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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.

20 **Future Services Framework - Efficiency Savings and Policy Options**
Restricted report to follow in separate pack.

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.

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Minutes of the meeting of the **Cabinet** held in Virtual on Tuesday 3 November 2020 at 9.30 am

Members Present 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

Members Absent

In attendance by invitation

Officers Present Mr S Ballard (Senior Environmental Protection Officer), Mr N Bennett (Divisional Manager for Democratic Services), Ms M Burgoyne (Economic Development Manager), Ms P Bushby (Divisional Manager for Communities), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr L Foord (Divisional Manager for Communications, Licensing & Events), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr M Mew (Principal Planning Officer), Mrs T Murphy (Divisional Manager for Place), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Western (Housing Delivery Manager), Mr J Ward (Director of Corporate Services) and Mr T Whitty (Divisional Manager for Development Management)

53 Chair's Announcements

There were no apologies for absence.

Mrs Shepherd was then invited to speak following the Prime Minister's announcement of a second national lockdown. Mrs Shepherd wished to reassure everyone that emergency planning meetings had already taken place.

The Chair then paid tribute to a longstanding member of staff who had passed away suddenly:

It is with great sadness to report that Andy Double, a long serving member of staff, sadly passed away yesterday. Andy joined the Council in August 1983 as a trainee clerical assistant. In 1997 Andy was promoted to Admin Supervisor and later to Team Leader in 2002, which was a recognition of his valued experience, hard work

and dedication. He worked conscientiously throughout his career, always reliable, kind, thoughtful, patient with a great sense of humour. Andy was a much loved and respected Team Leader and a larger than life character around the office building who will be sorely missed by his friends and colleagues. The Chief Executive will be writing to his family to express our sympathy and condolences to his family.

A minutes silence was then held in Andy's memory.

54 Approval of Minutes

RESOLVED

That the minutes of the meeting held on 6 October 2020 be approved as a correct record.

55 Declarations of Interests

There were no declarations of interest.

56 Public Question Time

There were no public questions.

57 Allocation of Commuted Sums to Deliver Affordable Housing

Cllr Sutton introduced the item.

In response to a request to clarify whether the accommodation provided would be permanent Mr Western explained that it would enable movement from hostels into shared accommodation which could be long term if required. He added that often the shared accommodation provides a platform to move on to independent accommodation.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. The allocation of commuted sums of £100,000 to Stonepillow to enable the acquisition of a property in Chichester to provide move-on accommodation for Rough Sleepers.

2. The allocation of commuted sums of £100,000 to Chichester Greyfriars Housing Association to support the construction of five one bedroom flats at Royal Close, Chichester.

58 Determination of the Council Tax Reduction Scheme for 2021-2022

Cllr Wilding introduced the item.

In response to members questions Mrs Rodgers explained that any suspicion of fraud is referred to the corporate fraud team. With regard to the generosity of the scheme the council is in a minority of council's that offer up to 100% support. It was clarified that of the £700,000 referenced at section 7.3 of the report any underspend would not have to be returned to Central Government. Mrs Rodgers suggested that it could be used towards the funding of Council Tax reductions.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the proposed Council Tax Reduction Scheme for 2021-2022 be approved by Full Council.

59 Covid Recovery Grants

Cllr Briscoe introduced the item.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the merge of the Community Recovery Grants Fund and Economic Recovery Grants Fund be approved.

60 Revised Statement of Licensing Policy 2020-2022 - Licensing Act 2003 & Revised Sex Establishment Policy 2020-2025 - Local Government (Miscellaneous Provisions) Act 1982

Cllr Sutton introduced the item.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. That the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 be approved and referred to Council for consideration on 24 November 2020.

2. That, subject to consideration of any comments referred by Cabinet, the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 is approved for subsequent publication.

61 Covid 19 - Progress Covid 19 Recovery Action Plans

Cllr Lintill introduced the item.

Miss Higenbottam then read the recommendations from the special meeting of the Overview and Scrutiny Committee held on 27 October 2020 as follows:

1) That the Overview and Scrutiny Committee recommends this report to Cabinet and thank officers and all members for their contribution to the recovery groups and the report;

2) The Overview and Scrutiny Committee raises the following items and asks Cabinet to further consider:

    a. Mental health;
    b. Support for the surface level Northgate, Chichester pedestrian crossing;
    c. Expedite the transfer of existing tenants of St James Industrial Estate, Chichester.

3) That the Overview and Scrutiny Committee invites Cabinet to look at the paper produced by Mr Johnson on the formation of a Towns and Villages Recovery Group.

In response to recommendation 2a Cllr Briscoe explained that there is a Public Health Working Group with representation from the councils wellbeing team who will be taking a broader view of the impact of the pandemic on mental health. Cllr Wilding added that there had been a focus on support for staff including enabling flexibility in working hours. He explained that wellbeing and equipment checklists had been sent to staff and followed up where concerns were raised. A staff survey had also been issued during the first lockdown. A second staff survey will now be brought forward. He explained that the council offers an Employee Assistance Programme, and Able Futures programme in addition to internal wellbeing programmes and support. Cllr Sutton added that the council also offers a social prescribing service and members are also on hand to signpost people to appropriate resources and support.

In response to recommendation 2b Cllr Taylor explained that this had already been raised by officers with West Sussex County Council who understand that their bid for funding should not be affected by the removal of the Covid cycle lane. The crossing was in any case also required by the terms of a Section Agreement relating to the Graylingwell development and this was being pursued by WSCC and CDC officers

In response to recommendation 2c Cllr Dignum explained his understanding that members of the Overview and Scrutiny Committee had been working with officers on the St James site. He added that the process is complex as each tenants' circumstances are different but it continued to proceed well.

Cllr Donna Johnson was then invited to speak on behalf of Cllr Tim Johnson. Cllr Donna Johnson outlined why they felt a separate Towns and Villages Group should be established. In response to Cllr Donna Johnson and recommendation 3 Mr Bennett explained that a similar motion had just been debated by Full Council and in line with section 19.1 of the Constitution no proposal to overturn a Council resolution shall be considered by the Council within six months of the resolution. Cllr Dignum then proposed that Cllr Donna Johnson and Cllr Tim Johnson be invited to observe the Economic Recovery Group where he would welcome their input. Cllr Sutton

seconded the proposal. Mr Bennett confirmed that the proposal did not require a separate vote and could instead be noted as an action to be taken by Cllr Dignum.

In a vote the following resolutions were agreed:

RESOLVED

1. That the comments from the Overview and Scrutiny Committee be noted.

2. That the progress of the Covid Recovery Plans be noted.

62 **2020-2021 Treasury Management half-yearly update**

Cllr Wilding introduced the item.

The following resolution was agreed:

RESOLVED

That the treasury activity summarised in the report and the comments provided by the Corporate Governance and Audit Committee be noted.

63 **CCTV Monitoring Contract**

Cllr Briscoe introduced the item.

Mrs Bushby emphasised section 3.4 of the report which explained that the CCTV would be monitored 24 hours a day.

In a vote the following resolution was agreed:

RESOLVED

That option 2 in Para 6 .2 “To transfer monitoring of the Chichester CCTV service to Sussex Police when the current contract expires 31 March 2021” be approved.

64 **Electric Vehicle Charging Infrastructure**

Cllr Plant introduced the item.

Mr Ballard then provided an update. He explained that the Director of Environment and Public Protection at West Sussex County Council had published a notice on 2 November 2020 awarding a concession contract to Liberty Charge from 1 February 2021. The notice outlined how three tenders had been received and the decision would now be subject to the call-in procedure. Mr Ballard confirmed that the notice had not changed the officer recommendation as stated in the report.

Cllr Brown was then invited to speak. He explained that he wished the Cabinet to reject the officer recommendation in line with the recommendation made by the Environment Panel (of which he is a member). Mr Ballard explained that officers had fully considered the options but had come to the conclusion that without fully

understanding the impacts of joining the Group it would not be appropriate to do so. Mr Frost added that the council already had a greater number of electric vehicle charging points than some of its nearest district neighbours (the council has 18, the nearest district has 6). He clarified that the council could still join the Group as a collaborative partner at any point.

