - Acting Chief Inspector Kris Ottery of Sussex Police described the structure of the local Police force, working in a combined Chichester and Arun area and the new role of PCSO's.

- 3.5 Questions were sent to Ms Emily King the Principal Manager Community Safety and Wellbeing at WSCC after the second meeting and circulated to the Group.

4. Outcomes to be achieved

- 4.1. The terms of reference set the outcomes as reviewing the CSP's performance over the last year, identifying areas of concern and giving any necessary input into the strategic direction of the CSP for the following year.

5. Evidence

- 5.1. In highlighting the work of the CSP Ms Bushby informed members about the training provided to university staff to help them to recognise the signs of sexual harassment and volunteer groups to help them recognise the signs of exploitation. The CSP also grant funded work with local schools in Chichester to educate students on healthy relationship which will be extended to Midhurst Rother College and the Alternative Provision College later this year. West Sussex County Council (WSCC) also ran a theatre show 'Chelsea's Choice' to highlight exploitation and trafficking to secondary school children. This year WSCC will run a 'Real Love Rocks' programme aimed at educating primary children on healthy relationships.
- 5.2. In reviewing the latest figures members questioned the reason for the rise in domestic abuse and sexual crimes. Ms Bushby explained that following reports of high profile cases in the media report rates had increased nationwide with many historic cases coming forward. Members also questioned the burglary figures. Ms Bushby confirmed that dwelling burglaries and outbuilding burglaries had been combined. The number of pedal bike thefts increased in 2017 prompting CDC to run a number of bike marking events. In January and February 2018 the number of thefts decreased.
- 5.3. Members discussed concerns about the lack of support from large IT companies to block inappropriate behaviour on social media. An item will be included in the March Members Bulletin to mark Child Sexual Exploitation awareness day on 18 March 2018 which will outline the details of the apps which might pose a risk to children.
- 5.4. Members discussed sexual harassment awareness. Ms Bushby explained that the council's Licensing team had been working in partnership with ChiBac to provide intervention training to local door staff to help identify potential problems before they arise.
- 5.5. Ms Bushby informed members about the Arun and Chichester joint approach to road safety education. A campaign in schools highlighted the need to wear a helmet when cycling and the dangers of headphones obscuring traffic noise.
- 5.6. Members discussed CDC's neighbourhood work which had been extended beyond the Think Family areas to cover any area in the district where a need for additional support had been identified. With regard to specific sites a residents group had been established at Charles Avenue, Chichester which is currently working towards the creation of a community hub. Officers are also in talks to address the maintenance of the play park at Holmbush, Midhurst.

- 5.7. Mrs Lintill outlined the role of the Police and Crime Panel (PCP) as the statutory body responsible for holding the Police and Crime Commissioner (PCC) to account. There are representatives from 18 councils across West Sussex including two independent persons. Mrs Lintill is the Chichester District Council (CDC) appointed representative. The PCC must attend meetings and consider recommendations. Although the powers of the PCP allow for scrutiny of the PCC it was highlighted that the PCP has no power to scrutinise the Police force directly.
- 5.8. Acting Chief Inspector Ottery explained the local policing plan and confirmed that the number of staff on the investigation teams had been maintained locally (including uniformed officers and detectives). He also outlined the revised role of the PCSO's explaining that PCSO's are deployed to incidents as and when they occur and have responsibility for coordinating prevention/crime solving of specific areas of crime.
- 5.9. With regard to members concerns about the rise in violent crime figures Acting Chief Inspector Ottery explained that the increase is largely due to robberies and sexual offences. Many robberies have taken place between drug lines involved in cuckooing (the practice of using vulnerable people's homes to sell drugs on a short term basis by carrying out acts of violence or threatening violence). With regard to Police attendance following notification of crime he explained that although the Police do not attend every crime scene all cases are logged and continue to be discussed on a regular basis. He also explained that CDC is involved in a multi-agency approach to terrorism called PREVENT which is made up of representatives across a number of different services.
- 5.10. With regard to the lessons learnt following Serious Case Review (SCR) Key Ms King explained that a number of learning points have enabled the prioritisation of prevention activity (in terms of staffing resource, funding allocation and commissioning) to complement with the Child Protection intervention model already established locally.
- 5.11. Ms King also explained that with regard to community safety education in schools WSCC Community Safety & Wellbeing and Safeguarding in Education teams work closely together and have developed appropriate community safeguarding opportunities for schools to adopt locally. These include guidance regarding the Prevent agenda and provision / support to schools to help pupils and their families recognise and respond to Child Sexual Exploitation and promote Online Safety. Officers within Community Safety & Wellbeing have been invited to sit on the multi-agency West Sussex Relationship & Sex Education (RSE) Steering Group, providing subject matter expertise on community safety and CSE. The scope of this group is to ensure that planned RSE provision and curriculum support is developed for schools on a range of subjects closely linked to community safeguarding.
- 5.12. With regard to members concerns about public awareness of online safety and scams Ms King explained that the Community Safety & Wellbeing Service at WSCC are working with Sussex Police and Get Safe Online to undertake a range of activity to engage the public and raise awareness about online safety. This activity includes prevention advice at public events, local awareness

sessions, dedicated webpage resource and promotion of monthly themed campaign materials. Public awareness sessions and events will be undertaken throughout the year in support of national campaigns such as Safeguarding Week, Get Safe Online Week and Safer Internet Day. A number of WSCC staff and other professionals from organisations such as District Councils, Neighbourhood Watch and Parish Councillors have undertaken training from Get Safe Online with more sessions to take place throughout the year. This will enable attendees to be able to offer online safety information amongst their networks and those that they engage with in their communities.

6. Recommendations

- 6.1. The TFG felt able to reassure the Overview and Scrutiny Committee that the required level of scrutiny of the CSP had been achieved.
- 6.2. The TFG felt the performance of the CSP was good and evidence of effective partnership working in the district had been demonstrated.
- 6.3. The TFG felt the reasons for the increase rise in crime rates had been suitably explained due to a number of factors including increased reporting of historic offences and changes to the reporting method of certain categories of offence.

7. Alternatives that have been considered

- 7.1. The nature of the statutory duty to review performance does constrain the topic. The speakers invited were to evidence those specific elements, however in future opportunity could be taken to explore other areas of work in more detail and introduce other partners and witnesses to the committee.

8. Other Implications

	Yes	No
Crime and Disorder	X	
Climate Change		X
Human Rights and Equality Impact	X	
Safeguarding and Early Help	X	

9. Appendices

Appendix 1 – Community Safety Partnership Annual Report 2017/18

10. Background Papers

Community Safety Review 2018 Task and Finish Group terms of reference are available online (Overview and Scrutiny Committee agenda of 16 January 2018)

CSP Annual Report 2017/18

General

This year has seen a continuation of the transformation in the way Sussex Police work and they have replaced Neighbourhood Policing Teams with Prevention and Enforcement teams. There is an emphasis on prevention and detection of crime and better engagement with victims. Acquisitive crime has continued to increase all be it at a slower pace than the previous year. Total crime is now reducing having spiked at the beginning of the year. Partnership work with Sussex Police remains strong particularly in our response to pedal cycle thefts, rough sleeping and tackling exploitation. The joint CSP is working well and has identified 4 key priorities which are CSE, Street Community Mental Health and serious Organised Crime. Much of this work will now be delivered by the newly set up Serious organised crime group which covers both areas.

