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A meeting of the **Cabinet** will be held in Virtual on **Tuesday 8 December 2020** at **9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair 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 Late Items.
- 2 **Approval of Minutes** (Pages 1 - 8)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 3 November 2020.
- 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 as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. 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 **Financial Strategy and Plan 2021-22 to 2025-26** (Pages 9 - 14)
The Cabinet is requested to consider the report and its appendices and make the following recommendations to the Council:
 - a) The key financial principles and actions set out in appendix 1 of the 5 year Financial Strategy report are approved.
 - b) That having considered the recommendations of the Corporate Governance and Audit Committee, the Minimum Level of Reserves remains set at £4m.

- c) That the current 5 year Financial Model detailed in appendix 2 and the Resources Statement in appendix 3 to the Financial Strategy report be noted.

The Cabinet is also recommended to make the following resolution:

That the updated Fees and Charging Policy shown in appendix 4 be approved.

Please note that appendix 2 is an exempt appendix and is therefore not publically available.

KEY DECISIONS

6 Draft Revised Contaminated Land Strategy (Pages 15 - 18)

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

1. That Cabinet approves the revised Contaminated Land Strategy for Chichester District for public consultation.
2. That authority be delegated to the Director of Planning and Environment (following consultation with the Cabinet member for the Environment and Chichester Contract Services) to consider the representations arising from the consultation exercise and, provided the representations do not require significant amendments to the Strategy, to approve adoption (with minor amendments if considered appropriate) of the Strategy.

7 Determination of the Council Tax Base 2021-2022 (Pages 19 - 21)

The Cabinet is requested to consider the report and its appendices and in order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made:

1. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.
2. This resolution in (2.2) shall remain in force for the 2021-2022 financial year.
3. The calculation of the Chichester District Council's taxbase for the year 2021-2022 be approved.
4. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

8 Enabling Grants to support New and Existing Businesses (Pages 23 - 25)

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

1. Cabinet approves the continuation of the Enabling Grant Scheme as set out in section 4, funded by £71,428 allocated from the Pooled Business Rates Fund.

2. Cabinet approves delegated authority to the Divisional Manager of Property & Growth to approve the Enabling grants.

9 **Homelessness Prevention and Relief Fund (Pages 27 - 30)**

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

That Cabinet:

1. Approves the revised Homelessness Prevention and Relief policy at the Appendix which will supersede the existing Homelessness Prevention Fund policy.
2. Approves delegation to the Divisional Manager for Housing, and Housing Options Manager to approve payments under the policy.
3. Approves delegation to the Divisional Manager for Housing following consultation with the Cabinet Member for Housing, Communications, Licensing and Events to make minor amendments to the policy as required.
4. Notes the remaining funding budget of £39,800.

10 **Independent Retail Support Programme (Pages 31 - 33)**

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

1. That Cabinet approves the Retail Support Grant Scheme and provision of Retail Training for independent retailers as set out in sections 4.1 to 4.3 of the report funded by £80,000 allocated from the Pooled Business Rates Fund.
2. That Cabinet approves delegated authority to the Divisional Manager of Property & Growth to approve the retail support grants.

OTHER DECISIONS

11 **Call-in request from the Overview and Scrutiny Committee - Electrical Vehicle Charging Infrastructure (Pages 35 - 38)**

The Cabinet is requested to consider the report (original call-in request attached) and make a final decision on the item.

12 **Call-in request from the Overview and Scrutiny Committee - Review of Parking Services (Pages 39 - 41)**

The Cabinet is requested to consider the report (original call-in request attached) and make a final decision on the item.

13 **Future Customer Services Delivery** (Pages 43 - 46)

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

1. That Cabinet approve the proposed remodelling of services provided by the Customer Services Centre (CSC) as set out in the IPPD at Appendix 1.
2. That subject to approval of recommendation 2.1, Cabinet is asked to note that the permanent shift to this service delivery model will become effective when it is deemed Covid safe to do so.

14 **Next Steps Accommodation Programme** (Pages 47 - 49)

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

That the Next Steps Accommodation Programme grant funding of £60,508 received from Government is used to fund accommodation and support for rough sleepers as set out in para 5.1 of this report.

15 **Urgent Decision Notice - Additional Restrictions Grant (ARG) Scheme** (Page 51)

The Cabinet is requested to note the urgent decision made during the Pandemic.

16 **Late Items**

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

17 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda items 18, 19 and 20 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)]

18 **Award of Income Management and Cash Receipting Systems Contract** (Pages 53 - 56)

The Cabinet is requested to consider the report and make the resolutions set out in sections 3.2 and 3.3 of the report.

19 **Leisure Services Performance Review** (Pages 57 - 61)

The Cabinet is requested consider the report and agree the recommendation at 2.1 of the report.

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) 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 the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet 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 their discretion to allow the contribution without the aforesaid notice.