The Cabinet were in agreement that they did not wish to agree a contract without all the terms and conditions so by supporting the officer recommendation it keeps the council's options open about joining the Group at a later date.

In a vote the following resolution was agreed:

RESOLVED

That having considered the recommendation from the Environment Panel (para 9.2), the Cabinet resolves to not join West Sussex County Council's concession contract for the planning, installation and deployment, service and maintenance of electric vehicle charge points across the county of West Sussex but to monitor usage of the Council's electric vehicle charge points and keep under review whether the Council wishes to join the contract at a future date.

65 Report of the Pre-application Review

Cllr Taylor introduced the item.

In response to members comments Mr Whitty clarified that the review applies just to the council's plan area and not the South Downs National Park. He explained that there is no scientific formula to calculating the fees but officers felt they were not onerous for applicants.

It was also noted that setting out the main changes clearly in the report had been very helpful for members.

In a vote the following resolution was agreed:

RESOLVED

That the revised Pre Application Advice Charging Scheme with effect from 1 January 2021 be adopted.

66 Review of Parking Charges

Cllr Dignum introduced the item. He proposed the following amendment to resolution 1:

1. That any individual proposed increase to parking tariffs in Appendix 1 exceeding 30p should be reduced to 30p.
2. That the increase in the Bosham season ticket monthly charge should be reduced to 50p.

Mrs Murphy added that although the council would not be suspending car parking charges during the second lockdown two initiatives would be in place throughout December:

1. Free parking at the Avenue de Chartres car park every Saturday and Sunday in December.
2. An extra hours parking when two hours are booked using the Mi Permit App every day in December.

Mrs Murphy then clarified that Cabinet were asked to agree for the review to go out to consultation at this stage.

Mrs Murphy responded to members comments. With regard to mobile homes parking in the council's coastal car parks she explained that Civil Enforcement Officers are deployed to provide advice including paying for the number of bays taken up. Height barriers are also in place in many of the council's car parks. In addition the council's car park terms and conditions boards state that overnight stays are not permitted. Mrs Murphy confirmed that the council were reviewing the Parking Order and also looking at the support that can be provided by the Police. Members could also consider whether they wished to look into the council offering overnight stays in line with initiatives implemented by several other local authorities.

Miss Higenbottam then read a statement on behalf of Cllr Plowman which was screen shared on the meetings webcast. In response to the statement Mrs Murphy clarified that a number of the council's car parks offer free parking opportunities. The council has also continued its free parking offer for NHS staff. With regard to concerns about the safety of paying at car parking machines during the pandemic Mrs Murphy explained that the council's machines offer contactless payment options and payment can also be made by the Mi Permit App. She added that parking charges are considered by the council's Car Parking Forum which has community and business representatives.

In a vote the following resolutions were agreed:

RESOLVED

1. That the proposal as set out in 5.1 of this report to increase car parking charges, which subject to consultation responses, be implemented from 1 April 2021 for a one year period be approved subject to the following amendments:

    a. That any individual proposed increase to parking tariffs in Appendix 1 exceeding 30p should be reduced to 30p.
    b. That the increase in the Bosham season ticket monthly charge should be reduced to 50p.

2. That some further minor amendments to the Parking Order to provide further clarification on details relating to the use of the Council's car parks as set out in 3.9 of this report be approved.

3. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2019 and the Road Traffic Act 1984.

67 **Urgent Decision Notice - To approve the Test & Trace Support Payments Discretionary Policy**

On behalf of the Cabinet Cllr Lintill noted the urgent decision relating to the approval of Test and Trace Support Payments Discretionary Policy.

RESOLVED

That the Urgent Decision made during the current Pandemic be noted.

68 **Late Items**

There were no late items.

69 **Exclusion of the Press and Public**

There was no requirement to exclude the public and press.

The meeting ended at 11.54 am

CHAIRMAN Date:

Chichester District Council

CABINET **8 December 2020**

Financial Strategy and Plan 2021-22 to 2025-26

1. Contacts

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2. Executive Summary

This report provides an update to the Council's Financial Strategy and the 5 year Financial Model that underpins the Council's financial planning. The strategy takes into account the Council's response to the pandemic, the impact on the financial resilience of the Council as well as updating the medium term forecasts in preparation for the forthcoming financial year's budget.

This approach enables the identification of any funding gaps at an early stage to ensure that intervention is undertaken in a considered and measured way, thereby adhering to the Council's key financial objectives under its Corporate Plan and protecting services to the community.

The key recommendations from this report will help to formulate the 2021-22 budget and the level of Council Tax that will be considered by Cabinet and Council in February and March 2021 respectively.

At the time of drafting this report we are awaiting the Government's spending review. An update on any significant impacts for this Council will be provided by way of a supplement, or verbal update at the meeting.

3. Recommendation

3.1 That the Cabinet considers and recommends to 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.**

3.2 That Cabinet approves the updated Fees and Charging Policy shown in appendix 4.

4. Background

4.1 In preparation for the annual budget process the Council's Financial Strategy and its 5 year Financial Model that includes the key financial principles are reviewed. This is in order to take account of financial pressures, saving plans and the key assumptions being used for future years' budget forecasts.

4.2 No sooner had the balanced budget for 2020-21 been set, the global pandemic hit. The ramifications of this have had a significant impact on the Council's financial position. These were reported to Council in the 'Financial Impact of Covid-19' report in July 2020, along with the action plans as detailed in the Recovery Report.

4.3 The Financial Model now reflects the work undertaken so far on the Future Services Framework in respect of the first two of the three staged approach approved by Council, namely:

Stage 1 - Efficiency and Effectiveness. This stage challenges how we provide our services to ensure they are both efficient and effective. Senior Officers were tasked to undertake an efficiency review to identify cost savings and opportunities to maximise income. These reviews do not impact on service delivery and can largely be dealt with by management under delegated authority (see Stage 2).

Stage 2 - Policy Options. This stage considers the policy options stemming from the efficiency review that may have an impact to the community, are not in accordance with existing policy, or require capital investment and therefore require a member decision prior to adoption.

Stage 3 – Service prioritisation. This stage would prioritise all discretionary services. In the event that stages 1 and 2 were insufficient to balance the budget or if members wanted to reprioritise resources, this would provide a framework to allocate the resources available.

4.4 In April 2010, a new Financial Plan was approved by Council which included the action to develop and adopt a corporate policy on the setting of fees and charges. The fees and charging policy was subsequently approved in November 2010, however, it has not been reviewed or updated since. An update of the policy is attached at Appendix 4 including the different approaches that can be used for fees and charge setting.

5. Outcomes to be Achieved

5.1 The purpose of this report is to set out the current position of the 5 year Financial Model, taking into account the impact of the pandemic, the recovery plan actions, corporate priorities, budget pressures expected in future financial years and also forecasts of future Government funding. This report also considers the Financial

Strategy and actions necessary to return the Council to a balanced financial position over the medium term.

5.2 The application of the key financial principles that should be applied over the short to medium term, will be used to underpin the annual spending report in February 2021 for the purpose of setting the 2021-22 budget and Council Tax requirement. This will help the Council to deliver its Corporate Plan objectives by having a sound financial position that aims to be balanced over the medium term and enable investment in priority services.

5.3 An updated Fees and Charging Policy which gives a framework for the setting of fees and charges that ensures a consistent approach across all council services, whilst allowing service managers the flexibility to be able to take a more commercial approach when fee setting including considering benchmarking data.

6. Proposal

6.1 The Financial Strategy (Appendix 1) sets out the current financial position, the challenges and uncertainties faced by the Council, and the guiding principles to be used to address the issues identified and the actions required, whilst adhering to the key financial principles.

6.2 The 5 year Financial Model (Appendix 2) is a medium term forecast of the financial position of the Council that has been updated to reflect current assumptions; future Government funding, council tax projections, as well as projected costs and previous planned efficiencies. It also contains the proposed three year programme of efficiency savings to be adopted to address the budget deficit as a result of the Covid-19 impact. Any new proposals linked to the Council's corporate plan objectives will be firmed up during the budget process and reported as part of the budget report to Cabinet in February 2021.