JAG (Joint Action Group)

Anti-Social Behaviour (ASB) and Crime-

ASB continues to involve mainly neighbour disputes with general nuisance behaviour especially amongst young people reducing; we still manage youth ASB at the earliest opportunity which generally stops it escalating. Neighbour disputes are much more difficult to resolve as they usually stem from a civil matter and can end up with criminal investigations. We continue to have no community trigger activations since their implementation in 2014 suggesting complainants are satisfied with the handling of their cases. Sussex Police mainstreamed the ASB and Hate Crime Co-ordinator role in September 2017 this role has changed and now covers both Chichester and Arun which has led to capacity issues and a potential gap in ASB case management for Chichester (Arun DC have their own ASB team). I have permission to recruit a part time ASB caseworker for Chichester from April 2018; they will be based out of both CDC and Chichester Police Station.

Burglary is no longer separated and is recorded as Burglary residential and includes both dwelling and outbuildings. We set a target of no more than 625 crimes on the rolling year and in Q3 we are running at 635, 10 over our target. Burglary is spread across the district and there are no particular patterns. The district is vulnerable by nature of its borders with other districts and Counties and the road network can facilitate offenders travelling in and out of the district. We can authorise Designated Patrol Areas (DPA's) and these can be used to good effect when detecting crimes. We continue to work cross border with Surrey and Hampshire .Theft of vehicles has remained fairly static, however theft from a vehicle has almost doubled to 94 in Q3 and can be almost entirely accounted for by two prolific thieves who have since been detained.

Theft of pedal cycles peaked in Q1 but has reduced in Q's 2 and 3. The JAG continues to tackle the issue and held a bike security and safety event prior to Christmas in the City. 16 cycles were security marked, 45 sets of lights and 45 quality D locks were given out. We gave advice to over 100 people.

Public Place Violent Crime figures continue to rise, there are no set patterns or locations to these crimes and will also include reports of Domestic abuse. This is a national trend but at 24% increase is higher than the national 20% increase. It is not clear how the rise is being accounted for and JAG continues to monitor and liaise with night-time economy partners.

Hate crime figures remain low compared with other areas running at around 8 crimes per month with Race continuing to be the main category, although complaints around sexual orientation are rising and we have asked for some analysis of these figures to understand the nature of the abuse and look to tackle it. A recent Observer headline stating that racist crime had doubled in Chichester since Brexit was misleading. The figures had indeed increased and were linked to a spate of graffiti which was perpetrated by one individual and actually turned out to have no racial or radical incentive despite the content. We continue to monitor the figures monthly at JAG.

Cyber -Crime

Cyber- crime is one of the fastest growing crime types of our time and with more people using technology and utilising online systems there are ever more opportunities for offenders to target the general public and businesses. We have been working with WSCC to develop and promote a community led campaign around online security, the campaign focuses on 2 main areas, passwords, and patching (software updates). We have hosted a number of digital tea parties with partners promoting online safety. WSCC also have developed a dedicated webpage (see link below) We continue to support schools with internet safety advice, particularly through 5 ways to wellbeing.

<https://www.westsussex.gov.uk/campaigns/staying-safe-online/>

Scams have been a focus and we have supported Sussex Police by printing extra leaflets that can be given out at awareness raising events. We also purchased 1500 small wallets that can prevent bank cards being skimmed which Sussex Police are currently giving out.

Exploitation

Child Sexual Exploitation (CSE)

The exploitation sub group has continued to meet quarterly and Arun CSP is now represented at the meetings and a joint approach developed.

We have delivered awareness training to Home-start volunteers, CDC volunteers and supported the WSCC helping hands campaign during safeguarding week in November 2017. In addition Safeguarding training has been given to students at Chichester University, all Stonepillow staff and volunteers and also Youth club workers from Swanfield. This training included CSE and other types of exploitation.

We represent the Districts and Boroughs \on the multi- agency CSE group which makes for better information sharing around those identified as at risk of CSE and locations relating to it. We also incorporated CSE in our level 2 and 3 safeguarding training to CDC staff which was delivered in the Summer of 2017.

The serious organised crime (SOC) group will have ownership of all exploitation and will have its own bespoke action plan.

Modern Slavery

As a local authority we have a duty to notify the Home Office if we believe there are victims of Modern slavery in our district. We have raised awareness through training as already mentioned and modern slavery like CSE will be a focus for the SOC group moving forward. There were some concerns re the company that offered car washing out of CDC car parks and it was decided not to extend their contract and we no longer offer this service.

KSI- (Killed and Seriously Injured)

The local working group has now been integrated into an Arun and Chichester Road Safety Action Group (RSAG). The group is working well, we have agreed funding for 25 older driver assessments to be undertaken by WSCC. We continue to see high numbers of older drivers involved in collisions than other districts 18 so far this year. We had 8 fatal collisions in Chichester from Jan –Dec 2017 compared to 1 in Arun. We have visited Barfoots horticulture company following a serious collision with one of their workers walking along the road and more visits to other horticultural nurseries are planned. We supported the Operation Edward (European Day Without A Road Death) campaign and signed up over 150 people to the driving pledge. We are also developing a campaign aimed at distraction i.e. Mobile phones, headphones. Through Ideas into action we will be supporting Selsey Academy students to hold a road safety event in Selsey.

Community Tensions / PREVENT

Community Tensions continue to be monitored in a multi-agency way at the JAG . The county wide Tactical Tasking and co-ordination Group identifies whole county tensions and is a mechanism for reporting and monitoring these. Gypsy Traveller incursions have reduced and those that did occur were swiftly advised to go to the transit site or move on. The transit site has generated few issues and the complaints have been low level. Regular meetings with the chair of the Parish Council have ensured good communication links and a quick response to any issues arising. Following a number of incursions on the verge adjacent to the transit site we have funded wooden posts from the Parish fund which will prevent parking on the verge in future. These have been put in with the support of WSCC Highways and their volunteers.

The PREVENT duty became law on July 1st 2015 and as a Local Authority we must pay “due regard to the need to prevent people from being drawn into terrorism” we are continuing to raise awareness through safeguarding training as discussed previously.

Domestic Abuse

We have a priority in the business plan to reduce the effect of domestic abuse particularly in relation to young people. The JAG funded Options to deliver another two “Healthy Relationships “ projects one Chichester/ Brinsbury College aimed at their 14-16 year old cohort and the other at the Alternative Provision College in North Mundham where we know children at higher risk of abuse attend. .The project continues to emphasise what healthy looks like and promoted resilience amongst participants to challenge their own relationships and those of their peers. We are also hoping to deliver something at Midhurst Rother.

