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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 9 July 2019 at 9.30 am**

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

AGENDA

1 **Chairman's Announcements**

The Chairman will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under agenda item 16 b).

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

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 4 June 2019.

3 **Declarations of Interests**

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

4 **Public Question Time**

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

RECOMMENDATIONS TO COUNCIL

5 **Chichester District Council Annual Report 2018-2019** (Pages 11 - 53)

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

That the Council receives the Annual Report 2018-2019.

NON-EXEMPT KEY DECISIONS

6 **Award of Cash Collection, Processing and Banking Contract 2019 - 2022** (Pages 55 - 59)

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

That the contract for collection, processing and banking of cash from Council facilities and locations around the District for the period 1 October 2019 to 30 September 2022 be awarded to Contractor B.

7 **Climate Emergency Declaration** (Pages 61 - 65)

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

- 1) That Cabinet makes the following declaration of a climate emergency:
"Chichester District Council declares a Climate Emergency and requests the Environment Panel to advise Cabinet and Council on how to move to a carbon neutral environment.
- 2) That the Environment Panel draft Terms of Reference as outlined in Appendix 1 are approved and that the Panel is tasked with evaluating priority actions for a Climate Emergency Action plan, and reports back to Cabinet in November 2019.
- 3) That the Environment Panel is asked in its report to identify and evaluate the resources needed to achieve delivery of the action plan, including the proposal for a Climate Emergency Officer funded from reserves and the potential for the use of the Zero Carbon Graylingwell payment for implementing carbon reduction initiatives.
- 4) That in the event that the Council is invited to accept a transfer of funds by Homes England associated with the Zero Carbon Graylingwell project, authority is delegated to the Director of Planning and Environment to accept the funds which are to be used towards specified carbon reduction projects, the spend for which will need to be first agreed in each case by both Homes England and the Council.

OTHER DECISIONS

8 **Football Club Lease, Oaklands Park, Chichester** (Pages 67 - 73)

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

That officers be authorised to take the action detailed in paragraph 5.1 of the report.

9 **Post Project Evaluation - Replacement Telephony System** (Pages 75 - 86)

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

That the Cabinet receives the post project evaluation (PPE) report (Appendix 1) for the replacement of our corporate telephony system, and agree the actions and review plan in sections 7 and 8 of the report.

10 **Revenues, Benefits and Customer Services Review Post Project Evaluation (PPE)** (Pages 87 - 101)

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

That the Post Project Evaluation (PPE) report included in Appendix 1 be approved.

11 **Revenues Systems Review** (Pages 103 - 105)

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

That the Cabinet approve the proposal detailed in section 5.1 of the report to allow officers to commence negotiations with Northgate Public Services to secure a new support and maintenance contract from 1 April 2020.

12 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda items 13, 14 and 15 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** The report and its appendices within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

EXEMPT KEY DECISIONS

13 **Increased commercialisation of the council's Business Waste and Recycling Service** (Pages 107 - 121)

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

That Cabinet recommends to the Council the release of £134k from reserves for the provision of a new vehicle for the Business Waste and Recycling Service as set out in the Project Initiation Document with an estimated payback period of 4 ½ years.

The Cabinet is also recommended to make the following resolutions:

1) That Cabinet approves the use of the CCS recycling bonus surplus income for

2019/20 to support the employment of a commercial trade waste officer, the ongoing costs for subsequent years being self-financing.

- 2) That the Cabinet approves the purchase of bin weighing equipment for three existing CCS trade waste vehicles to a maximum of £49k funded by the in-year predicted trade waste budget surplus.

EXEMPT OTHER DECISIONS

14 **Southern Gateway regeneration** (Pages 123 - 125)

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

That the Cabinet approves an offer to additional parties to join the Collaboration Agreement.

EXEMPT RECOMMENDATIONS TO COUNCIL

15 **Staffing Matter**

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

That Cabinet recommends to Council the proposal set out in paragraph 5.

FINAL MATTERS

16 **Late Items**

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

NOTES

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

of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]

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

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

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

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

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