6.3 It will be necessary to use reserves to help balance the budget in the medium term whilst the efficiencies and policy options under the Future Services Framework are implemented over a three year period. This approach is to take into account that the scale of the reductions will be challenging for officers to implement and adopt into their services, so the process needs to be carefully managed. The model reflects 75% of the proposed savings and policy options to allow some flexibility in the implementation of the proposals as some are aspirational, relate to income generation opportunities, or are to an extent outside of the Council's direct control. Ultimately being prudent in the model will help to mitigate some of the risk that the required savings may not be realised.

6.4 The Financial Impact of COVID report to July Council estimated a draw against reserves for the current year of over £8m. Since then the Government have introduced a compensation scheme for Councils that have lost income from sales, fees and charges as well as other funding allocations. The model currently forecasts that just over £3m will now be required from reserves for the current year, and £8m in total over the 5 year planning period provided that the efficiency savings identified are delivered, and subject to all the uncertainties that remain within the model.

6.5 The Fair Funding Review and the localisation of Business Rates have again been delayed by the Government until 2022-23. This delay in resetting the Baseline for

Business Rates is good news, as the Council continues to benefit from the growth achieved so far. The anticipated impact of the Baseline reset is that the Council will retain approximately £1m less per annum under this funding regime change from 2022-23.

6.6 The key assumptions for inflation for price, pay and pensions etc. are set out in appendix 1 Para 3.a based on current expectations.

6.7 Appendix 3 sets out the current level of reserves, anticipated receipts including asset sales and grant funding, and the commitments against these reserves. The uncommitted balance represents the potential funds available for the council to invest in new schemes. The forecast includes future capital receipts amounting to £7.877m and only New Homes Bonus (NHB) expected for the current financial year 2020-21 of £1.585m in line with the key financial principles.

6.8 An updated fees and charging policy (appendix 4) is proposed to improve the current policy. The current fees and charges policy has the basic principle of “the service user pays”, and that the charges were expected to be set in order to recover their full costs, unless there was an existing policy or member decision not to do so. Whilst this principle is still very relevant in the updated policy proposed in appendix 4, there is now a drive to seek new income generating opportunities, and for the council to adopt a more commercial approach when setting fees. Previously the default position was fees should be increased each year by the rate of inflation as determined by the Director for Corporate Services. This did not give flexibility to take into account market forces or benchmarking against other local authorities, which the new policy now allows for when services managers consider this to be a more appropriate approach.

7. Alternatives Considered

7.1 The Financial Strategy is a vital tool that aids financial planning and helps to identify when remedial action is required at an early stage to ensure the Council sets a balanced budget. Even with all the uncertainty and pressure faced by the Council in the current health crisis and the impact on the economy this legal requirement still has to be met.

7.2 Various alternatives exist within the strategy and the 5 year plan. Reserves can be used to support the revenue budget as currently is the case. However, this is not sustainable in the long term as any deficit will need to be addressed. It is currently anticipated that the budget reductions from stages 1 and 2 are sufficient to address the anticipated funding gap due to the impact of Covid-19. However, while these are being implemented reserves will still be required to balance the budget. This reduces the level of uncommitted reserves available. Ultimately long term use of reserves to support the revenue budget would be contrary to the financial principle of using non-recurring income, such as NHB, to fund recurring expenditure. Full Council approved this approach of balancing the budget over the medium term, and using reserves to assist in the intervening years so that vital front line services could be protected.

7.3 Although the financial model will assume certain levels of Council Tax increases, it will be for the Council to determine the appropriate level annually. For 2021-22 the Council Tax levels will be recommended by Cabinet at their February 2021 meeting

for Council to consider at their March 2021 meeting. The model currently assumes we will increase Council Tax by £5 per annum, or less than 10 pence per week.

8. Resource and Legal Implications

8.1 The Financial 5 year Model helps the Council to financially plan and set a balanced budget each year, which is a legal requirement. The modelling assists with identifying funding gaps early in order to plan ahead to address the issues in a measured way rather than reactive.

9. Consultation

9.1 The Strategic Leadership Team have considered the 5 year Financial Strategy model along with Cabinet members as part of their strategic planning aiding the budget preparation for 2021-22.

9.2 The Corporate Governance and Audit Committee (CG&AC) considered this report at their meeting on 26 November. Due to the timing of the Committee a verbal update will be given to Cabinet on the outcome of their review and any recommendations made.

9.3 A Budget Task & Finish Group comprising of 3 members from both the Overview and Scrutiny Committee and CG&AC will take place in December/January to consider the major variances of the proposed budget for 2021-22, which will have been informed from the forecasts from within the 5 year Financial Model, and the Resources Statement.

10. Community Impact and Corporate Risks

10.1 The Financial Strategy and 5 Year Financial Model helps the Council to manage the strategic risk of financial resilience. However, there remains a great deal of uncertainty in the medium term including future changes in local government funding, the impact on the economy from the global pandemic and from the end of the transition period for Brexit. Therefore, the 5 year model reflects the picture based on a number of assumptions as it is not possible to predict with absolute certainty the Council's budget position over this period, which is why the model is revisited frequently.

10.2 The impact on the Council's discretionary income streams due to the effect of the pandemic illustrates the reliance on income generating services to fund Council services. The Model has taken into account behavioural changes the pandemic is expected to have on some income streams such as car parking.

10.3 In order to manage financial risk the Council in July set its minimum level of reserves at £4m. Appendix 3 identifies the total level of reserves held as at 31 March 2020. After taking account of anticipated new receipts and commitments, including the capital programme and earmarked reserves for specific purposes, £8m allocated for COVID-19, and a contingency for the LEP funding agreement for Southern Gateway, the Council still has available reserves of £17.88m (£4m minimum balance plus

£13.88m uncommitted), which is adequate to address any shortfall as necessary, and demonstrates that the current capital programme is fully funded.

10.4 There is also a risk in relation to service delivery and support to the community impacting the Council due to the budget pressures experienced by other local authorities and voluntary organisations now and in the future.

11. Other Implications

	Yes	No
Crime and Disorder		✓
Biodiversity and Climate Change Mitigation		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓

12. Appendices

12.1 Appendix 1 – Financial Strategy and Medium Term Financial Plan for 2021-2022 to 2025-26

12.2 Appendix 2 – Five-Year Financial Model

12.3 Appendix 3 – Statement of Resources

12.4 Appendix 4 – Updated Fees and Charging Policy

13. Background Papers

13.1 None

Chichester District Council

CABINET **8 December 2020**

Draft revised Contaminated Land Strategy

1. Contacts

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Cabinet Member:
Penny Plant, Cabinet Member for Environment and Chichester Contract Services,
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2. Recommendation

2.1. **That Cabinet approves the revised Contaminated Land Strategy for Chichester District for public consultation.**

2.2. **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.**

3. Background

3.1. The contaminated land regime is set out in Part 2A of the Environmental Protection Act 1990 and gives specific legal powers and duties to local authorities. It is a statutory requirement of the legislation that every local authority adopts a contaminated land strategy.

3.2. The Council adopted its first Inspection Strategy for Contaminated Land in December 2001. A light touch review was carried out in 2010. Two new Statutory Guidance documents were published by central government in April 2012 and further supporting contaminant thresholds in December 2014 and so the 2015 revised Contaminated Land Strategy was subject to a full public consultation before adoption by the Council in June 2015.

3.3. Work delivered under the previous strategies includes the establishment of a GIS database of land which could have a legacy of contamination from a historic or current use (1,245 sites) and risk prioritisation of these sites. The development of GIS layers for contaminated land enables the Council to ensure remediation works are required when land is brought forward for

development through the development management process. Under the current Strategy officers have also answered 191 requests for information made under the Environmental Information Regulations 2004 and carried out a detailed inspection of one site to certify the site as ‘suitable for use’.

4. Outcomes to be achieved

4.1. The outcomes sought through this strategy are to:

- Continue to identify and remove unacceptable risks to human health and the environment through future development of land,
- Seek to ensure that contaminated land is made suitable for its current use and
- Ensure that the burdens faced by individuals, companies and the community are proportionate, manageable and compatible with the principles of sustainable development.