Neighbourhoods

This year has seen a continued concentration of effort in Chichester East and getting the foundations right to sustain the changes and work being undertaken. The Swanfield youth centre has been completed and there are over 215 young people enjoying the youth club. The plans for a community hub in Charles Avenue were moving forward but there is now a question mark over the ownership of the building which is being investigated. The Charles Avenue Residents Association (CARE) is still running well and they have held a variety of events over the last year. Ideas into action has been delivered into all primary schools in Think Family Neighbourhood areas. This project continues to support communities and promotes the voice of the child within those communities. The opportunity for young people to be involved in the democratic process and understand how they can be empowered to make change in the area they live cannot be underestimated. We still have funds in the neighbourhood budget and have just agreed future funding from Clarion Housing and WSCC that will enable us to extend the neighbourhoods work further across the

district using our community assessment to identify those areas of need. We are already focussing on the Holmbush area of Midhurst which is in need of some tidying up and community support. Chichester South will also be a focus in the coming year and this will be supported by the Community warden who is moving from Selsey to cover this area. There will be an emphasis going forward of ensuring the neighbourhoods work is focussed on supporting Parish Councils to support their own communities by providing a digital platform for them to share issues and solutions. We will also be supporting the implementation of the social prescribing project as it moves forward.

Public Confidence and Reassurance

The CSP continues to make better use of social media in promoting the work it is doing and ensuring the public are made aware of key campaigns and activity. There have been media releases around Neighbourhoods work, Ideas into Action and CARE support. We share communications with other partners so they can put them on their social media sites and we do the same for their campaigns. Regular input on the Members bulletin board ensures Members are kept up to date. At the October 2017 CSP a discussion was had around public consultation, year on year we have had less public participation despite trying a variety of methods of consultation. It was decided that the limited data collected during this process was not useful or representative of the public at large. Emily King from WSCC Community Safety spoke about the public consultation they were undertaking and it was agreed that Chichester CSP discharge their duty to consult to WSCC and ensure a local steer was applied.

Pam Bushby

Divisional Manager Communities

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

15 May 2018

Chichester in Partnership – Annual Report 2017-2018

1. Contacts

Report Author:

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2. Recommendation

- 2.1 The committee is requested to review the progress achieved by Chichester in Partnership in 2017-18 and its Business Plan for 2018-19 and to make any recommendations it considers appropriate to the partnership.**

3. Background

- 3.1. Chichester in Partnership (CIP) was formed as a Local Strategic Partnership (LSP) in 2002. The Local Government Act 2000 placed a duty on local authorities to prepare a Sustainable Community Strategy (SCS) to promote and improve the economic, social and environmental well-being of their areas, and contribute to the achievement of sustainable development. It was expected that this would happen through LSPs. In 2007 the Local Government and Public Involvement in Health Act considered Local Strategic Partnerships as the overarching partnership to bring together key themes and deliver the priorities in the Local Area Agreement and Sustainable Community Strategy. The “Creating Strong, Safe and Prosperous Communities Guidance” in 2008 also provided an impetus for working in Local Strategic Partnerships.
- 3.2. The statutory guidance (*Creating Strong, Safe and Prosperous Communities*) that governed LSP’s was rescinded by Government in 2012. Government also revoked the Duty to Involve and the Duty to Prepare a Sustainable Community Strategy in 2014, therefore there is no legal obligation for the Council to have an LSP or a Sustainable Community Strategy.
- 3.3. Although current government thinking may appear to place less emphasis on formalised local partnership arrangements, they still see collaboration and joint working as a key part of the national agenda on health reform, policing, and economic development. Support for the Localism and Devolution agenda remains. It is therefore considered good practice to maintain ways to encourage partner conversation and collaboration.
- 3.4. In recent years, CIP has become more focussed and productive with action plans and strategies, priorities developed and set, outcomes planned and projects delivered. The Partnership also incorporates what was the Healthy Chichester Partnership and covers local health issues. CIP enables work to happen on cross cutting issues that can be integrated into partner plans. With

the deep funding cuts that all partners face, there could be a tendency for partners to move away from the partnership to protect themselves. In other areas such as Horsham, Crawley, Havant and Gosport the LSPs have ceased or amalgamated with other partnerships. In Chichester the opposite is happening, partners are increasingly engaged and a growing amount of joint work is developing because of our commitment to partnership working.

4. Progress so far

4.1. Some of the successes for the partnership are set out below:

- **Choose Work** – This has been the first year of the new model of Choosework where they are helping Employment Support Allowance (ESA) clients who are further from the workplace than others. This year 125 clients were supported. 80% of clients have moved forward with their lives (they may still not be ready for work but they have made steps towards being ready for employment). 17 clients have been supported into employment or training. For the first time the Choose Work team have worked in schools and worked with 126 students on career and employability skills. They also held 5 engagement days with 85 people attending. A recent Cost Benefit analysis of this project showed that the overall financial return on the project was £12.49 for every £1 spent while the public value return on investment was £109.47 on every £1 spent.
- **Dementia Friendly Chichester** – CIP have continued to support the Dementia Alliance and find opportunities to train more Dementia Friends.
- **Helping residents with low-level mental health needs** – A continuation of the support for the “Time to Change” hub and meeting the pledge made. In partnership with Coastal West Sussex Mind, CIP have helped promote a number of Time to Change events.
- **Access to services** – In partnership with West Sussex County Council CIP have been identifying and working with a number of different community based groups to identify how best to support them. This work in future will be part of the Social Prescribing project (see below)
- **Community Assessment Framework** –CIP have completed Community Assessments on Tangmere and Petworth with positive feedback received from both. *“The community assessment is a good tool for the parish, it enables us to use appropriate and accurate data to provide evidence for some of the issues and challenges we face. Tangmere Action group (TAG) is working towards three strands: Identity, Projects and Events, which bring the village together. These strands have been identified as a way to better support and serve the community” Tangmere Parish Council.* Community Assessment guidance has also been developed and published on the CDC website.
<http://www.chichester.gov.uk/article/29177/Community-assessments>
- **Social Prescribing project** – a partnership has been developed with the two Local Community Networks (LCNs) and West Sussex County Council and funding sourced. The project will launch in June 2018 with four Community referrers working from the local surgeries in the district. Their role will be to help and support

patients who have more social, than medical needs. (e.g. linking them with local community groups)

- **Young People's services** – In partnership with Coastal West Sussex Mind CIP are funding a Youth Services Forum, to bring together all the different services that support young people, with the aim to reduce duplication, and encourage joint working on local youth issues.

4.2. Specific outcomes for the priorities are set out in the Chichester in Partnership Annual Report 17-18. (appendix 1)

5. Future of the Partnership - plans for 2018/19

5.1 With the structural changes within the Council being implemented it was felt a good time to do a light touch review of the Partnership to ensure that it was fit for purpose.