4.2. The review ensures that the Strategy is up to date and so continues to support delivery of effective regulatory input to the management of land contamination issues. The statutory guidance suggests that the Strategy should be reviewed every five years. In the main the related work will be delivered through environmental health’s consultation comments made to the development management process.

4.3. Effective management of land contamination issues ensures that risks arising from land contamination are managed proportionately to perceived risks for the effective protection of public health.

5. Proposal

5.1. To adopt a light touch revised Contaminated Land Strategy following consultation.

6. Alternatives considered

6.1. The alternative would be not to consult on the Strategy given its very minor update. It is however considered appropriate to consult our key partners in this work.

7. Resource and legal implications

7.1. The intended work is within existing budgets which relate to staffing costs and software licenses to effectively discharge the Council’s statutory duties.

8. Consultation

8.1. Consultation and adoption of the Strategy was considered by Environment Panel at its meeting on 23 November 2020. The Panel resolved:

That the Environment Panel recommends to Cabinet that the revised Contaminated Land Strategy for Chichester District be approved for public consultation.

That authority be delegated to the Director of Planning and Environment (following consultation with the Cabinet member for 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.

8.2. The Council will consult the following:

(i) External consultees: DEFRA, DECC, the Environment Agency, WSCC, city, town, parish, surrounding district and borough councils, Natural England, South Downs National Park, English Heritage, FSA, PHE, community groups and major land owners.

(ii) Internal consultees: CDC Planning Policy, Development Management and CDC Estates.

(iii) The draft Strategy will be published on the Council website for public comment.

8.3. The consultation period will be from 1 January to 29 January 2021. Should the consultation result in inconsequential changes to the document then authorisation is sought from Cabinet for officers to adopt the Strategy without returning to Cabinet. However should the consultation comments require key changes to the draft Strategy the amended Strategy will then be reported to Cabinet in April 2021.

9. Community impact and corporate risks

9.1. The Strategy and associated work helps to bring brownfield land back to beneficial use through making it suitable for use so assisting in relieving the burden on greenfield sites.

9.2 In 2012 the government effectively stopped the grant that supported the detailed inspection aspect of this work but did not amend councils' statutory duty to inspect their areas. As such there remains the possibility of the Council having to deal with a site which requires urgent investigation and remediation for which there is no supporting government grant. The Council is aware of this risk and has reserved a £106K budget to cover the risk of any issues arising.

10. Other Implications

	Yes	No
Crime and Disorder		✓
Biodiversity and Climate Change Mitigation		✓

Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing The effective management of land contamination ensures that the issue is properly considered and managed proportionately and appropriately so as to minimise the impact on public health.	✓	

11. Appendices

11.1. Draft revised Chichester District Council Contaminated Land Strategy 2020 for consultation.

Chichester District Council

THE CABINET **8 DECEMBER 2020**

Determination of the Council Tax Base 2021-2022

1. Contacts

Report Author:
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Cabinet Member:
Peter Wilding, Cabinet Member for Finance, Corporate Services, Revenues & Benefits and Customer Services.
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2. Recommendation

2.1. In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made;

2.2. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.

2.3. This resolution in (2.2) shall remain in force for the 2021-2022 financial year.

2.4. The calculation of the Chichester District Council's taxbase for the year 2021-2022 be approved.

2.5. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

3. Background

3.1. The taxbase is a measure of the taxable capacity of the district and is set during the period 1 December to 31 January. Parish council's, West Sussex County Council and the Police Authority are then notified of the proposed taxbase for the area relevant to them. As the billing authority, the District Council is then responsible for the payment of precepts from the collection fund or general fund for levies and parish precepts.

3.2. The Council Taxbase represents the estimated full year number of chargeable dwellings in the area expressed as the equivalent number of band D dwellings. The taxbase calculations are based upon the numbers by council tax band in the Valuation List, plus the estimated new dwellings likely to enter the Valuation List during 2021/22. The result is adjusted for applicable discounts, exemptions and reductions. The figure of chargeable dwellings is further adjusted by an estimated collection rate of 99% (see paragraph 5.1 below)

3.3. Since 1 April 2013 the taxbase calculation for the District also takes account of our Council Tax Reduction (CTR) scheme. Properties where the resident will be in receipt of 100% CTR are fully disregarded in this calculation and pro rata for those on lower amounts.

3.4. Summary of the taxbase of each parish is shown in appendix 2.

4. Outcomes to be achieved

4.1. The purpose of this report is to set the taxbase for the 2021/2022 financial year.

4.2. Following approval the relevant taxbase will be notified to precepting authorities to allow for them to set their budgets for 2021/2022.

5. Proposal

5.1. **Collection Rate**: An assumed 'collection rate' is used when calculating the taxbase. In determining the rate a number of factors are taken into consideration including losses in income through council tax banding reduction, absconds and backdated awards of discounts and exemptions. The assumed collection rate since 2013/14 has been set at 99% and it is proposed to continue with a 99% collection rate for the 2021/22 calculations.

5.2. **Special Items**: Special expense items are those that relate to a part only of the District Council's area. The determination of such special expenses would necessitate the creation of a special expense area which could be the whole of a parish within a parish or across parish boundaries. No such areas have been determined previously and it is recommended that the Cabinet resolve that any special expenses should be treated as general expenses for tax setting purposes.

6. Alternatives that have been considered

6.1. No alternatives have been considered for this report due to the legal requirement to set a taxbase.

7. Resource and legal implications

7.1. Finance: The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) requires the billing authority to calculate the taxbase for its area and notify the figure to the precepting authorities in the period 1 December to 31 January in the preceding financial year. A delay in notifying the taxbase to precepting authorities could impact on their ability to set their budgets in time for setting council tax which must be set before 11 March in the financial year preceding that for which it is set.

7.2. It should be noted that the tax base for 2021-22 has decreased in comparison to the previous year. This is due to increased Council Tax Reduction claims and a slow down in completions of new builds as a direct consequence of Covid-19.

8. Consultation

8.1. This report has not been subject to consultation.

9. Community impact and corporate risks

9.1. The corporate risk of an inaccurate tax base is that there is potential for the collection fund to be in deficit or surplus.

9.2. Since April 2013 the Council and precepting authorities have seen a reduction in taxbase resulting from the implementation of the council tax reduction scheme. The income generated from reducing locally defined discounts and charging the maximum Empty Homes Premium has helped to off-set this loss.

10. Other Implications

	Yes	No
Crime and Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact		No
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing		No
Other (please specify)		No

11. Appendices

Appendix 1 - Taxbase for the District of Chichester 2021/22
Appendix 2 – Taxbase for each Parish within the District 2021/22

12. Background papers

12.1. None

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Chichester District Council

THE CABINET **8 December 2020**

Enabling Grants to support New and Existing Businesses

1. Contacts

Cabinet Member:
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Report Author:
Melanie Burgoyne – Economic Development Manager
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2. Recommendation

2.1 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.

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

3. Background

3.1 In late 2016 £71,428 was secured from the pooled business rate fund to offer the Enabling Grant scheme in 2017, with the same amount made available in 2018/19 and 2019/20

3.2 From 2016, the scheme has awarded 119 grants to businesses across the District, with many seeing their business turnover increase, some by up to 50%. This has created economic growth and new job opportunities in the District. From the information provided by applicants, the grants were helping to protect 737 jobs and were contributing to the potential creation of 318 jobs. Grants funded a range of projects including apprenticeships, new websites, the purchase of equipment to develop new products and services and upgrading of shop interiors.

3.3 Each round of the scheme has been administered within the Council's Economic Development Service and an important aspect of the scheme is that it is easy to access.

3.4 Following the success of the latest round, a further application to the Pooled Business Rates Fund, in conjunction with the other West Sussex districts and boroughs, has now been approved, with the Council securing a further £71,428 to continue the scheme in 2020/21.

4 Proposal

4.1 The Enabling Grant Scheme is planned to launch in January 2020 on the same simple-to-operate and easy-to-access basis as the previous grant scheme.