5.2 This has meant focussing the amount of work the Community Project and Partnerships Manager is leading on for the partnership. A partnership framework has been developed (appendix 2). The framework sets out the main projects for the partnership in the next year but also encompasses the work being delivered by other partners and partnerships. The main projects will be:

- Neighbourhoods – visual diagram of the project in Appendix 3 it will include Community Assessments, Community safety work and work in the local schools.
- Social Prescribing – the launch and initial delivery of this project, CIP will help with making links with communities and services and supporting community groups to develop their community based services.
- Choose Work – the continuation and development of the Choosework Project in line with the West Sussex County Council “Journey to Work” project.
- CIP will also look at developing a digital portal that will help communities, groups and services to connect with each other on different issues.

The CIP Business Plan is set out in Appendix 4.

6. Partners

6.1 The Partnership is linking work across the district and is allied to other partnerships within the area that are led by other organisations and have a particular focus, the work of these partnerships is cross cutting and feeds in to our priorities. A diagram of the partnerships can be found in Appendix 5.

6.2 Chichester District Council is the lead partner in CIP and is responsible for the overall running of the partnership historically CDC has taken the lead for a number of projects. In recent years, partner organisations including the Dementia Friendly, Time to Change and the Youth Services Forum are now leading more projects.

6.3 Chichester District Council is the lead accountable body for the partnership, and is therefore responsible for any funding that comes through the delivery of this action plan. For example, Chichester District Council is ultimately responsible

for the delivery of the Choose Work Coordinator posts and the Community referrers.

7. Consultation

7.1 Partner organisations consulted in the development of the Annual report and Business Plan:

- Department for Work and Pensions
- Sussex Police
- West Sussex Fire and Rescue service
- Voluntary Action Arun and Chichester
- Chichester Chamber of Commerce and Industry
- Chichester College
- University of Chichester
- West Sussex County Council
- South Downs National Park
- Coastal West Sussex Mind
- Change Grow Live
- Arun & Chichester Citizens Advice
- Chichester Festival theatre
- Chichester Cathedral

8. Community impact and corporate risks

8.1. The work of the partnership encourages local organisations to work together to deliver on issues relevant to the local community. By working together they can share resources, avoid duplication and offer better value for money

9. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder: Supports the work of Chichester Community Safety Partnership	✓	
Climate Change:		✓
Human Rights and Equality Impact: Partnership projects such as ChooseWork / Neighbourhoods are fully inclusive and have been highly successful at reaching minority and hard to reach groups.	✓	
Safeguarding: Partnership projects are developed to help the most vulnerable in society. The partnership supports the work of the CSP including its Child Sexual exploitation work.	✓	
Other (Please specify): eg Biodiversity		

10. Appendices

1. Chichester in Partnership Annual Report 2017-18
2. Partnership framework
3. Neighbourhoods Project
4. Chichester in Partnership Business Plan 2018-19

5. Partnerships Landscape diagram

11. Background papers

None



Chichester in Partnership

Annual Report 2017-18

Amy Loaring

The Economy						Update
	Action	Output 2017-18	Planned Outcomes	Partners	Target Date	
17 Page 24	To launch a new Choosework model which will focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients which have additional health issues. The focus of delivery is providing a personalised service unique to the needs of each client and their journey.	<p>80 clients in the 12 months to April 2018 and an additional 80 clients the following year, making a total of 160 clients, with 70% of clients moved forward and assessed via the staircase method.</p> <p>Support 42 clients into work experience placements (26% into Work experience).</p> <p>Support 30 clients into employment (18% into employment).</p>	<p>Residents supported in their personal development to move forward in their lives so they are less reliant on public services support.</p> <p>Reduction in ESA figures</p>	Chichester District Council / DCLG/ DWP	March 2018	<p>●</p> <p>Further funding of £70,000 for Choosework was sourced from Department of Communities and Local government (DCLG). This has changed the outcomes to focus upon NEETs.</p> <p>125 clients supported so far this financial year. 80% of clients have moved forward</p> <p>17 Clients supported in Employment or training</p> <p>Worked with 126 students on career and employability skills</p> <p>5 engagement days held with 85 people attending</p>

The Economy						
	Action	Output 2017-18	Planned Outcomes	Partners	Target Date	Update
		<p>Help 25 clients into volunteer work.</p> <p>Run 5 engagement events with the aim of engaging with 45 new clients, introducing them to the Choose Work programme.</p>				
1.2 Page 25	To ensure that local residents can access the services they need to improve their employment chances or skills.	Working with local Registered social Landlords to provide mini community hubs or outreach services in the identified areas.	<p>Reduction in JSA figures</p> <p>Number of residents engaged</p> <p>Number of people referred to other support services.</p> <p>Number of residents engaged</p> <p>Number of people referred to other support services.</p>	Chichester District Council	March 2018	<p>■</p> <p>This work has not moved forward in Charles Avenue area. Currently Working with RSLs to coordinate work and develop a way forward. This is a long term ongoing project, under the neighbourhoods work.</p>
1.3	To create accessible training for those on low wages to increase their skills	Investigate if there is any funding available for projects that aim to improve skills for those not on benefit.	Increase the number of people in the district with qualifications	Chichester District Council	March 2018	<p>■</p> <p>No funding has been available. Will work with Chichester College and Aspire to promote their low cost courses . Extend deadline</p>

The Economy						
	Action	Output 2017-18	Planned Outcomes	Partners	Target Date	Update
		Investigate the feasibility of such a project.	Increase in the average wage salary			
1.4	To develop a project that support carers back into employment, through the use of new technology and the other project such as SelseyWorks and ChooseWork	Research, scope and development of a project that helps carers back into work	Number of carers in work increases Number of carers engaged.	Chichester District Council/ WSCC	March 2018	 Choosework has helped a small number of carers but we have not had the capacity to take this work further. Work with WSCC and IPEH to develop (extend deadline)
1.5	Investigate ways to embed work place skills into the schools of Chichester	Through a redesign of the ChooseWork project we will deliver projects in local schools. Planned outcomes are: We will aim to engage with 50 pupils in group sessions. We will also look to engage with 5 students at each school through individual interventions.	Number of children with increased work place skills Future reduction in the number of NEETS	Chichester District Council / DWP/Coast 2 Capital	March 2018	 This has become part of the ChooseWork project and is in the process of being embedded into the project
1.6	Support young people to access the Apprenticeship/ Traineeship scheme and work with employers to ensure there are enough	To create local apprenticeships events that encourages local businesses to take on	At least 25% of those young people secure a permanent job at	WSCC/ Chichester College/ Chichester	March 2018	 West Sussex County Council have been leading on a successful Apprenticeship Graduation ceremony.

The Economy						
	Action	Output 2017-18	Planned Outcomes	Partners	Target Date	Update
	places available	<p>apprentices.</p> <p>To encourage local organisations to develop charters that supports the development of apprenticeship roles. Create at least 15 traineeship opportunities</p>	<p>the end of their apprenticeship</p> <p>To look at developing a local traineeship offer</p>	District Council		<p>National policy to introduce an apprenticeship levy has increased the number of apprentices and made this action obsolete.</p> <p>WSCC have developed a traineeship programme with Balfour Beatty and Skills training UK</p> <p>Will continue to support and promote this area of work but does not need to be an ongoing action.</p>

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Health & Wellbeing						
	Action	Output	Planned Outcomes	Lead	Target Date	
2.Helping residents with low level mental health needs						
2.1	Engage and encourage Core group partner organisations to sign up to a local Mental Health pledge. Once Core group partners have signed up we will ask our wider partners to also take part	<p>Organise at least 4 training sessions for partner organisations</p> <p>Report on Project Progress to CIP</p> <p>Work with 4 partner organisations to develop action plans on mental health and sign up to Time to</p>	<p>Improve public attitudes and behaviour towards people with mental health problems.</p> <p>Reduce the amount of discrimination that people with mental health problems report in their personal</p>	Coastal West Sussex MIND/ WSCC/ Chichester District Council	March 2018	<p>◆</p> <p>CDC, WSCC, Sussex Police and Chichester University have already signed up to the pledge.</p> <p>Other partners have asked that a “light touch” version of the pledge be developed for smaller organisations which will enable them to sign up to it</p> <p>Time to change Hub has taken time to set up but is now moving forward in recruiting champions and setting up a champions fund (extend</p>

Health & Wellbeing						
	Action	Output	Planned Outcomes	Lead	Target Date	
Page 28		Change pledge	<p>relationships, their social lives and at work.</p> <p>Make sure even more people with mental health problems can take action to challenge stigma and discrimination in their communities, in workplaces, in schools and on-line.</p> <p>Create a sustainable campaign that will continue in communities and workplaces long into the future.</p>			deadline)

Housing & Neighbourhoods					
	Action	Output	Planned Outcomes	Lead	Target Date

Housing & Neighbourhoods						
	Action	Output	Planned Outcomes	Lead	Target Date	
4.Tackling Financial Exclusion						
4.1	<p>To ensure that services are ready and available to support residents to meet future challenges affecting their financial resilience.</p> <p>Make it easier for residents to seek help and engage with services when they need help and support with their finances.</p> <p>For all partners to promote effective approaches and share learning on financial inclusion.</p>	<p>Establish an internal working group to coordinate preparations for the implementation of Universal Credit</p> <p>Review CDC policies and procedures to ensure that vulnerable residents are supported and helped with financial issues at earliest opportunity</p> <p>Identify and explore 2 funding opportunities for financial capability training with schools or with NEETS</p> <p>Work with local partners to identify most effective means to promote local services.</p>	<p>Improve budgeting awareness and skills in target audience</p> <p>Less people are experiencing debt issues</p> <p>Number of people in rent arrears reduced</p>	CAB/CDC	March 2018	<p style="text-align: center;">◆</p> <p>Internal working group was set up and a report written to management Group. Housing Team are implementing procedures to help people</p> <p>Internally at CDC policies and procedures have been reviewed in light of vulnerable residents.</p> <p>Need to relook at partner work under the Neighbourhoods work and in light of the introduction of Universal Credit.</p>
5. Access to Services						

Housing & Neighbourhoods

	Action	Output	Planned Outcomes	Lead	Target Date	
5.	Identify locations where the vulnerable residents of Chichester District Communities know where they can go locally for information/advice about essential community services	<p>Identify 6 additional community based organisations for case study report</p> <p>Present final report on case studies, research findings, establish principals and next steps</p> <p>Select up to 3 community groups to support in line with the principals established.</p> <p>Host celebratory event for community groups involved to showcase work and disseminate learning</p>	<p>To identify community hubs that are already working as information gateways</p> <p>To identify community hubs with the potential to provide information gateway function</p> <p>Provide good practice on how a community hub can provide an information gateway</p>	WSSC/ CDC	March 2018	<p style="text-align: center;">●</p> <p>All outcomes have been achieved and the final report has been presented to CIP core group, the project has been amalgamated into the upcoming Social Prescribing Meeting.</p>
6. Community Assessment Framework						
6.1	<p>Develop a community assessment of Tangmere to act as a baseline for work in the area.</p> <p>Develop guidelines on how to use the Assessment Framework and identify other</p>	<p>Approved by Tangmere Parish Council and/or local organisations</p> <p>Assessment tool Guidelines/ toolkit</p>	Community Assessment report of Tangmere.	CDC/ WSSC / Local parishes	December 2017	<p style="text-align: center;">●</p> <p>Tangmere Community Assessment has been completed with positive feedback form the community. We have also completed an assessment for Petworth and will look to complete more in the future as part of our</p>

Housing & Neighbourhoods						
	Action	Output	Planned Outcomes	Lead	Target Date	
	areas where it can be used	published				neighbourhoods work Guidance has been written and published on the CDC website http://www.chichester.gov.uk/article/29177/Community-assessments
7. Social Prescribing Project						
7.1	CDC will engage with partners (CCG, WSCC, VAAC initially) to develop a social prescribing Community Referrer/s (CRs) project that will be physically based in rural GP practices but linked very closely to local services. Individuals will be referred to the community referrer who will contact and meet with the patient and signpost to local services	<p>(Scale will be dependent on funding sourced during 2016/17)</p> <p>Partnership Agreement in place with Coastal West Sussex Clinical Commissioning Group, West Sussex County Council, VAAC.</p> <p>Resource project/ Recruit staff and engage with GPs</p> <p>Develop operating procedures and evaluation tools</p> <p>Present progress to Chichester in Partnership</p>	Success would be seen by following the client journey through case studies, using the existing Wellbeing service evaluation process where people are contacted at 3 months after receiving the service, and the 5 ways to Wellbeing tool, uptake by GPs, number of patients/ people referred and reduction in repeat demand.	CDC/LAN/ CCG/ WSCC/ VAAC	December 2017	<p style="text-align: center;"></p> <p>Project has been driven forward with funding sourced from CDC, local GPs and Friends of Midhurst Community Hospital and in kind support from WSCC.</p> <p>Aim to launch the project May/ June 2018 to run for a two year period.</p>

Housing & Neighbourhoods						
	Action	Output	Planned Outcomes	Lead	Target Date	
		Develop capacity through relations with local community groups and VAAC Conduct evaluation				
8. Young people						
8.1 Page 32	Coordination of services that support young people to ensure that there is no duplication and that needs are being met.	Development of a Young person's services forum and conference Joint meetings of local youth clubs to discuss the issues of local young people	A directory of services for front line staff Development of joint projects that meet local needs	Coastal West Sussex Mind/ CDC	March 2018	● The Youth service has held 4 events in the past year. Initially to identify need and gaps and last two forums have been developed around specific themes such as mental health and employment. MIND and CDC and put in a place a joint budget for this forum.