4.2 Each applicant will be eligible for up to 50% of the total cost of their project, subject to a maximum of £2,000. The grants will not be offered to fund spend incurred by businesses retrospectively.

4.3 Smaller grants up to a maximum of £500 will be available for start-up businesses.

5 Outcomes to be Achieved

5.1 To create jobs and growth by:

- giving small businesses the confidence to try something new
- enhancing the entrepreneurial culture within the District
- increasing access to new markets for small businesses
- encouraging investment by small business owners

5.2 The application forms will ask applicants to state their intended outcomes, jobs created, business turnover, profit enhancements, etc. The Council will then carry out a post-project evaluation to measure the outcomes. Regular updates will be coordinated with the other participating districts and boroughs to provide updates on grants awarded, match-funding secured and jobs created.

6 Alternatives Considered

6.1 Do nothing. With funding available this is not considered appropriate.

7 Resource and Legal Implications

7.1 CDC has received £71,428 from the Pooled Business Rates Fund. If the whole amount is allocated, this will mean that at least £71,428 will be invested as match funding by those businesses securing enabling grants.

7.2 The scheme will be administered by the Economic Development Service and no additional resources are required.

7.3 The enabling grant scheme is being coordinated county-wide by Arun District Council's Economic Development Service.

8 Community Impact and Corporate Risks

8.1 This scheme supports the objectives of the Council's Corporate Plan, Economic Development Strategy and Economic Recovery Plan.

9 Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change		✓
Human Rights and Equality Impact		✓
Safeguarding		✓
Other		✓

10 Appendix

None

11 Background Papers

None

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Chichester District Council

CABINET **8 December 2020**

Homelessness Prevention and Relief Fund

1. Contacts

Report Author:

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Cally Antill – West Sussex County Adaptations Manager/Project Co-ordinator
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Cabinet Member:

Alan Sutton - Cabinet Member for Housing, Communications, Licensing and Events
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2. Recommendation

2.1 That Cabinet:

2.1.1 approves the revised Homelessness Prevention and Relief policy at the Appendix which will supersede the existing Homelessness Prevention Fund policy

2.1.2 approves delegation to the Divisional Manager for Housing, and Housing Options Manager to approve payments under the policy

2.1.3 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

2.1.4 notes the remaining funding budget of £39,800

3. Background

3.1 In February 2016 the Homelessness Prevention Fund was established with a budget of £50,000 and with the objective to help prevent homelessness as a consequence of the then new welfare reforms.

3.2 In March 2019 the policy was reviewed and revised to specifically address cases where a significant housing related debt was preventing access to the Housing Register from those in temporary short stay accommodation ie bed and breakfast and Westward House. The purpose of the fund was to reduce the time households

spent in short stay housing as this was creating a ‘bed blocking’ situation. At this point the funding stood at £43,000.

3.3 It has always been a principle of the scheme that any funding provided via this scheme was on a grant basis rather than as a loan. This was for two reasons, firstly so as not to add further repayable debts to residents already in financial difficulties and to prevent complications from the Council acting as a money lender in these circumstances.

3.4 The current scheme has proved too restrictive in its approach and the number of conditions to comply with has meant only one grant has been awarded since March 2019 and the policy has been unable to achieve its objective.

3.5 The current policy is defined too narrowly so that it is not possible to assist rough sleepers or those who are homeless but do not have a relief or preventative duty owed.

3.6 The revised Homelessness Prevention and Relief Policy and funding is supportive to, and supported by the DHP policy (an allocation from central Government of £250,037 for 2020/21) and the service level agreement with Stonepillow to provide furniture packs to homeless households in the sum of £35,000 per annum via the Crisis Furniture Support Project.

3.7 The Community and Housing theme Covid Recovery Group has recently considered proposals to assist with the recovery for housing and in particular to support aspects which will help the service to access housing for homeless households. One of those was to improve the Homelessness Prevention Policy.

4. Outcomes to be Achieved

4.1 The revised policy is designed with the outcomes to prevent and relieve homelessness, to provide access to housing, help people to retain housing, reduce costs to the Council and enable a flexible person centred approach.

4.2 The policy fits within the Councils strategic housing priority and will deliver on several of the Councils key Housing Strategy objectives:

- To provide support for those that need it.
- To prevent homelessness through early intervention and support
- To reduce the number of placements into nightly paid accommodation eg Bed and Breakfast
- To tackle rough sleeping
- To ensure housing is used effectively and is fit for purpose

4.3 The policy will have been successful if the aims in 4.1 above can be evidenced as having been delivered and there is an improvement in how many people the Council can assist to prevent or relieve their homelessness.

5. Proposal

5.1 The objectives of the revised policy are set out in the attached appendix. The principle of the approach is to create a flexible, bespoke, person centred approach on the basis of ‘what matters is what works’.

5.2 If Cabinet is minded to agree the proposed policy it can be implemented quickly so as to enable maximum benefit to those who need help. Officers will develop a procedure to support the delivery of the policy. The relevant staff teams and partner agencies will be briefed. It is proposed that implementation would be with effect from 2nd January 2021.

6. Alternatives Considered

6.1 One option was to continue with the policy as it is currently set out however this does not extend the range of help which is needed to the range of people who need it and has also meant that very little of the budget has been spent in the last 20 months.

7. Resource and Legal Implications

7.1 The Homelessness Prevention and Relief Fund is an existing budget and will be managed by existing staff and there are no additional running costs to administer the use of this fund.

7.2 Payments are made to the creditor rather than direct to the resident.

7.3 The policy does not state a maximum award per household to allow flexibility but as a guideline it is anticipated that a total payment made under this scheme would generally not exceed £5k. The invest to save assessment works differently for different types of household eg the amount payable to prevent or relieve homelessness for a family of ten would be very different to that for a single person. The officer approving any request will therefore have the discretion to make payments over this level where it makes sense to do so.

8. Consultation

a) Internal – Housing Advice Team, Housing Accommodation Team, Rough Sleeper Team, legal and finance colleagues.

b) External – Stonepillow have given their support to the proposal and consider it will be a valuable tool in helping rough sleepers to move out of hostel or supported accommodation and into a longer term home. It will also mean that more of their clients will be able to access the Councils Housing Register.

c) Members – the Covid Community and Housing Recovery Group were consulted on the principles of a revised policy and endorsed a more flexible invest to save approach.

9. Community Impact and Corporate Risks

9.1 The resource is limited to the remaining funds in the budget (£39,800) and cannot assist everyone who may need it. There is a need to prioritise those who most need the help or where there is the most impact. Discretion is key to making this policy work effectively. The fund has lasted longer than originally anticipated back in 2016

and the team are confident that they can help a number of different people in different situations.

9.2 The general impact on the community is a positive one for every person we can help avoid or relieve homelessness, particularly those who are more visible for example rough sleepers

10. Other Implications

	Yes	No
Crime and Disorder - aiming for a positive impact as those in debt and with significant housing problems can feel forced into behaviour to obtain money/incomes which may become criminal and/or anti-social.	x	
Biodiversity and Climate Change Mitigation		x
Human Rights and Equality Impact - the revisions to this policy will mean additional residents can be helped and in different ways so it will positively impact on additional groups of people.	x	
Safeguarding and Early Help - as with other implications in this section, safeguarding can be greatly exacerbated for families with debt and housing problems.	x	
General Data Protection Regulations (GDPR) – personal data will be processed in order to assess applications and to make payments as required, this will l be undertaken in line with the Councils data processing statement and the GDPR legislation.	x	
Health and Wellbeing – a positive impact as those in debt face significant health challenges particularly for their mental health due to the constant worry and lack of hope regarding their debts and housing situation.	x	
Other (please specify)		

11. Appendix

11.1 Appendix – Homelessness Prevention and Relief Policy document

Chichester District Council

THE CABINET **8 December 2020**

Independent Retail Support Programme

1. Contacts

Cabinet Member:
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Report Author:
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2. Recommendation

2.1 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.

2.2 Cabinet approves delegated authority to the Divisional Manager of Property & Growth to approve the retail support grants.

3. Background

3.1 In 2018 the council launched the Shop Front Grant and Provision of Retail Training scheme which was funded by the Pooled Business rates fund with CDC as the lead authority for the scheme which was offered by 5 districts and boroughs in West Sussex.

3.2 The scheme has been very well received by the businesses who have been supported through the programme. An external, well respected, training company has been appointed to conduct the training and extremely positive feedback has been received from attendees of the workshops.

3.3 After attending the training, businesses were then eligible to apply for a Shop Front Grant, requiring them to fund 25% of the total project cost. The grants are not available to fund spend incurred by businesses retrospectively.

3.4 A suite of 6 workshops were delivered in each of Chichester, East Wittering, Midhurst, Petworth and Selsey. An additional extra set of workshops was delivered in Chichester to reflect the size of the centre.

3.5 In addition to the originally planned workshops, we delivered four further workshops to offer more detailed training on social media to cover content creation, planning and strategy. These were offered following feedback from delegates that it was this area on which they needed more help.

3.6 This gives a total of 40 workshops delivered between April 2018 and October 2019.The workshops have been supplemented with one to one sessions.

3.7 To date, a total of 71 individual businesses across the district have been supported by the training.

3.8 To date, a total of 44 businesses have had Shop Front Grants approved.

3.9 The Shop Front Grants had a mixed take up. As of October 2020 there was £33,250 remaining in this fund. Reasons for this are that due to the retail climate changing so quickly, businesses were identifying other projects for investment such as websites and Epos systems and indeed the training helped them to identify areas of improvement for the business. Due to the rules of the scheme, only exterior shop front works were covered by the grants

3.10 The shift to online sales and away from bricks and mortar has been accelerated by the Covid emergency. Our independent retailers have worked hard to survive and now need support to identify how best to adapt going forward. The Covid-19 lockdown and restrictions have made people more aware of local shopping so there is an opportunity to build on this raised awareness by helping our independent retailers to capitalise on this interest.

4 Proposal

4.1 A fully funded bespoke retail training will be offered to independent business in the District's 'high streets' – to include Chichester, East Wittering, Midhurst, Petworth and Selsey.

4.2 The training will include facilitated retail workshops and individual training, which will comprise a mixture of online and in person delivery. These workshops will be focussed on generating ideas for businesses to increase sales and on the developmental challenges businesses will face due to the general shift to online sales. There will be focus on use of digital platforms for sales and to drive footfall.

4.3 Independent retail businesses in premises in the designated areas will be able to apply for grants towards the cost of projects to develop their business. The grant available will be up to 75% of eligible costs, subject to a maximum contribution of £4,000 but it is anticipated that the average grant amount would be £2,000, based on applications previously received.

5 Outcomes to be Achieved

5.1 To deliver a minimum of 14 workshops; to provide training support to a minimum of 40 businesses and to allocate a minimum of 13 retail support grants, plus encouraging investment by independent retailers.

5.2 The application forms will ask applicants to state their intended outcomes, jobs created, business turnover, profit enhancements, etc. The Council will then carry out a post-project evaluation to measure the outcomes.

6 Alternatives Considered

6.1 Do nothing. With funding available this is not considered appropriate.

7 Resource and Legal Implications

7.1 The total budget of £80,000 will be funded from the Pooled Business Rates Fund. CDC will receive the funding in advance of the commencement of the schemes. The bid to Pooled Business Rates Fund has allocated half the funds to grants therefore £40,000 of our budget will be for grants and the remaining budget will be for the training support. These grants will be match funded and the split will be 75% grant, 25% from the business. This will mean that at least £13,000 will be invested as match funding by independent retailers securing grants.

7.2 The scheme will be administered by the Economic Development Service and no additional resources are required.

7.3 The Independent Retail Support Programme is being coordinated county-wide by the Council's Economic Development Service.

8 Community Impact and Corporate Risks

8.1 The scheme supports the objectives of the Council's Corporate Plan, Economic Development Strategy and the Economy Recovery Plan. The provision of retail training and retail support grants also supports the Visions for Chichester City Centre, Petworth, Selsey and Midhurst. .

9 Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change		✓
Human Rights and Equality Impact		✓
Safeguarding		✓
Other		✓

10 Appendix

None

11 Background Papers

None

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Chichester District Council

CABINET **8 December 2020**

Call In: Electric Vehicle Charging Infrastructure

1. Contacts

Chairman of the Overview and Scrutiny Committee

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Report Author

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2. Recommendation by the Overview and Scrutiny Committee

2.1 That the Cabinet reconsider the decision made at its meeting on 3 November 2020 relating to Item 12 Electric Vehicle Charging Infrastructure taking into account the following comments made by the committee:

3. Consideration by the Overview and Scrutiny Committee

3.1 The request fulfilled the requirements listed in part four of the Constitution, paragraph 29 of the Call In Procedure, and was accepted as valid. It was referred to the meeting of the Overview and Scrutiny Committee at its meeting on 18 November 2020.

3.2 The Scrutiny Committee

A) Raises concerns as to whether the matter has been subject to proper consultation with relevant interested parties. The committee raise the following specific issues:

There was no communication with members when WSCC initially invited CDC to join in July 2019, nor when they announced plans on 20th August 2020 (Plans that included all Districts and Boroughs but Chichester). Following member enquiries a report belatedly came to the Environment Panel on Friday 18th September but the 'wrong' recommendation was made i.e. to seek to join ASAP. There was an opportunity for new information / a new report to come to the Environment Panel on Friday 23rd October but that opportunity for further consultation with the Environment Panel was missed. Instead, a whole new report was presented to Cabinet on Tuesday 3rd November which had not been seen or discussed by the Environment Panel.

B) Asks that the Cabinet consider or reconsider whether further delay in seeking to join the scheme could cause significant harm / cost us significant influence.

Scrutiny members expressed concerns that if CDC delay joining much more it will likely be impossible for CDC to do so as a 'Key Delivery Partner' with full voting rights on the Board. Beyond noting that CDC has previously received OLEV money to install 18 EVCPs on our land, the Cabinet report is silent on the possibility of being able to access the "up to £100,000 of funds [that can be] claimed per local authority from The Office for Low Emission Vehicles (OLEV) On-Street Residential Charging Scheme" (WSCC Award of Contract ref. OKD41).

C) Expressed concerns that the decision runs contrary to CDC's declaration of a climate emergency and undermines our ability to meet the objectives set out in the draft Climate Action Plan

The Scrutiny Committee asks Cabinet to assess these factors specifically in reviewing this decision.

The Cabinet report notes fairly that there is not currently excess demand on our existing 18 EVCPs, but makes no mention of any alternative strategy for stimulating the market for electric vehicles. Indeed, it admits that “currently there are no plans by the Parking Services Team to introduce additional EVCPs across the District.” It states that we could join in future as a 'Collaborating Organisation' (i.e. on the same terms as Parish Councils), concluding that there is little to be gained by taking swifter action, but sets out no alternative strategy for hastening the transition to low carbon transport. It fails to demonstrate leadership on this issue beyond celebrating what has already been achieved and undermines the leadership WSCC is displaying in setting a target that will require the installation of hundreds of EVCPs in the District by 2030. The decision demonstrates a real lack of urgency and Scrutiny Committee believes these elements need to be the subject of further and fuller consideration by Cabinet.

3.3 The committee’s view was that they agreed with the concerns raised within the call in request (set out in 3.2 above) and resolved that Cabinet be asked to reconsider the decision taking these points into consideration.

4. The Call In Request

4.1. The Council’s Constitution provides that a decision made by the Cabinet does not come into effect until a call-in period (three clear working days after the decision is notified to members) has elapsed.

4.2. During the call-in period the call-in request was received, from Cllr Brown, supported by Cllrs Sharp, Fowler, O’Kelly, Hughes, Bowden, Barrie and Bangert.

Call in request received from Cllr Jonathan Brown

The following call-in request was received by Cllr Jonathan Brown on Tuesday 10 November 2020 in line with the council's call-in deadline of 10.00am on Wednesday 11 November 2020.

I would like to call in the Cabinet's 3rd November decision on Agenda Item 12 re: Electric Vehicle Charging Infrastructure (i.e. not to seek to join the WSCC EVCP scheme) as per the Constitution's Call-In procedure for the following reasons:

B) The matter has not been subject to proper consultation with relevant interested parties.