CIP Marketing Plan						
	Action	Output	Planned Outcomes	Lead	Target Date	
9.1	Close down of CIP website and development of CIP Face book page.	CIP Facebook page to develop to be a useful source of information for local partners CIP Facebook page to be used to promote CIP projects (e.g	Increased Facebook likes of CIP page Public attendance at suitable CIP events	Partnerships officer	March 2019	◆ Site is no longer used or promoted. Facebook strategy to be developed – need contacts in partner organisations to cross promote campaigns

		Choose Work) To use Facebook posts and boosts to promote campaigns and events				
9.2	Development of CIP branded events including Showcasing events and events that promote our themes and projects	At least 1 CIP Annual event a year. (to be open to the public)	Increase in wider LSP membership Increased links with local projects	Partnerships Officer	March 2019	● 1 Youth forum event held 2 events to held be held later in the year as Community celebrations
9.3	Continuation and delivery of Chichester in Partnership news letter.	Delivery of 12 ebulletin letters a year	Increased knowledge of what is going on locally	Partnerships Officer	Ongoing	● Completed.

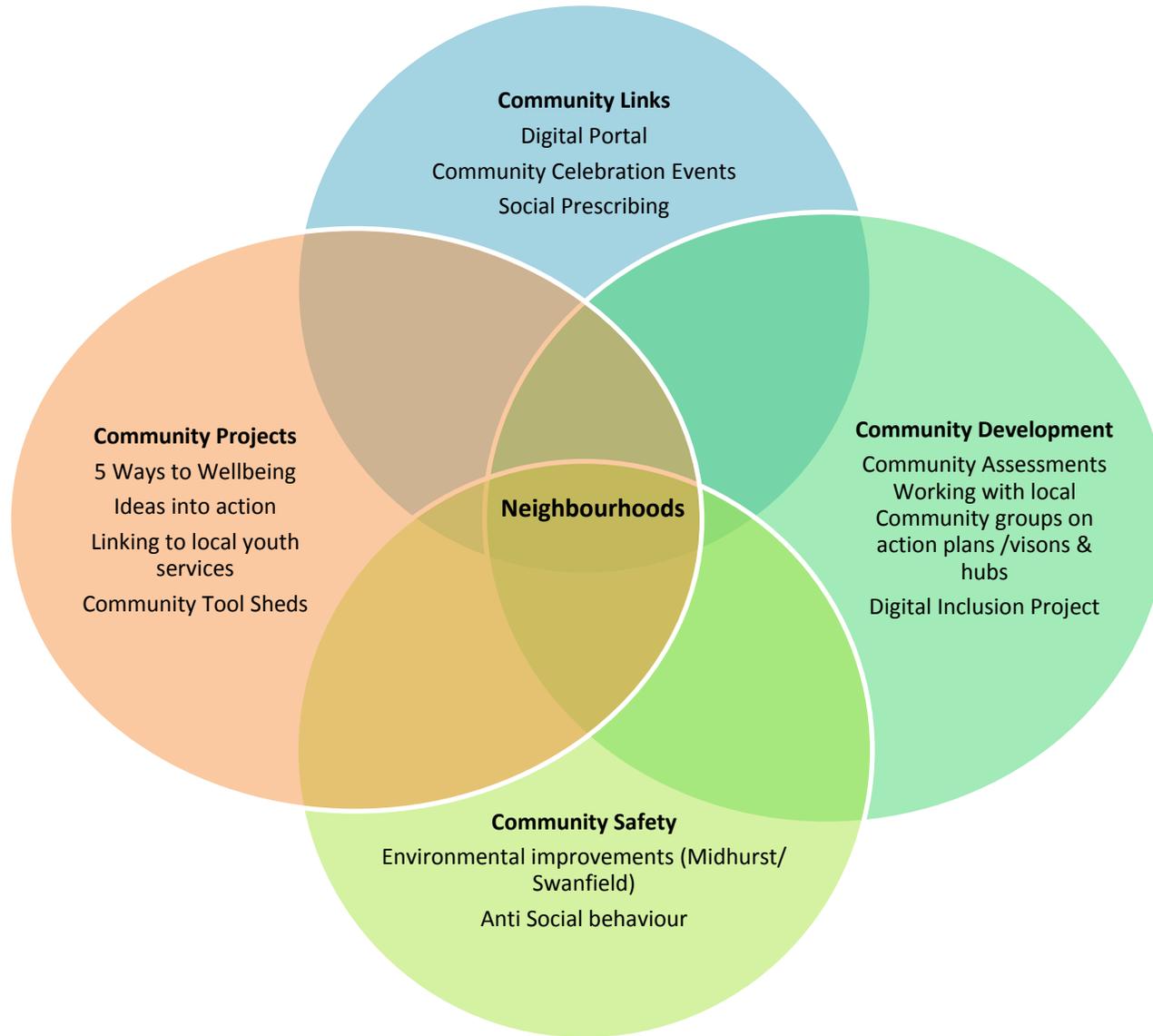
<u>Key</u>
● - Green. progress made on time
◆ - Amber . Some progress made, barriers have caused delays.
■ - Red. No progress made