There was no communication with members when WSCC initially invited CDC to join in July 2019, nor when they announced plans on 20th August 2020. (Plans that included all Districts and Boroughs but Chichester.) Following member enquiries a report belatedly came to the Environment Panel on Friday 18th September but the 'wrong' recommendation was made. i.e. to seek to join ASAP. There was an opportunity for new information / a new report to come to the Environment Panel on Friday 23rd October but that opportunity for further consultation with the Environment Panel was missed. Instead, a whole new report was presented to Cabinet on Tuesday 3rd November which had not been seen or discussed by the Environment Panel.

C) Further delay in seeking to join the scheme could cause significant harm / cost us significant influence.

If we delay joining much more it will likely be impossible for CDC to do so as a 'Key Delivery Partner' with full voting rights on the Board. Beyond noting that CDC has previously received OLEV money to install 18 EVCPs on our land, the Cabinet report is silent on the possibility of being able to access the "up to £100,000 of funds [that can be] claimed per local authority from The Office for Low Emission Vehicles (OLEV) On-Street Residential Charging Scheme" (WSCC Award of Contract ref. OKD41).

D) The decision runs contrary to CDC's declaration of a climate emergency and undermines our ability to meet the objectives set out in the draft Climate Action Plan.

The Cabinet report notes fairly that there is not currently excess demand on our existing 18 EVCPs, but makes no mention of any alternative strategy for stimulating the market for electric vehicles. Indeed, it admits that "currently there are no plans by the Parking Services Team to introduce additional EVCPs across the District." It states that we could join in future as a 'Collaborating Organisation' (i.e. on the same terms as Parish Councils), concluding that there is little to be gained by taking swifter action, but sets out no alternative strategy for hastening the transition to low carbon transport. It fails to demonstrate leadership on this issue beyond celebrating what has already been achieved and undermines the leadership WSCC is displaying in setting a target that will require the installation of hundreds of EVCPs in the District by 2030. The decision demonstrates a real lack of urgency.

This call in is supported by:

Cllr Sarah Sharp
Cllr Judy Fowler

Cllr Kate O'Kelly
Cllr Kevin Hughes
Cllr John-Henry Bowden
Cllr Heather Barrie
Cllr Tracie Bangert

The request was accepted for inclusion as a late item on the Overview and Scrutiny Committee agenda for 17 November 2020 by the Chair of Overview and Scrutiny Committee Cllr Adrian Moss on 11 November 2020. Members are referred to the following:

1. Cabinet decision, report and appendices
2. Webcast meeting recording - from section 1:15:37

At the meeting the Committee with reference to page 128 of the council's Constitution will have the following options:

31. If having considered the decision, the Overview and Scrutiny Committee is still concerned about it, the committee may:

a) refer it back to the decision-maker for reconsideration, setting out in writing the nature of the Committee's concerns
b) refer the matter to Council setting out in writing the nature of the committee's concerns;
c) decide that neither a) or b) above applies in which case the decision will be effective immediately thereafter and will not be subject to further call in.

Chichester District Council

SPECIAL CABINET **24 November 2020**

Call In: Review of Parking Charges

1. Contacts

Chairman of the Overview and Scrutiny Committee

Adrian Moss
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Report Author

Katherine Davis – Democratic Services Officer
Tel: 01243 534674
E-mail: kdavis@chichester.gov.uk

2. Recommendation by the Overview and Scrutiny Committee

2.1. That the Cabinet reconsider the decision made at its meeting on 3 November 2020 relating to Item 14 Review of Parking Charges taking into account the following comments made by the Committee:

3. Consideration by the Overview and Scrutiny Committee

3.1. The request fulfilled the requirements listed in part four of the Constitution, paragraph 29 of the Call In Procedure, and was accepted as valid. It was referred to the meeting of the Overview and Scrutiny Committee at its meeting on 18 November 2020.

3.2. The request stated that the proposal to increase parking charges will cause significant harm to the local economy with detrimental effects on the local businesses leading to a further decline of the Chichester city centre and High streets in the District. The impact of these charges during the current Covid 19 pandemic and the long-term ability to recover long after the new charges are implemented was not fully considered by Cabinet in their debate

3.3. The Committee's view was that they agreed with the concerns raised within the call in request (set out in 3.2 above) and also that consideration should be given to the use of the Council's reserves in these unprecedented circumstances instead of increasing parking charges in the District. The Committee resolved that Cabinet be asked to reconsider the decision taking these points into consideration.

4. The Call In Request

4.1. The Council's Constitution provides that a decision made by the Cabinet does not come into effect until a call-in period (three clear working days after the decision is notified to members) has elapsed.

4.2. During the call-in period the call-in request was received, from Cllr Plowman, supported by Cllrs Apel, Bowden, Bangert, Evans and Johnson.

Call in request received from Cllr Richard Plowman

The following call-in request was received by Cllr Richard Plowman on Monday 9 November 2020 in line with the council's call-in deadline of 10.00am on Wednesday 11 November 2020.

In accordance with the Constitution Part 4 on Procedures: Call in procedures P37. I am requesting a Call-in on Agenda item 14 Review of Parking Charges decision made by Cabinet on Tuesday 3rd November 2020.

For this call-in I am supported by the requisite five members of Council

Cllr Clare Apel
Cllr John-Henry Bowden
Cllr Tracie Bangert
Cllr Gareth Evans
Cllr Timothy Johnson.

Under 29iv of the Call-in Procedure:

29iv (a) and (h) Evidence was presented at the Cabinet meeting in my Statement (previously circulated to all Members) which demonstrated the said decision will cause significant harm to the local economy with detrimental effects on the local businesses leading to a further decline of the Chichester city centre and High streets in the District. The impact of these charges during the current pandemic and the long-term ability to recover long after the new charges are implemented was not fully considered by Cabinet in their debate.

The request was accepted for inclusion as a late item on the Overview and Scrutiny Committee agenda for 17 November 2020 by the Chair of Overview and Scrutiny Committee Cllr Adrian Moss on 10 November 2020. Members are referred to the following:

1. Cabinet decision, report and appendices
2. Webcast meeting recording - from section 1:53:53

At the meeting the Committee with reference to page 128 of the council's Constitution will have the following options:

31. If having considered the decision, the Overview and Scrutiny Committee is still concerned about it, the committee may:

a) refer it back to the decision-maker for reconsideration, setting out in writing the nature of the Committee's concerns
b) refer the matter to Council setting out in writing the nature of the committee's concerns;
c) decide that neither a) or b) above applies in which case the decision will be effective immediately thereafter and will not be subject to further call in.

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Chichester District Council

The Cabinet **8 December 2020**

Future Customer Services delivery

1. Contacts

Report Author:
Kerry Standing, Divisional Manager, Revenues, Benefits and Customer Services
Tel: 01243 521092 E-mail: kstanding@chichester.gov.uk

Cabinet Member:
Peter Wilding, Cabinet Member for Finance, Corporate Services, Revenues, Benefits and Customer Services
Tel: 01428 707324 E-mail: pwilding@chichester.gov.uk

2. Recommendation

2.1. That Cabinet approve the proposed remodelling of services provided by the Customer Services Centre (CSC) as set out in the IPPD at Appendix 1.

2.2. 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.

3. Background

3.1 Since Covid-19 there has been a significant change in the way in which our customers are accessing our services. It is evident that when customers have to access our services differently they will do this. This is extremely encouraging and these proposals seek to build on the changes to date.

3.2 The table below shows how customers have been accessing our services. Website and online channel take up increased the most. It is encouraging to note that when the Customer Services Centre closed to the public due to Covid-19 website and online take up increased and telephone contact didn't. This shows that some customers prefer to use online services and will therefore choose to do so. As a Council we need to ensure moving forward that our online services continue to be developed to support increased online service take up. Not only does this help to minimise operational costs but it also provides services in the way in which many people now expect to be able to transact with service providers.

Customer services by channel data

Channel	01/04/19 - 30/09/19	01/04/20 - 30/09/20
Telephone calls (presented)	53,921	65,599
Face-to-face	9,489	365*
Website	320,389	440,294
Total	383,799	506,258

relates predominantly to collections for resident visitors permits and taxi licenses

4. Outcomes to be achieved

4.1. That the Cabinet approve the recommendations as set out above and in Appendix 1 to modernise customer services.

5. Proposal

5.1. To support the Council modernising the way it delivers its services both online and face-to-face. Specifically the following changes will take place: -

- To encourage residents and visitors who can to self-serve and use the Council's online services freeing up officer capacity to best meet the needs of vulnerable customers.

- All enquiries to be triaged before appointments are offered and where an enquiry can be resolved online, the customer will be signposted to a self-service PC and provided with digital assistance if required;

- Where a customer is vulnerable and unable to use online facilities, an officer will help the customer to resolve the enquiry. This will include where appropriate helping customers navigate around the website and complete online forms and obtain information to resolve their enquiry. Where this can be done at the time of their arrival to the CSC it will be. Should it be deemed more appropriate for an appointment to be made one will be. Any appointment made will be as soon as is reasonably practical. Officers are provided with guidance to help them identify those who may need more personalised help, but this is not prescriptive and officers will be trained and encouraged to use their judgement and discretion to support those who need most help;

- Customer Service Officers will be floor walking and will be available to signpost, help and guide customers who visit the CSC with their enquiry;

- Self-service scanning facilities are being progressed and in the interim documents can be dropped off in the post-box whilst the building is closed to the public. Customers are encouraged to use the Council's online services and email facilities to provide and upload documentary evidence where they are able to;

- Active promotion of digital channels and increased signage promoting the benefits of using the Council's online services to aid increased and continuous take up.

- To use management information moving forward to aid further improvements both to the Council's website, online services and back office service teams thus helping residents to become resilient where possible.

6. Alternatives that have been considered

6.1. That the CSC is re-opened in the format it operated pre Covid-19. This option is not recommended due to losing the changes in residents and member of the public's

behaviour and undermining all the success in maximising online service take up that has been achieved to date.

6.2. That the CSC is not re-opened at all. This is not recommended given the need to better understand the consequences of this including greater management information to aid informed decision making over the future of the CSC provision.

7. Resource and legal implications

7.1. Savings of £55k can be delivered by adopting these changes.

7.2. There are no legal implications from these proposals.

8. Diversity implications

8.1 In considering the proposed changes for the CSC, an Equality Impact Assessment (see Appendix 3) has been undertaken to ensure that any adverse impact to residents who share a protected characteristic has been considered and mitigated where this is possible. The analysis has identified a potential adverse impact on some protected groups who may not be able to use online facilities such as older customers, customers with disabilities and customers whose first language is not English. This impact has been mitigated by the measures taken to ensure that customers who are unable to use online facilities can continue to access services through existing face to face and phone arrangements and additional assistance as referred to in paragraph 2.1 of this report.

8.2 There are also positive outcomes arising for protected groups as improved online facilities enable customers with mobility issues to access services from home and those seeking help to use online facilities can access services from the CSC.

9. Consultation

9.1. No specific consultation has been undertaken on the proposals in this report. However customer feedback has been sought from customers using the Council's services during August and September 2020 and has been taken into account when putting these proposals forward.

9.2. In addition to the above the Cabinet member for Finance, Corporate Services, Revenues, Benefits and Customer Services has been engaged with on the proposals as part of the Council's Organisational Recovery group as have the Councils Senior Leadership Team who all support these proposals.

9.3. The Overview & Scrutiny Committee received these proposals at its meeting of 17 November 2020 and made the following recommendations to the Cabinet to consider at its next meeting.

1. Ensure all screen views and printed documents are in plain English;
2. The telephone response times are an absolute priority;
3. Ensure the Council keeps the highest standard of services where people are visiting our offices;

4. Support for people with limited access to IT or limited IT skills.

10. Community impact and corporate risks

10.1. The proposed savings from adopting these recommendations help to reduce operational costs and assist in the Council's efficiency savings review.

11. Other Implications

	Yes	No
Crime and Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact – EIA attached at Appendix 3	Yes	
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing		No
Other (please specify)		No

12. Appendices

1: Initial Project Proposal document (IPPD)
2: Customer Survey results
3: Equalities Impact Assessment

13. Background papers

13.1. None

Chichester District Council

THE CABINET **8 December 2020**

Next Steps Accommodation Programme

1. Contacts

Report Author:

Ivan Western – Housing Delivery Manager
Telephone: 01243521164 E-mail: iwestern@chichester.gov.uk

Cabinet Member:

Alan Sutton - Cabinet Member for Housing and Community Services
Telephone: E-mail: asutton@chichester.gov.uk

2. Recommendation:

2.1. 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.

3. Background

3.1. As part of the national response to Covid 19 the Government has urged all local housing authorities to take the necessary steps to prevent homeless people spending the night on the street. As a result of this, the number of those sleeping rough in Chichester is now lower than it has been for many years.

3.2. To support local authority efforts towards this objective significant amounts of government funding have been made available. The Next Steps Accommodation Programme (NSAP) announced in the summer provided an opportunity for local authorities and their partners to bid for (a) revenue funding to provide interim accommodation during this financial year and (b) capital funding to secure additional long term accommodation for those being accommodated.

3.3. Working with Stonepillow, the District Council was successful in attracting funding from both elements of NSAP. Payment for the revenue element of £60,508 has now been paid to the Council and is ring fenced to the purposes set out in our bid. These are described in paragraphs 4 and 5 below. The capital elements, which will be used to secure new long term accommodation, will be paid directly to Stonepillow in due course.

4. Outcomes to be Achieved

4.1. The Next Steps Grant is intended to cover the cost of providing on-going interim accommodation and support for rough sleepers, preventing them returning to the streets and support them in moving on into longer term accommodation .

5. Proposals

5.1. The Next Steps Grant revenue grant is to be used as follows:

- £32,508 towards meeting the on-going temporary accommodation costs associated with keeping rough sleepers off the street during the Covid pandemic.
- £28,000 is to be paid to Stonepillow to allow for the extension of their Housing First team.

6. Alternatives Considered

6.1. Not applicable

7. Resource and Legal Implications

7.1. The grant funds have been expressly paid to the Council by Government for the purposes of providing temporary accommodation and support for rough sleepers.

7.2. The Government realises that the current guidance requiring local authorities to accommodate rough sleepers during the Covid pandemic has generated additional expense for local authorities and so has provided additional funds towards expenses incurred.

8. Consultation

8.1. Discussions were held with MHCLG and Stonepillow prior to submitting the bid for this grant.

8.2. The bid for Next Steps funding was also discussed and supported by the Cabinet Member for Housing and the Housing and Communities Covid Recovery Group.

9. Community Impact and Corporate Risks

9.1. The impact of the proposal will benefit both rough sleepers and the residents of the district. Additional resources will enable us to provide an effective response to the additional non- statutory responsibilities of the Council and will help us to deliver an efficient service.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder	Yes	
Climate Change and Biodiversity.		No
Human Rights and Equality Impact		No

Safeguarding and Early Help		No
General Data Protection Regulations (GDPR		No
Health and Wellbeing	Yes	
Other (please specify)		

11. Appendices

None

12. Background Papers

None

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Notice of the Making of an Urgent Decision

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

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

Decision title	To approve the Additional Restrictions Grant (ARG) Scheme
Decision taker	Kerry Standing
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits Tony Dignum – Cabinet Member for Growth, Place and Regeneration
Decision date	18 November 2020
Decision details	In the absence of a Cabinet meeting officers be authorised to proceed with administering the Additional Restrictions Grants scheme from 23 November 2020. This is to support businesses suffering financial hardship as a result of Coronavirus and in particular the national lockdown and ongoing impacts on businesses. Approval given to officers in consultation with Portfolio Holders Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits and Tony Dignum – Cabinet Member for Growth, Place and Regeneration to make and agree future changes to the Additional Restriction Grant scheme in response to both local and national economic factors.
Reason for urgency	Coronavirus pandemic
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet and/or Council meeting.

Louise Rudziak
Director of Housing and Communities
8 December 2020

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

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