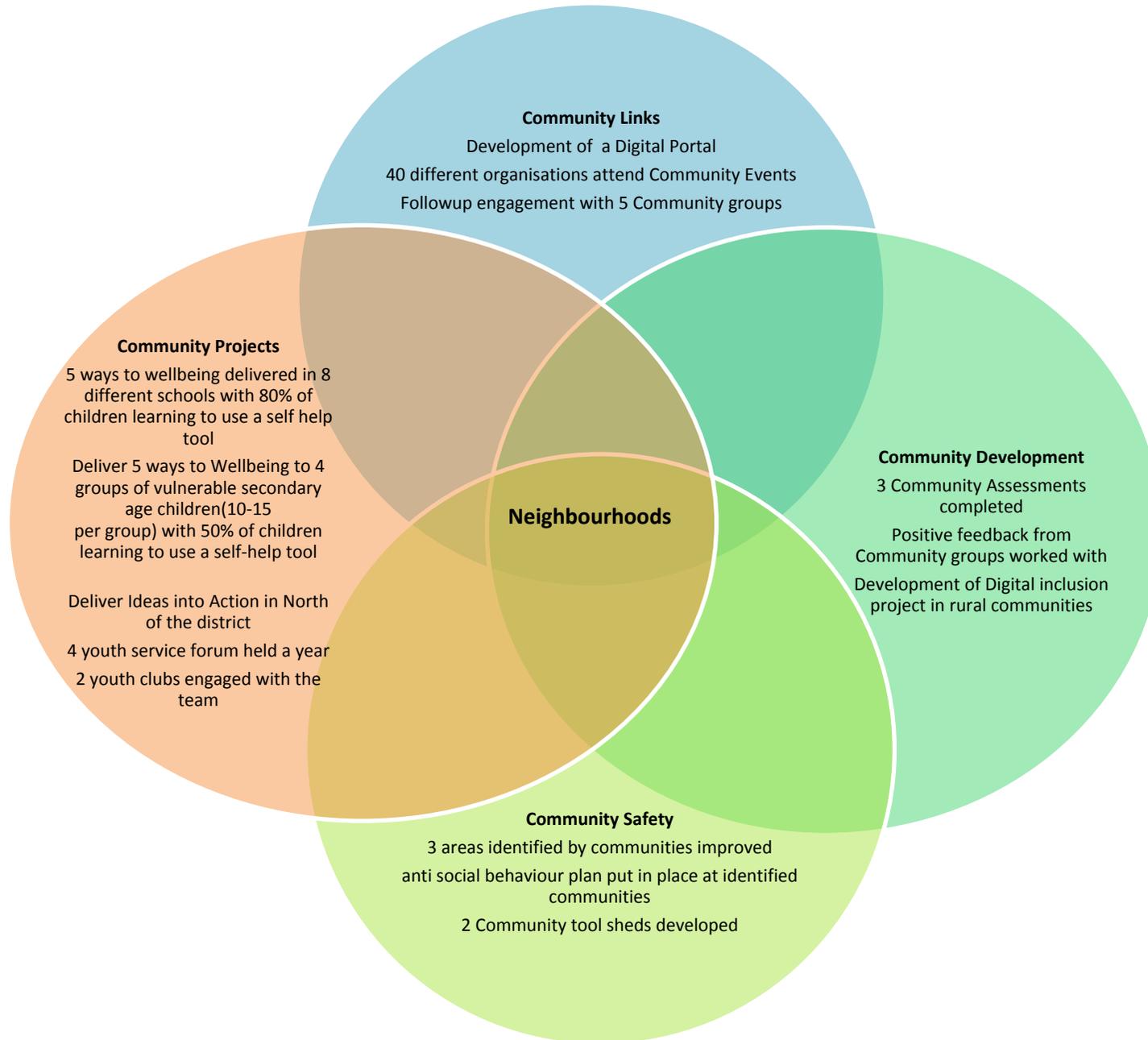
Key

- Lead projects
- Other projects that will have support and report to CIP
- Delivery vehicles and partnerships to link to CIP

Neighbourhoods Project – Structure



Neighbourhoods Project – Outcomes



Chichester in Partnership

Business Plan 2018-19

1. The Economy

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
1.1	Continuation of Choosework model focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients, which have additional health issues. The focus of delivery is providing a personalised service unique to the needs of each client and their journey. Also developing a model that supports local schools in order to prevent NEETS	Delivery of Workshops in Schools ## of clients helped to move forward # of community engagement events	Residents from the District that are struggling to access employment are supported in their preparedness for work, or progressed towards it through the staircase model	Chichester District Council / DCLG/ DWP	Ongoing
1.2	To develop a project that support carers back into employment, through the use of new technology and the other project such as SelseyWorks and ChooseWork	Research, scope and development of a project that helps carers back into work	Number of carers in work increases Number of carers engaged.	CDC/ WSCC	March 2019

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2. Health & Wellbeing

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
2.1	Engage and encourage Core group partner organisations to sign up to a local Mental Health pledge. Once Core group partners have signed up we will ask our wider partners to also take part	Organise at least 4 training sessions for partner organisations Report on Project Progress to CIP Work with 4 partner organisations to develop	Improve public attitudes and behaviour towards people with mental health problems. Reduce the amount of discrimination that people with mental health problems report	Coastal West Sussex MIND/ WSCC/ Chichester District Council	March 2020

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
		action plans on mental health and sign up to Time to Change pledge	<p>in their personal relationships, their social lives and at work.</p> <p>Make sure even more people with mental health problems can take action to challenge stigma and discrimination in their communities, in workplaces, in schools and on-line.</p> <p>Create a sustainable campaign that will continue in communities and workplaces long into the future.</p>		
2.2	<p>CDC will engage with partners (CCG,WSCC, VAAC initially) to develop a social prescribing Community Referrer/s (CRs) project that will be physically based in rural GP practices but linked very closely to local services. Individuals will be referred to the community referrer who will contact and meet with the patient and signpost to local services</p>	<p>Partnership Agreement in place with Coastal West Sussex Clinical Commissioning Group, West Sussex County Council, VAAC.</p> <p>Resource project/ Recruit staff and engage with GPs</p> <p>Develop operating procedures and evaluation tools</p> <p>Present progress to</p>	<p>Success would be seen by following the client journey through case studies, using the existing Wellbeing service evaluation process where people are contacted at 3 months after receiving the service, and the 5 ways to Wellbeing tool, uptake by GPs, number of patients/ people referred and reduction in repeat demand.</p>	CDC/LAN/ CCG/ WSCC/ VAAC	March 2020

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
		Chichester in Partnership Develop capacity through relations with local community groups and VAAC Conduct evaluation			

3. Housing & Neighbourhoods

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
3.1	WSCC Integrated and Earliest Help (IPEH) Description: WSCC transformation of services to ensure more positive outcomes for families ,agencies work smarter, families get the help they need sooner children are safer and families are stronger.	Joint meetings to develop a joint way forward	<ul style="list-style-type: none"> • Good mental health and wellbeing • Successful service design enabling parents, children and young people, and the community to be engaged and have a voice • Children and young people in education ready to learn, achieving their potential • Families resilient and self-sufficient and contributing to the West Sussex economy • Continuous improvement in partnership working and multi-agency approaches to information sharing and professional practice. 	WSCC	Ongoing
3.2	To deliver a range of interventions in all areas of Chichester district identified as being in priority need.	<ul style="list-style-type: none"> • Continue the development and implementation of a minimum of 3 	Reduction in environmental and social issues, which support sustained change and improvements in families,	CDC/ WSCC	Ongoing

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
		<p>community assessments annually.</p> <ul style="list-style-type: none"> • Report progress against plan to CSP quarterly plan updates and present to Chichester CSP biannual meetings. • Deliver a community facility in Charles Ave which is managed and maintained by CARE and delivers outreach services to residents • Support other areas to develop community Hubs • Continue to identify opportunities for Community wardens to support local groups. • Identify opportunities to refocus and deliver Ideas into action in schools in other areas of the district. • Identify opportunities to deliver 5 ways to Wellbeing project in 	<p>thereby supporting communities to become more resilient.</p>		

	Action	Output	Planned Outcomes	Lead Organisation	Target Date
		other areas of the district.			
3.3	Chichester in Partnership will set up a web based social platform for partner organisations (such as parish councils, community groups) to share problems, ideas, solutions and to regularly communicate to each other. The digital platform will be the “link” connecting numerous rural communities and groups together. It will help knit together a tapestry of self-sustaining communities supported by a strategic group of partners (statutory, community, voluntary and private sector) through Chichester in Partnership. Through this digital platform front line workers and local communities will be kept informed of local events and campaigns from statutory partners as well as connect to each other and be encouraged to find ways to collaborate.	<ul style="list-style-type: none"> • Consulting with Community Forums and community groups about their expectations and needs • Development of website • Testing with pilot groups • Changes to make to website • Digital Workshops with stakeholder groups • Full launch of website 	<ul style="list-style-type: none"> • More cost effective use of Council resources and partners resources and prevention of crisis in the individual. • People could ask questions and be referred online reducing the number of phone calls to contact Centre 	CDC	August 2019

Partnership Landscape Chichester 2018



Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 June 2018 to 30 September 2018**

An outline of the decisions expected to be made by the Council's Cabinet

Published 1 May 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JUNE 2018 TO 30 SEPTEMBER 2018

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 June 2018 to 30 September 2018. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The membership of the Cabinet is currently as follows:

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

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail democraticservices@chichester.gov.uk) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Davis, Democratic Services Officer on 01243 534674 (e-mail kdavis@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

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Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Award of a Services Concessions Contract To approve the award of a services concessions contract to a private sector partner for the provision of the alarm monitoring, installation and mobile response service This will be a Key decision due to potential cost/saving over term of contract. Background - On 7 November 2017 Cabinet authorised officers to enter into negotiations for a services concession contract and subsequently on 6 February 2018 agreed to expand the scope of those discussions. Through negotiation a business and legal case has been prepared together with the terms of the concessions contract for which approval to proceed is now sought.
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Development of a Cultural Strategy for the District Consideration of the Project Initiation Document for the project
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Novium Management Procurement Option Cabinet are asked to review the procurement options available to the Council for the management of the Museum and Tourist Information Services and determine which option to pursue.
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Petworth Neighbourhood Development Plan - Making the Plan To make the Petworth Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park). The report will recommend, subject to a successful referendum to be held on 19 April 2018, that Cabinet recommends that Council makes the Petworth Neighbourhood Development Plan.
Report author	Ms Lucy Harding, Senior Neighbourhood Planning Officer lharding@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Powers for Dealing with Unauthorised Development and Encampments - Consultation Paper The government is seeking views on the effectiveness of powers for dealing with unauthorised development and encampments.
Report author	Miss Nicola Golding, Principal Solicitor ngolding@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	
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Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Priory Park - North West Corner Options Appraisal Project Initiation Document A recommendation to Cabinet to consider the project initiation document in respect of the buildings in the north west corner of Priory Park.
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Section 106 Allocation - Westhampnett Community Hall To approve the release of S106 Community Facilities contributions from two development sites to Westhampnett Parish Council for use in the construction of a new Community building.
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Part exempt Part exempt Part II item - Possibility of part 2 appendix

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available. (Recommendation to Council)
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Jun 2018
Matter in respect of which the decision is to be made	Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Award of Contract for Business Waste and Recycling Disposal The Cabinet will be asked to approve the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service.
Report author	Mrs Amie Huggett, Business Development Manager ahuggett@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt To report the exception to the need to tender for the disposal of business waste and recycling collected by Chichester District Council as part of the Business Waste and Recycling Service. IF PART 2 - add reason if going to MARCH no need if APRIL)

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Award of Contract for East Beach Outfall Replacement Approval is sought because the value exceeds £50k, to award a contract for the replacement of the seaward end of the existing surface water sea outfall, which has reached the end of its serviceable life.
Report author	Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Council Tax Reduction Scheme Seeking authorisation to prepare and consult upon the draft 2019-20 CTR scheme. To be brought back to Cabinet in November for recommendation to the Council.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Council's Annual Report 2017-2018 To approve the Council's Annual Report for 2017/18 that reports on significant achievements for the previous year and outlines key future work areas. (recommendation to Council)
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Site Allocation Development Plan Document Following the examination of the Site Allocation Development Plan Document (DPD) and receipt of the Inspectors Report, it is proposed to formally adopt the DPD. (Recommendation to Council)
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	Zero Carbon Chichester As part of the redevelopment of Graylingwell, the Home and Communities Agency (HCA) have an agreement with the developer to offset residual carbon emissions from the development through funding for local energy efficiency or other carbon saving schemes. This report will seek a decision to receive the funds from the HCA and to delegate powers to determine the form and governance of projects for expenditure of the funds.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Community Warden Funding Agreement is sought for a further 3 years funding from April 2019 before partners are approached for their commitment. An evaluation will be carried out in the months before.
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Southern Gateway, Chichester Following a market tendering exercise to select a preferred developer(s) to undertake the regeneration of the Southern Gateway area in accordance with the adopted masterplan. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	4 Sep 2018
Matter in respect of which the decision is to be made	Tangmere Strategic Development Location Compulsory Purchase Order In order to make the Tangmere CPO there needs to be a Council Resolution. This report sets out the background and process for the Council's decision. (Recommendation to Council)
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan 2018-2019 - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) (recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	
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Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	Risk Based Verification Policy Risk Based Verification (RBV) is a method of applying different levels of checks to a Housing Benefit or Council Tax Reduction claim based on the level of risk associated with a particular claim. The adoption of a RBV Policy allows an authority to allocate its resources to those claims that are considered to be higher risk. This enables the Authority to improve its claim processing times, to improve efficiency in administration and to reduce fraud and error. The purpose of this report is to seek authorisation for any proposed revisions to the policy in preparation for the 2019/10 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	Determination of Council Tax Reduction (CTR) scheme for 2019/20 The report is seeking a recommendation from Cabinet that the proposed 2019-20 CTR scheme be approved by the Council. The Welfare Reform Act and Local Government Finance Acts of 2012 abolished the national council tax benefit scheme and put in place a framework for local authorities to create their own local CTR schemes from 1 April 2013. The scheme must be reviewed and approved by the Council before 11 March each year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	Local Plan Review Preferred Approach Consultation The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan

	<p>which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018.</p> <p>Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (Recommendation to Council)</p>
Report author	Mr Mike Allgrove, Divisional Manager for Planning Policy mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<p>Review of council tax locally defined discounts and premia in particular the empty homes premium</p> <p>Local discounts: The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 : extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. This report will review the current discounts with particular emphasis on the empty homes premium.</p>
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<p>Determination of the Council Tax Base 2019-2020</p> <p>To set the Council Tax base for 2019/20. The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.</p>
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2018
Matter in respect of which the decision is to be made	Discretionary Housing Payments (DHP) Policy 2019-20 The DHP scheme provides limited funding to support customers facing financial hardship situations where the normal Housing Benefit or Universal Credit awarded does not cover in full their liability to pay rent or other housing related costs. Welfare Reform has significantly impacted communities, the DHP scheme aims to alleviate poverty and to ensure that those that are vulnerable in the community are supported by this additional funding. This report to will be seeking authorisation for any minor revision to the policy in preparation for the 2019/20 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) (Recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	